

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

Monday, August 10, 2026

6:00 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

**Closed session starts at 6:00PM, Open session starts at 7:00PM**

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/UCIgebJT-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](mailto: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.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

A. Review the closed session minutes of the July 13, 2026, meeting and the revised closed session minutes of the June 8, 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, 2026-27 Department Chairs, Building Coordinators, New Teacher Advisors, Continuous Improvement Teams, Resignations, Leaves & Retirements,

**IV. RETURN TO OPEN SESSION**

**V. BOARD DEVELOPMENT**

**VI. APPROVAL OF MINUTES**

Review the minutes for the July 13, 2026 regular meeting

**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**

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

#### **IX. TEACHING STAFF, STUDENT, & BOARD**

#### **REPORTS/RECOMMENDATIONS/ACTION ITEMS**

##### **A. Board Reports/Action Items**

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

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

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

##### **A. Policy Committee Meeting**

##### **1. Review July 15, 2026 Policy Committee Meeting Minutes 14**

##### **2. Policies for review and consideration - ACTION ITEMS**

##### **a. Policy 345.11 Grading Scale, Grade Point Average, and Class Rank 16**

##### **b. Policy 528.1 Staff Communications with Students 19**

##### **c. Policy 672.1 Purchasing Approvals 32**

The purpose of this agenda item is to review the updates to the purchasing policy. Language has been added regarding request for proposal schedule for major district service contracts. Attached please find the RFP schedule to be kept by the business office. The RFP schedule will be reviewed with the budget committee on an annual basis.

##### **d. Policy 731.3 Security Cameras and Electronic Monitoring Equipment 35**

##### **e. Policy 732 Use of Unmanned Aircraft (Drones) 41**

##### **B. Budget Committee Meeting**

##### **1. Review the August 4, 2026 Budget Committee Meeting Minutes 49**

##### **2. Updated Financial Plan 51**

The purpose of this agenda item is to review the updated referendum financial plan.

The topics that were evaluated include:

- \$97.5 million

-Interest rates

-Timing of borrowings

-Refinancing that needs to occur in October

Administration will review the financial plan at the meeting.

C. Facility Committee Meeting 52

1. Review the August 6, 2026 Facility Committee Minutes

2. South Campus and Pressbox Security Camera Changes 55

The purpose of this agenda item is to request facility committee consideration for security camera improvements at the south campus and Warrior Stadium Press box.

The Facility Committee is recommending approval utilizing the remaining contingency for the south campus high school project.

3. Projected Project Balance 63

The purpose of this agenda item is to provide an update to the committee on the financial status of the Middle School project. Admin will share a high level estimate of the additional project savings.

4. Middle School Track 65

The purpose of this agenda item is to review options for the middle school track.

The original project plan was to apply a high quality rubber coating to the top of the existing track. Upon evaluation, the selected vendor believes the rubber surface will have a limited lifespan due to the age of the original track base. Vogel has presented the following options:

**Option 1:** Patching, crack fill, seal coat and re-stripe

- Cost: ~\$80,000
- Expected life: 3-5 years
- Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty

**Option 2:** Mill and overlay

- Cost: \$110,000
- Expected life: 5-7 years
- Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty
- Risks:
  - Heavy equipment involved with this work may damage the track even further and could damage the new pavement at the school and the path out to the track. An allowance is carried in this number for some pavement repair. Cracking will likely begin to show through the new pavement in 1-2 years but could be crack filled at the time to slow spreading

**Option 3:** Demolish Track, repair base rock, and rebuild

- Cost: \$280,000+
- Expected life: 15-20 years
- Construction would take 3-4 weeks and based on scheduling couldn't start until next summer.
- Risks:

- Heavy equipment involved with this work may damage the new pavement around the school and path out to the track. An allowance is carried in this number for pavement repair.

**Add Option 4:** Apply rubber track surface on top of new pavement

- Cost: ~\$150,000 (Fisher track is working on an updated proposal)

**Notes:**

- Options 1-3 are work completed by the paving contractor. You'd end up with a surface like the track now vs a rubber track surface.
- We have ~\$140,000 currently awarded to Fischer track for rubber surface that could be reallocated for the options above.

Jeff Kenas has talked with Jen Grabarski and their recommendation is to go with the long-term solution and rebuild the base of the track prior to applying the rubber surface.

5. Motorized Blackout Shades

66

the purpose of this agenda item is to review another option for safety enhancements at the new middle school. The board has previously seen one option during the board tour of the new middle school. Dustin Lybeck has continued to research options and would like to present an alternative.

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

**A. Resolution to Establish a District Expulsion Hearing Officer -ACTION ITEM**

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2026-2027 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

**B. Appoint District Expulsion Hearing Officer for 2026-2027 - ACTION ITEM**

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The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2026-2027 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

**C. Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring Purposes - ACTION ITEM**

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**D. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$97,500,000 - ACTION ITEM**

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**E. Resolution Providing for a Referendum Election on the Questions of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring Purposes and an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$97,500,000 -ACTION ITEM**

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F. Referendum Communications Plan 86

Board of Education, please review the attached presentation and supporting documents before the meeting. These documents discuss the district's communications plan for the November 2026 referendum. The presentation introduces the overall communication strategy, timeline, and key messages that will guide the district's referendum communications plan. As part of the communication structure, two Board of Education members have been serving as liaisons on the weekly referendum communications team. There will be communication leaders present at this meeting.

G. 4K Update

H. K-4 School Improvement Presentations

Please review documents for each elementary school in advance of the meeting. A full presentation will not take place at the regular board meeting. K-4 administrators will be present if you have any questions.

I. Advanced Placement Results 106

Deanne Lensert and Tim Schell

Deanne Lensert and Tim Schell will report on our 2026 Advanced Placement (AP) results, including recent trends and opportunities to improve participation. Deanne and Tim will have a slide deck on Monday, which will summarize the more detailed report and workbook contained in BoardBook as attachments.

J. Announcements/Correspondence 134

Attached please find the schedule for the WASB regional meetings. If you are interested in attending the WASB region 12 meeting, please let Rebecca know no later than the October board meeting.

**XII. CONSENT AGENDA**

A. Approval of Checks

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

B. Finance

1. Monthly Finance Reports 139

Attached you will find the 2025-2026 Budget Status report as of June 30th, 2026 (2) and the Cash Reconciliation report for June 2026.

C. 2026 Annual Meeting Agenda - August 24, 2026 @ 7:00PM, 905 Bethel Circle 144

Attached please find a draft of the 2026 Annual Meeting Agenda. The administration is requesting approval of this agenda as the final preparations are taking place.

D. Consideration of School Safety Drills 146

Attached please find school safety drills from June and July.

E. Gifts & Student Trips

1. Gifts

2. Student Trips

F. Approve Individual Administrator, Administrative Support, Teacher, Co-curricular, 2026-27 Department Chairs, Building Coordinators, New Teacher Advisors Support Staff & Custodial Recommendations, Continuous Improvement Teams, Resignations, Leaves & Retirements

**XIII. BOARD BUSINESS**

**XIV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

Schedule a special meeting to approve the cash flow borrowing process right after the Annual meeting on August 24, 2026

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

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

**XVI. RETURN TO OPEN SESSION**

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

**XVIII. ADJOURN**

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

# Minutes of Regular Meeting - Open

## The Board of Education Waunakee Community School District

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, July 13, 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 Hetzel, second by Frey, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 6-0 on a roll call vote. Time 6:02pm

### **II. ROLL CALL**

Ensign- Yes, Frey-Yes, Hetzel-Yes, Murray,-Yes, Sonne -Yes, Thornberg – Yes  
Eaton Absent

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

- A. Review Minutes of June 8, 2026 meeting and the June 29, 2026 special meeting.  
The board asked that information regarding the Strang presentation be added to the June 8, 2026 closed session minutes.
- 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

### **IV. RETURN TO OPEN SESSION**

A motion was made by Sonne, seconded by Frey, to adjourn closed session and reconvene in open session. Motion carried 6-0. Time: 6:24pm.

President Ensign welcomed all in attendance at 7:00pm.

### **V. BOARD DEVELOPMENT WORKSHOP**

#### **A. DAPES Review**

The board discussed the DAPES tool and asked that we request the additional training for the first year. They also asked Dr. Brown to target having her goals prepared for the September board meeting. This will be shared during closed session.

#### **B. *Great on Their Behalf* by AJ Crabill book study**

The board and Dr. Brown discussed chapters 15-16 in the book study.

President Ensign welcomed all in attendance at 7:00pm.

### **VI. APPROVAL OF MINUTES**

- A. The minutes of June 8, 2026 Regular Board Meeting and the June 29, 2026 Special Board Meeting were reviewed. A motion was made by Hetzel, second by Murray, to approve these minutes as presented. Motion carried 6-0.

**VII. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Thornberg, second by Frey, to approve the agenda as presented with the change to move the topic of 4K right after item IX. Motion carried 6-0.

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

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

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

Members of the board attended the community listening session hosted by Dane county board member David Boetcher. There were a lot of great questions and comments directed to the WCSD.

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

**A. Budget Committee**

1. The July 13, 2026 Budget Committee Meeting Minutes were reviewed.

**2. Consideration of the 3rd Draft of the Budget - ACTION ITEM**

Newton presented and answered questions regarding the third draft of the budget for the 26-27 school year. A motion was made by Hetzel, second by Sonne, to approve the third draft of the budget as presented. Motion carried 6-0.

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

**A. Appoint Medical Advisor for 2026-2027 - ACTION ITEM**

Jondle presented and answered questions regarding the request to work with Dr. Lucas Kuehn from the Waunakee SSM Clinic as the 2026-2027 District's Medical Advisor. A motion was made by Hetzel, second by Frey to approve Dr. Kuehn as the District's Medical Advisor as presented. Motion carried 6-0.

**B. Update on Continuous Improvement Teams**

Dr. Brown presented and answered questions regarding the CIT Update. Members of the CIT teams at various buildings shared their input of the CIT teams.

**C. Review of November 2026 Referendum Planning**

Brown, Newton, and members of the Vogel team presented and answered questions regarding the November 2026 referendum presentation that has been updated based on the discussion from the Board Workshop on June 29th.

A motion was made by Hetzel, second by Sonne, to approve the referendum question option 3 for \$97.5 million as presented. The motion carried on a rollcall vote 5-1.

Roll Call:

Ensign- Yes, Frey-No, Hetzel-Yes, Murray,-Yes, Sonne -Yes, Thornberg – Yes

**D. 4K Update**

Moe gave an update on 4K enrollment for the 2026-2027 school year.

**E. Announcements/Correspondence – N/A**

**XII. CONSENT AGENDA**

The board acknowledged the Meffert Oil Pride Pump gift of \$1000.

The board asked questions regarding the assessment schedule and Schell answered them.

A motion was made by Hetzel, second by Murray, to approve the consent agenda as

presented. Motion carried 6-0.

A. Finance

1. Monthly Finance Reports

2. Approval of Checks

B. Fundraising Report

C. Consideration of the 2026-2027 Testing and Assessment Schedule

D. 2026-27 Academic Standards Adoption

As is required for approval on an annual basis, please see the attached memo from Tim Schell and Amy Fassbender that outlines the academic standards that are part of our instructional programs.

E. Consideration of 2027-2028 School Calendar

F. Consideration of Psychotherapy Center of Waunakee, LLC MOU

G. DPI High School Crime Report

H. Gifts and Field Trips

1. Gifts

a. Meffert Oil Pride Pump Donation = \$1000

2. Field Trips

a. MSAN Student Conference to Warrensville Heights, OH on November 4-7, 2026

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

**New Teaching Staff**

Kathryn Larson, ELA Teacher, HS

Elizabeth Watson, Alternative Education Teacher, HS

**New Support Staff**

Kynaeda Gray, Para Educator Special Education, MS

Tania Jaehn, Para Educator Special Education, HES

Kirk Kittleson, Custodian, HS

Megan Langie, Administrative Assistant District Receptionist

Emily May, Para Educator Special Education, HS

**Retirements**

**William Ripp, Courier**

**Resignations**

Todd Johnson, Para Educator, Special Education, AES

Deanna Mikkelson, Para Educator, Special Education, IS

Taylor Peterson, Para Educator, Regular Education, AES

**Katelyn Suchyta**, 50% Math Interventionist, HES

**XIII. BOARD BUSINESS**

A. Legislative Update

**XIV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. DEI Committee

G. Facility Committee

H. Human Resources Committee

XV. **RETURN TO CLOSED SESSION** N/A

XVI. **RETURN TO OPEN SESSION** N/A

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

XVIII. **ADJOURN**

XIX. The Board of Education adjourned at 8:21pm on a motion by Frey, second by Thornberg, and passed unanimously by voice vote 6-0.

Respectfully submitted,

\_\_\_\_\_  
Carlena Eaton, Clerk

Date: \_\_\_\_\_  
CE/rm

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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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

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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

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[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

# Minutes of Policy Committee Meeting

## The Board of Education Waunakee Community School District

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

### **I. CALL TO ORDER**

Chairperson Frey called the meeting to order at 7:30am.

### **II. ROLL CALL**

Present: Chairperson Frey, Ensign (subbing for Sonne), Thornberg,

Also present: Brown, Newton, Schell, Grabarski (virtually), Blackburn

### **III. APPROVE AGENDA**

A motion was made by Thornberg, seconded by Ensign, to approve the agenda as posted.

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. POLICIES FOR REVIEW AND CONSIDERATION**

#### **A. Policy 345.11 Grading Scale, Grade Point Average, and Class Rank**

Tim Schell presented and answered questions.

A motion was made by Ensign, seconded by Thornberg to recommend that the full board consider approval of this policy. Motion carried 3-0.

#### **B. Policy 528.1 Staff Communications with Students**

Dr. Kelsey Brown, Brian Grabarski, Anne Blackburn presented and answered questions.

A motion was made by Thornberg, seconded by Ensign, to recommend that the full board consider approval of this policy. Motion carried 3-0.

#### **C. Policy 672.1 Purchasing Approvals**

Allie Newton presented and answered questions. Thornberg asked to amend and change the wording to "at least every 5 years."

A motion was made by Ensign, seconded by Thornberg to recommend that the full board consider approval of this policy. Motion carried 3-0.

#### **D. Policy 731.3 Security Cameras and Electronic Monitoring Equipment**

Allie Newton presented and answered questions.

A motion was made by Thornberg, seconded by Ensign to recommend that the full board consider approval of this policy. Motion carried 3-0.

#### **E. Policy 732 Use of Unmanned Aircraft (Drones)**

Dr. Kelsey-Brown and Allie Newton presented and answered questions. Frey would like a disclaimer added 13 years of age or by the approval of the Principal.

A motion was made by Ensign, seconded by Thornberg, to recommend that the full board consider approval of this policy. Motion carried 3-0.

#### **F. Policy 751 Student Transportation Services**

Allie Newton presented and answered questions. No action at this time.  
G. Policy 751 Exhibit Fee Schedule for Transportation to and from Babysitters  
Allie Newton presented and answered questions. No action at this time.

VI. **OTHER ITEMS FOR DISCUSSION** - N/A

VII. **FUTURE MEETINGS** - N/A

VIII. **ADJOURN**

A motion was made by Thornberg, seconded by Ensign, to adjourn the meeting at 8:17am.  
Motion carried 3-0.

# ~~HIGH SCHOOL~~ GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK

Waunakee Community School District

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## GRADES IN 4K

4K school report cards shall use the following performance descriptors.

| Grade Descriptor                  | Score         |
|-----------------------------------|---------------|
| <del>Consistent</del> Meeting     | <del>CM</del> |
| <del>Developing</del> Approaching | <del>DA</del> |
| <del>Beginning</del> Developing   | <del>BD</del> |

## GRADES IN ELEMENTARY ~~AND~~, INTERMEDIATE, AND MIDDLE SCHOOL COURSES

Elementary, ~~and~~ Intermediate, ~~and~~ Middle school report cards shall use the following performance descriptors. These descriptors will also apply for Alternative Education at the High School.

| Grade Descriptor                  | Score         | Domain               |
|-----------------------------------|---------------|----------------------|
| Advanced                          | 4             | Academic             |
| <del>Proficient</del> Meeting     | 3             | Academic             |
| <del>Basic</del> Approaching      | 2             | Academic             |
| <del>Minimal</del> Developing     | 1             | Academic             |
| No Mark                           | NM            | Academic             |
| <del>Secure</del> Meeting         | <del>SM</del> | Personal Development |
| <del>Developing</del> Approaching | <del>DA</del> | Personal Development |
| <del>Emerging</del> Developing    | <del>ED</del> | Personal Development |

## GRADES IN ~~MIDDLE AND~~ HIGH SCHOOL COURSES

The following is the District's standard letter-based grading scale and grade point average (GPA) conversion chart for high school courses, with the exception of Alternative Education:-

| Grade | GPA                                  |
|-------|--------------------------------------|
| A+    | 4.3                                  |
| A     | 4.000                                |
| A-    | 3.7                                  |
| B+    | 3.3                                  |
| B     | 3.000                                |
| B-    | 2.7                                  |
| C+    | 2.3                                  |
| C     | 2.000                                |
| C-    | 1.7                                  |
| D+    | 1.333                                |
| D     | 1.000                                |
| D-    | 0.7                                  |
| F     | 0.000 (No credit earned)             |
| PASS  | Credit earned; not factored into GPA |

# **~~HIGH SCHOOL~~ GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK**

Waunakee Community School District

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|      |                                                              |
|------|--------------------------------------------------------------|
| FAIL | No credit earned; not factored into GPA                      |
| I    | Incomplete                                                   |
| NM   | Not Graded                                                   |
| WP   | Withdrawn w/ school approval. Present status satisfactory.   |
| WF   | Withdrawn w/ school approval. Present status unsatisfactory. |

No courses eligible for inclusion in the calculation of a GPA receive weighted treatment when the letter grade is converted to the numerical scale.

## **2026-2029 MIDDLE SCHOOL TRANSITION**

The change from the letter grade scale to the standards based Advanced, Meeting, Approaching, Developing scale at the Middle School will occur in phases by content area over the 2026-2027, 2027-2028, and 2028-2029 school years.

## **HIGH SCHOOL GRADE POINT AVERAGES**

Semester Grade Point Average. The District uses the end-of-semester composite grade that a student earns in each course for purposes of calculating a grade point average for each individual semester.

Cumulative Grade Point Average. A student's cumulative high school grade point average is a calculation derived using each end-of-course final grade.

Courses and course grades are either included in or excluded from the District's GPA calculations as follows:

1. Courses that the District offers for high school credit are included in the student's GPA whenever a high school student takes the course in the District and receives a grade that has a numerical GPA equivalent. This includes online courses offered by the District that are taken without applying to or attending another educational institution.
2. Provided that the administration determines that the grade awarded can be adequately converted to the District's high school grading scale, grades received in the following courses are included in the student's GPA:
  - Courses taken at or through a Wisconsin technical college or college/university in an attempt to earn high school credit (whether for dual credit or only for high school credit).
  - Courses taken at another public high school or accredited private high school for which the District would award high school credit for a passing grade.
  - Courses for which the District would award high school credit for a passing grade and which the student has taken in either a District alternative education program or a District program for students with exceptional educational interests, needs, or requirements.
3. A course taken by an 8<sup>th</sup> grade student for credit toward high school graduation in the area of health education is not included in the student's cumulative high school grade point average.

# **HIGH SCHOOL GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK**

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4. Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit or GPA. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.
5. Courses taken on a Pass/Fail basis with District approval (i.e., no letter grade is recorded) are not used in determining GPA.
6. In cases of transfers from alternate grading systems such as Pass/Fail and students from home-based private educational programs, foreign countries, including study abroad or any other non-accredited private educational programs, the high school principal in consultation with school counseling staff shall evaluate the student's records at the time of enrollment and determine a grade for purposes of computing a GPA. Pass/Fail courses may be removed from the computation at the discretion of the principal.

## **AVAILABILITY OF CLASS RANK**

School-wide class rankings will not be reported on high school transcripts or made generally available to students and their families. Rank information will only be generated if needed for college admissions, scholarships, and recruitment eligibility and will be communicated to such requesting organizations upon receipt by the school counseling office of a request from a student and their parent or guardian.

## **NONDISCRIMINATION STATEMENT**

The District shall not unlawfully discriminate in the methods, practices and materials used for evaluating students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special testing materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

## **Legal References:**

### **Wisconsin Statutes**

[Section 118.33](#) [high school graduation requirements]

### **Wisconsin Administrative Code**

[HEA 9.05\(2\)](#) [high school grading policy required]

[PI 9.03\(1\)\(f\)](#) [student nondiscrimination in student evaluation/testing policies]

[PI 18](#) [high school graduation requirements]

## **Cross References:**

420-Rule, Transfer Student Admission Procedures

460, Student Scholarships

**Adoption Date: - ~~April, 2023~~ August, 2026**

# STAFF COMMUNICATIONS WITH STUDENTS

## Policy 528.1

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*{This sample policy provides a comprehensive and detailed approach to compliance with section [118.07\(7\)\(a\)](#), which requires every school district to adopt a policy on staff-student communications that satisfies the following elements:*

- 1. The policy must apply to district employees and to district volunteers.*
- 2. The policy must apply to employee and volunteer communications with:*
  - a. Pupils enrolled in the applicable school district;*
  - b. Pupils attending a school that is not under the control of the applicable school board; and*
  - c. Pupils attending a home-based private educational program.*
- 3. The policy must apply whenever an employee or volunteer is acting in the individual's official capacity, and it must apply regardless of whether the communication occurs during school hours or outside of school hours.*
- 4. The policy must address standards for appropriate content of covered communications.*
- 5. The policy must address standards for appropriate methods of covered communications.*
- 6. The policy must include a range of consequences for policy violations, the most serious of which shall be termination.*

*This sample is particularly lengthy due to the decision to provide language that covers not only standards for appropriate content and appropriate methods of communications, but also specific standards and detailed examples of content and methods that a district might choose to expressly identify as being inappropriate and prohibited. The sample also establishes and provides several examples of a concept referred to as “accountability practices” (such as including a supervisor or parent as an additional recipient of a communication) which, when used, are considered part of the overall communication “method.” This sample also presents extensive treatment of the “range of consequences” element, addresses district authority in relation to staff-student communication that occurs when a staff member is not acting in his or her official capacity, and addresses specific situations such as a staff member’s receipt of an unsolicited inappropriate communication initiated by a student and the application of the policy to any individual who may simultaneously be both a student and either a District employee or District-authorized volunteer.*

**IMPORTANT:** Refer to PRG 528.1 Sample Policy 1 for a shorter sample policy that also addresses the policy mandate established in section 118.07(7)(a) of the Wisconsin Statutes.

**NOTE:** Some of the language found in this sample is drawn from a sample policy addressing staff-student relationships and staff-student communication that involved joint drafting by staff at the WASB and staff at the DPI several years ago. Because this sample relies, in part, on such jointly-drafted content, the WASB does not assert any exclusive copyright ownership in the content of this sample.

*The substantive sample begins on the next page.}*

# STAFF COMMUNICATIONS WITH STUDENTS

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#### General Standards and Purpose

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

As applied to communication that occurs between District staff members and any student(s), the general expectations outlined in the previous paragraph mean that staff members are expected to communicate with students in an appropriate manner, which encompasses (1) the content of the communications, (2) the method of communication, and (3) the setting (i.e., time and location) of the communication. This policy establishes certain standards for appropriate content and appropriate methods of staff-student communications that occur when a staff member is interacting with a student in the staff member's District-authorized capacity.

Whether a communication occurs in a staff member's District-authorized capacity is determined based on the totality of the circumstances and is not limited to any specific hours of the day. For example, a District employee can be acting in such capacity when the reason(s) for or other circumstances of the communication arise directly from the employee's District-assigned responsibilities, even though the communication occurs outside of established school hours, outside of the employee's regular work hours, or both.

For purposes of this Policy, staff members include District employees and District-authorized volunteers (i.e., an individual who has been approved by the District to provide volunteer services for the benefit of the District in one or more specified capacities). ~~[Insert if desired~~ **Include:** *"As determined by applicable contractual agreements or pursuant to District discretion permitted and exercised under a specific contract, this Policy may also be applied to certain independent contractors or to the employees of a contracted service provider."* **{Editor's Note: The policy mandate in section 118.07(7)(a) does not require the local policy to address or cover independent contractors or the employees of a contracted service provider. However, some districts may choose to do so. If the district contracts for student transportation services or for an on-site food service program, or if a non-employee contractor performs a role that involves a regular presence on school grounds or direct interaction with district students, those would be examples of situations in which a district might arrange to apply this policy to the individuals who perform those contracted services.}**

~~[Insert if desired~~ **Include:** *"It is not practical to exhaustively address all possible situations with definitive rules and standards. Therefore, if a staff member encounters a situation in which the staff member determines that applicable laws, policies, and directives do not supply sufficient guidance, the staff member is expected to implement practices that reflect sound judgment, that promote accountability, and that safeguard student welfare. Staff members are strongly encouraged to seek guidance and clarification regarding appropriate communication with students from an appropriate supervisor or administrator who has relevant oversight responsibility whenever the staff member concludes that doing so would be prudent or helpful. If a staff member is unable to seek or obtain such supervisory guidance in advance, prompt after-the-fact disclosure of any concerning or potentially problematic communication scenario is an appropriate step."*

#### **Appropriate and Inappropriate Content of Communications**

The **content** of communication between a District staff member and a student that occurs when the staff member is acting in his or her District-authorized capacity is **appropriate** if, to the extent applicable to the situation (if at all), the communication:

*{Editor's Note: The items in the following list can be modified.}*

- Has a legitimate educational, programmatic, or supervisory purpose that is reasonably grounded in the staff member's District-assigned role and responsibilities.
- Is consistent with the role of a supportive authority figure who protects student welfare in a manner that is consistent with the scope of the staff member's District-assigned role and responsibilities.
- Is respectful in its substantive message and tone, recognizing that not all communication between staff and students needs to be excessively formal. For example:
  - When used in appropriate contexts, informal conversations and good-natured humor have a place in District programs and activities as part of (1) building positive rapport with students, (2) learning about a student's interests, needs, strengths and challenges at a level that is commensurate with the staff member's District role and responsibilities, and (3) creating a positive environment for learning and other youth-focused activities.
  - Some staff-student communications may be as simple as showing a basic social courtesy, such as by offering a friendly greeting, congratulating a student on an achievement, offering a condolence, or thanking a student for a kind act.
- Remains within the reasonable scope of the professional competencies that are part of the staff member's District-assigned role and responsibilities and that are relevant to the specific situation.
- Is age appropriate for the relevant student(s).
- Addresses a sensitive personal issue that has been raised by the student or that has been identified by the staff member by focusing on the student's welfare and, when the issue is outside of the staff member's District-assigned role and responsibilities, by involving other appropriate staff and supervisors.
- Provides feedback to a student that is constructive, developmentally appropriate, and learning-focused.
- Reasonably responds to an emergency situation.
- Adheres to any District policies, rules, or supervisory directive(s) that apply to the staff member in the relevant situation.
- Is lawful.
- *[Continue this list with any additional parameters or standards for appropriate content.]*

The **content** of communication between a District staff member and a student when the staff member is acting in his or her District-authorized capacity is **inappropriate** and a violation of this Policy if the communication fails to meet a standard for appropriate communication (see list, above) when the standard applies in the specific situation.

In addition, without attempting to be exhaustive of all possible examples and without restricting supervisors and administrators who have relevant oversight authority from establishing additional rules and directives related to appropriate and inappropriate content, such staff-student communications are **inappropriate** and prohibited by this Policy if the content:

*{Editor's Note: The items in the following list can be modified.}*

- Ridicules, demeans, or threatens a student.
- Would be viewed by a reasonable supervisor or school administrator as improper harassment of a student, such as by communication that the District determines creates an intimidating, hostile, or offensive environment within a District school, program, or activity.
- Manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior. For purposes of this Policy:
  - Grooming includes communications that are part of any course of conduct that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
  - Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct.
- Exploits a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
- Encourages, condones, invites, or arranges any unlawful conduct, any conduct that would unreasonably endanger the safety or welfare of any person, or any staff-student interaction that would occur at an inappropriate time or in an inappropriate location.
- Outside of any legitimate curricular purpose (e.g., as part of the approved curriculum in literature, biology, health, or human growth and development):
  - Is or would be interpreted by a reasonable person as being sexualized in nature, such as by being sexually explicit or sexually suggestive.
  - Involves sexual humor or the use of sexual innuendo.
  - Uses profanity.
- Is or would be interpreted by a reasonable person as an expression of a staff member's sexual or romantic interest in a student or as making, accepting, or encouraging sexual or romantic advances involving a student.
- Constitutes "immoral conduct" within the meaning of section 115.31 of the state statutes.
- Solicits or encourages secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.
- Taken in context, engages any student(s) in:
  - The sharing of information at an inappropriate level of personal or emotional intimacy, such as through a staff member's disclosure of inappropriate personal information to a student.

- An inappropriately peer-like social interaction, such as through peer-like communication that could reasonably impair the staff member's ability to be effective in the staff member's District role(s).
- Improperly discloses confidential information about any other student(s), as determined under applicable laws and District policies.
- ~~[Continue this list with any additional parameters, standards, or examples.]~~

#### **Appropriate and Inappropriate Means of Communication**

*[Insert if desired: "The selection of an appropriate method of communication is often routine and based on commonly-applied practices and procedures. However, particularly in non-routine situations, a staff member must consider context-dependent factors such as the timing, location, and purpose of the communication, the age(s) of the student(s), and the staff member's specific role and responsibilities."]*

Notwithstanding any other provision of this Policy, a method of staff-student communication is **always** inappropriate and prohibited if it is selected or used to **conceal** an inappropriate communication or some other inappropriate interaction from being discovered by persons who have a legitimate interest in the conduct (e.g., by a supervisor or by the student's parent or guardian) and/or from being subject to legitimate District oversight.

Subject to the previous paragraph and unless a supervisor or administrative official with relevant authority has given the staff member an express directive to the contrary that applies to the particular staff-student communication, the District considers the following **means of communication** to be normally **appropriate** for communication between a District staff member and one or more students that occurs when the staff member is acting in his or her District-authorized capacity:

***{Editor's Note: The items in the following list can be modified. Subject to planning for district oversight of staff members and for appropriate records retention and records access, districts ultimately have substantial discretion to determine appropriate and inappropriate methods of communication.}***

- In person communication that occurs in any of the following situations:
  - During the student's attendance at school.
  - At a time when the student is actively participating in a District-sponsored program or activity or actively receiving District services.
  - At a time when the staff member is actively performing District-assigned responsibilities with respect to (1) District property; (2) a District program, activity, or service; or (3) the supervision or general oversight of individuals (including students) who are present in such settings, and the communications relates to such District-assigned responsibilities.
  - When the staff member and student are in the direct presence of (i.e., directly observable by) the student's parent, guardian, or other caregiver.

- In a community/public setting (i.e., a time and place) that a reasonable person would consider to be transparent, accountable, and otherwise socially appropriate, which may include certain interactions that occur on an unplanned or chance basis.
- Provided that the staff member is an authorized user of the relevant system, application, or platform, electronic communication that occurs through a District-provided and District-controlled:
  - Student information system.
  - Learning management system or online learning platform or application.
  - Phone system or an equivalent account for voice communication that is based on a phone number.
  - Email account that the District has issued to the staff member for District-related communications. *[If desired and if seen as practical, insert the following as additional directives] Include: "Staff are expected to make reasonable efforts to consistently send emails to any District student using the student's District-issued email account. For any District student or non-District student who does not have an active District-issued email account, any email communication to the student shall be directed through the student's parent or guardian unless a situation-specific exception is approved by a supervisor or other District official who has relevant oversight authority."*
- Electronic communication that occurs through some other system, application, account, or other means that the District has provided or expressly approved for use by the staff member to communicate with the student(s) in the specific context.
- Non-electronic, written communication that is distributed to the student(s) at school, in direct connection with a District-sponsored activity, or mailed to the student(s) through the school to the student's current mailing address.
- Communication that is delivered to a student through the student's parent, guardian or other designated caregiver as an intermediary.
- Communication that is delivered to a student through a supervisor, administrator, or other District staff member with relevant responsibilities who acts as an intermediary and who is reasonably aware of the content of the communication.
- *[Continue this list with any additional appropriate means of communications.]*

Subject to the limited exceptions identified below, the District considers other **means of communication** (i.e., other than the means listed above) to be **normally inappropriate and normally prohibited** for staff-student communication that occurs when the staff member is acting in his or her District-authorized capacity. Without attempting to be exhaustive of all possible examples and without restricting supervisors and administrators who have relevant oversight authority from establishing additional rules and directives related to appropriate and inappropriate means of staff-student communication, examples of such inappropriate means include:

***{Editor's Note: The items in the following list can be modified but need to remain consistent with how the district defines "appropriate" means of communication, above.}***

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- Messaging a student using the staff member's personal or other non-District internet account (including any non-District social media account or a non-District email account).
- Messaging or voice calling a student when the staff member is using a non-District phone account (or the equivalent, such as a non-District virtual phone number), except when the communication is limited to a reasonably necessary safety-related contact or a logistics-related communication that is time sensitive and for which no District-provided phone account is reasonably available for the purpose, which might occur, for example, in connection with an activity that involves District-supervised travel away from school grounds).
- Messaging a student through (1) a student's personal social media account or other non-District personal internet account that is known to be accessed by the student; or (2) a student's personal phone account (or the equivalent, such as a personal virtual phone number), except for messaging to a phone account that is limited to a reasonably necessary safety-related contact or a logistics-related communication that is time sensitive.
- Other electronic voice communications and/or video calls that take place using an account, application, system, or platform that is neither District-provided nor District-approved.
- Communication that occurs using any means or method that violates an express supervisory directive, which may be more restrictive than this Policy.

The following are authorized exceptions to using a means of communication that is identified as being normally inappropriate and normally prohibited:

1. Emergency/exigent circumstances of an imminent and reasonably serious nature, such as an imminent threat to a person's health, safety, or property, and the staff member (a.) limits the extent of the communication to reasonably addressing the exigent circumstances, and (b.) promptly communicates their reliance on this exception to an appropriate supervisor or other District official with relevant oversight responsibility.
2. ~~[Insert the relevant position(s)]~~ **Include as written**—e.g., “Situations in which the appropriate school principal, the District Administrator, or other supervisor or administrator with relevant oversight responsibility] has granted approval for such communication for a limited purpose, including establishing a protocol for the retention of any relevant records and identifying any appropriate accountability practices the staff member will be expected to implement.
3. ~~[If desired, insert any additional exception to the prohibited means of communication.]~~

### **Accountability Practices**

In connection with staff-student communications, **accountability practices** are conditions or actions that are either an inherent part of or used in direct connection with a particular means of communication. Such practices have the purpose of promoting accountability for the staff member and/or avoiding the appearance of impropriety.

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When communicating with a student, a District staff member is required to implement any specific accountability practices that may be mandated by a District policy, an administratively-established rule, or a supervisory directive that applies to the relevant communication.

When no mandate or directive applies, staff members are encouraged to consider and use one or more appropriate accountability practices in connection with a staff-student communication if the staff member determines that the practice in question (1) would not violate any student's confidentiality rights; (2) would not endanger the welfare of the student; and (3) is either necessary or prudent in the interests of transparency, accountability, or the avoidance of an appearance of impropriety.

The following are examples of **accountability practices** that might be implemented in connection with communication that occurs between a staff member and one or more students:

*{Editor's Note: The examples in the following list can be modified.}*

- Communicating in a reasonably open setting (e.g., where the communication or interaction is, or easily can be, observed by others)
- Using group (rather than one-to-one) communication when practicable.
- Including one or more other staff members, supervisors, administrators, and/or parents/guardians as additional recipient(s).
- Communicating in a manner that is planned with and approved by a relevant supervisor or administrator.
- Communicating at a time, in a manner, and for a purpose that is known to the student's parent or guardian, the staff member's supervisor, and/or other relevant administrator.
- Arranging for an appropriate witness to be present during an in-person meeting or conversation that occurs in a private or confidential setting.
- Using a means of communication that creates a District record of the communication.
- Promptly documenting and disclosing an unusual or concerning staff-student communication event after the fact (e.g., disclosing the situation to a supervisor or other administrator and/or to the student's parent or guardian).
- Using a means of communication that, for the given purpose, is consistent with widely-used and accepted practices in school-related settings such that the approach is likely to align with the expectations of a reasonable parent, guardian, or other caregiver.
- ~~[Continue the list with any additional accountability practices the district wishes to identify.]~~

~~[Insert if desired: "Not all of the examples listed above are appropriate for every situation. For example, it would not be appropriate to use a group communication or to conduct a conversation in a public/open setting in situations where it is appropriate, or even necessary, for the District to provide a student with a confidential and private setting for the protection of the student's own rights and welfare."]~~

#### **Time and Location for Staff-Student Communications**

Regardless of the specific content and specific method of a staff-student communication that occurs when a staff member is acting in the staff member's official, District-authorized capacity, District staff members are expected to consider and use sound judgment regarding the impact of time and location on the appropriateness of such communications. For example:

- Unless addressing emergency/exigent circumstances using the exception defined in the previous section of this Policy, a communication that constitutes or back-and-forth messaging that closely resembles a direct, person-to-person conversation, whether occurring in-person or by electronic means, can be inappropriate based solely on the time of day at which the interaction occurs—particularly during night or overnight hours (and assuming the student is not actively participating in a late-night, overnight, or early morning District-sponsored program or activity).
- Location is often a critical consideration particularly for in-person staff-student communications.

#### **Retention and Provision of Records of Staff-Student Communications**

*{Editor's Note: The policy mandate in section 118.07(7)(a) of the state statutes does not require the local policy to address or cover this issue. This section of this sample can be treated as optional.}*

Except to the extent consistent with a District-adopted records retention schedule or as authorized by an administrator who serves as a legal custodian of District records, District staff may not delete or destroy any record of a substantive communication with a student that was sent or received in connection with the staff member's official, District-authorized capacity. If any such communication with a student occurs through a non-District electronic system or application that is not accessible to the District's custodian(s) of records, the staff member should, to the extent feasible and consistent with student record confidentiality, forward a complete electronic copy of the relevant record to a District-controlled system, application, or account. If forwarding an electronic copy of any such record is not feasible, then the staff member is expected to seek additional direction regarding appropriate retention of the record the appropriate school principal or another supervisor or administrator who has relevant oversight responsibilities.

To the extent permitted by law, the District may ask or direct a staff member to provide the District with records of communications with students that are not in the District's possession and that have a reasonable nexus to the staff member's District role and to the District's legitimate supervisory, managerial, and educational interests. A refusal to reasonably comply with such a directive may, in appropriate circumstances, constitute a basis for adverse consequences.

#### **Addressing Inappropriate Communication Initiated by a Student**

*{Editor's Note: The policy mandate in section 118.07(7)(a) of the state statutes does not require the local policy to address or cover this issue. This section of this sample can be treated as optional.}*

If a student initiates communication with a District staff member using an inappropriate means of communication and there are no emergency or exigent circumstances that require otherwise, the staff member should redirect the student to an appropriate means of communication, including by responding to the student using an appropriate method.

If a District staff member receives any communication from a student that a reasonable person would perceive as crossing appropriate staff-student boundaries or as being otherwise inappropriate in content, the staff member shall promptly report the communication to a supervisor, school principal, or other District official with relevant oversight authority. As District officials deem necessary or appropriate, an administrator may initiate consequences for the student and may advise or directly assist the staff member with an appropriate response or other follow-up, which could include actions such as:

1. Contact with a parent or guardian.
2. A statement that the student's communication to the staff member was inappropriate or addressed matters that are outside the boundaries of the staff member's responsibilities.
3. A directive that the student is expected to refrain from initiating similar communications with the staff member in the future.
4. Identification of appropriate means and content of communication that the student should use moving forward.

#### **Consequences for Inappropriate Staff-Student Communications**

Staff members who communicate with a student in violation of the law, this Policy, other District policies or rules, or applicable supervisory directives, are subject to a range of disciplinary and non-disciplinary consequences that will be determined based on the District's assessment of the nature and seriousness of the violation/misconduct. For example:

1. Possible disciplinary consequences for employees include but are not limited to a formal reprimand, a disciplinary reassignment, an unpaid suspension, contract nonrenewal, termination of a specific District-authorized role, and/or termination of employment.
2. Possible disciplinary consequences for non-employees who are subject to this Policy include but are not limited to a formal reprimand, suspension from or the termination of a District-authorized role (e.g., as a volunteer), and/or the termination or nonrenewal of contracts (if any).

Examples of possible non-disciplinary consequences include a notice of performance expectations and the provision of evaluative feedback or other performance ratings.

Consequences may be structured with or without special conditions, such as a requirement to complete specific training or re-training or a notice/directive that prohibits an individual from being present on District property or at certain District-sponsored events or activities.

For purposes of applying consequences under this Policy:

- A District employee shall be considered an employee under this Policy whether acting in connection with any District role(s) that the individual has as an employee or in connection with any additional role(s) the individual may have as a District volunteer.
- Unless prohibited by law, consequences for a District student who violates this Policy while serving in the capacity of a District employee or District volunteer may include non-academic school-related consequences, up to and including possible expulsion from school. However, the imposition of such school-related consequences for a violation of this Policy shall be reserved for situations that involve serious misconduct.

As required by law or as otherwise deemed appropriate to the situation, the District may also refer or report matters relating to inappropriate communications (whether substantiated or alleged) to law enforcement, the Department of Public Instruction, Child Protective Services, or other governmental authorities. Nothing in this Policy alters any person's mandatory reporting obligations that are established under any law.

#### **Definitions and Policy Application**

1. In this Policy, "**student**" means an individual who is any of the following:
  - a. An individual who is enrolled in or who attends **any** public, private, or tribal school at the secondary (i.e., high school) level or lower (e.g., an elementary school), whether the school is within or outside of the District and regardless of the age of such individual.
  - b. An individual who is enrolled in or who attends a home-based private educational program, as defined under state law.
  - c. Under age 18 and a participant in any District-sponsored class, program, or activity that is offered for children and other school-age youth.
2. A student is considered a student under this Policy, rather than a District-authorized volunteer, if the student is enrolled in the District and engages in service opportunities within the District which are not generally available to non-students and during which time the student is subject to District supervision as a student.
3. If an individual is **both** a current student (as defined above) **and** a current District employee or District-authorized volunteer, then for purposes of applying this Policy:
  - a. Such an individual is considered a student in connection with the content of any communication that occurs between that individual and any non-student District staff member (i.e., even if the communication occurs in connection with such individual's employment or volunteer capacity).
  - b. Such individual is considered an employee or volunteer, as applicable to the individual's non-student role, when the student is acting in their official employment or volunteer capacity and communicating with any other student.

4. For purposes of applying this Policy, a District-authorized intern or District-authorized student-teacher or other clinical, practicum, or fieldwork student shall be classified as a District-authorized volunteer unless such an individual receives a wage or salary from the District.

#### **Communications with Students when Not Acting in a District-Authorized Capacity**

The District recognizes that there are many potential scenarios in which a District staff member may communicate or otherwise interact with a student when the staff member is **not** acting in the staff member's District-authorized capacity, including many such situations in which the staff member is instead acting in connection with a legitimate non-District relationship or other legitimate non-District social or community connection that the staff member has to the student (for example, as a parent or other relative of the student or through a non-District community organization). The standards and expectations that this Policy establishes for staff-student communications that occur when a staff member is acting in the staff member's official, District-authorized capacity do **not** directly apply to communications that occur entirely outside of that official capacity. For example, the District is in no way purporting to constrain a staff member who is a parent of a student from privately messaging their child(ren) using personal accounts.

However, and very importantly, communications and other interactions between a student and a District staff member that occur outside of the staff member's official, District authorized capacity are subject to the limitation that where there is a sufficient nexus between the circumstances surrounding the staff member's conduct and the staff member's District-authorized role(s) and responsibilities, the District may still impose lawful consequences for the conduct. For example, the District often retains evaluative, remedial, and potentially disciplinary interests in such conduct if the conduct (1) unreasonably harms or endangers the health, safety, welfare, or property of any person; (2) undermines a staff member's ability to be effective in his/her District role(s); (3) is disruptive to District operations, programs, or activities; (4) jeopardizes the District's educational mission; (5) is contrary to a lawful supervisory directive; or (6) is unlawful.

~~If desired, insert as a clarification of this section~~ **Include:** *"Stated another way, nothing in this Policy shields a staff member from lawful, District-imposed consequences if the staff member has engaged in inappropriate conduct that (1) occurred outside of the staff member's official, District-authorized capacity and/or outside of the staff member's scope of employment or scope of services; and (2) sufficiently triggers the nexus-based evaluative, remedial, and potentially disciplinary interests identified in the previous paragraph. Further, for the avoidance of doubt, statements and rules in this Policy that establish that certain communicative conduct is inappropriate and prohibited when it occurs in a staff member's official capacity do not, in any way, equate to the substantively different statement that the relevant conduct is appropriate or acceptable in other contexts."*

#### **Administrative Responsibility and Authority under this Policy**

The District Administrator or an administrative-level designee is responsible for ensuring that the District takes reasonable steps to make District staff members aware of this Policy.

# STAFF COMMUNICATIONS WITH STUDENTS

## Policy 528.1

### Sample Policy 2

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~~[Insert if desired]~~ **Include:** *"The District Administrator and other supervisors and administrative officials with relevant oversight authority are authorized to (1) develop and provide further guidance for staff members regarding the application of this Policy; (2) identify additional examples of inappropriate and prohibited content in staff-student communications; (3) identify additional methods of communication that are deemed District-authorized and appropriate; (4) expressly direct specific staff members to not engage in specific staff-student communications or to not use particular methods of communication that, in the absence of such a directive, would normally be considered appropriate; (5) establish requirements for the use of specific accountability practices; (6) make decisions regarding possible exceptions as authorized by the Policy; and (7) issue other rules or directives related to staff-student communications, which may be more restrictive than this Policy."*

### Legal References:

#### Wisconsin Statutes

[Section 48.981](#)

[mandatory reporting of child abuse and neglect]

[Section 115.31](#)

[requirements to report certain substantiated or suspected misconduct by school district employees to the Department of Public Instruction]

[Section 118.07\(6\)](#)

[requirement to immediately notify pupil's parent or guardian of sexual misconduct by a school staff member and other potential victimization affecting the parent's or guardian's child]

[Section 118.07\(7\)](#)

[requirement to adopt policy on appropriate communication between an employee or volunteer and students; related training mandate]

[Section 175.32](#)

[mandatory reporting of threats of school violence]

[Section 948.072](#)

[crime of grooming a child for sexual activity]

[Section 948.098](#)

[crime of sexual misconduct by a school staff person or volunteer]

[Section 995.55](#)

[limitations on district access to personal Internet accounts of employees and students]

#### Federal Laws

[47 U.S.C. §§254\(h\) and 254\(l\)](#) [Children's Internet Protection Act (CIPA); implementing regulations at [47 C.F.R. §54.520](#)]

#### Cross References:

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

#### Adoption Date:

### Business Services Contracts

| Year                   | Service                                                                  |
|------------------------|--------------------------------------------------------------------------|
| Year 1 (starting 2026) | Banking & Legal                                                          |
| Year 2 (starting 2027) | Audit Services (Wipfli agreement ends 2028),<br>HVAC, and Transportation |
| Year 3 (starting 2028) | Food Service                                                             |
| Year 4 (starting 2029) | Copiers                                                                  |
| Year 5 (starting 2030) | Financial Advisors                                                       |

This policy refers to purchase approvals using non-federal funds. Federal Funds must follow the federal purchasing approval guidelines.

One-time purchases made up to \$1,000 shall not require approval, purchases from \$1,001 to \$10,000 require approval from the Director of Business Services, purchases \$10,001 to \$15,000 require approval from the Executive Director of Operations, purchases \$15,001 to \$24,999 require the approval of the District Administrator and purchases made in excess of \$25,000 shall be individually approved by the Board. Purchases over \$5,000 shall be based on quotations, advertised bids and/or other evidence that competitive pricing has been sought. Exceptions to purchasing approvals shall be made for the following:

- a. Textbooks, books, and instructional materials
- b. Replacement parts for existing equipment or if the value of the replacement parts are estimated to be less than fifty percent (50%) of the total value of the existing equipment.
- c. Cooperative Educational Service Agency (CESA) contracts
- d. Professional service contracts/agreements
- e. State of Wisconsin or other national purchasing contracts
- f. Emergency circumstances jointly recommended to the Board President by the District Administrator and the Business Manager and approved for exemption by the Board President.
- g. Purchases from Fund 21 (non-taxpayer funds).
- h. Competitive pricing is not available from other vendors.
- i. Purchases approved by the Director of Business Services under special circumstances (Examples include invoices from local and state government agencies).
- j. Expenditures committed by an IEP team

Technology equipment purchases shall require approval from the Building/Department Administrator and the Director of Technology.

A monthly report shall be provided to the Board of Education that lists purchases made under any of the approved exception categories.

The District reserves the right to reject any or all formal bids or informal quotations, to waive technicalities, to make adjustments in specifications or quantities and/or to make selections based on best interests of the school district.

The Director of Business Services shall bid out major district services at least once every 5 years based on a schedule kept by the business office.

Legal Ref.: Sections 66.0901 Wisconsin Statutes

Cross Ref.: 672, Purchasing  
672.3, Cooperative Purchasing  
780, Insurance Management  
851-Rule, Sales Advertising  
Exception  
933, Construction Contracts, Bidding  
and Awards

**Adoption Date:** 10/11/82

**Revised:** June 2024  
June 2025

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

### Sample Policy 1

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*{This sample policy establishes parameters and baseline expectations for the placement and use of electronic monitoring/surveillance equipment for purposes of safety, security, and accountability within the school district, including addressing the retention of and access to any recordings or other data/records. This sample also includes a section that reflects one possible approach to the issue of authorizing audiovisual recording on the interior of school buses and other vehicles that are used for student transportation services, as directly affected—with respect to school buses—by section 347.446 of the Wisconsin Statutes. The sample also specifies optional conduct rules for students and employees.}*

In pursuit of School Board goals related to safety, security, and accountability, the Board authorizes the District's lawful placement and use of video surveillance and other electronic monitoring equipment on District property and/or in connection with District programs, operations, and services. Any such placement and use shall not conflict with any express restriction or prohibition included in with this Policy. This Policy is not intended to grant or create any expectation of privacy as to any time or location where a person would not already have an enforceable expectation of privacy to be free from such surveillance or monitoring.

Subject to this and other District policies and rules, information that the District obtains through the use of the District's surveillance/electronic monitoring equipment may be used by the District for lawful purposes.

### **Regular Surveillance Activities**

Regarding the electronic monitoring equipment that the District uses for surveillance purposes on an ongoing and reasonably regular basis:

- The equipment may be placed and used in locations where individuals do not have a legally-enforceable expectation of privacy to be free from the applicable surveillance and monitoring. For example:
  - Video surveillance and monitoring may be used in areas such as (1) common areas and other shared spaces within District buildings, such as hallways, entryways, libraries, gymnasiums, cafeterias, and, unless exceptional considerations apply, rooms that are regularly used as classrooms; (2) District parking lots; and (3) outdoor District facilities.
  - Subject to **["the separate section of this Policy, below"]** that specifically addresses limited authorization for certain audiovisual recording of the interior of vehicles used for student transportation services, vehicles that are owned, leased, borrowed, or contracted by the District may be equipped with electronic monitoring equipment that is lawfully used by officials, employees, and other agents as a safety, security, or accountability measure.
- No camera, video recorder, or similar device that is capable of recording, capturing, or transmitting images or video shall be placed or operated as electronic monitoring equipment under this Policy in any restroom, locker room, or other designated changing area where it would be reasonably expected that individuals may be in a state or full or

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

### Sample Policy 1

### Page 2 of 6

partial undress such that a person's intimate body parts or a person's normally-covered undergarments may be exposed to view. This express restriction on electronic monitoring equipment in such locations is in addition to the restrictions that are established in the Board's separate policy regarding the use of cell phones and other recording devices in locker rooms and similar locations.

- Any audio surveillance functions/capabilities of such electronic monitoring equipment shall be **disabled** unless enabled use in the specific context is expressly authorized either by the Board or, if not in conflict with a Board decision or directive, by the District Administrator. Board authorization includes authorization established in this Policy or in another Board Policy.
  - The Board/administrative authorization requirements of the preceding paragraph are not directed at the lawful use of a device or other equipment that captures/transmits and that may also record audio of a specific communication when such use occurs by an official, employee, or agent of the District who is a party to the specific communication or who is acting with the prior consent of a party to the communication. However, such use as a party or with the consent of a party may be separately restricted or prohibited by applicable law or by an applicable by District policy, work rule, or supervisory directive.
  - The Board expressly authorizes the lawful use of equipment that transmits and that may also record audio (1) as part of the verification procedures for controlling building access and obtaining visitor identification (e.g., for a visitor arriving at a building entry to contact and communicate with District staff); or (2) to temporarily provide actively-monitored supervision of a room/area in a District building in a manner that is consistent with building-based operational procedures and that is announced or otherwise reasonably identified to the individuals being supervised (e.g., school office staff activating audio supervision of a classroom while the teacher temporarily steps out).
- The Director of Technology shall periodically review the placement and use of District-controlled electronic monitoring equipment that is currently in use and shall approve the placement and planned use of any newly-added equipment. No employee or agent of the District may unilaterally place/install electronic monitoring equipment on or in any District property without appropriate administrative authorization and oversight.
- If state or federal law requires posting or other form of notice as a condition to the operation of the applicable equipment in a particular setting, then the Director of Technology shall be responsible for ensuring that such notice requirements have been addressed. Even when not required by law, the District Administrator or his/her administrative-level designee may authorize, direct, or approve postings or other steps intended to inform people that their conduct may be monitored and/or recorded.

The District does not intend to have employees or other agents who are normally and regularly assigned to directly observe and immediately assess and respond, on a real-time basis, to activity that is captured using electronic monitoring equipment. Accordingly, no person should

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

### Sample Policy 1

### Page 3 of 6

rely on the District having real-time awareness of or being able to provide a real-time response to any incident or occurrence that might be captured by such equipment.

#### **Special Surveillance Operations**

There may be circumstances in which the District has an interest in conducting or enabling surveillance or monitoring that involves the placement and use of electronic monitoring equipment on a special and limited basis, such as in connection with the investigation of reported, alleged, or suspected misconduct or a particular safety or security concern. Any request or proposal to use any electronic monitoring equipment for such a limited, specific-purpose operation shall be presented to the District Administrator or School Board in advance. Acting in consultation with law enforcement and District legal counsel as needed, the District Administrator or Board may authorize (or prohibit) a special-purpose operation.

#### **Audiovisual Recordings of the Interior of Vehicles Used for Student Transportation**

1. **School Buses.** The Board expressly authorizes the lawful use of electronic monitoring equipment that creates audiovisual recordings of the interior of any school buses owned, leased/rented, borrowed, or contracted by the District. Depending on the equipment that is available and any situation-specific legal restrictions, such authorized recording may include the recording of **video, audio, or both**. As to any such recordings that are made while a school bus is being used, under District direction and oversight (including by a contracted arrangement), to transport students to and from school or to or from any school-sponsored activities, the recordings are subject to the notice, use, and confidentiality restrictions identified in section 347.446 of the state statutes and to all other applicable laws.
2. **Non-School Bus Vehicles Used as an Alternative Method of Student Transportation.** The placement and use of any electronic monitoring equipment on the interior of non-school bus vehicles that are being used by or under the direction and oversight of the District (including by a contracted arrangement) as an alternative method of student transportation pursuant to section 121.555 of the state statutes are subject to all applicable requirements of this Policy. For example, as further addressed in a separate section of this Policy, any audio recording functions/capabilities of electronic monitoring equipment that might be available for general surveillance/monitoring purposes within such vehicles must be disabled unless the Board or District Administrator has granted express authorization for the use of audio recording in the specific context.
3. **Service by Chartered Motor Bus, Common Carrier, or Taxi.** To the extent the District arranges to provide student transportation for a co-curricular or extracurricular activity using a chartered motor bus that is not a school bus, any use of audiovisual recording equipment that is located on or in the motor bus shall occur pursuant to the policies and procedures and at the discretion and control of the charter carrier unless a District contract with the charter carrier provides otherwise. This paragraph shall also be applied to any student transportation that the District may arrange by common carrier or by a licensed taxi service.

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

### Sample Policy 1

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#### 4. *Application of this Section.*

- a. The terms and conditions of the use of any audiovisual recording equipment on a school bus or any non-school bus vehicle used as an alternative method of student transportation under section 121.555 that is owned and operated by a contracted, non-employee provider of student transportation services shall normally be addressed in the relevant contract or in an addendum thereto. However, to the extent not in conflict with or if not otherwise addressed in the relevant contract for transportation services, **The Executive Director of Operations** may approve the contractor's operation of such equipment in contracted vehicles on behalf of the District in a manner that is consistent with this Policy and with applicable legal requirements, including any applicable restrictions regarding the use and retention of any such recordings. Further, except as otherwise expressly addressed in a relevant contract, a contractor may operate optional equipment that monitors the exterior of a vehicle for safety and related purposes at the contractor's own discretion.
- b. By addressing and, in some contexts, granting express policy-based authorization for certain audiovisual recording to occur in the interior on school buses and/or other vehicles used for student transportation, the Board is neither requiring the use of such surveillance and monitoring practices nor requiring that the use or non-use of such practices must be uniform with respect to all applicable vehicles and specific vehicle uses.
- c. This section of this Policy is not intended and shall not be applied to prohibit the lawful use of electronic monitoring equipment in connection with any vehicles, any specific vehicle uses, or specific equipment or equipment uses that are not expressly addressed in this section. The other, more general sections of this Policy apply to any such other use of electronic monitoring equipment related to vehicles that are subject to the District's policy authority and oversight.

#### **Access to Records and Records Management**

The District Administrator or his/her administrative-level designee shall establish protocols for the proper retention of audiovisual media and other data that is captured by or from District-controlled electronic monitoring equipment for possible future access and review. The protocols shall be consistent with the District's records retention obligations, including any formally-adopted retention schedules that the District has adopted. Retention protocols shall account for audiovisual media and other data that has been accessed or reviewed for a specific purpose (e.g., to evaluate an incident) or that becomes subject to a litigation hold, specific records request, subpoena, or similar situation. Until such media or other data is deleted or purged at an appropriate time, the District shall maintain at least one copy that remains unaltered and unedited.

The **Director of Technology** shall be the primary individuals who have authority to access and view audiovisual media and other data captured by the District's surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

### Sample Policy 1

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such media, with any restrictions/limitations that are appropriate to the specific circumstance. Acting in consultation with a designated legal custodian of District records, the primary individuals may also provide access to a recording or other surveillance data to law enforcement officials provided that the District official granting such access determines that the disclosure is either (1) required by law; or (2) legally permissible and in the District's best interests. No official, employee, or agent of the District may access or view such media or other data, or grant access to another person, unless they have (1) appropriate authorization or approval, and (2) a legitimate purpose for doing so.

#### **Prohibited Conduct**

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) is subject to possible disciplinary action, up to and including possible expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses electronic monitoring equipment, recordings, or transmissions without authorization or in a manner that is inconsistent with applicable law, this Policy, or any other Board policy or regulation.

#### **Policy Applicability**

This Policy addresses Board authorization and various parameters related to electronic monitoring equipment that is placed and used by officials, employees, or other authorized agents of the District primarily for purposes of safety, security, and/or accountability. This Policy does not address or cover the use of devices that capture, record, or transmit audiovisual content or other data primarily for other purposes, such as instances in which authorized employees or other agents of the District record or livestream/transmit (1) a specific District event (e.g., a fine arts performance, athletic contest, graduation ceremony, Board meeting, or other public meeting) or (2) a specific classroom activity or school activity (e.g., for an authorized educational purpose).

#### **Legal References:**

##### **Wisconsin Statutes**

|                                         |                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <a href="#">Subchapter II of Ch. 19</a> | [public records and official property, including information on retention schedules and contractor records] |
| <a href="#">Section 118.125</a>         | [state student records law]                                                                                 |
| <a href="#">Section 175.22</a>          | [privacy in locker room policy]                                                                             |
| <a href="#">Section 340.01(56)</a>      | [school bus defined for purpose of state transportation statutes]                                           |
| <a href="#">Section 347.446</a>         | [audiovisual recording on school buses; notice requirements and restrictions on use and confidentiality]    |
| <a href="#">Section 942.08</a>          | [invasion of privacy]                                                                                       |
| <a href="#">Section 968.31</a>          | [unlawful interception of wire, electronic or oral communications]                                          |

# USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

## Policy 731.3

Sample Policy 1

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[Section 995.50](#)

[right of privacy]

### **Wisconsin Administrative Code**

[Chapter Trans 300](#)

[regulations governing transportation of school children, including equipment standards]

### **Federal Laws and Regulations**

[20 U.S.C. §1232g](#)

[student education records under the federal Family Educational Rights and Privacy Act (FERPA); implementing regulations found at [34 C.F.R. Part 99](#)]

### **Cross References:**

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

### **Adoption Date:**

# USE OF UNMANNED AIRCRAFT (DRONES)

## Policy 732

### Sample Policy 2

### Page 1 of 4

#### **Definition**

For purposes of this Policy, an unmanned aircraft, or drone, is defined as any powered, aerial vehicle that does not carry a human operator that (1) when operated outdoors, is subject to federal regulation as an unmanned aircraft, including as a “model aircraft”; or (2) uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely.

#### **General Restrictions and Prohibitions**

Except for certain drone operations that are conducted by public protective services agencies or law enforcement officers who are engaged in their official duties, section 114.045 of the state statutes prohibits any person from operating a drone, from any location, without the express authorization of the District in each of the following circumstances:

1. Over a property owned by the District when the property is being used for an event approved by the School Board, including but not limited to any District-sponsored activity.
2. Over a property on which a District school is located during periods when the relevant school is open to students for instruction.

Unless express, advance authorization is granted by the District pursuant to this Policy, the District additionally prohibits the operation of a drone, whether indoors or outdoors, if any one or more of the following applies to the situation:

1. By any person who is located on District property.
2. As part of or by a person who is actively participating in a District-sponsored program or activity.
3. By any official, employee, or authorized agent (e.g., a District-approved volunteer) of the District who is acting in their official capacity or within the scope of their District-designated duties or responsibilities.
4. By a student who, when operating the drone, is at school or otherwise under the supervision of a school district authority.
5. By a contracted service provider while the individual or entity is rendering services to the District.

#### **Requests for Authorization to Operate a Drone**

Requests for authorization to operate a drone as an exception to section 114.045 and/or to any of the prohibitions established in this Policy shall be made in writing.

1. District employees and other authorized agents of the District shall submit such requests either to their direct supervisor, to the principal of the school to which the request is relevant, or to the Office of the District Administrator.

# USE OF UNMANNED AIRCRAFT (DRONES)

## Policy 732

### Sample Policy 2

### Page 2 of 4

2. Students shall submit such requests either to the Principal of the student's school or to the Office of the District Administrator.
3. All other persons shall submit such requests to the Office of the District Administrator.

The person making the request shall provide such information as the District may deem necessary to evaluate the request (e.g., the date, time, location, and general purpose of the proposed drone operation; the identity of the individual(s) who will operate the drone; and, as applicable, whether the drone(s) will be operated under the Federal Aviation Administration's rules for recreational operation or under the FAA's Part 107 rules).

The requester is responsible for verifying that the request was received as intended.

#### **Responding to Requests for Authorization**

In addition to the Board and to any District authorization that is provided by contract, the following individuals may authorize (or deny authorization for) the operation of a drone as an exception to section 114.045 and/or to any of the prohibitions established in this Policy:

1. The District Administrator; or
2. Provided the request is not a request to operate a drone for an educational purpose within a District-sponsored program or activity (which shall be decided by the Board or the District Administrator):
  - a. The **Executive Director of Operations**, in the absence or unavailability of the District Administrator.
  - b. The **Director of Business Services**, in the absence or unavailability of both other administrators.

The administrator who approves or denies a request for authorization, or such person's designee, shall respond to a request that is subject to section 114.045(1m)(b)1 of the state statutes, as further described above (operation over District property), within **5 business days**. Internal requests that raise approval issues beyond section 114.045, such as a request for authorization to operate a drone as part of a District-sponsored program or activity or in connection with an employee's or agent's district-assigned duties and responsibilities, are not subject to the 5-day deadline. If deemed necessary or appropriate, the District's response may be that the request has been denied but may be given further review.

To the extent permitted by law, a request for authorization to operate a drone under this Policy shall be deemed denied unless it is expressly approved.

Any District authorization to operate a drone that was issued as an exercise of District discretion may be subject to conditions specified by the District and may also be withdrawn. After any withdrawal of authorization has been communicated to the appropriate party, the party shall cease all affected drone operations.

# USE OF UNMANNED AIRCRAFT (DRONES)

## Policy 732

### Sample Policy 2

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#### **Special Exceptions for Certain Governmental Operations**

The United States armed forces, the national guard, and any public protective services agency and their authorized personnel, including federal, state, and local law enforcement officers and fire and rescue personnel, who are lawfully operating a drone in their official capacity for an authorized governmental purpose (as determined by state and federal law) are not subject to the above restrictions. Further, to the extent it may be required, such entities and their authorized personnel have School Board authorization to operate drones from and/or over District property for such purposes pursuant to this paragraph of this Policy. However, the District appreciates advance coordination and advance communication regarding any such operations that are of a non-emergency or non-essential nature.

#### **Additional Conditions and Consequences**

District permission or authorization to operate a drone that is given to any non-District third party shall not be construed to involve (1) the transfer of any liability to the District, (2) the waiver of any claims that might be brought by the District, or (3) the waiver of any District immunity from or any defenses to claims that the District otherwise would be permitted to assert. Further, any such third party and the actual operator(s) of such third party's drone(s) are solely responsible for knowing and adhering to all state and federal laws related to the ownership, registration, marking, and operation of the drone(s).

A person who operates a drone or who attempts to operate a drone on or above District property, or in connection with a District-sponsored event or activity, in a manner that violates District policy, that is inconsistent with any approval or authorization given by the District, or that is unlawful is subject to appropriate consequences, including but not limited to possible exclusion from District property or events, possible District-imposed discipline, and/or possible state or federal prosecution or other enforcement actions.

#### **Legal References:**

##### **Wisconsin Statutes**

|                                       |                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Section 114.04</a>        | [lawful flight; flying and landing limitations]                                                                                                                      |
| <a href="#">Section 114.045</a>       | [limitations on operating drones over school property]                                                                                                               |
| <a href="#">Section 114.05</a>        | [liability of the owner, lessee, and pilot of an aircraft]                                                                                                           |
| <a href="#">Section 114.09(1)(b)2</a> | [careless or reckless operation of an aircraft prohibited]                                                                                                           |
| <a href="#">Section 114.105</a>       | [drone defined; regulation of drones by municipalities and counties generally prohibited]                                                                            |
| <a href="#">Section 175.55</a>        | [drone defined; limitations on use by law enforcement]                                                                                                               |
| <a href="#">Section 941.292(1)</a>    | [drone defined; weaponized drones prohibited]                                                                                                                        |
| <a href="#">Section 942.10</a>        | [prohibited use of a drone to photograph, record, or observe in locations where person has a reasonable expectation of privacy (other criminal laws may also apply)] |

##### **Federal Law**

# USE OF UNMANNED AIRCRAFT (DRONES)

## Policy 732

### Sample Policy 2

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[49 U.S.C. §44809](#)

[exception for limited recreational operations of unmanned aircraft; per a statutory note, includes some educational purposes]

[14 C.F.R. Ch. I](#)

[federal aviation regulations; generally]

[14 C.F.R. Part 48](#)

[federal aviation regulations; registration and marking requirements for small unmanned aircraft]

[14 C.F.R. Part 89](#)

[federal aviation regulations; remote identification requirements for unmanned aircraft]

[14 C.F.R. Part 107](#)

[federal aviation regulations; operation and certification of small unmanned aircraft systems other than under [§44809](#)]

[FAA Website](#)

[home page for FAA rules, policies, and other significant agency guidance related to Unmanned Aircraft Systems, including Advisory Circular [AC 91-57D](#) (2025)]

### Cross References:

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

### Adoption Date:

# GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

732-Rule

Sample Rule 1

Page 1 of 4

## **Review of Proposals to Authorize Operation of a Drone within District Programs or Activities for an Educational Purpose**

The administrative approval of a proposal or request to operate a drone within a District program or activity for an educational purpose is a discretionary decision. Authorization for any such operation of drone must be requested and obtained prior to the proposed operation of any drone(s).

A proposal or request to operate a drone within a District program or activity for an educational purpose **shall be denied** if any of the following apply::

1. Assuming the proposal would involve the outdoor operation of a drone for an educational purpose under the federal rules that apply to recreational flying, the requester fails to clearly identify or confirm all of the following to the satisfaction of the approving administrator:
  - a. The specific set of safety guidelines, developed by a qualifying community-based organization (CBO), under which the proposed drone operations will occur. Possible examples include the guidelines of the Academy of Model Aeronautics (AMA) or the guidelines of the Flite Test Community Association (FTCA).
  - b. That any supervising adult who provides instruction related to the operation of a drone and/or who may be called upon to directly intervene in the operation of a drone, as well as all persons who will operate the drone will have passed and will carry confirmation of passage of the applicable aeronautical knowledge and safety test.
  - c. That the proposal is strictly limited to operations for a qualifying educational/recreational purpose.
  - d. That the location in which the drone operations will occur has been identified/confirmed as "Class G" (uncontrolled) airspace, as designated by the FAA.
2. The proposal would involve the operation of a drone outdoors before sunrise or after sunset, unless it is conclusively shown to the satisfaction of the approving administrator that the applicable CBO safety guidelines being followed address night flight as contemplated by the proposal and that the operations can reasonably comply with the applicable guidelines.
3. The proposal would involve the operation of a drone, of any weight, directly above or otherwise unreasonably proximate to any person, not directly participating in the operation of the drone, who is not protected by a covered structure. Unreasonably proximate means near enough that, taking into account, the weight and safety features of the drone, the drone operation would pose an undue hazard, including in the event of a loss of control of the aircraft for any reason.

# GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

732-Rule

## Sample Rule 1

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4. The proposal would involve the operation of a drone directly above or otherwise unreasonably proximate to (a.) unprotected vehicles (including moving vehicles), **or** (b.) any structures or other property on District grounds that would be vulnerable to unacceptable damage in the event of an accidental collision with the proposed drone.
5. The proposal would involve the operation of a drone from, or occurring above, non-District property (including other public property) where permission has not been obtained from the property owner **or** where the operation from or above non-District property would occur directly above, or otherwise unreasonably proximate to, any unprotected person who is not directly participating in the operation of the drone, any unprotected vehicles, or any other property or structures to which the drone would pose an undue hazard.
6. The proposal would involve the operation of a drone without the presence of a knowledgeable District employee or other responsible adult who is acting as a District-authorized supervisor of the activity and the participants.

As to any drone operations for an educational purpose that are authorized by an administrator, the adult(s) acting as the supervisor of the activity on behalf of the District are responsible for implementing the activity in a manner that does not involve a violation of the above-stated parameters that lead to the denial of requests/proposals.

Additional factors that would generally weigh **against** the possible approval of a proposal to operate a drone for an educational purpose include the following:

1. The primary purpose of the proposed drone operation would be to photograph or otherwise record people (due to both safety and privacy concerns).
2. Any proposed operator of a drone is not at least **12 years old unless otherwise pre-approved by building principal.**
3. Any drone that would be operated under the proposal is not equipped with propeller guards, although the size of the drone and other specific circumstances of the proposed use will be considered in applying this factor.

Factors that would generally weigh **in favor of** approval of a proposal to operate a drone for an educational purpose include the following:

1. A clear educational objective for the project or activity has been identified that goes beyond a desire to simply capture images or video for creative purposes.
2. Indoor or outdoor operations are proposed to occur under supervised and well-controlled conditions, including in an area that, for the duration of the activity, has been specifically and exclusively designated for the flight of the drone(s) and that would be unlikely to be materially damaged in the event of an accidental collision with the drone. An example would be a large field, not presently being used for other activities, that allows for both room to operate the drone as well as an identified buffer zone.

# GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

732-Rule

## Sample Rule 1

Page 3 of 4

3. For any proposal to operate a drone indoors, there is an established set of written safety guidelines that will apply to the activity. (See above regarding requirements for guidelines for outdoor drone operations.)
4. The drone that would be operated, inclusive of all cargo and attachments, would weigh not more than **10 pounds** if operated outdoors or not more than **2 pounds** if operated indoors.
5. The drone(s) proposed to be used are District-owned and District-maintained.
6. The District is able to confirm that District liability and property damage insurance applies to the proposed drone operations.

### **Responding to the Unauthorized, Dangerous, or Unlawful Operation of a Drone**

If a drone is being operated (or if a person is intending or attempting to operate a drone) on or above District property or in connection with the District-sponsored event or activity in a manner that is, or that appears to be, in violation of District policy, inconsistent with any approval given by the District, or in a manner that is (1) careless or reckless, (2) imminently dangerous or damaging to persons or property, (3) materially interfering with how District-controlled property is currently being used, (4) invasive of a person's privacy, or (5) otherwise potentially unlawful, then an administrator or another District employee or authorized agent of the District may take such action as is reasonable to address and alleviate the situation, including any of the following:

1. Identifying the operator of the drone and requesting the person to cease the activity.
2. Temporarily or indefinitely suspending a District activity that is being affected by the operation of the drone.
3. Referring the incident for further administrative or supervisory evaluation and response, including possible disciplinary action.
4. If the drone is being operated from District-owned or District-controlled property, informing the operator that the operation of the drone is not authorized and must immediately cease. A person in possession of, operating, or attempting to operate a drone in an unauthorized or unlawful manner may be denied admittance to or ejected from such property by any administrator or by a designated staff member or other responsible adult who is acting on behalf of the District as an on-site supervisor at the time of the incident.
5. Taking pictures or video of a drone, of any drone registration number, or of the drone's operations to assist with the documentation of specific concerns.
6. Contacting law enforcement or federal regulatory personnel. Contacting local law enforcement can be particularly appropriate whenever there is a concern with trespass, disorderly conduct, reckless conduct, actual injury or actual property damage, privacy violations, harassment, or other violation of state law.

# GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

732-Rule

Sample Rule 1

Page 4 of 4

**Adoption Date:**

# Minutes of Budget Committee Meeting

## The Board of Education Waunakee Community School District

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A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, August 4, 2026, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### I. CALL TO ORDER

Chairperson Hetzel called the meeting to order at 7:30 am.

### II. ROLL CALL

Present: Ensign, Hetzel, Sonne

Also, Present: Brown, Newton, Blackburn, Summers

### III. APPROVAL OF AGENDA AND ADDITIONS

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

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

### IV. PUBLIC COMMENTS

Individuals may use this time to comment on any items listed as part of the meeting agenda.

A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda. There were no public comments for this meeting.

### V. 2026-2027 PLANNING

#### A. Updated Financial Plan

The purpose of this agenda item is to review the updated referendum financial plan. The topics that were evaluated include:

- \$97.5 million instead of \$105 million
- Interest rates based on current market
- Timing of borrowings to reflect current plans
- Refinancing that needs to occur in October

Summers presented and answered questions on the updated financial plan.

#### B. Review Referendum Resolutions

The purpose of this agenda item is to review the draft resolutions for the November 2026 referendum.

Summers presented and answered questions regarding the referendum resolutions. The Committee discussed and recommended revisions to the sample ballot questions. Newton and Summers will communicate recommended revisions to Quarles & Brady and will bring back resolutions to the regular August Board Meeting.

C. Natural Gas Purchasing

The purpose of this agenda item is to review natural gas purchasing for the 2026-27 school year.

Newton and Summers presented and answered questions. The committee asked this to be brought forth in September.

D. WCCC Budget Request

The purpose of this agenda is to provide budget update for WCCC that was requested by the Budget Committee.

Summers, Newton, and Brown presented and answered questions. The Committee appreciated the update and noted that the purchase falls below the Board's approval threshold. The Committee recommended that it be handled at the administrative level.

VI. **OTHER ITEMS FOR DISCUSSION**

VII. **FUTURE AGENDA ITEMS**

VIII. **ADJOURN**

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

# Waunakee Community School District

## EXAMPLE NOVEMBER 2026 \$97.5 MILLION REFERENDUM FINANCING PLAN

| LEVY<br>YEAR<br>(Fall) | PAY-<br>MENT<br>YEAR<br>(CY) | FUND 39<br>EXISTING<br>DEBT<br>LEVY<br>(A) | \$44,000,000<br>G.O. PROMISSORY NOTES<br>Dated April 1, 2027<br>(First interest 4/1/28) |                                                | \$19,500,000<br>G.O. PROMISSORY NOTES<br>Dated April 1, 2028<br>(First interest 4/1/29) |                                                | \$34,000,000<br>G.O. PROMISSORY NOTES<br>Dated April 1, 2029<br>(First interest 4/1/30) |                                                | EXAMPLE<br>PREMIUM<br>AND/OR INV.<br>EARNINGS | FUND 39<br>TOTAL<br>LEVY | FUND 39<br>LEVY<br>CHANGE<br>% | FUND 39<br>MILL RATE<br>(B) | PAY-<br>MENT<br>YEAR<br>(CY) |
|------------------------|------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------|--------------------------|--------------------------------|-----------------------------|------------------------------|
|                        |                              |                                            | PRINCIPAL<br>(4/1)                                                                      | INTEREST<br>(4/1 & 10/1)<br>EST. AVG=<br>4.25% | PRINCIPAL<br>(4/1)                                                                      | INTEREST<br>(4/1 & 10/1)<br>EST. AVG=<br>4.25% | PRINCIPAL<br>(4/1)                                                                      | INTEREST<br>(4/1 & 10/1)<br>EST. AVG=<br>4.25% |                                               |                          |                                |                             |                              |
| 2025                   | 2026                         | \$8,554,712                                |                                                                                         |                                                |                                                                                         |                                                |                                                                                         |                                                |                                               | \$8,554,712              |                                | \$1.55                      | 2026                         |
| 2026                   | 2027                         | \$8,844,990                                |                                                                                         |                                                |                                                                                         |                                                |                                                                                         |                                                |                                               | \$8,844,990              | 3%                             | \$1.54                      | 2027                         |
| 2027                   | 2028                         | \$8,748,917                                |                                                                                         | \$2,805,000                                    |                                                                                         |                                                |                                                                                         |                                                | (\$1,100,000)                                 | \$10,453,917             | 18%                            | \$1.74                      | 2028                         |
| 2028                   | 2029                         | \$9,272,884                                |                                                                                         | \$1,870,000                                    |                                                                                         | \$1,243,125                                    |                                                                                         |                                                |                                               | \$12,386,009             | 18%                            | \$1.98                      | 2029                         |
| 2029                   | 2030                         | \$9,777,663                                |                                                                                         | \$1,870,000                                    |                                                                                         | \$828,750                                      |                                                                                         | \$2,167,500                                    |                                               | \$14,643,913             | 18%                            | \$2.25                      | 2030                         |
| 2030                   | 2031                         | \$10,512,200                               | \$615,000                                                                               | \$1,856,931                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$15,257,881             | 4%                             | \$2.25                      | 2031                         |
| 2031                   | 2032                         | \$11,315,550                               | \$475,000                                                                               | \$1,833,769                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$15,898,069             | 4%                             | \$2.25                      | 2032                         |
| 2032                   | 2033                         | \$12,180,356                               | \$295,000                                                                               | \$1,817,406                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$16,566,513             | 4%                             | \$2.25                      | 2033                         |
| 2033                   | 2034                         | \$13,096,894                               | \$80,000                                                                                | \$1,809,438                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$17,260,081             | 4%                             | \$2.25                      | 2034                         |
| 2034                   | 2035                         | \$13,786,738                               | \$120,000                                                                               | \$1,805,188                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$17,985,675             | 4%                             | \$2.25                      | 2035                         |
| 2035                   | 2036                         | \$14,509,975                               | \$160,000                                                                               | \$1,799,238                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$18,742,963             | 4%                             | \$2.25                      | 2036                         |
| 2036                   | 2037                         | \$15,273,275                               | \$190,000                                                                               | \$1,791,800                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$19,528,825             | 4%                             | \$2.25                      | 2037                         |
| 2037                   | 2038                         | \$16,075,675                               | \$215,000                                                                               | \$1,783,194                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$20,347,619             | 4%                             | \$2.25                      | 2038                         |
| 2038                   | 2039                         | \$16,923,575                               | \$230,000                                                                               | \$1,773,738                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$21,201,063             | 4%                             | \$2.25                      | 51 2039                      |
| 2039                   | 2040                         | \$17,813,175                               | \$240,000                                                                               | \$1,763,750                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$22,090,675             | 4%                             | \$2.25                      | 2040                         |
| 2040                   | 2041                         | \$18,750,475                               | \$240,000                                                                               | \$1,753,550                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$23,017,775             | 4%                             | \$2.25                      | 2041                         |
| 2041                   | 2042                         | \$19,736,175                               | \$230,000                                                                               | \$1,743,563                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$23,983,488             | 4%                             | \$2.25                      | 2042                         |
| 2042                   | 2043                         | \$20,732,843                               | \$250,000                                                                               | \$1,733,363                                    |                                                                                         | \$828,750                                      |                                                                                         | \$1,445,000                                    |                                               | \$24,989,955             | 4%                             | \$2.25                      | 2043                         |
| 2043                   | 2044                         | \$20,079,722                               | \$1,010,000                                                                             | \$1,706,588                                    | \$1,000,000                                                                             | \$807,500                                      |                                                                                         | \$1,445,000                                    |                                               | \$26,048,809             | 4%                             | \$2.25                      | 2044                         |
| 2044                   | 2045                         | \$8,945,000                                | \$12,000,000                                                                            | \$1,430,125                                    | \$1,000,000                                                                             | \$765,000                                      | \$1,590,000                                                                             | \$1,411,213                                    |                                               | \$27,141,338             | 4%                             | \$2.25                      | 2045                         |
| 2045                   | 2046                         | \$8,942,000                                | \$12,000,000                                                                            | \$920,125                                      | \$3,000,000                                                                             | \$680,000                                      | \$1,390,000                                                                             | \$1,347,888                                    |                                               | \$28,280,013             | 4%                             | \$2.25                      | 2046                         |
| 2046                   | 2047                         | \$8,942,100                                | \$15,650,000                                                                            | \$332,563                                      | \$1,000,000                                                                             | \$595,000                                      | \$1,665,000                                                                             | \$1,282,969                                    |                                               | \$29,467,631             | 4%                             | \$2.25                      | 2047                         |
| 2047                   | 2048                         | \$8,944,700                                |                                                                                         |                                                | \$13,500,000                                                                            | \$286,875                                      | \$6,870,000                                                                             | \$1,101,600                                    |                                               | \$30,703,175             | 4%                             | \$2.25                      | 2048                         |
| 2048                   | 2049                         | \$8,944,300                                |                                                                                         |                                                |                                                                                         |                                                | \$22,485,000                                                                            | \$477,806                                      |                                               | \$31,907,106             | 4%                             | \$2.24                      | 2049                         |
| 2049                   | 2050                         | \$8,945,400                                |                                                                                         |                                                |                                                                                         |                                                |                                                                                         |                                                |                                               | \$8,945,400              | -72%                           | \$0.60                      | 2050                         |
| \$319,649,293          |                              |                                            | \$44,000,000                                                                            | \$34,199,325                                   | \$19,500,000                                                                            | \$15,980,000                                   | \$34,000,000                                                                            | \$28,018,975                                   | (\$1,100,000)                                 | \$494,247,593            |                                |                             |                              |

(A) Assumes 2022 referendum financing plan - as of July 2026.

(B) Mill rate based on 2025 Equalized Valuation (TID-OUT) of \$5,520,979,855 with annual growth of 4.20%.

**Base Year (2025-26): \$1.55**

**Max Year (2029-30): \$2.25**

**Impact: \$0.70**

### NOTES:

- Example financing scenarios could be impacted by other variables, such as significant market or statutory changes, which may necessitate adjustments to the financing plans.
- Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.



# Minutes of Facility Committee Meeting

## The Board of Education Waunakee Community School District

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A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Thursday, August 6, 2026, beginning at 8:00 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Ensign called the meeting to order at 8:00 am

### **II. ROLL CALL**

Present: Ensign, Frey, Thornberg (sub for Eaton)

Also, Present: Brown, Summers, Newton, Blackburn, Smith, Kenas, Lybeck, Bauer, Cramer, Schell, Adam Griep from Vogel, Jay Thomsen from Vogel, Jake Ring from Vogel

### **III. APPROVE AGENDA**

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

### **IV. PUBLIC COMMENTS**

There were no public comments at this meeting.

### **V. NEW MIDDLE SCHOOL**

The purpose of this agenda item is to provide an update on the schedule and finances for the Middle School project.

#### **A. Projected Project Balance**

The purpose of this agenda item was to provide an update to the committee on the financial status of the Middle School project. Admin shared a high-level estimate of the additional project savings.

Summers provided an update on the new middle school project and answered questions from the Board, including discussion of applying project savings to reduce the tax levy. Adam Griep of Vogel Bros. presented projected savings associated with the new Middle School project.

#### **B. Middle School Track**

The purpose of this agenda item was to review options for the Middle School track. The original project plan was to apply a high-quality rubber coating to the top of the existing track. Upon evaluation, the selected vendor believes the rubber surface will have a limited lifespan due to the age of the original track base. Vogel has presented the following options:

##### **Option 1: Patching, crack fill, seal coat and re-stripe**

- Cost: ~\$80,000
- Expected life: 3-5 years
- Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty

**Option 2: Mill and overlay**

- Cost: \$110,000
- Expected life: 5-7 years
- Due to uncertainty with the base rock layer beneath the track, they are not willing to offer a warranty
- Risks:
  - Heavy equipment involved with this work may damage the track even further and could damage the new pavement at the school and the path out to the track. An allowance is carried in this number for some pavement repair. Cracking will likely begin to show through the new pavement in 1-2 years but could be crack filled at the time to slow spreading

**Option 3: Demolish Track, repair base rock, and rebuild**

- Cost: \$280,000+
- Expected life: 15-20 years
- Construction would take 3-4 weeks and based on scheduling couldn't start until next summer.
- Risks:
  - Heavy equipment involved with this work may damage the new pavement around the school and path out to the track. An allowance is carried in this number for pavement repair.

**Add Option 4: Apply rubber track surface on top of new pavement**

- Cost: ~\$150,000 (Fisher track is working on an updated proposal)

**Notes:**

- Options 1-3 are work completed by the paving contractor. You'd end up with a surface like the track now vs a rubber track surface.
- We have ~\$140,000 currently awarded to Fischer track for rubber surface that could be reallocated for the options above.

Jeff Kenas has talked with Jen Grabarski and their recommendation is to go with the long-term solution and rebuild the base of the track prior to applying the rubber surface.

Summers and Adam Griep (Vogel) presented and answered questions regarding the options for the Middle School track. Kenas discussed the differences between a paved surface area and a rubber track surface. The committee recommended presenting the track options to the full Board at the next meeting for further discussion.

**C. Motorized Blackout Shades**

The purpose of this agenda item was to review another option for safety enhancements at the new middle school. The board has previously seen one option during the board tour of the new middle school. Dustin Lybeck has continued to research options and would like to present an alternative. Dustin was present to discuss this option.

Summers and Lybeck presented and answered questions regarding the motorized blackout shades vs the glass frosting. The committee recommended presenting the options to the full Board at the next meeting for further discussion.

**VI. APPROVAL OF CAPITAL MAINTENANCE REQUESTS**

The purpose of this agenda item was to review our standard agenda item for district-wide capital maintenance requests. Attached please find the capital maintenance tracking spreadsheet for August. Administration reviewed the maintenance tracking spreadsheet

regarding funds available for capital maintenance requests.

Also attached, please find the capital maintenance project log for summer 2026. The School Board has approved a 2026-27 budget of \$1 million. Committee members had several questions for district staff regarding capital maintenance projects.

A. South Campus and Pressbox Security Camera Changes

The purpose of this agenda item was to request facility committee consideration for security camera improvements at the south campus and Warrior Stadium Press box. Phil Smith and Dustin Lybeck was present to share information regarding this request. Administration recommended approval utilizing the remaining contingency for the South Campus High School project.

Adam Greip (Vogel) presented the High School South Campus contingencies.

Lybeck presented and answered questions on the security camera work needed at the south building and press box. A motion was made by Frey, seconded by Thornberg, to recommend to the full board to approve as presented. Motion carried

3-0.

B. Update on Summer Projects

The purpose of this agenda item was to provide an update on the 2026 summer projects.

Bauer, Cramer, Lybeck provided updates and answered questions on summer capital maintenance projects in the district.

VII. **FUTURE MEETINGS**

VIII. **ADJOURN**

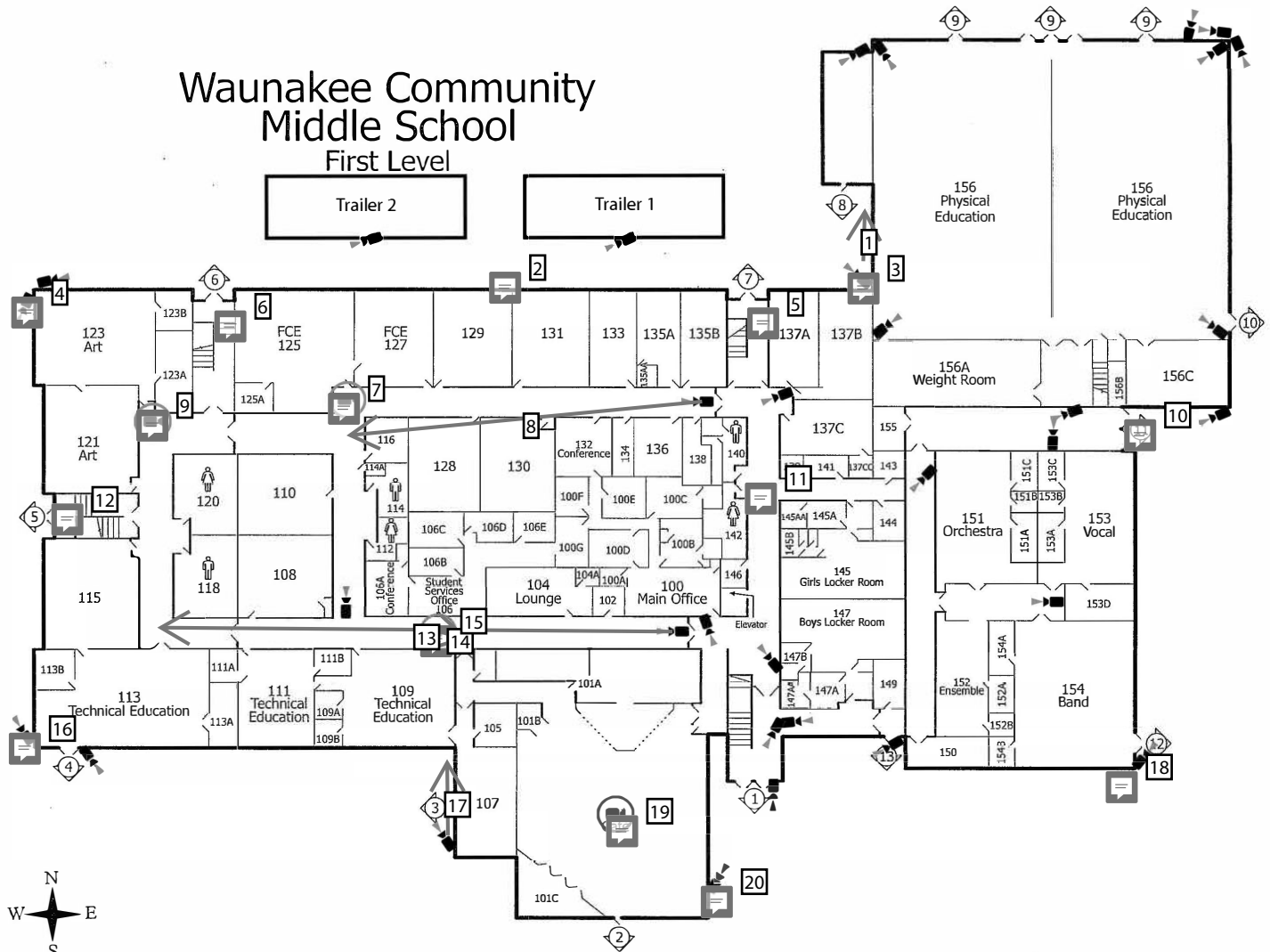
A motion was made by Ensing, second by Frey to adjourn the meeting at 9:08 am. Motion carried 3-0.



July 28, 2026

55

# Waunakee Community Middle School First Level



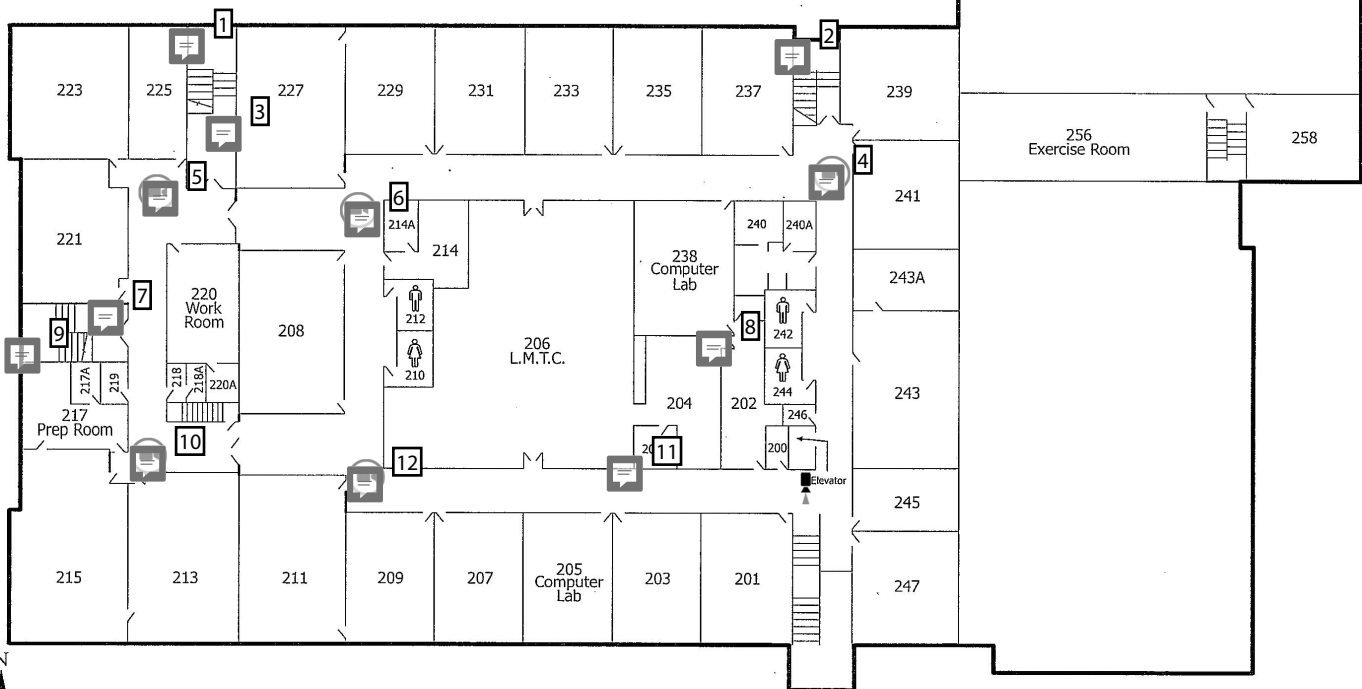
# Summary of Comments on WMS Cams Replacements

## 5\_19\_26.pdf

Page: 1

|   |                                                    |                   |                      |                             |
|---|----------------------------------------------------|-------------------|----------------------|-----------------------------|
| ➤ | Number: 1                                          | Author: Hoege.adm | Subject: Line        | Date: 5/18/2026 10:23:29 AM |
| 💬 | Number: 2                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:11:33 AM |
|   | Add a Quad Sensor                                  |                   |                      |                             |
| 💬 | Number: 3                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:22:58 AM |
|   | Move by Door 8 and point at Door 7.                |                   |                      |                             |
| 💬 | Number: 4                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:48:46 AM |
|   | Replace with higher resolution camera.             |                   |                      |                             |
| 💬 | Number: 5                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 11:13:46 AM |
|   | Add Dual Sensor                                    |                   |                      |                             |
| 💬 | Number: 6                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 11:13:28 AM |
|   | Add Dual Sensor                                    |                   |                      |                             |
| 💬 | Number: 7                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:09:02 AM |
|   | Replace with a Dual Sensor                         |                   |                      |                             |
| ➤ | Number: 8                                          | Author: Hoege.adm | Subject: Line        | Date: 5/18/2026 10:35:29 AM |
|   | Move and aim toward Rm 121                         |                   |                      |                             |
| 💬 | Number: 9                                          | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:08:37 AM |
|   | Replace with a Dual Sensor                         |                   |                      |                             |
| 💬 | Number: 10                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:46:54 AM |
|   | Add Single Sensor to recognize people approaching. |                   |                      |                             |
| 💬 | Number: 11                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:49:24 AM |
|   | Add Quad Sensor                                    |                   |                      |                             |
| 💬 | Number: 12                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 11:13:16 AM |
|   | Add Dual Sensor                                    |                   |                      |                             |
| ➤ | Number: 13                                         | Author: Hoege.adm | Subject: Line        | Date: 5/18/2026 10:34:29 AM |
|   | Move to corner and aim toward Main Office          |                   |                      |                             |
| ➤ | Number: 14                                         | Author: Hoege.adm | Subject: Line        | Date: 5/18/2026 10:24:56 AM |
| 💬 | Number: 15                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:24:43 AM |
|   | Replace with Quad Sensor and move to intersection. |                   |                      |                             |
| 💬 | Number: 16                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:48:32 AM |
|   | Replace with higher resolution camera.             |                   |                      |                             |
| ➤ | Number: 17                                         | Author: Hoege.adm | Subject: Line        | Date: 5/18/2026 10:32:27 AM |
|   | Move to corner                                     |                   |                      |                             |
| 💬 | Number: 18                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:47:52 AM |
|   | Add camera to aim at parking along street.         |                   |                      |                             |
| 💬 | Number: 19                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/19/2026 3:43:52 PM  |
|   | Replace with a Quad                                |                   |                      |                             |
| 💬 | Number: 20                                         | Author: Hoege.adm | Subject: Sticky Note | Date: 5/18/2026 10:52:39 AM |
|   | Replace with higher resolution camera              |                   |                      |                             |

# Waunakee Community Middle School Second Level



## Page: 2

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Number: 1 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 11:15:11 AM  
Add Single Sensor camera pointing down stairs

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Number: 2 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 11:15:41 AM  
Add Single Sensor camera pointing down stairs

---

Number: 3 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 11:14:19 AM  
Add Dual Sensor

---

Number: 4 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 10:56:16 AM  
Replace with Quad Sensor

---

Number: 5 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 10:53:25 AM  
Replace with Dual Sensor

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Number: 6 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 10:56:45 AM  
Replace with Quad Sensor

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Number: 7 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 11:14:33 AM  
Add Dual Sensor

---

Number: 8 Author: Hoege.adm Subject: Sticky Note Date: 5/19/2026 3:45:20 PM  
Add Single Sensor with wide FOV to capture as much as possible

---

Number: 9 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 11:14:51 AM  
Add Single Sensor pointing down stairs

---

Number: 10 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 10:53:42 AM  
Replace with Dual Sensor

---

Number: 11 Author: Hoege.adm Subject: Sticky Note Date: 5/19/2026 3:44:51 PM  
Add Single sensor with wide FOV to capture as much of the room as possible

---

Number: 12 Author: Hoege.adm Subject: Sticky Note Date: 5/18/2026 10:55:32 AM  
Replace with Dual Sensor



14 Marsh Court • Madison, WI 53718 • P: (608) 663-8016  
P.O. Box 7428 • Madison, WI 53707 • F: (608) 222-0230

### Summary

|                   |                      |                    |                       |
|-------------------|----------------------|--------------------|-----------------------|
| Project Name:     | WCHS Summer Work     | GCT Change Order:  | 001                   |
| Project Location: | Waunakee, WI         |                    |                       |
| Project Number:   | 2650020              |                    |                       |
| To:               | Westphal & Co., Inc. | Change Order Name: | Camera Adds & Changes |
| Date:             | 7/16/2026            |                    |                       |

### Scope of Work:

See attached scope narrative

### Direct Labor

| Classification           | ST Hours | Rate \$/Hr | OT Hours | Rate \$/Hr | Extended Costs |
|--------------------------|----------|------------|----------|------------|----------------|
| General Foreman - VDV    | 155.63   | \$ 97.68   |          | \$         | 15,201.45      |
| Foreman - VDV            | 22.23    | \$ 84.29   |          | \$         | 1,873.94       |
| Journeyman - VDV         | 22.23    | \$ 78.30   |          | \$         | 1,740.77       |
| Sub-journey Worker - VDV | 22.23    | \$ 69.31   |          | \$         | 1,540.90       |
| Shop Delivery Person     | 2.00     | \$ 69.31   |          | \$         | 138.62         |
|                          | 224.32   |            | 0.00     |            |                |

Total Direct Labor Costs 224.32 \$ 91.37 \$ 20,495.67

### Indirect Labor

|                           |      |           |    |          |
|---------------------------|------|-----------|----|----------|
| Project Executive         |      | \$ 143.31 | \$ | -        |
| VP Operations             |      | \$ 143.31 | \$ | -        |
| Sr. Project Manager       | 8.00 | \$ 126.11 | \$ | 1,008.88 |
| Project Manager           |      | \$ 108.92 | \$ | -        |
| Assistant Project Manager | 4.00 | \$ 91.72  | \$ | 366.88   |
| Design Engineer           |      | \$ 143.31 | \$ | -        |
| On-Site SUP/FM            |      | \$ 118.98 | \$ | -        |
| Admin Assistant           |      | \$ 68.79  | \$ | -        |
| Cost Estimator            |      | \$ 68.79  | \$ | -        |
| Safety Director           |      | \$ 91.72  | \$ | -        |
|                           |      |           | \$ | -        |

Total Indirect Labor Costs 12.00 \$ 1,375.76

A. Total Labor Costs \$ 21,871.43

B. Materials cost \$ 40,042.09

Wisconsin sales tax (Materials Only) 0.00% \$ -

C. Equipment \$ 8,416.00

D. Subcontractor costs \$ -

E. Subtotal \$ 70,329.52

F. Markup (Overhead & Profit) on Subtotal 1.5% \$ 1,054.94

G. Total Cost with Markup \$ 71,384.46

H. Total Change Order Costs \$ 71,384.00

I. Change in Contract time (if any): [X] Days

Please acknowledge your acceptance of this change order by signing below and returning a signed copy. By signing, you confirm your understanding and acceptance of the information and pricing, and authorize Globalcom to perform the work as described.

Westphal & Co., Inc.

July 16, 2026

**CCTV Camera Adds & Changes  
High School South Renovations  
Waunakee Community School District**

This change order is based on the following:

- Site visit on 6/29/26 with Dustin Lybeck and Ryan Shultz
- Drawings: "WMS Cams Replacements with Comment Summary 5\_19\_26"

## Scope of Work:

### Horizontal Cabling

- Furnish and install a total of (19) new Category 6, U/UTP cables from the designated telecommunications room for new and relocated video surveillance camera locations.
- Existing Category cabling at current video surveillance camera locations will be reused wherever possible.

### Video Surveillance System – IP Cameras

- Furnish and install (30) new Axis IP cameras and respective mounting hardware:
  - (12) Axis P3277-LV Single-Lens 5MP IP Cameras
  - (3) Axis P3277-LVE Single-Lens 5MP IP Cameras
  - (6) Axis P3737-PLV Quad-Lens 4x5MP IP Cameras
  - (2) Axis P3818-PVE Multi-Sensor 13MP IP Cameras
  - (7) Axis P4707-PLVE Dual-Lens 2x5MP IP Cameras
- Relocate (3) existing IP cameras
- (20) existing IP cameras will remain as installed

### Video Surveillance System – Milestone XProtect Migration

- Upsize recording server to HPE IronLink R212 Rackmount, 180TB Milestone XProtect Recording Server for video data storage of (53) network cameras<sup>1</sup>.
  - Processor: Intel 4410Y 2GHz 12-core Processor
  - OS: Windows Server IoT 2022 Standard
  - OS Drives: 2 x 480GB M.2 SSDs (RAID1)
  - Controller: MR416i 8GB Cache Adapter
  - Hard Drives: (9) 20TB Enterprise 7.2k SAS HDD (RAID5)
  - Memory: 64GB (2x32GB) RDIMM 4800MT/s
  - Networking: (4) 1GB Base-T
  - PCIe: (2) 10/25GB SFP28
  - GPU: NVIDIA RTX A1000 8GB
  - Power: (2) 1000W Power Supply
  - Warranty: 5-year NBD IronLink Support
  - Management: iLO Advanced
- Provision of (9) additional Milestone XProtect Expert Device Licenses<sup>2</sup>
  - Base scope of work only includes (44) device licenses.

### Demolition

- Remove existing IP Cameras being replaced with new IP cameras per site walk & drawings

<sup>1</sup> Video data storage calculation parameters: 30-day retention, 15 FPS, 50% Indoor / 70% Outdoor motion scene activity, H.264 compression and minimum resolution of 5MP. Video data storage is a calculation only.

<sup>2</sup> Includes prorated Milestone Care Plus licensing.

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**Work by Others**

- Provision and installation of required 120VAC circuits(s) and receptacles (none anticipated)
- Owner I.T. to provide required PoE+ network equipment
- Owner I.T. to provide new LAN / WAN schema, connection and configuration
- Owner I.T. to join the new VSS server to the WCSD Windows domain

**Assumptions and Exclusions**

- Proposal labor is based on work performed during normal business hours.
- Any other system or equipment not specifically detailed above is excluded from this scope of work.
- Sales & Materials Use Tax not included in price.

**Terms & Conditions**

- The scope of work is based on our knowledge of the current requirements and project goals.
- All material is based on vendor pricing at the time of quote.
- The fees do not include applicable sales tax and/or owner expediated shipping charges.
- Fees and expenses will be billed as incurred in the form of a progress billing.
- Payment of our progress billing is expected within 30 days after invoice date.

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**WCSD - New Middle School**  
**Contract Revision Log for Contingencies**  
 July 28, 2026

| Date       | PCO     | OCO  | Description                                               | Status | Pending Cost | CM Contingency | Owner Contingency | Contract Amount | Notes                                |
|------------|---------|------|-----------------------------------------------------------|--------|--------------|----------------|-------------------|-----------------|--------------------------------------|
|            |         |      | Original GMP                                              |        |              | \$ 3,370,000   | \$ 570,000        | \$ 88,220,000   |                                      |
| 6/26/2024  | -       |      | Structural Steel VE (Beams to Joists)                     | Closed | -            | -              | \$ 75,000         | -               |                                      |
| 6/26/2024  | -       |      | Glazing & Metal Panel VE Items                            | Closed | -            | -              | \$ 158,380        | -               |                                      |
| 6/26/2024  | -       |      | Cellular Repeater Budget Transfer                         | Closed | -            | -              | \$ 378,968        | -               |                                      |
| 5/16/2024  | -       |      | Addendum 004                                              | Closed | -            | -              | -                 | -               | Inc in GMP                           |
| 5/24/2024  | -       |      | Addendum 005                                              | Closed | -            | -              | -                 | -               | Inc in GMP                           |
| 8/20/2024  | PCO #01 | #001 | Additional Abatement @ Gym Ceiling                        | Closed | -            | \$ (64,100)    | -                 | \$ (64,100)     | Transfer to District direct contract |
| 8/20/2024  | PCO #02 | #001 | Off-haul of CMU & Brick                                   | Closed | -            | \$ (23,615)    | -                 | \$ (23,615)     | Transfer to District direct contract |
| 9/19/2024  | PCO #03 | #001 | Additional Abatement Below South Slabs (Transite Conduit) | Closed | -            | \$ (9,202)     | -                 | \$ (9,202)      | Transfer to District direct contract |
| -          | -       | -    | CB #01 - Clear water waste system                         | Closed | -            | -              | -                 | -               | See CB #03                           |
| -          | -       | -    | CB #01 - Sprinkler coverage at dust collector             | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 10/29/2024 | PCO #05 | #001 | CB #01 - Sliding glass door silkscreen to match Heritage  | Closed | -            | \$ (19,857)    | -                 | -               |                                      |
| -          | -       | -    | CB #02 - Masonry changes at elevator shaft at TOW         | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| -          | -       | -    | CB #02 - Electrical light changes                         | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| -          | -       | -    | CB #02 - Plumbing fixture changes                         | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 11/7/2024  | PCO #06 | #001 | CB #03 - Clear water waste and condensate pump removal    | Closed | -            | \$ (5,550)     | -                 | -               |                                      |
| 9/4/2024   | -       | -    | VE Glazing Manufacturer Change to Old Castle              | Closed | -            | -              | \$ 79,620         | -               |                                      |
| 9/19/2024  | PCO #04 | #001 | Demolition of Extra Basements                             | Closed | -            | \$ (9,250)     | -                 | \$ (9,250)      | Transfer to District direct contract |
| 10/4/2024  | PCO #07 | #001 | CB #04 - Floor box revisions                              | Closed | -            | -              | \$ (93,757)       | -               |                                      |
| 10/14/2024 | PCO #13 | #002 | IRA/PWA for Geothermal System                             | Closed | -            | -              | \$ (1,108,948)    | -               |                                      |
| 11/8/2024  | PCO #08 | #001 | Credit for pickleball courts                              | Closed | -            | -              | -                 | \$ (9,000)      |                                      |
| 11/13/2024 | PCO #09 | #001 | VE for Metal Panel Systems MP-1 & MP-2                    | Closed | -            | -              | \$ 46,550         | -               |                                      |
| 12/13/2024 | PCO #10 | #001 | Temporary pond for Geothermal Drilling                    | Closed | -            | \$ (47,318)    | -                 | -               |                                      |
| 12/24/2024 | PCO #11 | #003 | Solar Panel Scope - Transfer from Soft Costs              | Closed | -            | -              | -                 | \$ 751,140      |                                      |
| 1/14/2025  | PCO #12 | #003 | Solar Panel Future Infrastructure                         | Closed | -            | -              | \$ (45,250)       | -               |                                      |
| 1/14/2025  | -       | -    | CB #07 - Water Room and Irrigation                        | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 2/19/2025  | -       | -    | CB #08 - RFI Catch Up and Design Clarifications           | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 2/17/2025  | -       | -    | CB #09 - Lighting Controls                                | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 2/18/2025  | -       | -    | CB #10 - Sprinkler Monitoring and FA at Dust Collection   | Closed | -            | -              | -                 | -               | Covered in GMP                       |
| 2/19/2025  | PCO #14 | #003 | Roof Metals Value Engineering                             | Closed | -            | -              | \$ 130,324        | -               |                                      |
| 2/19/2025  | PCO #15 | #003 | FRP Door Hardware Credit                                  | Closed | -            | -              | \$ 28,392         | -               |                                      |
| 3/5/2025   | -       | -    | Polished Concrete Grade B to C                            | Closed | -            | -              | -                 | -               |                                      |

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**WCSD - New Middle School**  
**Contract Revision Log for Contingencies**  
July 28, 2026

| Date         | PCO     | OCO  | Description                              | Status | Pending Cost | CM Contingency | Owner Contingency | Contract Amount | Notes          |
|--------------|---------|------|------------------------------------------|--------|--------------|----------------|-------------------|-----------------|----------------|
|              |         |      | Original GMP                             |        |              | \$ 3,370,000   | \$ 570,000        | \$ 88,220,000   |                |
| 3/28/2025    | -       | -    | CB #11 - Irrigation System & RFIs        | Closed | -            | -              | -                 | -               | Covered in GMP |
| 4/16/2025    | -       | -    | CB #12 - Digital Displays & RFIs         | Closed | -            | -              | -                 | -               | Covered in GMP |
| 4/30/2025    | PCO #18 | #004 | Replace Site Fence @ Northeast of Site   | Closed | -            | \$ (35,850)    | -                 | -               |                |
| 4/30/2025    | PCO #16 | #004 | Acoustic Panel VE @ Music Rooms          | Closed | -            | -              | \$ 37,500         | -               |                |
| 5/28/2025    | -       | -    | CB #13                                   | Closed | -            | -              | -                 | -               |                |
| 8/9/2025     | PCO #17 | #004 | CB #14 (Shed & Track Equipment)          | Closed | -            | -              | \$ (221,000)      | -               |                |
| 10/17/2025   | -       | -    | CB #15 (Front Entry Changes & RFIs)      | Closed | -            | -              | -                 | -               |                |
| 12/12/2025   | PCO #19 | #004 | Add 2nd batting cage in gym              | Closed | -            | \$ (23,000)    | -                 | -               |                |
| 12/12/2025   | PCO #20 | #004 | Powered traffic gates                    | Closed | -            | \$ (85,000)    | -                 | -               |                |
| 3/19/2026    | PCO #21 | #004 | Contingency Reduction CO for Summer Work | Closed | -            | \$ (1,500,000) | -                 | \$ (1,500,000)  |                |
| 3/16/2026    | -       | -    | CB #16                                   | Closed | -            | -              | -                 | -               |                |
| 3/23/2026    | -       | -    | CB #17                                   | Closed | -            | -              | -                 | -               |                |
| 6/23/2026    |         |      | Post Occupancy Site Changes              | Closed | -            | -              | -                 | -               |                |
|              |         |      |                                          |        |              |                |                   |                 |                |
|              |         |      |                                          |        |              |                |                   |                 |                |
| <b>Total</b> |         |      |                                          |        |              | \$ 1,547,258   | \$ 35,779         | \$ 87,355,973   |                |

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## PLAN KEY

- 1 FOOTBALL FIELD
- 2 PLACE NEW BASE MAT ON EXISTING TRACK AND RESTRIPE
- 3 STORAGE SHED
- 4 18" CURB AND GUTTER
- 5 CONCRETE SIDEWALK
- 6 EXISTING TREES TO REMAIN, TYP.
- 7 LIGHT POLE, TYP.
- 8 TRANSITION TO STANDARD CURB AND BUTTER AT INLET
- 9 ACCESSIBLE SIDEWALK
- 10 10'X10' CONCRETE SHOT PUT PAD, SYNTHETIC TOEBOARD, AND ALUMINUM SHOT CIRCLE. GILL ATHLETICS MODEL 359 AND 372
- 11 DISCUS CAGE AND BARRIER NET. GILL ATHLETICS MODELS 8010 AND 370
- 12 50'X50' HIGH JUMP AREA
- 13 198" X 96" HIGH JUMP PIT. GILL ATHLETICS MODEL 64117 -S1
- 14 LONG/TRIPLE JUMP CONCRETE RUNWAY WITH TRACK SURFACING AND 2" STRIPING
- 15 LONG JUMP/TRIPLE JUMP PIT WITH 6" WIDE X 18" DEEP CONCRETE PERIMETER CURB
- 16 H-STYLE FOOTBALL GOAL POST BY SPORTSFIELD SPECIALTIES
- 17 RELOCATE EXISTING GOAL POST

### Site Changes Package: \$221,000

#### 1) SHED: \$90,000

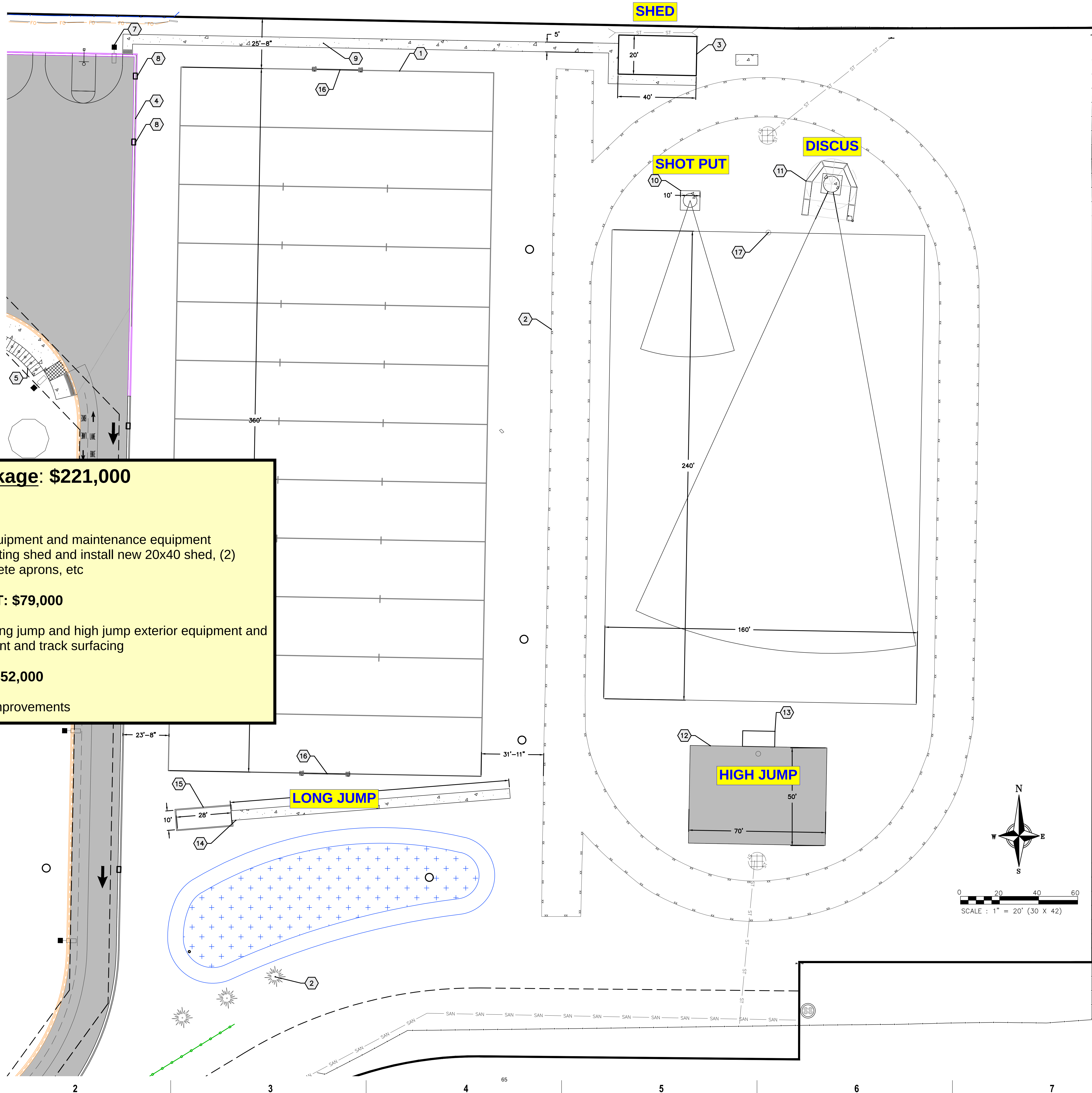
- \* Shed to house athletic equipment and maintenance equipment
- \* Vogel cost to remove existing shed and install new 20x40 shed, (2) overhead doors, lights, concrete aprons, etc

#### 2) ATHLETIC EQUIPMENT: \$79,000

- \* Added shot put, discus, long jump and high jump exterior equipment and associated concrete, pavement and track surfacing

#### 3) SITE STORMWATER: \$52,000

- \* Required for added site improvements



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

#### PROJECT INFORMATION

WAUNAKEE  
COMMUNITY  
MIDDLE SCHOOL

501 SOUTH STREET  
WAUNAKEE, WI  
53597

#### ISSUANCE AND REVISIONS

| DATE       | DESCRIPTION            |
|------------|------------------------|
| 03-08-2024 | CONSTRUCTION DOCUMENTS |
| 04-05-2024 | ADDENDUM #2            |
| 05-24-2024 | ADDENDUM #5            |
| 02-07-2025 | CB 08                  |
| 05-28-2025 |                        |

#### KEY PLAN

#### SHEET INFORMATION

PROJECT MANAGER RS  
PROJECT NUMBER 319203-01

#### SITE PLAN

C204

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# Lallas Shading Solutions

180 N Wabash #801

Chicago, IL 60601

312.882.0804

[www.lallasshadingolutions.com](http://www.lallasshadingolutions.com)

## PROPOSAL

|                                                                               |                                              |        |                                            |                                         |                                    |
|-------------------------------------------------------------------------------|----------------------------------------------|--------|--------------------------------------------|-----------------------------------------|------------------------------------|
| Bill To                                                                       |                                              |        |                                            | Ship To                                 |                                    |
| Waunakee Community School District<br>905 Bethel Circle<br>Waunakee, WI 53597 |                                              |        |                                            | 905 Bethel Circle<br>Waunakee, WI 53597 |                                    |
| Attention:                                                                    | Dustin Lybeck, Safety & Security Coordinator |        |                                            | Proposal #:                             | 11860 RevA                         |
| Phone:                                                                        | (608) 849-2000                               | Terms: | 50% Deposit,<br>Balance Upon<br>Completion | Date:                                   | 7/7/2026                           |
| Prepared By:                                                                  | Rachel Lallas 312.343-9929                   |        |                                            | Project:                                | Waunakee Community School District |
| This Proposal is based on drawings dated:                                     |                                              |        |                                            |                                         |                                    |
| Scope:                                                                        |                                              |        |                                            |                                         |                                    |

| Qty  | Description                                                                                                                                                                                                                                                                                                                                                                                                             | Price       | Extended Price |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| 1.00 | Furnish 39 Single Motorized Mecho Roller Shades with Fascia, fabricated with 0250 Classic Blackout.<br><br>Please note this includes Mechos proprietary Mechos Shadeloc Side Channel System in which the Hembar is fastened/connected to the side channel. This also includes one wired Mecho wall switch per classroom as well as a master switch located at the reception desk in the event of a lock down situation. | \$97,878.24 | \$97,878.24    |
| 1.00 | Non-Union Installation of Single Motorized Mecho Roller Shades, installed into wood blocking provided by others.                                                                                                                                                                                                                                                                                                        | \$18,174.50 | \$18,174.50    |

# Lallas Shading Solutions

180 N Wabash #801

Chicago, IL 60601

312.882.0804

[www.lallasshadingssolutions.com](http://www.lallasshadingssolutions.com)

| Qty  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Price          | Extended Price |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 1.00 | Price includes:<br>-Delivery to Jobsite<br>-Field Measurement of every window<br>-Freight from Factory<br>-Supervision of installation<br>-Disposal of all packaging materials and cleanup as appropriate to the jobsite<br>-Owners training<br>-Follow up with customer two weeks after move in to ensure the intent of the product is being met<br>-Installation during regular business hours<br>-Continuous wood blocking, provided and installed by others, is required for proper installation<br>-Custom Programming of motorized shades<br>-Wall Switches, set with custom programming, to operate the motorized shades at locations TBD<br>-The motorized shades are quoted with the 120 V Motor. Power and low voltage is required and to be provided and installed by others. LSS to coordinate with Electrician to ensure correct placement<br>-Low Voltage needs to be Cat5e or better<br>-RJ45 Jacks are required for all LV connections<br>-LSS will provide a 4-port RJ45 splitter for each motor, please reference subsequent sample wiring diagram for reference<br>-LSS will provide a (5') power whip for each motor. EC to stub in the LV and power and leave hanging 6" inside the window frame. | \$0.00         | \$0.00         |
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Subtotal:      | \$116,052.74   |
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Tax (10.25%): | \$0.00         |
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Grand Total:   | \$116,052.74   |

## Important Notes

\*HEAD DETAIL AS SHOWN MAY REQUIRE MODIFICATION AND IS TO BE DISCUSSED

Additional mobilizations due to delays by GC/Subs may incur additional charges.

Furnishing and Installation of Blocking is not included in this proposal.

On motorized projects where an MNI Board is provided, pricing does not include installation.

Orders cannot be placed with our vendors before windows are installed and we are able to field measure.



Important Notes

Orders will be placed once we have received approved submittals and shop drawings.

Pricing does not include blocking or wiring unless otherwise noted.

Pricing includes labor during regular business hours Monday Through Friday.

Pricing is subject to change based on final material selected and field conditions.

Radiant Heat Panels must be a minimum of 6" from Shades.

Shades cannot be ordered until glazing's are installed.

Warranty: Standard Manufacturer's Warranty applied unless otherwise noted in this proposal.

Wiring: All Power and Low Voltage Communication Wiring that is Required for Motorized Shades is NOT Included in this proposal unless otherwise noted in this proposal.

Approved By: \_\_\_\_\_

Print

Sign

Date

# ElectroShade® iQ2+ EDU

## Datasheet

### Models

ElectroShade® iQ2+ Electronic Drive Unit (EDU)

#### Stock no.

P5X8-0634 -- 6Nm, 34rpm, 120VAC ("S2")  
P5X8-0934 -- 9 Nm, 34 r.p.m., 120VAC ("S2")  
P5X8-1234 -- 12Nm, 34rpm, 120VAC ("S2")  
"--" Denotes the power connector options

### Models Legend

|                                                     |                                      |
|-----------------------------------------------------|--------------------------------------|
| XG                                                  | No connector                         |
| AN                                                  | Standard motor disconnect            |
| WG                                                  | WAGO® disconnect                     |
| NS                                                  | US NEMA 5-15P straight disconnect    |
| NR                                                  | US NEMA 5-15P right-angle disconnect |
| S1                                                  | Operating voltage 230VAC             |
| S2                                                  | Operating voltage 120VAC             |
| Torque variations up to 50Nm available upon request |                                      |

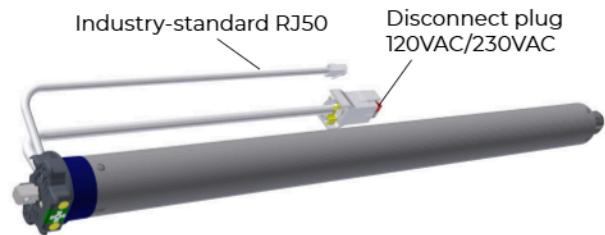
### Description

The ElectroShade® iQ2+ EDU represents the pinnacle of roller-shade control functionality. Its internal microprocessor-based controls enable it to connect directly to the MechoShade's MechoNet™ network without any external controllers.

This bidirectional communication network provides flexibility, reliability, and scalability to whole-building control. The EDU offers unprecedented functionality through a wide variety of operational modes.

An exclusive blind-control mode modifies the EDU's operation to support lift-and-tilt blind operation, with three preset positions for each. Nine internal-control addresses support overlapping, multilevel controls (individual, group, master, and others). PC-based tools support field configurations and motor programming from anywhere on the control network.

A variety of accessories support integration and operation from tablets, smart phones, and 3rd-party systems such as A/V, lighting, and Building Management Systems (BMS). Control can also be extended to the automated SolarTrac® WindowManagement® System for ultimate energy efficiency with optimized comfort and views.



### Features

- An intelligent, encoded tubular motor with an internal communication and control card.
- Internal electronics to eliminate the component mounting, wiring, and installation costs associated with a separate controller.
- Quiet operation over a wide range of torque variations. (See Mechanical chart, next page.)
- Repeatable and precise positioning of roller shades within  $\pm 1/16$  in. ( $\pm 1$  mm).
- 133 available alignment points, including three user-programmable presets, available via network and dry-contact control and 29 user-programmable presets available through network control.
- Two inherent methods of control:
  - A. Cost-effective, low-voltage, dry-contact control for local-switch or 3rd-party control operation.
  - B. A two-way communication network to support whole-building, low-voltage control, and serial integration to 3rd-party controls.
- Scalable, flexible, and industry-proven network architecture.
- Cost-effective power wiring to permit the daisy chaining of three-conductor power from motor to motor.
- Uniform Mode setting to maintain an architect's design intent at all times, with a controlled and precisely aligned window wall.
- CE and ETL listed as a system solution to ANSI/CAN/UL 325:

# ElectroShade® iQ2+ EDU

## Datasheet

### Specifications

| Equipment Kit                  |                                                                                     |                                     |
|--------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| Includes                       | ElectroShade iQ2+ EDU, Installation Guide                                           |                                     |
| Electrical                     |                                                                                     |                                     |
| Switch Input                   | 15–24VDC, 10mA per switch contact                                                   |                                     |
| DC Power Output                | 12–18VDC, 1W.                                                                       |                                     |
| Communication Network          | +/-13VDC max. (unloaded)                                                            |                                     |
| Mechanical                     |                                                                                     |                                     |
| Max Revolutions                | 170                                                                                 |                                     |
| Repeatability                  | +/- 1/16 in. (+/-1.6mm) on a 10-ft. (3m) high shade (2 1/2 in./6.4cm diameter tube) |                                     |
| Max. Continuous Run Time       | Min. four minutes (fractional horsepower, limited-duty cycle, tubular motor)        |                                     |
| Environmental                  |                                                                                     |                                     |
| Operating Temperature          | 32 °F to 131 °F (0 °C to 55 °C)                                                     |                                     |
| Relative Humidity              | <90% relative humidity, non-condensing                                              |                                     |
| Enclosure Rating               | IP44                                                                                |                                     |
| Agency Listings and Compliance |                                                                                     |                                     |
| Certifications                 | CE, CCC, and ETL listed to ANSI/CAN/UL 325:                                         |                                     |
| Safety                         | EN60335-1 (May 2010, Ed. 5.0)                                                       |                                     |
|                                | EN60335-2-97 (January 2005, Ed. 2.1)                                                |                                     |
| EMC                            | EN55022 (2006) + A1(2007)                                                           | Class-A limits                      |
|                                | EN61000-3-2(2006) + A2(2009)                                                        | Class-A limits                      |
|                                | EN61000-3-3(2008)                                                                   | Class-A limits                      |
|                                | EN55024(1998) + A1(2001) + A2(2003)                                                 | Class-A limits                      |
|                                | EN61000-4-2 (ESD)                                                                   | 4KV contact/8KV air                 |
|                                | EN61000-4-3 (RF-radiated)                                                           | 3V/m                                |
|                                | EN61000-4-4 (electrical fast transient)                                             | 1KV (3-line)/0.5KV (2-line and I/O) |
|                                | EN61000-4-5 (surge)                                                                 | 2KV (L-PE,N-PE); 1KV (L-N)          |
|                                | EN61000-4-6 (RF-conducted)                                                          | 3V/m                                |
|                                | EN61000-4-8 (magnetic field)                                                        | 1A/m                                |
|                                | EN61000-4-11 (voltage Dips)                                                         | per requirements                    |

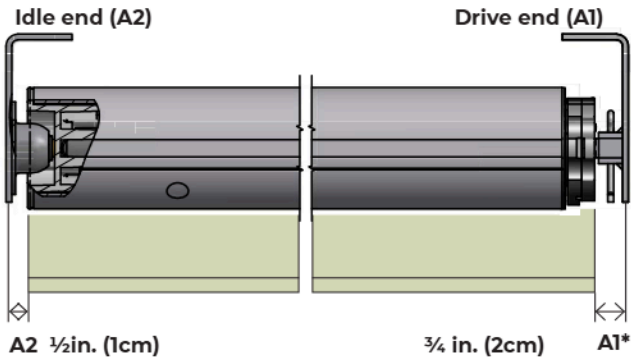
### Dimension and Mounting

The power and communication cables both feed through the motor head located at either the right side (for right-drive motors) or the left side (for left-drive motors).

The motor is mounted inside the shade tube.

Additional deductions may be required. Contact your local representative for more information.

**\* NOTE:** The deductions shown are only applied with a 2-1/2 in. (6cm) tube, or larger, utilizing Mecho's recessed idle-end plug.

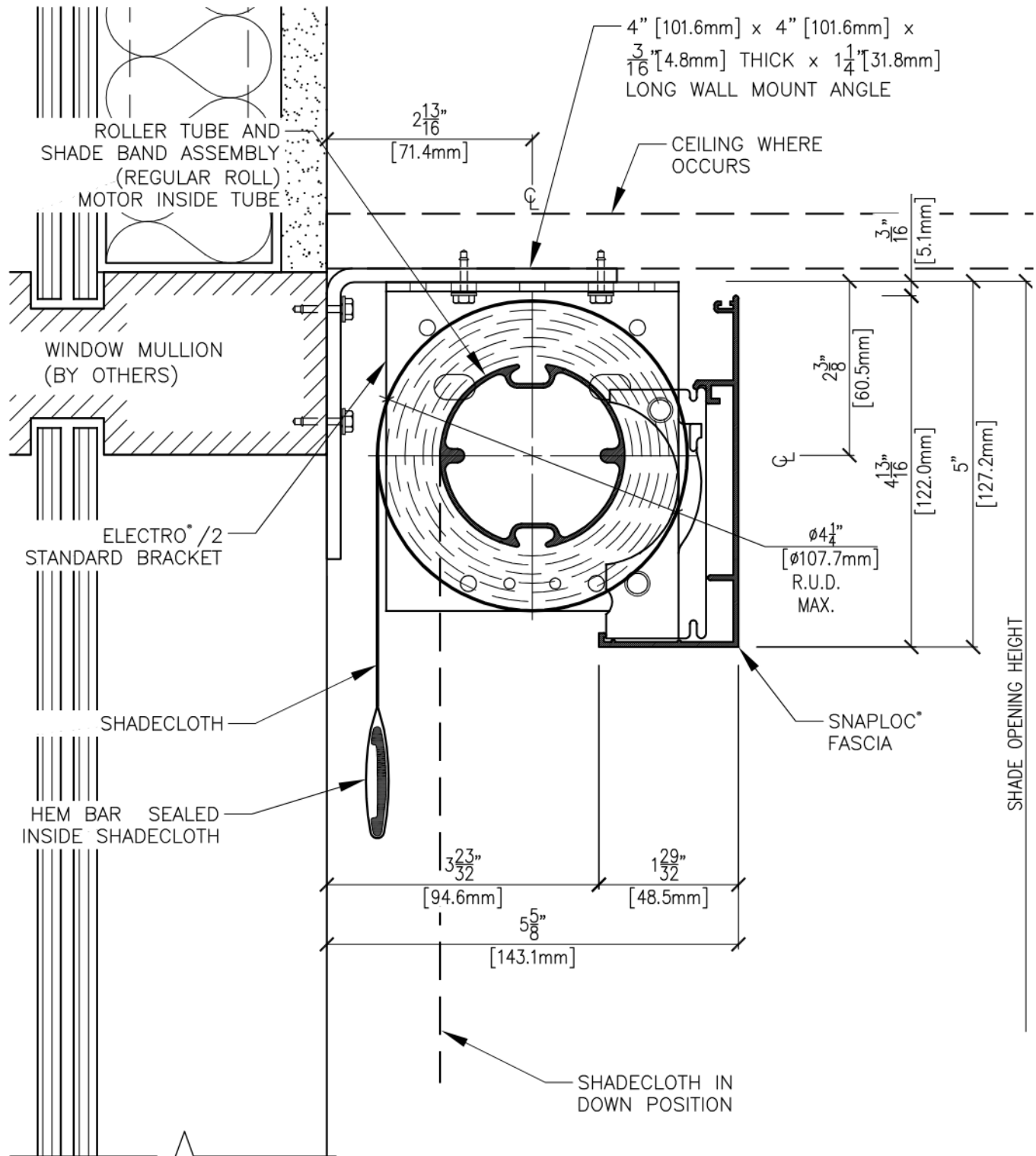


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(718) 729-2020  
mechoshade.com

Regular Roll with Fascia, Wall Mount

## Mecho Construction Details



## SECTION AT WINDOW HEAD

SCALE: 1/2 FULL SIZE

# Chelsea

**Blackout**  
0250 series

**Blackout**  
0270 series

This PVC-free fabric combines a fine fabric with solid, graphite or white-colored backing to create a shade cloth that is opaque and attractive from interior and exterior viewpoints.

Fire Classification | NFPA 701

Railroading Available | Yes

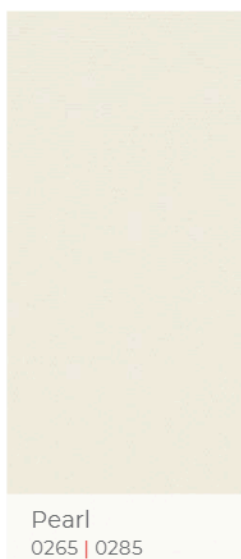
Stocked Width | 126"



order free swatches &  
up-to-date shade cloth information



Chalk  
0251 | 0271



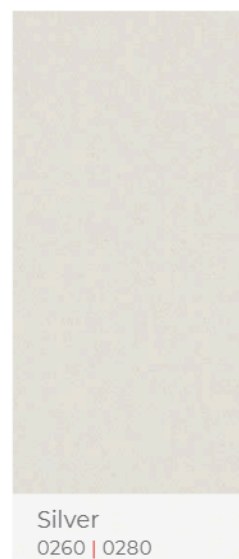
Pearl  
0265 | 0285



Sand  
0252 | 0272



Napa  
0258 | 0278



Silver  
0260 | 0280



Shale  
0254 | 0274



Slate  
0262 | 0282



Graphite  
0253 | 0273



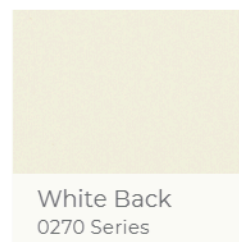
Steel  
0264 | 0284



Onyx  
0263 | 0283



Graphite Back  
0250 Series



White Back  
0270 Series



# Chelsea Shade Cloth Properties

## Blackout 0250 series

| #    | Name     | Fabric Content                       |
|------|----------|--------------------------------------|
| 0251 | Chalk    | 50% Acrylic Coating / 50 % Polyester |
| 0252 | Sand     | 50% Acrylic Coating / 50 % Polyester |
| 0253 | Graphite | 50% Acrylic Coating / 50 % Polyester |
| 0254 | Shale    | 50% Acrylic Coating / 50 % Polyester |
| 0258 | Napa     | 50% Acrylic Coating / 50 % Polyester |
| 0260 | Silver   | 50% Acrylic Coating / 50 % Polyester |
| 0262 | Slate    | 50% Acrylic Coating / 50 % Polyester |
| 0263 | Onyx     | 50% Acrylic Coating / 50 % Polyester |
| 0264 | Steel    | 50% Acrylic Coating / 50 % Polyester |
| 0265 | Pearl    | 50% Acrylic Coating / 50 % Polyester |

**Acoustic Performance**  
negligible

**Mesh Weight**  
11.50 oz/yd<sup>2</sup>

**Fabric Thickness**  
0.018 in

**Embodied Carbon**  
4.59 kg CO<sub>2</sub>/yd<sup>2</sup>

## Blackout 0270 series

| #    | Name     | Fabric Content                       |
|------|----------|--------------------------------------|
| 0271 | Chalk    | 50% Acrylic Coating / 50 % Polyester |
| 0272 | Sand     | 50% Acrylic Coating / 50 % Polyester |
| 0273 | Graphite | 50% Acrylic Coating / 50 % Polyester |
| 0274 | Shale    | 50% Acrylic Coating / 50 % Polyester |
| 0278 | Napa     | 50% Acrylic Coating / 50 % Polyester |
| 0280 | Silver   | 50% Acrylic Coating / 50 % Polyester |
| 0282 | Slate    | 50% Acrylic Coating / 50 % Polyester |
| 0283 | Onyx     | 50% Acrylic Coating / 50 % Polyester |
| 0284 | Steel    | 50% Acrylic Coating / 50 % Polyester |
| 0285 | Pearl    | 50% Acrylic Coating / 50 % Polyester |

**Acoustic Performance**  
negligible

**Mesh Weight**  
11.50 oz/yd<sup>2</sup>

**Fabric Thickness**  
0.018 in

**Embodied Carbon**  
4.59 kg CO<sub>2</sub>/yd<sup>2</sup>





# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

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### ADMINISTRATION OFFICE

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

Superintendent's Office

TO: WCSD Board of Education  
FROM: Dr. Monica Kelsey-Brown, Superintendent  
DATE: July 29, 2026

RE: Expulsion Hearing Officer for the 2026-2027 School Year.

The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2026-2027 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

### Proposal for expulsion hearing officer services:

- **Pre-Hearing:**
  - Calculation of time, scheduling  
(actual time not to exceed \$100)
- **Hearing with Stipulation:**
  - run hearing and write decision  
(actual time not to exceed \$900)
- **Hearing without Stipulation:**
  - Run hearing and write decision  
(actual time )

RESOLUTION AUTHORIZING THE SCHOOL  
DISTRICT BUDGET TO EXCEED REVENUE  
LIMIT FOR RECURRING PURPOSES

BE IT RESOLVED by the School Board of the Waunakee Community School District, Dane County, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$4,200,000 for the 2027-2028 school year; by an additional \$2,100,000 for the 2028-2029 school year; by an additional \$2,100,000 for the 2029-2030 school year; and by an additional \$2,100,000 for the 2030-2031 school year (for a total of \$10,500,000 and to remain at that amount thereafter), for recurring purposes consisting of ongoing operational expenses and employee compensation expenses.

Adopted and recorded August 10, 2026.

---

Joan Ensign  
District President

ATTEST:

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Carlena Eaton  
District Clerk

(SEAL)

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS IN AN  
AMOUNT NOT TO EXCEED \$97,500,000

BE IT RESOLVED by the School Board of the Waunakee Community School District, Dane County, Wisconsin that there shall be issued pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$97,500,000 for the public purpose of paying the cost of a school facility improvement project consisting of: removal of an older portion of the High School and construction of additions and renovations at the High School; renovations at the old middle school (known as the High School South Campus); outdoor athletic field renovations and improvements at the High School Campus; district-wide renovations, capital maintenance and site improvements; and acquisition of furnishings, fixtures and equipment.

Adopted and recorded August 10, 2026.

---

Joan Ensign  
District President

ATTEST:

---

Carlena Eaton  
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM  
ELECTION ON THE QUESTIONS OF THE APPROVAL OF A  
RESOLUTION AUTHORIZING THE SCHOOL DISTRICT  
BUDGET TO EXCEED REVENUE LIMIT FOR RECURRING  
PURPOSES AND AN INITIAL RESOLUTION AUTHORIZING  
THE ISSUANCE OF GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$97,500,000

WHEREAS, the School Board of the Waunakee Community School District, Dane County, Wisconsin (the "District"), has heretofore duly adopted resolutions entitled: "Resolution Authorizing the School District Budget to Exceed Revenue Limit for Recurring Purposes" (the "Revenue Limit Resolution") and "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$97,500,000" (the "Initial Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the Revenue Limit Resolution and the Initial Resolution to the electors for approval or rejection at the regularly scheduled election to be held on November 3, 2026.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on November 3, 2026 for the purpose of submitting to the qualified electors of the District the propositions of whether the Revenue Limit Resolution and the Initial Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in the Tribune Enterprise within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in the Tribune Enterprise in the issue published immediately prior to the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in the Tribune Enterprise in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 52 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Sections 121.91(3) and 120.115(1), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Revenue Limit Resolution and the Initial Resolution within 10 days after the adoption of the Revenue Limit Resolution and the Initial Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded August 10, 2026.

---

Joan Ensign  
District President

ATTEST:

---

Carlena Eaton  
District Clerk

(SEAL)



411 East Wisconsin Avenue  
Suite 2400  
Milwaukee, Wisconsin 53202-4428  
414.277.5000  
Fax 414.271.3552  
www.quarles.com

Attorneys at Law in  
Chicago  
Denver  
Indianapolis  
Madison  
Milwaukee  
Minneapolis  
Naples  
Phoenix  
St. Louis  
San Diego  
Tampa  
Tucson  
Washington, D.C.

August 6, 2026

**VIA EMAIL**

Allie Newton  
Director of Business Services  
Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

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**Re: Waunakee Community School District - Referendum**

Dear Allie:

We appreciate the opportunity to work with you and the Waunakee Community School District (the "District") in connection with the District's proposed referendum election. As you prepare for the referendum, questions may arise regarding permissible campaign practices. This letter briefly overviews applicable law relevant to frequently asked questions. In particular, this letter discusses restrictions on the use of District funds to promote the referendum, the role of Board members and the administration with respect to the referendum, and the District's responsibilities regarding citizen groups formed in connection with the referendum.

**I. Use of District Funds for Referendum Materials**

**A. Prohibition Against Use of District Funds to Promote the Referendum**

The District is prohibited from using District funds to promote the referendum. The District has only those powers expressly provided by or implied from the Wisconsin Statutes. Although there is no Wisconsin court case that specifically addresses this issue, the generally held view is that there is no Wisconsin statutory provision that provides school districts, directly or by reasonable implication, the power to raise and spend money for political / promotional purposes. This view is consistent with court decisions from other states whose school district statutes resemble Wisconsin's. *See e.g., Stanson v. Mott*, 561 P.2d 1 (Cal. 1976); *Citizens to Protect Pub. Funds v. Bd. of Educ.*, 98 A.2d 673 (N.J. 1953).<sup>1</sup> It is also consistent with Wisconsin's "public purpose doctrine," which holds that expenditures may be made only for public purposes, as determined by the legislature and embodied in the statutes. *See, e.g., Town of Beloit v. Rock*

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<sup>1</sup> *See also Rees v. Carlisle*, 113 Haw. 446 (2007); *Carter v. City of Las Cruces*, 121 N.M. 280 (Ct. App. 1996); *Palm Beach County v. Hudspeth*, 540 So. 2d 147 (Fla. Dist. Ct. App. 1989); 2000 Ariz. AG 19; 1996; N.Y. Op. Att'y Gen. 34.

*County*, 259 Wis. 2d 37 (2003) (general discussion of doctrine); *Davis v. Grover*, 166 Wis. 2d 501 (1992) (same).

## **B. Permissible Use of District Funds for Informational Materials**

In contrast to promotional materials, Wisconsin school districts may spend district funds to prepare and disseminate informational materials that inform the electorate of pertinent facts. This rule is established by many of the same cases that prohibit spending district funds for promotional materials. *See, e.g., Citizens*, 98 A.2d at 676 (the statutes "plainly embrace making reasonable expenditures for the purpose of giving voters relevant facts to aid them in reaching an informed decision" with respect to a bond referendum); *see also Rees v. Carlisle*, 113 Haw. 446, 454 (2007) (same). In Wisconsin, a long-standing Attorney General opinion further supports the conclusion that school districts may use district funds to produce informational materials. *See* Attorney General Opinion 60-79 (May 30, 1979). 81

## **C. Distinguishing Promotional Materials from Informational Materials**

Because informational materials are permissible, but political / promotional materials are not, it is important to understand where the line between the two exists. The distinction is made not by defining what is or is not informational, but by defining what is impermissibly political / promotional. In particular, the cases which hold that public bodies have exceeded their authority by creating and disseminating promotional materials limit what constitutes prohibited promotional materials to those containing "express advocacy."<sup>2</sup> Express advocacy is language containing specific words such as: "vote for," "elect," "support," "cast your ballot for," "Smith for Congress," "vote against," "defeat," "reject," or the equivalent. *See Buckley v. Valeo*, 424 U.S. 1, 44, fn. 52 (1976).

Wisconsin courts have adhered to *Buckley's* definition of express advocacy. In the leading case, *Government Accountability Board v. Wisconsin Manufacturers & Commerce*, 227 Wis. 2d 650 (1999), the Wisconsin Supreme Court stated that "any standard of express advocacy must be consistent with *Buckley* in order to avoid invalidation on grounds of vagueness or overbreadth." *Id.* at 670. An issue in *Wisconsin Manufacturers & Commerce* was whether express advocacy could be defined not just by the actual language used in a communication, but by the context in which the communication was made – including the proximity in time of the communication to an election, the underlying intent of the communication, the effect of the communication, the audience, and the geographical area in which the communication is disseminated.

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<sup>2</sup> By defining the point at which public bodies' implied statutory authority ends as the point at which express advocacy begins, the courts have drawn from a long line of First Amendment campaign finance cases holding that only communications containing express advocacy may be restricted. *See Buckley v. Valeo*, 424 U.S. 1, 43 (1976). The *Buckley* Court explained: "[T]o clearly mark the boundary between permissible and impermissible speech," the scope of communications that may be regulated must be "limited to communications that include explicit words of advocacy of election or defeat . . . ." *Id.*

The Court rejected this context-based approach in light of the pertinent Wisconsin Statutes and regulations because those statutes and regulations do not define express advocacy based on context. Instead, the pertinent law in Wisconsin mirrors *Buckley*. Just as in *Buckley*, the Wisconsin Statutes limit the scope of regulated communications to those that expressly advocate and contain terms such as: "vote for," "elect," "support," "cast your ballot for," "Smith for (an elected office)," "vote against," "defeat," "reject," "cast your ballot against," or the equivalent. Wis. Stats. § 11.0101(11).

## **II. Applicable Law Regarding the Role of Board Members and the Administration**

### **A. Board Members May Speak Freely in Favor of or Against the Referendum**

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Although there is no specific law regarding the role of Board members, it is our view that they may speak freely in favor of or against the referendum. Board members may also form and participate in citizens committees and may engage in other activities to promote or oppose the referendum, so long as they follow the applicable laws (such as campaign finance laws or, if applicable, Wisconsin's Open Meetings Law) and do not spend district funds or use district resources. **However, if a Board member chooses to speak in favor of or against the referendum, the Board member should make clear that he or she is speaking as an individual citizen and not on behalf of the Board or in his or her Board member role.**

Unlike administrators (discussed below), Board members are not district employees and hence do not use paid time when they speak in favor of or against the referendum. Further, because the Statutes require Board members to vote whether to call for the referendum, speaking in favor of or against a referendum is consistent with Board member's responsibilities. More generally, there is nothing associated with Board member service that would justify restricting Board members' First Amendment speech rights.

### **B. More Limited Role for District Administration**

As compared to the Board's role, the role of the administration is more limited. As employees who are paid with district funds, administrators should be careful not to engage in promotional activities during the course of the normal work day. Although there is no Wisconsin case on point, the general rule is supported by courts in other jurisdictions that have considered this issue. *See, e.g., Rees*, 113 Haw. 446, 453 fn. 5 (2007).

While administrators should not engage in promotional activities during working hours, they may serve as sources of information. Administrators may speak at civic meetings, provide informational materials, and answer questions about the referendum, whether or not during working hours. The cases that restrict administrators' promotional activities support this

distinction. *See id.* at 454 (government official may publicly comment on referenda and provide information, but may not advocate using public support).<sup>3</sup>

### **III. District Interaction with Referendum "Committees"**

It has become more and more common for citizen groups to form in order to support or oppose referenda. These groups are commonly referred to as "Yes" groups and "No" groups. The Statutes define such a group as "an entity that satisfies all of the following:

- It either (i) has the major purpose of making expenditures to support or defeat a referendum as specified in the entity's organizational or governing documents, bylaws, resolutions or registration statements; or (ii) uses more than 50 percent of its total spending in a 12-month period on expenditures made to support or defeat a referendum.<sup>4</sup>
- It is organized by any person, other than an individual, or by any permanent or temporary combination of two or more persons unrelated by marriage.
- It does not receive contributions or make disbursements or contributions for the purpose of influencing or attempting to influence a candidate's nomination or election." Wis. Stats. § 11.0101(28).

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#### **A. General Separation Between Referendum Committees and the District**

Referendum committees are separate from the District and the School Board. Although referendum committees must comply with the provisions of Chapter 11 of the Statutes governing campaign finance, the District is not responsible for advising such groups or ensuring their compliance. We encourage the District to direct referendum committees that raise questions to the Ethics Commission. The Ethics Commission provides useful resource materials, both in hard copy and on its web site.

#### **B. District's Responsibilities Regarding Referendum Committees**

Although the District is not responsible for advising referendum committees, it is responsible for collecting their registrations and disclosure reports, for making necessary forms available, and for keeping track of filings and delinquencies.

*District Clerk Acts as Filing Officer.* Under the Statutes, the District Clerk is designated to act as the "filing officer" for referenda. Wis. Stats. § 11.0102(1)(g). Referendum committees are required to file pertinent filings with the District Clerk. Those filings consist of a registration statement and, where applicable, ongoing disclosure reports. Hence, the District Clerk

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<sup>3</sup> The *Rees* court made this distinction clear: "The problem in this case is that [the government official's] conduct went far beyond providing information to the public on how the [local government] can be improved; he became a partisan advocate leading a battle campaign using public funds and other resources to tell voters how to vote." *Id.*

<sup>4</sup> Total spending for this purpose does not include a referendum committee's fundraising or administrative expenses.

should be familiar with the basic registration and reporting rules set forth in the paragraphs that follow.

Registration Statement. A referendum committee must register if it makes or accepts contributions, makes disbursements, or incurs obligations for the purpose of influencing a referendum vote in an aggregate amount in excess of \$10,000 in a calendar year. The registration must be filed within 10 business days of receipt of contributions in excess of \$10,000, and before making any disbursements or incurring any obligations exceeding that amount for the calendar year. Wis. Stats. §§ 11.0802(1), (2).

Ongoing Disclosure Reports. A referendum committee that accepts or makes contributions, makes disbursements, or incurs obligations in excess of \$10,000 is required to file 84 ongoing disclosure reports.<sup>5</sup>

Other Related Duties of the District Clerk as Filing Officer. Section 11.0102(3) of the Statutes sets forth additional duties of the District Clerk as filing officer. In particular, the District Clerk is required to:

- (i) Obtain filing forms and manuals and furnish them without cost to those required to file (§§ 11.0102(3)(a), (c)) (as noted above, the proper forms are available from the Ethics Commission, and are posted at <http://ethics.wi.gov>);
- (ii) Develop a filing, coding and cross-indexing system, maintain an electronic system with a current list of all reports and statements received by or pertaining to the committee, and make filings available for public inspection and copying at cost and commencing not later than the end of the second day following the day during which each report or statement is received (§§ 11.0102(3)(b), (g), (h), (i));
- (iii) Provide copies of manuals and election laws to persons other than those listed in (i) above, at cost (§ 11.0102(3)(d));
- (iv) Determine whether each report or statement required to be filed has been filed in the form and by the time prescribed by law, and whether it conforms to the requirements of Chapter 11 of the Wisconsin Statutes. The Clerk shall immediately send to the committee, if it is delinquent in filing or was not filed in the proper form, a notice that the committee has failed to comply with Chapter 11 of the Wisconsin Statutes (§ 11.0102(3)(j));

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<sup>5</sup> Registered committees that expect to not exceed \$2,500 per § 11.0104(1)(a) in contributions, disbursements or obligations in a calendar year beyond the year of initial registration may file an amended registration statement, thereby suspending the requirement imposed upon the committee to file continuing reports. Wis. Stats. §§ 11.0802, 11.0804 and 11.0104.

- (v) Notify the Ethics Commission, in writing, of any facts within the filing officer's knowledge or evidence in the officer's possession, including errors or discrepancies in reports or statements and delinquencies in filing which may be grounds for civil action or criminal prosecution (§ 11.0102(3)(e)) (note, however, that this provision does not imply that the District Clerk has the power or duty to affirmatively investigate); and
- (vi) Keep a list of delinquent filers and make it available for public inspection (§ 11.0102(3)(f)), and send delinquent filers notice when they fail to file or file improperly (§ 11.0102(3)(j)).

#### IV. Conclusion

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We hope that this information is helpful to you. We understand that this background information will not address every question that may arise as you prepare for the referendum. If you have any questions, please do not hesitate to contact either Jeffrey D. Peelen, an attorney in our Public Finance Group who has extensive experience with campaign practices at (414) 277-5773 or me at (414) 277-5641 at any time.

Sincerely,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:TNA:crw  
#940252.00078

cc: Dr. Monica Kelsey-Brown (via email)  
Steve Summers (via email)  
Rebecca McDonough (via email)  
Taryn Alvin (via email)

November 3, 2026 Referendum Communications & Outreach Plan



|                                                               | <div>Absentee Ballots<br/>Requested By Mail<br/>Available 9.17</div> <div>Early In Person<br/>Voting Starts 10.20</div> <div>Election<br/>Day!</div> |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          |      |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|--------|------------|------|------------|------------|-----------|------------------|------|------|------------|-------|-------|--------------|----------|------|
|                                                               | July                                                                                                                                                 |      |      |      | August |            |      |            |            | September |                  |      |      | October    |       |       |              | November |      |
|                                                               | 7/6                                                                                                                                                  | 7/13 | 7/20 | 7/27 | 8/3    | 8/10       | 8/17 | 8/24       | 8/31       | 9/7       | 9/14             | 9/21 | 9/28 | 10/5       | 10/12 | 10/19 | 10/26        | 11/2     | 11/3 |
| CommunicationTeam Meetings & Planning                         |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | E    |
| BOE Meetings & Communications Updates                         |                                                                                                                                                      |      |      |      |        | BOE ACTION |      |            |            |           |                  |      |      |            |       |       |              |          | L    |
| Website Updates (Key FAQs, Site Plan, Cost Info, etc.)        |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | E    |
| Community-Wide Print Mailings (2 confirmed, 1 tentative)      |                                                                                                                                                      |      |      |      |        |            |      |            |            | Postcard  |                  |      |      | Newsletter |       |       | Postcard TBD |          | C    |
| Other Print Material (Fact Sheet, Display Boards, Info Cards) |                                                                                                                                                      |      |      |      |        |            |      | Fact Sheet | Info Cards |           | Displays MS 9/13 |      |      |            |       |       |              |          | T    |
| Media Outreach (Traditional)                                  |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | I 86 |
| Facebook & Other Social Media                                 |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | O    |
| Staff & Family Digital Newsletter                             |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | N    |
| District/BOE Digital Newsletter                               |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          |      |
| Hosted Informational Sessions & Building Tours                |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | D    |
| Video FAQ Series (Reels)                                      |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | A    |
| Community Meetings/Presentations - Road Show                  |                                                                                                                                                      |      |      |      |        |            |      |            |            |           |                  |      |      |            |       |       |              |          | Y    |

|                                       |  |
|---------------------------------------|--|
| Absentee Ballot & Eary Voting Windows |  |
| Development & Production              |  |
| Ongoing Activity                      |  |
| Target Distribution/Hosting Weeks     |  |

Note: Early in person voting begins October 20th - times may vary by municipality

Note: Absentee ballots requested by mail will be sent starting September 17th

# Understanding Information Sharing Vs. Express Advocacy

- Informational Materials & Community Outreach
- Facilities & Use of District Resources
- Role of School Board Members
- Role of Administration
- Role of Staff

## Referendum Guidelines

The following list summarizes referendum activities that are permitted and prohibited specifically on district facilities and grounds, including all buildings, training sites, athletic fields, parking lots, etc.:

| Permitted Activities<br>Information Sharing                                                                                                                                                                                       | Prohibited Activities<br>Express Advocacy*                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Providing <i>factual information</i> on a proposed district referendum.                                                                                                                                                           | Distributing VOTE YES or VOTE NO materials in any form.                                                                                                                                                  |
| Holding informational meetings and unbiased voter registration, early voting and absentee ballot drives.                                                                                                                          | Holding VOTE YES or VOTE NO meetings or rallies.                                                                                                                                                         |
| Providing students with <i>factual information</i> about the proposed referendum or voting as a civic responsibility/right.                                                                                                       | Promoting a VOTE YES or VOTE NO message to students in an official class setting or district activity.                                                                                                   |
| Serving on an independent political action committee (PAC) or referendum group "off the clock" <u>and</u> off school grounds if you are a contractual employee with defined start/end times.                                      | Working on VOTE YES or VOTE NO efforts for an independent political action committee (PAC) or Referendum Group while on <i>official school time</i> if a contractual employee.                           |
| Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, social media, website, print, data lists, other) to share <i>information</i> only in accordance with district policies. | Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, website, social media, print, data lists, other) specifically for VOTE YES or VOTE NO efforts. |
| Contacting the District office to request available district directory information per Wisconsin Open Records Law procedures.                                                                                                     | Using official district communication channels to recruit members or fundraise for a VOTE YES or VOTE NO political action committee (PAC) or Referendum Group.                                           |
| Expressing personal opinion and support for the referendum IF you are <u>not</u> serving in official district capacity at the time (i.e. on personal times and off district grounds.).                                            | Expressing your VOTE YES or VOTE NO opinions as a representative of the District in an official capacity.                                                                                                |

District leadership, faculty, or staff cannot engage in promotional activities during *contracted work hours*. However, they can participate in promotional activities *on personal time* and *off district grounds*.

Board members are not considered district employees and may openly participate in promotional activities as long as they follow all applicable Board policies and laws. Board members cannot use district resources of any kind to promote or oppose referenda and are encouraged to specifically identify their statements as *personal opinion*.

\*Express advocacy includes phrases such as "vote for", "vote yes", "support", "vote against," "defeat", "reject", "benefit", and similar phrases.

For additional information, contact the Wisconsin Elections Commission and/or the District's bond counsel with questions. [www.elections.wi.gov](http://www.elections.wi.gov), 608-266-8005, or [elections@wi.gov](mailto:elections@wi.gov).

Updated January 2024

# Informational Materials & Community Outreach

- “**Neutral and objective**” information is permissible and appropriate
- “**Advocacy**” is not permitted
- Legal difference is “**express advocacy**”
  - Avoid subjective words & phrases like “vote yes”,
  - “vote for,” “support,” and/or “benefit”
- **Stick to the facts!**

# Facilities & Use of District Resources

Recommendation: Keep it neutral on ALL school district property including auditoriums, gyms, athletic fields and playgrounds

- Require Open Records requests for all district directory information
- Use all district resources appropriately - *information only*
  - Computers/copiers & printers/equipment
  - All communication channels/vehicles
    - Email
    - Website/E-newsletters
    - Social media
    - Phone/email or other data lists

# The Role of School Board Members

- School Board members are **not considered district employees** therefore they can speak freely in favor or against a referendum.
- Individual School Board members may also **openly participate** in separate citizen committees and other activities to promote or oppose as long as they follow all applicable laws related to campaign finance, ethics, Open Meetings, etc.
- School Board members **cannot use** district resources or spend district funds to promote or oppose.
- School Board members have First Amendment speech rights and are advised to clearly indicate **personal opinion** when promoting or opposing.

# The Role of Administrators

- If you are not a district resident (i.e. taxpayer) assume you are **always “on the clock”** when talking about a referendum regardless of your location.
- Administrators that DO live in the district **may participate** in referendum groups and advocacy activities, including making donations, posting signs on their personal property, writing letters to the editor, etc., on personal time when off school grounds
- Administrators **should not engage** in promotional activities during normal working hours, regardless of where they live. You may always be a source of neutral, objective information.
  - Be **very conscious** of the “gray” area between normal working hours and the rest of the time you are in the district.

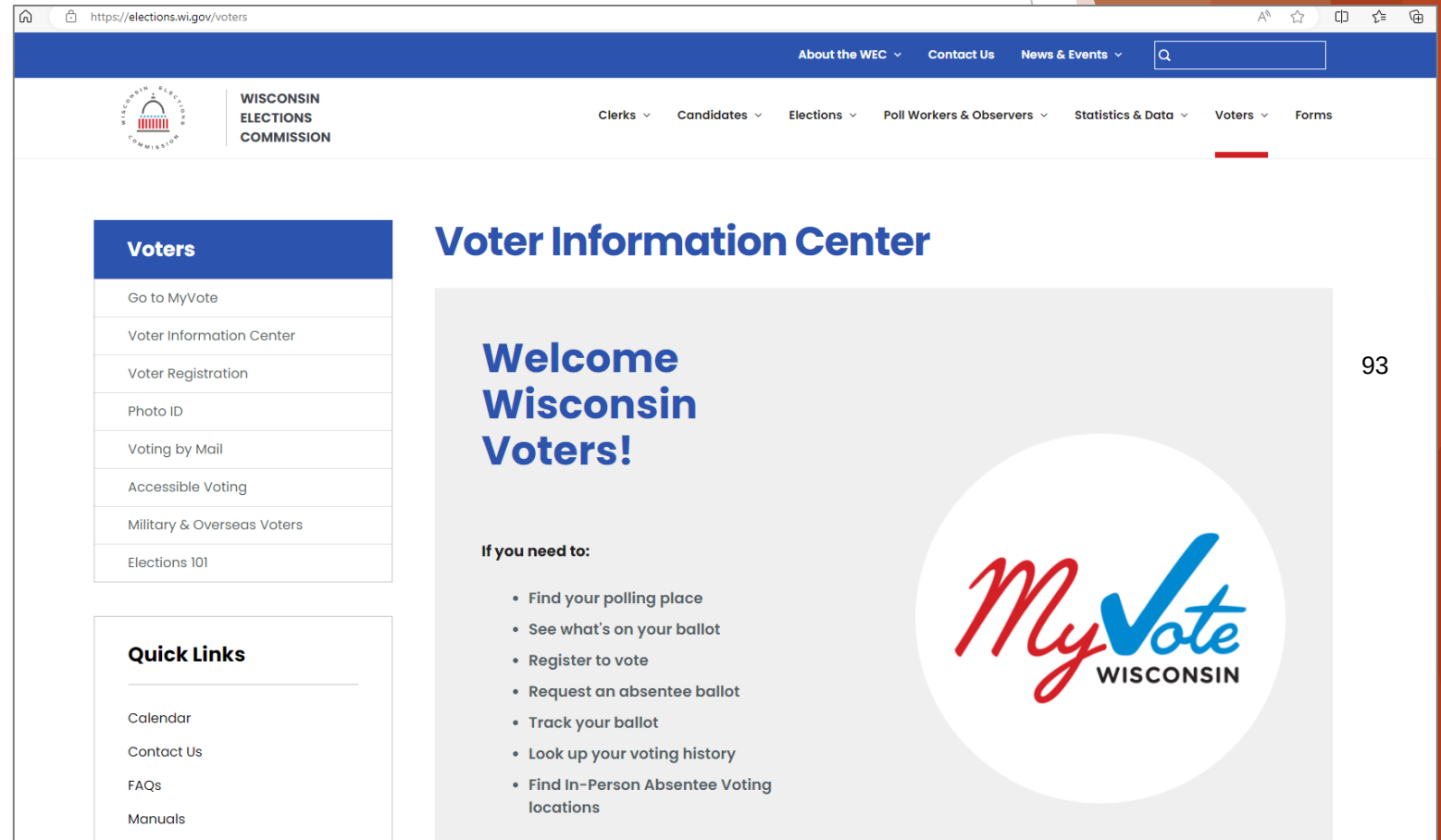
# The Role of Staff

- Faculty and staff cannot engage in promotional activities during **contracted work hours**. They may, however, be a source of neutral, objective information while “on the job”.
- They **may also participate** in referendum groups and advocacy activities, including making donations, posting signs on their personal property, writing letters to the editor, etc., on *personal time* when off school grounds.
- District resources should only be used for **informational purposes**.
- Staff can educate students and parents about the referendum but **cannot tell them how to vote**.

# For More Details:

## ► Contact the Wisconsin Elections Commission

- [www.elections.wi.gov](http://www.elections.wi.gov)
- 608-266-8005
- [elections@wi.gov](mailto:elections@wi.gov)



## Referendum Guidelines: Information Sharing vs. Express Advocacy

The following list summarizes referendum-related activities that are permitted and prohibited specifically on **school district facilities and grounds**, including all buildings, sites, athletic fields, parking lots, etc.

| Permitted Activities<br><i>Information Sharing</i>                                                                                                                                                                                | Prohibited Activities<br><i>Express Advocacy*</i>                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Providing <i>factual information</i> on a proposed district referendum.                                                                                                                                                           | Distributing VOTE YES or VOTE NO materials in any form.                                                                                                                                                  |
| Holding informational meetings and unbiased voter registration, early voting and absentee ballot drives.                                                                                                                          | Holding VOTE YES or VOTE NO meetings or rallies.                                                                                                                                                         |
| Providing students with <i>factual information</i> about the proposed referendum or voting as a civic responsibility/right.                                                                                                       | Promoting a VOTE YES or VOTE NO message to students in an official class setting or district activity.                                                                                                   |
| Serving on an independent political action committee (PAC) or referendum group “off the clock” <u>and</u> off school grounds if you are a contractual employee with defined start/end times.                                      | Working on VOTE YES or VOTE NO efforts for an independent political action committee (PAC) or referendum group while on <i>official school time on or off school grounds</i> if a contractual employee.  |
| Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, social media, website, print, data lists, other) to share <i>information</i> only in accordance with district policies. | Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, website, social media, print, data lists, other) specifically for VOTE YES or VOTE NO efforts. |
| Contacting the District office to request available district directory information per Wisconsin Open Records Law procedures.                                                                                                     | Using official district communication channels to recruit members or fundraise for a VOTE YES or VOTE NO political action committee (PAC) or Referendum Group.                                           |
| Expressing personal opinion and support for the referendum IF you are <u>not</u> serving in official district capacity at the time (i.e. on personal times and off district grounds.).                                            | Expressing your VOTE YES or VOTE NO opinions as a representative of the District in an official capacity.                                                                                                |

District leadership, faculty, or staff cannot engage in promotional activities during *contracted work hours*. However, they can participate in promotional activities *on personal time* and *off district grounds*. School district employees who are not residents of the school district that they work in should provide factual information only related to proposed referenda.

Board members are not considered district employees and may openly participate in promotional activities as long as they follow all applicable Board policies and are not serving in an official Board role or capacity at the time (i.e. board meeting, etc.). Board members cannot use district resources of any kind to promote or oppose referenda and are encouraged to clearly identify any stated advocacy statements as being their *personal opinion as a citizen of the school district*.

\**Express advocacy* includes phrases such as “vote for”, “vote yes”, “support”, “vote against,” “defeat”, “reject”, “benefit”, and similar phrases. For additional information, contact the Wisconsin Elections Commission and/or the District’s bond counsel with questions. [www.elections.wi.gov](http://www.elections.wi.gov), 608-266-8005, or [elections@wi.gov](mailto:elections@wi.gov).

| 📅         | Date                     | 🕒 Complete | 🕒 Meeting Type        | 📍 Group and Address                                              | 🕒 Meeting Time           | # Attendees | 🕒 WCSD Rep 1   | 🕒 WCSD Rep 2   | 🕒 WCSD Rep 3   | 🕒 WCSD Rep 4   | 📍 Contact Name | Contact Email/Phone | 🕒 Notes                                                                            |
|-----------|--------------------------|------------|-----------------------|------------------------------------------------------------------|--------------------------|-------------|----------------|----------------|----------------|----------------|----------------|---------------------|------------------------------------------------------------------------------------|
| 7/16/2026 | Complete                 |            | Community Drop-In     | 905 Bethel Circle, Waunakee                                      | 10:00 - 11:00 a.m.       |             | Dr. Brown      | Allie Newton   | Anne Blackburn | Tim Schell     | Anne           | NA                  | Drop-In Sessions                                                                   |
| 8/5/2026  | Upcoming + Confirmed     |            | Community Drop-In     | 905 Bethel Circle, Waunakee                                      | 5:30 p.m. - 6:30 p.m.    |             | Dr. Brown      | Allie Newton   | Tim Schell     | Nina Rouse     | Anne           | NA                  | Drop-In Sessions                                                                   |
| 8/12/2026 | Upcoming + Confirmed     |            | Other                 | Kids Expo                                                        | 4:00 p.m. - 6:00 p.m.    |             | Anne Blackburn | Tim Schell     | None           | None           | Anne Blackburn | Contact Email/Phone | Notes                                                                              |
| 8/14/2026 | Upcoming + Not Confirmed |            | Other                 | Home Football Game                                               | 7:00 p.m.                |             |                |                |                | Nina Rouse     | Deanne         | Contact Email/Phone | Notes                                                                              |
| 8/17/2026 | Upcoming + Not Confirmed |            | Staff Session         | New Teachers                                                     | TBD                      |             | Dr. Brown      | Tim Schell     | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/19/2026 | Upcoming + Confirmed     |            | Other                 | School Supply Distribution                                       | TBD                      |             | Dr. Brown      | None           | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/20/2026 | Upcoming + Not Confirmed |            | Staff Session         | Leadership PD                                                    | TBD                      |             | Dr. Brown      | Tim Schell     | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/26/2026 | Upcoming + Confirmed     |            | Staff Session         | Welcome Back Kick-Off                                            | 9:00 a.m.                |             | Dr. Brown      | Steve Summers  | Allie Newton   | Deanne Lensert | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/26/2026 | Upcoming + Confirmed     |            | Other                 | Back to School Open Houses                                       | 3:30 p.m. - 6:00 p.m.    |             | Dr. Brown      | None           | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/26/2026 | Upcoming + Confirmed     |            | Staff Session         | Arboretum Building Staff Meeting - Mandatory                     | at kick-off              |             | Dr. Brown      | Steve Summers  | Allie Newton   | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/26/2026 | Upcoming + Confirmed     |            | Staff Session         | Prairie Building Staff Meeting - Mandatory                       | at kick-off              |             | Dr. Brown      | Steve Summers  | Allie Newton   | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/26/2026 | Upcoming + Confirmed     |            | Staff Session         | Heritage Building Staff Meeting - Mandatory                      | at kick-off              |             | Dr. Brown      | Steve Summers  | Allie Newton   | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 8/28/2026 | Upcoming + Not Confirmed |            | Other                 | Home Football Game                                               | 7:00 p.m.                |             |                |                |                |                | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/1/2026  | Upcoming + Confirmed     |            | Roadshow              | Town of Springfield Municipality Board Meeting                   | 7:00 p.m.                |             | Dr. Brown      | Steve Summers  | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/8/2026  | Upcoming + Confirmed     |            | Building Info Session | Heritage Family Teacher Organization FTO meeting                 | 6:00 p.m.                |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/11/2026 | Upcoming + Confirmed     |            | Other                 | Home Football Game                                               | 7:00 p.m.                |             |                |                |                |                | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/13/2026 | Upcoming + Confirmed     |            | Other                 | Ribbon Cutting Ceremony at new WCMS                              | 1:00 p.m. - 3:00 p.m.    |             | Dr. Brown      | Steve Summers  | Anne Blackburn | Tim Schell     | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/16/2026 | Upcoming + Confirmed     |            | Other                 | WCSD Staff Mtng - Recording Presentation for Website (at Bethel) | 9:00 a.m. - 10:00 a.m.   |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/16/2026 | Upcoming + Confirmed     |            | Roadshow              | Lion's Club - Senior Center Waunakee                             | 6:00PM                   |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/17/2026 | Upcoming + Confirmed     |            | Staff Session         | Middle School Building Staff Meeting - Mandatory                 | 7:30 a.m.                |             | Dr. Brown      | Steve Summers  | Allie Newton   | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/21/2026 | Upcoming + Confirmed     |            | Roadshow              | Village of Waunakee Municipality Board Meeting                   | 6:00 p.m.                |             | Dr. Brown      | Steve Summers  | None           | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/21/2026 | Upcoming + Confirmed     |            | Roadshow              | Town of Westport Municipality Board                              | 6:30 p.m.                |             | Dr. Brown      | Steve Summers  | Joan Ensign    | None           | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/22/2026 | Upcoming + Confirmed     |            | Building Info Session | Arboretum Family Teacher Organization (FTO) Meeting              | 6:30 p.m.                |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/23/2026 | Upcoming + Confirmed     |            | Community Drop-In     | 905 Bethel Circle, Waunakee                                      | 6:00 - 7:00 p.m.         |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Rebecca        | NA                  | Drop-In Sessions                                                                   |
| 9/28/2026 | Upcoming + Not Confirmed |            | Other                 | Homecoming - Parade, Football Game                               | Meeting Time             |             |                |                |                | Nina Rouse     | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/29/2026 | Upcoming + Confirmed     |            | Building Tours        | WCHS Tours                                                       | 9:00 - 10:00 a.m.        |             | Dr. Brown      | Deanne Lensert | Tim Schell     | Nina Rouse     | Contact Name   | Contact Email/Phone | All visitors will need to have a driver's license to check-in at the front office. |
| 9/29/2026 | Upcoming + Confirmed     |            | Building Info Session | Comm. Info Session/WCHS - location PAC                           | 10:00 a.m. - 10:30 a.m.  |             | Dr. Brown      | Steve Summers  | Deanne Lensert | Nina Rouse     | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/29/2026 | Upcoming + Confirmed     |            | Community Drop-In     | M-N-M Coffeehouse                                                | 11:00 a.m.- 12:00p.m.    |             | Dr. Brown      | Steve Summers  | Allie Newton   | Tim Schell     | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/29/2026 | Upcoming + Confirmed     |            | Building Tours        | WCHS Tours                                                       | 5:30 p.m. - 6:30 p.m.    |             | Dr. Brown      | Deanne Lensert | Tim Schell     | Nina Rouse     | Contact Name   | Contact Email/Phone | All visitors will need to have a driver's license to check-in at the front office. |
| 9/29/2026 | Upcoming + Confirmed     |            | Building Info Session | Comm. Info Session/WCHS - PAC                                    | 6:30 p.m. - 7:00 p.m.    |             | Dr. Brown      | Steve Summers  | Deanne Lensert | Nina Rouse     | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 9/30/2026 | Upcoming + Confirmed     |            | Staff Session         | Bethel District Office Staff Meeting - Mandatory                 | 11:30 a.m. - 12:00 p. m. |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 10/1/2026 | Upcoming + Confirmed     |            | Roadshow              | Chamber Business People 905 Bethel Circle - BOE Room             | 8:30AM                   |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 10/1/2026 | Upcoming + Confirmed     |            | Roadshow              | Rotary Meeting                                                   | 11:45 a.m.               |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |
| 10/1/2026 | Upcoming + Confirmed     |            | Community Drop-In     | Waunakee Public Library - Community Hall Room                    | 4:00 p.m. - 5:00p.m.     |             | Dr. Brown      | Steve Summers  | Allie Newton   | Anne Blackburn | Contact Name   | Contact Email/Phone | Notes                                                                              |

|  Date |  Complete |  Meeting Type | Tr Group and Address                            | Tr Meeting Time         | # Attendees |  WCSD Rep 1 |  WCSD Rep 2 |  WCSD Rep 3 |  WCSD Rep 4 | Tr Contact Name | Contact Email/Phone | Tr Notes                                                                           |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------|-------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------|---------------------|------------------------------------------------------------------------------------|
| 10/2/2026                                                                              | Upcoming + Not Confirmed                                                                   | Other                                                                                          | Home Football Game                              | 7:00 p.m.               |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/5/2026                                                                              | Upcoming + Not Confirmed                                                                   | Community Drop-In                                                                              | Starbucks Waunakee                              | 10:00 a.m. - 11:00 a.m. |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/5/2026                                                                              | Upcoming + Confimed                                                                        | Roadshow                                                                                       | Town of Dane Municipality Board Meeting         | 6:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | None                                                                                         | None                                                                                           | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/5/2026                                                                              | Upcoming + Confimed                                                                        | Roadshow                                                                                       | Middleton Municipality Board Meetin             | 7:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | None                                                                                         | None                                                                                           | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/6/2026                                                                              | Upcoming + Confimed                                                                        | Other                                                                                          | Zoom Informational Session                      | 1:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/6/2026                                                                              | Upcoming + Confimed                                                                        | Other                                                                                          | Zoom Informatoinal Session                      | 6:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/7/2026                                                                              | Upcoming + Confimed                                                                        | Roadshow                                                                                       | Waunakee Senior Center                          | 11:00 a.m.              |             | Dr. Brown                                                                                    | Allie Newton                                                                                 | Steve Summers                                                                                | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Need to send a presentation ahead of time                                          |
| 10/9/2026                                                                              | Upcoming + Not Confirmed                                                                   | Other                                                                                          | Home Football Game                              | 7:00 p.m.               |             |                                                                                              |                                                                                              |                                                                                              | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/13/2026                                                                             | Upcoming + Confimed                                                                        | Building Tours                                                                                 | WCHS Tours                                      | 9:00 - 10:00 a.m.       |             | Dr. Brown                                                                                    | Deanne Lensert                                                                               | Tim Schell                                                                                   | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | All visitors will need to have a driver's license to check-in at the front office. |
| 10/13/2026                                                                             | Upcoming + Confimed                                                                        | Building Info Session                                                                          | Comm. Info Session/WCHS - location PAC          | 10:00 a.m. - 10:30 a.m. |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/13/2026                                                                             | Upcoming + Confimed                                                                        | Building Tours                                                                                 | WCHS Tours                                      | 5:30 p.m. - 6:30 p.m.   |             | Dr. Brown                                                                                    | Deanne Lensert                                                                               | Tim Schell                                                                                   | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | All visitors will need to have a driver's license to check-in at the front office. |
| 10/13/2026                                                                             | Upcoming + Confimed                                                                        | Building Info Session                                                                          | Comm. Info Session/WCHS - location PAC          | 6:30 p.m. - 7:00 p.m.   |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Deanne Lensert                                                                               | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/14/2026                                                                             | Upcoming + Confimed                                                                        | Staff Session                                                                                  | High School Building Staff Meeting - Mandatory  | 7:30 a.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Deanne Lensert                                                                               | Nina Rouse                                                                                     | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/14/2026                                                                             | Upcoming + Confimed                                                                        | Building Info Session                                                                          | Prairie Family Teacher Organization (FTO)       | 6:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | None                                                                                           | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/15/2026                                                                             | Upcoming + Not Confirmed                                                                   | Community Drop-In                                                                              | Grace's Coffee                                  | 9:00 a.m. - 10:00 a.m.  |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/19/2026                                                                             | Upcoming + Confimed                                                                        | Roadshow                                                                                       | Town of Vienna Municipality Board M             | 7:00 p.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | None                                                                                         | None                                                                                           | Contact Name    | Contact Email/Phone | Full team                                                                          |
| 10/21/2026                                                                             | Upcoming + Confimed                                                                        | Community Drop-In                                                                              | Village Center - Banquet Rooms ABC              | 4:00p.m.-5:00p.m.       |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Contact Name    | Contact Email/Phone | Notes                                                                              |
| 10/22/2026                                                                             | Upcoming + Confimed                                                                        | Community Drop-In                                                                              | 905 Bethel Circle, Waunakee                     | 10:00 - 11:00 a.m.      |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | Anne Blackburn                                                                                 | Rebecca         | NA                  | Drop-In Sessions                                                                   |
| 10/27/2026                                                                             | Upcoming + Confimed                                                                        | Staff Session                                                                                  | Intermediate Building Staff Meeting - Mandatory | 7:40 a.m.               |             | Dr. Brown                                                                                    | Steve Summers                                                                                | Allie Newton                                                                                 | None                                                                                           | Contact Name    | Contact Email/Phone | Notes                                                                              |
| m/d/yyyy                                                                               | NEED TO DO                                                                                 | Roadshow                                                                                       | Athletics - Booster Leadership                  | Meeting Time            |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |
| m/d/yyyy                                                                               | NEED TO DO                                                                                 | Roadshow                                                                                       | Athletics - Coaches                             | Meeting Time            |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |
| m/d/yyyy                                                                               | NEED TO DO                                                                                 | Roadshow                                                                                       | Athletics - Families                            | Meeting Time            |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |
| m/d/yyyy                                                                               |                                                                                            |                                                                                                | Group and Address                               | Meeting Time            |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |
| m/d/yyyy                                                                               |                                                                                            |                                                                                                | Group and Address                               | Meeting Time            |             |                                                                                              |                                                                                              |                                                                                              |                                                                                                | Contact Name    | Contact Email/Phone | Notes                                                                              |



**WAUNAKEE**  
COMMUNITY SCHOOL DISTRICT

# Communications and Community Outreach Plan<sup>97</sup>

August 10, 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.



# November 2026 Referendum Communications Plan

## Purpose:

### A Strategic, Transparent, and Community-Focused Communications Approach

- Designed to provide factual, timely, and accessible information.
- Built to reach all stakeholder groups through multiple communication channels.
- Focused on transparency, consistency, and opportunities for community engagement.
- Communications are aligned with legal requirements distinguishing informational communications from advocacy.



# Communications Team

## Collaborative Planning Team:

- Dr. Monica Kelsey-Brown, Superintendent
- Anne Blackburn
- Steve Summers
- Allie Newton
- Kit Dailey (EUA)
- Nathan Chow (Foundry)
- Deanne Lensert
- Mike and Robin (EUA)

## Board of Education Liaisons:

- Joan Ensign, President
- Chris Sonne, Vice-President

- Weekly planning meetings have been held throughout the summer, and will continue to meet 1x per week throughout the fall
- Board liaisons participate to provide awareness of communications planning while maintaining appropriate governance roles.
- The plan reflects collaboration across district leadership.

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# Communications Strategy

## Our Guiding Principles:

- Provide factual, consistent information.
- Be proactive rather than reactive.
- Meet community members where they are.
- Offer multiple opportunities to learn and ask questions.
- Ensure information is accessible across print, digital, video, and in-person formats.



# Communications Timeline

## November 3, 2026 Referendum Communications & Outreach Plan



|  WAUNAKEE<br>COMMUNITY SCHOOL DISTRICT | Absentee Ballots<br>Requested By Mail<br>Available 9.17 |      |      |      |        |            |      |            |            |           | Early In Person<br>Voting Starts 10.20 |      |      |            | Election<br>Day! |       |              |          |      |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------|------|------|--------|------------|------|------------|------------|-----------|----------------------------------------|------|------|------------|------------------|-------|--------------|----------|------|
|                                                                                                                        | July                                                    |      |      |      | August |            |      |            |            | September |                                        |      |      | October    |                  |       |              | November |      |
|                                                                                                                        | 7/6                                                     | 7/13 | 7/20 | 7/27 | 8/3    | 8/10       | 8/17 | 8/24       | 8/31       | 9/7       | 9/14                                   | 9/21 | 9/28 | 10/5       | 10/12            | 10/19 | 10/26        | 11/2     | 11/3 |
| CommunicationTeam Meetings & Planning                                                                                  |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | E    |
| BOE Meetings & Communications Updates                                                                                  |                                                         |      |      |      |        | BOE ACTION |      |            |            |           |                                        |      |      |            |                  |       |              |          | L    |
| Website Updates (Key FAQs, Site Plan, Cost Info, etc.)                                                                 |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | E    |
| Community-Wide Print Mailings (2 confirmed, 1 tentative)                                                               |                                                         |      |      |      |        |            |      |            |            | Postcard  |                                        |      |      | Newsletter |                  |       | Postcard TBD |          | C    |
| Other Print Material (Fact Sheet, Display Boards, Info Cards)                                                          |                                                         |      |      |      |        |            |      | Fact Sheet | Info Cards |           | Displays MS 9/13                       |      |      |            |                  |       |              |          | T    |
| Media Outreach (Traditional)                                                                                           |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | I    |
| Facebook & Other Social Media                                                                                          |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | O    |
| Staff & Family Digital Newsletter                                                                                      |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | N    |
| District/BOE Digital Newsletter                                                                                        |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          |      |
| Hosted Informational Sessions & Building Tours                                                                         |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | D    |
| Video FAQ Series (Reels)                                                                                               |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | A    |
| Community Meetings/Presentations - Road Show                                                                           |                                                         |      |      |      |        |            |      |            |            |           |                                        |      |      |            |                  |       |              |          | Y    |

|                                        |  |
|----------------------------------------|--|
| Absentee Ballot & Early Voting Windows |  |
| Development & Production               |  |
| Ongoing Activity                       |  |
| Target Distribution/Hosting Weeks      |  |

Note: Early in person voting begins October 20th - times may vary by municipality

Note: Absentee ballots requested by mail will be sent starting September 17th



# Communications Timeline

The communications plan includes coordinated activities from July through Election Day, including:

- Website updates
- Community mailings
- Fact sheets and informational materials
- Social media
- Digital newsletters
- Media outreach
- Informational sessions and building tours
- Video FAQs
- Community presentations



# Looking Ahead - Next Steps

- Information and Advocacy for Board of Education members
- Continue implementing the communications timeline, including reviewing FAQ and the referendum brand kit.
- Provide regular updates to the Board throughout the process.
- Respond to community questions with factual information.
- Monitor engagement and adjust outreach efforts as appropriate.





**WAUNAKEE**  
COMMUNITY SCHOOL DISTRICT

## WCHS Advanced Placement Program — Three-Year Summary

Waubesa Community High School · AP exam administrations 2024–2026 · Prepared July 2026

| Metric                           | 2024 | 2025 | 2026 |
|----------------------------------|------|------|------|
| Total AP exams                   | 891  | 890  | 1020 |
| Students tested                  | 487  | 522  | 542  |
| Exams per student                | 1.83 | 1.7  | 1.88 |
| Subjects with exams              | 19   | 20   | 21   |
| Mean exam score                  | 3.69 | 3.71 | 3.87 |
| % of exams scoring 3+            | 86.1 | 86.7 | 91.2 |
| % of exams scoring 4–5           | 59.4 | 62.8 | 67.8 |
| % of exams scoring 5             | 25.6 | 24.4 | 30.3 |
| AP Scholar awards (all tiers)    | 183  | 211  | 229  |
| Seniors earning 3+ during HS (%) | 43.5 | 52.1 | 45.5 |
| Grade 10–12 students testing (%) | 49.3 | 51.6 | 53.3 |
| Score of 1 (count)               | 19   | 25   | 21   |
| Score of 2 (count)               | 105  | 93   | 69   |
| Score of 3 (count)               | 238  | 213  | 238  |
| Score of 4 (count)               | 301  | 342  | 383  |
| Score of 5 (count)               | 228  | 217  | 309  |

Typical national share of AP exams earning 3+ is 60–75% (College Board). 24.8% of the U.S. public-school class of 2025 e

*arned a 3+ during high school.*

## Results by Subject, 2024–2026

‡ = fewer than 10 exams; results suppressed to protect student privacy. Sorted by 2026 exam volume.

| Subject                           | 2024 Exams | 2024 Mean | 2024 %3+ | 2025 Exams | 2025 Mean |
|-----------------------------------|------------|-----------|----------|------------|-----------|
| Psychology                        | 192        | 4.27      | 96.4     | 174        | 4.10      |
| English Language & Comp.          | 190        | 3.18      | 71.6     | 143        | 3.52      |
| U.S. History                      | 102        | 3.46      | 85.3     | 130        | 3.66      |
| Biology                           | 61         | 3.82      | 96.7     | 80         | 3.74      |
| Calculus AB                       | 66         | 3.94      | 87.9     | 66         | 3.76      |
| Macroeconomics                    | 48         | 2.94      | 58.3     | 32         | 2.34      |
| Chemistry                         | 56         | 3.75      | 94.6     | 53         | 3.55      |
| Statistics                        | 63         | 3.65      | 95.2     | 73         | 3.55      |
| English Literature & Comp.        | 45         | 3.71      | 93.3     | 38         | 3.97      |
| U.S. Government & Politics        | 39         | 4.10      | 89.7     | —          | —         |
| Precalculus                       | 1          | ‡         | ‡        | 24         | 3.38      |
| Calculus BC                       | 8          | ‡         | ‡        | 17         | 4.18      |
| Microeconomics                    | 2          | ‡         | ‡        | 2          | ‡         |
| Computer Science A                | 8          | ‡         | ‡        | 9          | ‡         |
| Environmental Science             | 3          | ‡         | ‡        | 8          | ‡         |
| 2-D Art & Design                  | 4          | ‡         | ‡        | 4          | ‡         |
| Human Geography                   | —          | —         | —        | —          | —         |
| Chinese Language                  | —          | —         | —        | 3          | ‡         |
| Physics C: Mechanics              | —          | —         | —        | —          | —         |
| Physics 1                         | —          | —         | —        | 1          | ‡         |
| World History: Modern             | —          | —         | —        | —          | —         |
| Computer Science Principles       | —          | —         | —        | 1          | ‡         |
| French Language                   | 1          | ‡         | ‡        | —          | —         |
| Spanish Language                  | 1          | ‡         | ‡        | 1          | ‡         |
| European History                  | —          | —         | —        | 31         | 3.84      |
| Comparative Government & Politics | 1          | ‡         | ‡        | —          | —         |
| <b>All subjects</b>               | <b>891</b> |           |          | <b>890</b> |           |

| 2025 %3+ | 2026 Exams | 2026 Mean | 2026 %3+ |
|----------|------------|-----------|----------|
| 93.7     | 238        | 4.10      | 93.3     |
| 83.9     | 185        | 3.76      | 90.3     |
| 86.9     | 136        | 3.68      | 88.2     |
| 86.2     | 83         | 4.10      | 97.6     |
| 80.3     | 59         | 4.37      | 96.6     |
| 40.6     | 52         | 3.37      | 75.0     |
| 98.1     | 50         | 3.80      | 98.0     |
| 82.2     | 49         | 3.20      | 73.5     |
| 94.7     | 46         | 3.76      | 93.5     |
| —        | 43         | 4.33      | 100.0    |
| 91.7     | 26         | 3.50      | 96.2     |
| 82.4     | 19         | 4.58      | 100.0    |
| ‡        | 13         | 3.54      | 84.6     |
| ‡        | 7          | ‡         | ‡        |
| ‡        | 6          | ‡         | ‡        |
| ‡        | 3          | ‡         | ‡        |
| —        | 1          | ‡         | ‡        |
| ‡        | 1          | ‡         | ‡        |
| —        | 1          | ‡         | ‡        |
| ‡        | 1          | ‡         | ‡        |
| —        | 1          | ‡         | ‡        |
| ‡        | —          | —         | —        |
| —        | —          | —         | —        |
| ‡        | —          | —         | —        |
| 90.3     | —          | —         | —        |
| —        | —          | —         | —        |

**1020**

## WCHS vs. National Score Distributions, 2026

National = College Board published 2026 score distributions, all AP students worldwide (rounded as released). Subject

| Subject                        | 2026 Exams | WCHS %3+    | National %3+ | Diff (pts)   |
|--------------------------------|------------|-------------|--------------|--------------|
| Psychology                     | 238        | 93.3        | 74           | +19.3        |
| English Language & Comp.       | 185        | 90.3        | 73           | +17.3        |
| U.S. History                   | 136        | 88.2        | 74           | +14.2        |
| Biology                        | 83         | 97.6        | 71           | +26.6        |
| Calculus AB                    | 59         | 96.6        | 65           | +31.6        |
| Macroeconomics                 | 52         | 75.0        | 66           | +9.0         |
| Chemistry                      | 50         | 98.0        | 75           | +23.0        |
| Statistics                     | 49         | 73.5        | 62           | +11.5        |
| English Literature & Comp.     | 46         | 93.5        | 75           | +18.5        |
| U.S. Government & Politics     | 43         | 100.0       | 76           | +24.0        |
| Precalculus                    | 26         | 96.2        | 82           | +14.2        |
| Calculus BC                    | 19         | 100.0       | 82           | +18.0        |
| Microeconomics                 | 13         | 84.6        | 68           | +16.6        |
| <b>All comparable subjects</b> | <b>999</b> | <b>91.3</b> | <b>72.5</b>  | <b>+18.8</b> |

ects with 10+ WCHS exams in 2026.

| WCHS %5     | National %5 |
|-------------|-------------|
| 35.7        | 15          |
| 25.9        | 16          |
| 20.6        | 14          |
| 36.1        | 15          |
| 52.5        | 20          |
| 25.0        | 19          |
| 22.0        | 15          |
| 12.2        | 17          |
| 26.1        | 15          |
| 53.5        | 23          |
| 7.7         | 29          |
| 68.4        | 46          |
| 30.8        | 19          |
| <b>30.6</b> | <b>17.0</b> |

## Results by Student Group (exam-level)

‡ = fewer than 10 exams or fewer than 10 students tested; suppressed. Race/ethnicity is student-reported to C

### Gender

| Group             | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ |
|-------------------|------------|----------|------------|----------|
| Female            | 513        | 86.5     | 515        | 86.8     |
| Male              | 371        | 85.2     | 358        | 86.3     |
| Another/nonbinary | <10        | ‡        | <10        | ‡        |

### Race/Ethnicity (College Board self-report)

| Group                  | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ |
|------------------------|------------|----------|------------|----------|
| White                  | 727        | 85.4     | 691        | 86.8     |
| No response            | 40         | 95       | 77         | 90.9     |
| Asian                  | 33         | 97       | 46         | 84.8     |
| Hispanic/Latino        | 48         | 77.1     | 42         | 81       |
| Two or more races      | 33         | 90.9     | 30         | 86.7     |
| Black/African American | <10        | ‡        | <10        | ‡        |
| Am. Indian/AK Native   | <10        | ‡        | <10        | ‡        |

### Grade Level

| Group   | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ |
|---------|------------|----------|------------|----------|
| 11th    | 466        | 86.3     | 413        | 91.8     |
| 12th    | 310        | 86.1     | 326        | 79.4     |
| 10th    | 113        | 85       | 145        | 88.3     |
| 9th     | <10        | ‡        | <10        | ‡        |
| Post-HS | —          | —        | —          | —        |

College Board.

| 2026 Exams | 2026 %3+ |
|------------|----------|
| 580        | 91.7     |
| 424        | 90.3     |
| <10        | ‡        |

| 2026 Exams | 2026 %3+ |
|------------|----------|
| 763        | 91.5     |
| 114        | 94.7     |
| 61         | 86.9     |
| 37         | 86.5     |
| 35         | 94.3     |
| <10        | ‡        |
| —          | —        |

| 2026 Exams | 2026 %3+ |
|------------|----------|
| 570        | 93.7     |
| 290        | 87.9     |
| 156        | 89.1     |
| <10        | ‡        |
| <10        | ‡        |

## Participation & Performance — Special Populations and Race/Ethnicity

Participation = students testing ÷ grade 10–12 enrollment in that group (district SIS). Performance suppressed where n < 10.

| Group                      | Year | Enrolled (10–12 students) | Tested | Participation % |
|----------------------------|------|---------------------------|--------|-----------------|
| Economically disadvantaged | 2024 | 76                        | 11     | 14.5            |
|                            | 2025 | 89                        | 17     | 19.1            |
|                            | 2026 | 85                        | 20     | 23.5            |
| Section 504 plans          | 2024 | 117                       | 32     | 27.4            |
|                            | 2025 | 132                       | 47     | 35.6            |
|                            | 2026 | 138                       | 51     | 37              |
| Students with IEPs         | 2024 | 91                        | <10    | 3.3             |
|                            | 2025 | 84                        | <10    | 10.7            |
|                            | 2026 | 86                        | <10    | 5.8             |
| English learners           | 2024 | 19                        | 0      | 0               |
|                            | 2025 | 25                        | 0      | 0               |
|                            | 2026 | 24                        | <10    | 4.2             |

### Race/Ethnicity (district SIS, grades 10–12)

| Group                  | 2024 Enrolled | 2024 Tested | 2024 % | 2025 Enrolled |
|------------------------|---------------|-------------|--------|---------------|
| White                  | 831           | 426         | 51.3   | 837           |
| Hispanic/Latino        | 80            | 22          | 27.5   | 88            |
| Two or more races      | 37            | 17          | 45.9   | 38            |
| Asian                  | 25            | 17          | 68     | 29            |
| Black/African American | 11            | <10         | ±      | 13            |
| All students (10–12)   | 984           | 485         | 49.3   | 1005          |

iere <10 exams/students.

| Exams | %3+  |
|-------|------|
| 17    | 70.6 |
| 31    | 77.4 |
| 26    | 84.6 |
| 52    | 82.7 |
| 69    | 81.2 |
| 85    | 94.1 |
| ‡     | ‡    |
| ‡     | ‡    |
| ‡     | ‡    |
| ‡     | ‡    |
| ‡     | ‡    |
| ‡     | ‡    |

| 2025 Tested | 2025 % | 2026 Enrollees | 2026 Tested | 2026 % |
|-------------|--------|----------------|-------------|--------|
| 451         | 53.9   | 837            | 460         | 55     |
| 22          | 25     | 76             | 23          | 30.3   |
| 17          | 44.7   | 47             | 23          | 48.9   |
| 24          | 82.8   | 34             | 25          | 73.5   |
| <10         | ‡      | 18             | <10         | ‡      |
| 519         | 51.6   | 1012           | 539         | 53.3   |

## PreACT/ACT Scores Associated with a 50% Chance of AP Success

ACT Research (Radunzel & Allen, 2020; Data Byte R1839). E+R = English + Reading sum; STEM = average of mat

| AP course                    | Score used | Fall: 50% chance of<br>3+ | Spring: 50% chance<br>of 3+ |
|------------------------------|------------|---------------------------|-----------------------------|
| Psychology                   | E+R        | 39                        | 42                          |
| English Language & Comp.     | E+R        | 42                        | 45                          |
| U.S. History                 | E+R        | 44                        | 47                          |
| European History             | E+R        | 45                        | 49                          |
| U.S. Government & Politics   | E+R        | 47                        | 50                          |
| English Literature & Comp.   | E+R        | 49                        | 51                          |
| Human Geography              | E+R        | 41                        | 41                          |
| World History                | E+R        | 39                        | 43                          |
| Biology                      | STEM       | 22                        | 23                          |
| Environmental Science        | STEM       | 23                        | 24                          |
| Statistics                   | STEM       | 23                        | 24                          |
| Microeconomics               | STEM       | 23                        | 25                          |
| Chemistry                    | STEM       | 24                        | 25                          |
| Macroeconomics               | STEM       | 24                        | 26                          |
| Computer Science A           | STEM       | 24                        | 24                          |
| Calculus AB                  | STEM       | 25                        | 25                          |
| Physics C: Mechanics         | STEM       | 25                        | 25                          |
| Physics 1                    | STEM       | 27                        | 27                          |
| Comparative Govt. & Politics | Composite  | 22                        | 22                          |
| Computer Science Principles  | Composite  | 18                        | 18                          |

Calculus BC and Physics 2: no cut scores published — per College Board AP Potential guidance, students meeting

h and science. Use fall columns for fall PreACT testing; spring columns for spring testing. ACT recommends holistic us

| Fall: 50% chance of<br>4+ | Spring: 50% chance<br>of 4+ |
|---------------------------|-----------------------------|
| 46                        | 49                          |
| 54                        | 56                          |
| 55                        | 57                          |
| 57                        | 60                          |
| 59                        | 61                          |
| 61                        | 62                          |
| 52                        | 52                          |
| 51                        | 55                          |
| 26                        | 27                          |
| 25                        | 26                          |
| 27                        | 28                          |
| 25                        | 28                          |
| 28                        | 29                          |
| 27                        | 28                          |
| 28                        | 28                          |
| 28                        | 28                          |
| 28                        | 28                          |
| 30                        | 30                          |
| 25                        | 25                          |
| 25                        | 25                          |

the Calculus AB / Physics 1 benchmarks with strong prerequisite performance may consider these courses.

se alongside grades, coursework, and interest.

## AP Scholar Awards, 2024–2026

*All three years from official College Board AP Scholar rosters.*

| Award                       | Criteria                                | 2024       |
|-----------------------------|-----------------------------------------|------------|
| AP Scholar                  | Scores of 3+ on 3 or more exams         | 78         |
| AP Scholar with Honor       | Average 3.25+ and 3+ on 4 or more exams | 49         |
| AP Scholar with Distinction | Average 3.5+ and 3+ on 5 or more exams  | 56         |
| <b>Total</b>                |                                         | <b>183</b> |

| 2025       | 2026       |
|------------|------------|
| 85         | 62         |
| 59         | 74         |
| 67         | 93         |
| <b>211</b> | <b>229</b> |

## Methodology & Data Notes

- Sources: College Board AP Student Datafiles (2024, 2025, 2026 administrations); official College Board AP Scholar rosters (2024, 2025, 2026); WCSD student information system demographic exports (2023–24 through 2025–26)
- Exam counts include only exams administered in the named year. The Calculus BC "AB subscore" (exam code 69) is excluded from all exam counts and score statistics.
- Privacy: cells representing fewer than 10 exams or fewer than 10 tested students are suppressed (‡) consistent with common small-cell reporting practice.
- Race/ethnicity in "Student Groups" reflects student self-report to the College Board; a substantial share of students decline to respond ("No response"). Race/ethnicity in "Access & Special Pops" uses district SIS
- Participation rates use grade 10–12 enrollment as the denominator because 9th-grade AP testing at WCHS is negligible (1–3 students per year).
- College Board tester records were linked to SIS records by state student ID, with a name-plus-birthdate fallback for records missing an ID; more than 99% of tester records matched each year (485 of 487 in 2024,
- "Seniors earning 3+ during HS" counts 12th-grade students with at least one score of 3+ in any year, divided by total 12th-grade enrollment (College Board "Equity & Excellence" method). U.S. class of 2025 comparison:
- AP Scholar figures for all three years reflect official College Board rosters. An internal projection from the July 2026 datafile matched the official 2026 roster exactly (229 awards, all tiers).
- National comparison: national %3+ and %5 are College Board's published 2026 worldwide distributions, round
- Revision note (August 10, 2026): participation figures in this edition supersede the July draft. The earlier draft's

led as released. The "all comparable subjects" national rate weights each subject's national district subgroup numerators counted only records matched by student ID (79–86% of testers), which

tribution by WCHS 2026 exam volume. Comparison limited to the 13 subjects with 10+ WCHS  
understated subgroup participation relative to the all-students rate; all participation rates now u

use the full ID-plus-name/birthdate linkage above.



# ADVANCED PLACEMENT PROGRAM REPORT

Three-Year Summary Analysis · 2024–2026 Exam Administrations

*Review for the Board of Education*

Prepared July 2026 · Revised August 2026

Sources: College Board AP Student Datafiles & Scholar Rosters · WCSD Student Information System

## Executive Summary

**The 2026 Advanced Placement (AP) administration was the strongest in this three-year window on nearly every measure.** Waunakee Community High School students took 1,020 AP exams, a 14.6% increase over 2025 and the first time the school has surpassed 1,000 exams in this window. The share of exams earning a college-qualifying score of 3 or higher rose to 91.2%. That success rate sits far above the 60–75% range typical of AP exams nationally, and it was achieved while participation expanded, not by narrowing access.

Participation growth and quality of results are moving together. Over three years, the number of students testing grew from 487 to 542, students took more exams each (1.88 per student in 2026), the mean score climbed from 3.69 to 3.87, and the share of exams earning the top score of 5 reached 30.3%. AP Scholar recognition grew 25% over two years to 229 awards in 2026 (official College Board roster), with the largest gains in the highest tier: Scholars with Distinction rose from 56 in 2024 to 93 in 2026.

The clearest opportunities for us are in access. Just over half of students in grades 10–12 (53.3%) tested in 2026, but participation among economically disadvantaged students ( $\approx 24\%$ ), students with IEPs ( $\approx 6\%$ ), and English learners ( $\approx 4\%$ ) remains well below that overall level, and participation gaps persist for Black and Hispanic/Latino students.

## The Program at a Glance

| Metric                    | 2024  | 2025  | 2026  | Trend               |
|---------------------------|-------|-------|-------|---------------------|
| AP exams taken            | 891   | 890   | 1,020 | ▲ +14.6% YoY        |
| Students tested           | 487   | 522   | 542   | ▲ +11.3% over 2 yrs |
| Exams per student         | 1.83  | 1.70  | 1.88  | ▲                   |
| Mean exam score           | 3.69  | 3.71  | 3.87  | ▲                   |
| Exams scoring 3+          | 86.1% | 86.7% | 91.2% | ▲ +5.1 pts          |
| Exams scoring 4–5         | 59.4% | 62.8% | 67.8% | ▲ +8.4 pts          |
| Exams scoring 5           | 25.6% | 24.4% | 30.3% | ▲                   |
| AP Scholar awards         | 183   | 211   | 229   | ▲ +25% over 2 yrs   |
| Seniors with 3+ during HS | 43.5% | 52.1% | 45.5% | ◆ see trends        |

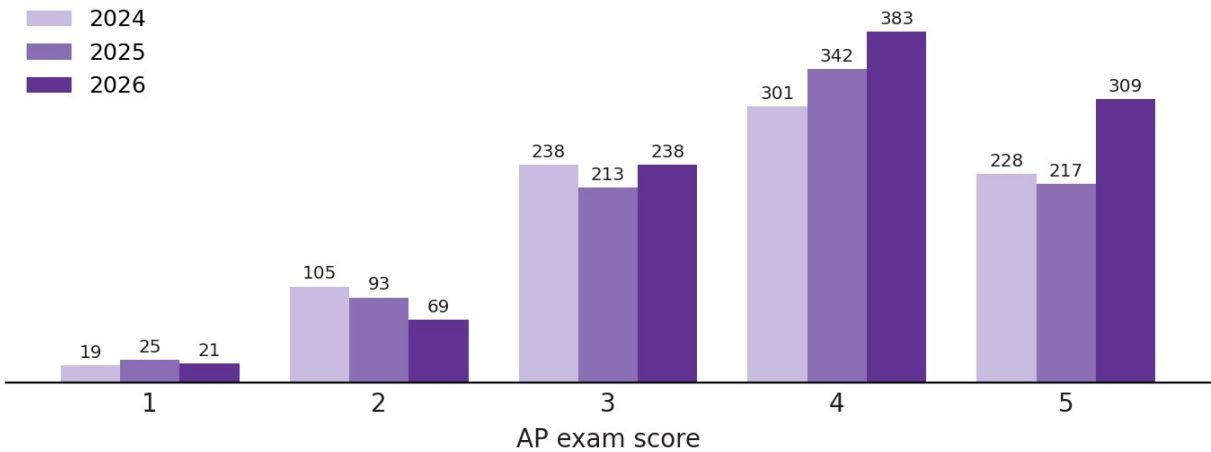
| Metric                    | 2024  | 2025  | 2026  | Trend |
|---------------------------|-------|-------|-------|-------|
| Grade 10–12 participation | 49.3% | 51.6% | 53.3% | ▲     |

‡ throughout this report marks results suppressed where fewer than 10 exams or 10 students are represented.

## 2026 Performance in Depth

**Scores moved upward in 2026.** Two-thirds of all exams (67.8%) earned a 4 or 5, and only 8.8% fell below the college-qualifying threshold, which is down from 13.9% in 2024. The distribution below shows the top of the scale expanding while scores of 1 and 2 compress.

Exam score distribution by year (count of exams)



Strength is broad-based across the largest programs. Psychology, the school’s biggest AP course by participation, administered 238 exams with 81.9% earning a 4 or 5. Every subject with at least 10 exams posted a 3+ rate of 73% or better, and two, U.S. Government & Politics and Calculus BC, achieved a 100% qualifying rate. Calculus AB stands out with a 4.37 mean and 88% of students earning a 4 or 5.

## Results by Subject

| Subject                    | Exams | Mean | % 3+   | % 4-5 | 2025 % 3+ | 2024 % 3+ |
|----------------------------|-------|------|--------|-------|-----------|-----------|
| Psychology                 | 238   | 4.10 | 93.3%  | 81.9% | 93.7%     | 96.4%     |
| English Language & Comp.   | 185   | 3.76 | 90.3%  | 61.1% | 83.9%     | 71.6%     |
| U.S. History               | 136   | 3.68 | 88.2%  | 62.5% | 86.9%     | 85.3%     |
| Biology                    | 83    | 4.10 | 97.6%  | 75.9% | 86.2%     | 96.7%     |
| Calculus AB                | 59    | 4.37 | 96.6%  | 88.1% | 80.3%     | 87.9%     |
| Macroeconomics             | 52    | 3.37 | 75.0%  | 42.3% | 40.6%     | 58.3%     |
| Chemistry                  | 50    | 3.80 | 98.0%  | 60.0% | 98.1%     | 94.6%     |
| Statistics                 | 49    | 3.20 | 73.5%  | 44.9% | 82.2%     | 95.2%     |
| English Literature & Comp. | 46    | 3.76 | 93.5%  | 60.9% | 94.7%     | 93.3%     |
| U.S. Government & Politics | 43    | 4.33 | 100.0% | 79.1% | —         | 89.7%     |

| Subject                | Exams | Mean | % 3+   | % 4-5 | 2025 % 3+ | 2024 % 3+ |
|------------------------|-------|------|--------|-------|-----------|-----------|
| Precalculus            | 26    | 3.50 | 96.2%  | 46.2% | 91.7%     | ‡         |
| Calculus BC            | 19    | 4.58 | 100.0% | 89.5% | 82.4%     | ‡         |
| Microeconomics         | 13    | 3.54 | 84.6%  | 38.5% | ‡         | ‡         |
| All other subjects (8) | 21    | ‡    | ‡      | ‡     | —         | —         |

*Subjects with fewer than 10 exams in 2026 (2-D Art & Design, Computer Science A, Environmental Science, Chinese Language, Human Geography, Physics 1, Physics C: Mechanics, World History: Modern) are combined and suppressed. Watch items: Statistics has declined two consecutive years (95.2% → 82.2% → 73.5% scoring 3+); Macroeconomics rebounded strongly (40.6% → 75.0%) but remains the lowest-performing large course; English Language & Composition has improved 18.7 points since 2024 (71.6% → 90.3%).*

## 2026 Results vs. National Score Distributions

**WCHS students outperformed the national AP population in every comparable subject in 2026.** College Board’s published 2026 score distributions allow for a subject-by-subject comparison for the 13 WCHS courses with at least 10 exams, which is 999 of the school’s 1,020 exams. Across those subjects, 91.3% of WCHS exams earned a 3 or higher versus a national rate of 72.5% weighted to WCHS’s course mix, an advantage of nearly 19 points. The margin ranges from +9 points in Macroeconomics to +32 points in Calculus AB, where WCHS students were also more than two-and-a-half times as likely as their national peers to earn a 5 (52.5% vs. 20%).

| Subject                        | Exams      | WCHS %3+     | Nat'l %3+    | Diff (pts) | WCHS %5      | Nat'l %5     |
|--------------------------------|------------|--------------|--------------|------------|--------------|--------------|
| Psychology                     | 238        | 93.3%        | 74%          | +19        | 35.7%        | 15%          |
| English Language & Comp.       | 185        | 90.3%        | 73%          | +17        | 25.9%        | 16%          |
| U.S. History                   | 136        | 88.2%        | 74%          | +14        | 20.6%        | 14%          |
| Biology                        | 83         | 97.6%        | 71%          | +27        | 36.1%        | 15%          |
| Calculus AB                    | 59         | 96.6%        | 65%          | +32        | 52.5%        | 20%          |
| Macroeconomics                 | 52         | 75.0%        | 66%          | +9         | 25.0%        | 19%          |
| Chemistry                      | 50         | 98.0%        | 75%          | +23        | 22.0%        | 15%          |
| Statistics                     | 49         | 73.5%        | 62%          | +12        | 12.2%        | 17%          |
| English Literature & Comp.     | 46         | 93.5%        | 75%          | +18        | 26.1%        | 15%          |
| U.S. Government & Politics     | 43         | 100.0%       | 76%          | +24        | 53.5%        | 23%          |
| Precalculus                    | 26         | 96.2%        | 82%          | +14        | 7.7%         | 29%          |
| Calculus BC                    | 19         | 100.0%       | 82%          | +18        | 68.4%        | 46%          |
| Microeconomics                 | 13         | 84.6%        | 68%          | +17        | 30.8%        | 19%          |
| <b>All comparable subjects</b> | <b>999</b> | <b>91.3%</b> | <b>72.5%</b> | <b>+19</b> | <b>30.6%</b> | <b>17.0%</b> |

*National figures are College Board’s published 2026 score distributions for all AP students worldwide ([apstudents.collegeboard.org](https://apstudents.collegeboard.org)), rounded to whole percentages as released. The “all comparable subjects”*

*national rate weights each subject's national distribution by WCHS exam volume, so it represents the result a nationally typical student body would post taking WCHS's exact course mix.*

Top-score performance tells the same story: 30.6% of WCHS exams in these subjects earned a 5, versus 17.0% expected from national distributions.

### Three-Year Trends

**Participation and performance are rising together.** Exam volume jumped 14.6% in 2026 on the strength of an unusually large and high-achieving junior class (254 of 542 testers) and deeper course loads: the share of students sitting three or more exams rose from 18% in 2025 to 25% in 2026.

College Board’s “Equity & Excellence” measure, the share of the entire senior class that earned a 3+ at any point in high school, ranged from 43.5% to 52.1% across the three classes, roughly double the national figure of 24.8% for the U.S. public-school class of 2025. The 2026 dip to 45.5% reflects a smaller senior testing cohort (146 senior testers vs. 185 in 2025) rather than weaker scores; today’s outsized junior class positions the Class of 2027 for a strong rebound on this measure.

### AP Scholar Recognition

**Scholar awards are growing fastest at the top.** Total awards rose from 183 (2024) to 211 (2025) to 229 in 2026, per the official College Board roster, advancing 25% in two years. The mix has shifted markedly toward the more demanding tiers: Scholars with Distinction grew 39% year-over-year to 93, and for the first time the two honors tiers together (167) far outnumber the base award (62). Sixty-three Distinction awards belong to seniors, and 79 juniors already earned Scholar with Honor or Distinction, a strong leading indicator for 2027.

| Award                       | Criteria (College Board)                | 2024 | 2025 | 2026 |
|-----------------------------|-----------------------------------------|------|------|------|
| AP Scholar                  | 3+ on three or more exams               | 78   | 85   | 62   |
| AP Scholar with Honor       | Avg. 3.25+ and 3+ on four or more exams | 49   | 59   | 74   |
| AP Scholar with Distinction | Avg. 3.5+ and 3+ on five or more exams  | 56   | 67   | 93   |
| Total                       |                                         | 183  | 211  | 229  |

*All three years reflect official College Board AP Scholar rosters. Of the 229 awards in 2026: 108 went to seniors, 117 to juniors, and 4 to sophomores.*

### Results by Student Group

The tables below disaggregate exam results by gender, race/ethnicity, and grade level, and pair district enrollment data with College Board records to examine participation among special populations. Consistent with small-cell privacy practice, results representing fewer than 10 exams or fewer than 10 students are suppressed (±).

# Gender

| Group               | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ | 2026 Exams | 2026 %3+ |
|---------------------|------------|----------|------------|----------|------------|----------|
| Female              | 513        | 86.5%    | 515        | 86.8%    | 580        | 91.7%    |
| Male                | 371        | 85.2%    | 358        | 86.3%    | 424        | 90.3%    |
| Another / nonbinary | <10        | ‡        | <10        | ‡        | <10        | ‡        |

Female students account for a majority of exams in all three years (57% in 2026), and success rates by gender are effectively equivalent: 91.7% of exams from female students and 90.3% from male students earned a 3+ in 2026.

# Race and Ethnicity

| Group (CB self-report) | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ | 2026 Exams | 2026 %3+ |
|------------------------|------------|----------|------------|----------|------------|----------|
| White                  | 727        | 85.4%    | 691        | 86.8%    | 763        | 91.5%    |
| No response            | 40         | 95.0%    | 77         | 90.9%    | 114        | 94.7%    |
| Asian                  | 33         | 97.0%    | 46         | 84.8%    | 61         | 86.9%    |
| Hispanic/Latino        | 48         | 77.1%    | 42         | 81.0%    | 37         | 86.5%    |
| Two or more races      | 33         | 90.9%    | 30         | 86.7%    | 35         | 94.3%    |
| Black/African American | <10        | ‡        | <10        | ‡        | <10        | ‡        |
| Am. Indian/AK Native   | <10        | ‡        | <10        | ‡        | —          | —        |

In 2026, qualifying rates for Hispanic/Latino students (86.5%) and students of two or more races (94.3%) were at or near the school average, and Hispanic/Latino students posted their strongest results of the three-year window (mean 3.62, up from 3.31–3.33). Small student counts make year-to-year rates volatile for several groups; participation, addressed below, is where we see the greater gaps.

# Grade Level

| Grade level       | 2024 Exams | 2024 %3+ | 2025 Exams | 2025 %3+ | 2026 Exams | 2026 %3+ |
|-------------------|------------|----------|------------|----------|------------|----------|
| 10th grade        | 113        | 85.0%    | 145        | 88.3%    | 156        | 89.1%    |
| 11th grade        | 466        | 86.3%    | 413        | 91.8%    | 570        | 93.7%    |
| 12th grade        | 310        | 86.1%    | 326        | 79.4%    | 290        | 87.9%    |
| 9th grade / other | <10        | ‡        | <10        | ‡        | <10        | ‡        |

Eleventh grade is the grade participating the most in our AP program with 570 exams in 2026 at a 93.7% qualifying rate. Tenth-grade participation has grown 31% since 2024 (105 → 138 testers), giving more students an early experience, led by growth in Precalculus (1 → 26 exams) and US History.

# Special Populations: Access and Performance

| Group                      | Enrolled<br>10-12<br>(2026) | Tested<br>2026 | Particip.<br>2026 | Particip.<br>2025 | Particip.<br>2024 | 2026 %3+ |
|----------------------------|-----------------------------|----------------|-------------------|-------------------|-------------------|----------|
| Economically disadvantaged | 85                          | 20             | 23.5%             | 19.1%             | 14.5%             | 84.6%    |
| Section 504 plans          | 138                         | 51             | 37.0%             | 35.6%             | 27.4%             | 94.1%    |
| Students with IEPs         | 86                          | <10            | ‡                 | ‡                 | ‡                 | ‡        |
| English learners           | 24                          | <10            | ‡                 | 0%                | 0%                | ‡        |
| All students (10-12)       | 1012                        | 539            | 53.3%             | 51.6%             | 49.3%             | 91.2%    |

**Access is our gap area.** While more than half of all students in grades 10-12 now sit for at least one AP exam, participation is roughly 24% for economically disadvantaged students and about 4-6% each for students with IEPs and English learners. Economically disadvantaged students who do take the test are succeeding at a strong rate in 2026 (84.6% scoring 3+, up from 70.6% in 2024), which is evidence that the gap is one of enrollment, not necessarily readiness. Students with Section 504 plans participated at 37% and exceeded the school average in 2026 (94.1% scoring 3+).

Participation by race/ethnicity shows Black students testing at under half the rate of their peers (fewer than 10 testers in each of the three years), and Hispanic/Latino participation (30.3% in 2026) trailing White (55.0%) and Asian (73.5%) participation.

**Cost is not the structural barrier, but awareness may be.** For students qualifying for free or reduced-price lunch, the district provides a full exam-fee waiver on top of College Board’s fee reduction. AP exams carry no cost for these families. The financial support is available, so the participation gap points instead to communication and outreach. Making the waiver visible early in the course-registration cycle, in counselor conversations, registration materials, and family communications, may reduce cost as a perceived barrier to enrolling in an AP course.

**We are already working on this.** In 2025-26 the High School completed the first year of a multi-year partnership with Equal Opportunity Schools (EOS), a national nonprofit focused specifically on closing enrollment gaps in AP and other advanced coursework for underrepresented students. EOS combines student and staff survey data with individualized student-insight information to identify capable students who have not yet opted into advanced courses and to structure personal invitations from trusted adults. The participation gaps documented above are the focus of this partnership. The disaggregated baselines in this report provide a yardstick for evaluating its impact over the next several AP exam administrations.

## Identifying AP Potential with the PreACT

Because WCHS administers the PreACT in grades 9 and 10 rather than the PSAT, the school’s equivalent of College Board’s AP Potential tool is ACT’s published AP-readiness research. ACT (Radunzel & Allen, 2020) derived PreACT/ACT cut scores associated with at least a 50% chance of scoring 3+ — and, separately, 4+ — for 23 AP courses, the same course set College Board covers with PSAT-based AP Potential. ELA and social-science courses key off the English + Reading (E+R) sum; STEM courses use the STEM score (the average of math and science); separate values exist for fall and spring test dates. The table below shows the fall benchmarks for WCHS’s current AP offerings: a sophomore with a fall E+R of 39 or higher, for example, has at least an even chance of a 3+ in AP Psychology as a junior.

| AP course (WCHS offering)  | Score used | Fall score for likely<br>3+ | Fall score for likely<br>4+ |
|----------------------------|------------|-----------------------------|-----------------------------|
| Psychology                 | E+R        | 39                          | 46                          |
| English Language & Comp.   | E+R        | 42                          | 54                          |
| U.S. History               | E+R        | 44                          | 55                          |
| European History           | E+R        | 45                          | 57                          |
| U.S. Government & Politics | E+R        | 47                          | 59                          |
| English Literature & Comp. | E+R        | 49                          | 61                          |
| Biology                    | STEM       | 22                          | 26                          |
| Statistics                 | STEM       | 23                          | 27                          |
| Microeconomics             | STEM       | 23                          | 25                          |
| Chemistry                  | STEM       | 24                          | 28                          |
| Macroeconomics             | STEM       | 24                          | 27                          |
| Calculus AB                | STEM       | 25                          | 28                          |
| Physics 1                  | STEM       | 27                          | 30                          |

*Fall-testing cut scores from ACT Research Data Byte R1839 (Radunzel & Allen, 2020); spring-testing values run 1–4 points higher. ACT does not publish cut scores for Calculus BC: consistent with College Board’s AP Potential guidance, students meeting the Calculus AB benchmark with strong performance in courses leading up to calculus may consider BC. ACT recommends using these scores holistically alongside grades, coursework, and student interest — for recruitment, a 50% chance of a qualifying score is an intentionally inclusive bar.*

**The recommended practice each fall:** generate an “AP-ready roster” from grade 9–10 PreACT results, cross-reference it against current AP and honors enrollment, and have counselors extend personal invitations to students who clear the benchmarks but have not enrolled, prioritizing the underrepresented groups identified above and pairing the score data with EOS student-insight information so the invitation comes from an adult the student trusts.

## Executive SWOT Analysis

A high-level strategic view of the AP program based on the three-year record.

## STRENGTHS

- 91.2% of exams scored 3+ in 2026 — far above the 60–75% typical nationally — while participation grew
- Seniors earning a 3+ in high school (43–52%) run near double the U.S. class-of-2025 rate (24.8%)
- Scholar awards up 25% in two years, with the fastest growth in the Distinction tier (+66% since 2024)
- Deep, high-performing core: Psychology, English Language, U.S. History, Calculus, Biology, Chemistry
- Broad catalog — students tested in 21 subjects in 2026

## WEAKNESSES

- Participation gaps: ~24% of economically disadvantaged students and ~4–6% of students with IEPs and English learners test, vs. ~53% overall
- Black and Hispanic/Latino students participate at well below peer rates
- Concentration risk: three courses (Psychology, English Language, U.S. History) supply 55% of all exams; STEM electives (Computer Science, Physics, Environmental Science) remain thin

## OPPORTUNITIES

- Build fall “AP-ready rosters” from grade 9–10 PreACT results using ACT’s AP-readiness benchmarks to recruit first-time AP students
- Leverage year two of the Equal Opportunity Schools partnership to convert identified students into enrollments
- Communicate the existing exam-fee support — the district adds a full fee waiver on top of College Board’s fee reduction for free/reduced-lunch students, so awareness, not cost, is the gap
- Convert the large, high-achieving 2026 junior class into record senior-year outcomes for 2027
- Grow 10th-grade on-ramps — Precalculus expanded from 1 to 26 exams in two years
- Expand dual credit partnerships — the district’s preferred career-readiness early postsecondary opportunity (EPSO) strategy — to serve career-focused students alongside AP

## THREATS

- Senior-year testing softened in 2026 (146 senior testers vs. 185 in 2025), pulling down the Equity & Excellence measure
- With a few large courses driving participation, an underperforming cohort or staffing change can move school-wide results
- Evolving university credit policies could alter the value students perceive in AP exams
- Digital exam transitions and periodic College Board scoring-standard updates add year-to-year variability

## Methodology & Data Notes

- **Sources.** College Board AP Student Datafiles for the 2024, 2025, and 2026 administrations; official College Board AP Scholar rosters for 2024, 2025, and 2026; WCSD student information system demographic exports for 2023–24, 2024–25, and 2025–26. National comparisons from College Board’s published 2026 AP Score Distributions ([apstudents.collegeboard.org](https://apstudents.collegeboard.org), retrieved July 2026). PreACT AP-readiness benchmarks from ACT Research: Radunzel, J., & Allen, J. (2020), Predicting Success on Advanced Placement Exams Using ACT Aspire, PreACT, and ACT Test Scores (R1835), and companion Data Byte R1839.

- **Exam counts.** Each year includes only exams administered that year. The Calculus BC “AB subscore” is excluded from all counts and statistics so Calculus BC is counted once per student.
- **Privacy.** Results representing fewer than 10 exams or fewer than 10 tested students are suppressed (‡), consistent with small-cell conventions used in peer district reporting.
- **Race/ethnicity.** Performance tables use student self-reports to the College Board; 10–21% of exams each year come from students who declined to respond. Participation-rate tables use district SIS federal race/ethnicity categories.
- **Participation rates.** Denominators are grade 10–12 enrollment because 9th-grade AP testing at WCHS is negligible (1–3 students per year). College Board tester records were linked to SIS records by state student ID, with a name-plus-birthdate fallback for records missing an ID; more than 99% of tester records matched each year (485 of 487 in 2024, 518 of 522 in 2025, 539 of 542 in 2026), so subgroup numerators and the all-students numerator share a consistent basis.
- **Revision note (August 10, 2026).** Participation figures in this edition supersede the July draft. The earlier draft’s subgroup numerators counted only records matched by student ID (79–86% of testers), which understated subgroup participation relative to the all-students rate; all participation rates now use the full ID-plus-name/birthdate linkage described above.
- **Equity & Excellence.** The share of all 12th-grade students (not only AP students) who earned at least one score of 3 or higher at any point in high school, following the College Board method.
- **Scholar awards.** All three years reflect official College Board AP Scholar rosters. (An internal projection computed from the July 2026 datafile using published College Board criteria matched the official 2026 roster exactly — 229 awards across all tiers — confirming the reliability of the underlying score data.)
- **Branding.** This report follows the June 2022 WCHS Brand Guidelines: primary purple (PMS 267C / #613393), cool grey accents, and the approved Lato typeface.

# 2026 Fall Regional Meetings

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The 2026 Fall Regional Meetings, sponsored by **Chartwells**, will be held in every WASB region across the state this September and October, providing members with an opportunity to connect with area board members, celebrate accomplishments and hear the latest updates from the association.

Visit the **2025 Fall Regional Meetings webpage** for a recap of last year's meetings.

**Pre-Regional Meeting Workshop: Wisconsin's Open Meetings Law — Understanding and Navigating Closed Sessions**

+

**Regional Meeting Agenda**

+

**Registration for each Regional Meeting will open on Monday, July 27.**

The registration fee is \$43 per individual (\$42 in Region 6 and Region 9), including dinner. The optional pre-meeting workshop is \$79. Members who register for both events will receive a \$10 discount.

Online registration will be open for each Regional Meeting until 8 a.m. on the Friday preceding the week of the event. For example, for a Regional Meeting on Thursday, Oct. 16, online registration closes at 8 a.m. Friday, Oct. 10.

To register after this date, **email the WASB** or call us at 608-257-2622. We'd be happy to help you sign up. We also offer on-site registration.

*Refunds are allowed for cancellations received by the end of the day, one week prior. (i.e., for the meeting on Tuesday, Oct. 27, the cancellation must be received by 5 p.m. on Thursday, Oct. 20.)*

## Regional Meeting Dates

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*Dates and locations are subject to change. Please check back and review confirmation emails to stay up to date.*

| <b>WASB Region</b> | <b>Date</b>                | <b>Location</b>                                                                                                                                     |
|--------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any</b>         | Tue., Nov. 3<br>at 12 p.m. | Online workshop. Zoom link to come via email. The meeting will be recorded and made available for registrants to view at their convenience.         |
| <b>Any</b>         | Thu., Nov. 5<br>at 12 p.m. | Online Regional Meeting. Zoom link to come via email. The meeting will be recorded and made available for registrants to view at their convenience. |
| <b>1*</b>          | Tue., Oct. 6               | <b>The Steakhouse &amp; Lodge</b><br>15860 T Bone Ln.<br>Hayward                                                                                    |
| <b>2*</b>          | Wed., Oct. 7               | <b>Norwood Pines Supper Club</b><br>10171 Highway 70<br>Minocqua                                                                                    |
| <b>3*</b>          | Thu., Oct. 22              | <b>Rock Garden/Comfort Suites</b><br>1951 Bond St.<br>Green Bay                                                                                     |
| <b>4</b>           | Wed., Sept. 30             | <b>The Florian Gardens</b><br>2340 Lorch Ave.<br>Eau Claire                                                                                         |
| <b>5</b>           | Tue., Sept. 29             | <b>Holiday Inn Wausau-Rothschild</b><br>1000 Imperial Ave.<br>Rothschild                                                                            |
| <b>6*</b>          | Thu., Oct. 1               | <b>West Salem High School</b><br>490 North Mark St.<br>West Salem                                                                                   |
| 135                |                            |                                                                                                                                                     |

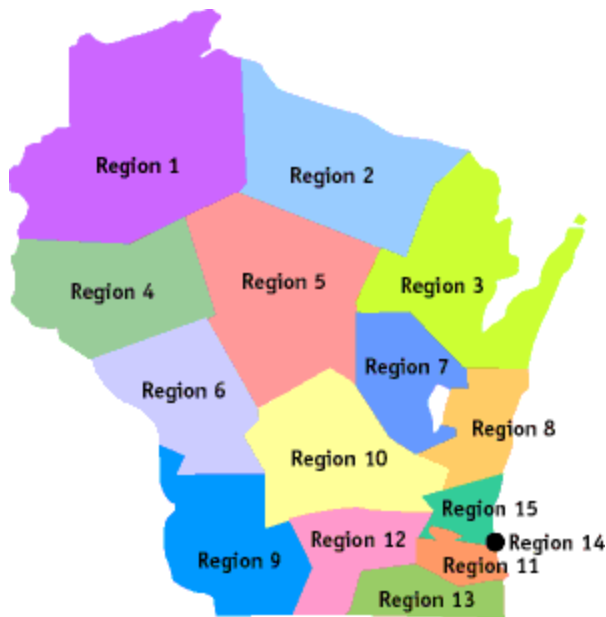
|            |               |                                                                                 |
|------------|---------------|---------------------------------------------------------------------------------|
| <b>7</b>   | Wed., Oct. 21 | <b>Bridgewood Resort &amp; Hotel</b><br>1000 Cameron Way<br>Neenah              |
| <b>8*</b>  | Tue., Oct. 20 | <b>Altona Supper Club</b><br>2306 Calumet Dr.<br>New Holstein                   |
| <b>9</b>   | Wed., Oct. 14 | <b>Southwest Tech</b><br>1800 Bronson Blvd.<br>Fennimore                        |
| <b>10</b>  | Tue., Oct. 13 | <b>The Wisconsin Hotel &amp; Conference Center</b><br>60 Gasser Rd.<br>Baraboo  |
| <b>11</b>  | Thu., Oct. 8  | <b>Sheraton Milwaukee Brookfield Hotel</b><br>375 S. Moorland Rd.<br>Brookfield |
| <b>12*</b> | Wed., Oct. 28 | <b>Hilton Sun Prairie</b><br>1220 S Grand Ave.<br>Sun Prairie                   |
| <b>13</b>  | Tue., Oct. 27 | <b>Veterans Terrace</b><br>589 Milwaukee Ave.<br>Burlington                     |
| <b>14*</b> | TBD           | <b>MPS Administration Building</b><br>5225 West Vliet St.<br>Milwaukee          |
| <b>15</b>  | Thu., Oct. 8  | <b>Sheraton Milwaukee Brookfield Hotel</b><br>375 S. Moorland Rd.<br>Brookfield |

\*Regions 1, 2, 3, 6, 8, 12 and 14 will vote on a WASB regional director during their respective regional meetings.

## Find Your WASB Region

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Click on your region of the state to learn about your WASB director and see a list of districts that comprise the region.



## 2026 FALL REGIONAL MEETINGS & WORKSHOPS

September-November

Dates and Locations Vary by Region



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## **Training and Events**

**2026 Summer Learning Symposium**

**Fall Regional Meetings & Workshops**

**State Education Convention**

**WASB/WSAA School Law Conference**

**Day at the Capitol**

**New School Board Member Gatherings**

**Register for Upcoming Events**

**Online Events**

**Complimentary Events Video Library**

**Online Learning Platform**

**Civil Rights Training**

**Customized Trainings**

**Calendar of Events and Notices**

**Event Recaps**



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| 2025-2026 Budget Status Report - June 30, 2026 (2) |                        |                       |                      |                |                    |                    |  |  |  |  |
|----------------------------------------------------|------------------------|-----------------------|----------------------|----------------|--------------------|--------------------|--|--|--|--|
| <b>GENERAL FUND 10 EXPENSES</b>                    |                        |                       |                      |                |                    |                    |  |  |  |  |
|                                                    | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Spent</b>         | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b>   |  |  |  |  |
| <b>Salary &amp; Benefits (no grants)</b>           |                        |                       |                      |                |                    |                    |  |  |  |  |
| Personnel Costs: Salaries                          | 38,243,560             | 38,283,963            | 38,492,154.09        | 0.00           | 100.54%            | -208,191.09        |  |  |  |  |
| Personnel Costs: Benefits                          | 13,039,606             | 13,039,006            | 13,077,627.18        | 0.00           | 100.30%            | -38,621.18         |  |  |  |  |
| <b>Total</b>                                       | <b>51,283,166</b>      | <b>51,322,969</b>     | <b>51,569,781.27</b> | <b>0.00</b>    | <b>100.48%</b>     | <b>-246,812.27</b> |  |  |  |  |
|                                                    |                        |                       |                      |                |                    |                    |  |  |  |  |
|                                                    | <b>Budget</b>          | <b>Revised Budget</b> | <b>Spent</b>         | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b>   |  |  |  |  |
| <b>Buildings</b>                                   |                        |                       |                      |                |                    |                    |  |  |  |  |
| Prairie School                                     | 87,510                 | 87,510                | 108,705.47           | 0.00           | 124.22%            | -21,195.47         |  |  |  |  |
| Heritage School                                    | 88,170                 | 88,170                | 106,470.43           | 0.00           | 120.76%            | -18,300.43         |  |  |  |  |
| Arboretum School                                   | 75,420                 | 75,420                | 94,777.74            | 0.00           | 125.67%            | -19,357.74         |  |  |  |  |
| Intermediate School                                | 160,000                | 160,000               | 141,328.10           | 0.00           | 88.33%             | 18,671.90          |  |  |  |  |
| Middle School                                      | 153,340                | 153,340               | 139,682.53           | 0.00           | 91.09%             | 13,657.47          |  |  |  |  |
| High School                                        | 586,365                | 586,365               | 666,004.41           | 0.00           | 113.58%            | -79,639.41         |  |  |  |  |
| Athletics                                          | 447,602                | 447,602               | 458,385.23           | 0.00           | 102.41%            | -10,783.23         |  |  |  |  |
| Prairie School CSF                                 | 41,522                 | 42,784                | 42,575.94            | 0.00           | 99.51%             | 208.06             |  |  |  |  |
| Heritage School CSF                                | 41,359                 | 43,049                | 34,264.00            | 0.00           | 79.59%             | 8,785.00           |  |  |  |  |
| Arboretum School CSF                               | 37,697                 | 38,774                | 39,930.62            | 0.00           | 102.98%            | -1,156.62          |  |  |  |  |
| Intermediate School CSF                            | 46,973                 | 49,262                | 51,217.47            | 0.00           | 103.97%            | -1,955.47          |  |  |  |  |
| Middle School CSF                                  | 47,055                 | 48,469                | 37,272.62            | 0.00           | 76.90%             | 11,196.38          |  |  |  |  |
| High School CSF                                    | 74,069                 | 80,332                | 74,226.77            | 0.00           | 92.40%             | 6,105.26           |  |  |  |  |
| Common School Fund-District                        | 7,069                  | 7,573                 | 7,330.32             | 0.00           | 96.80%             | 242.68             |  |  |  |  |
|                                                    |                        |                       |                      |                |                    |                    |  |  |  |  |
| <b>Departments</b>                                 |                        |                       |                      |                |                    |                    |  |  |  |  |
| Utilities                                          | 1,083,269              | 1,083,269             | 1,100,274.31         | 0.00           | 101.57%            | -17,005.31         |  |  |  |  |
| Maintenance                                        | 731,990                | 731,990               | 676,081.22           | 0.00           | 92.36%             | 55,908.78          |  |  |  |  |
| Contingency Fund                                   | 200,000                | 40,000                | 0.00                 | 0.00           | 0.00%              | 40,000.00          |  |  |  |  |
| Transportation                                     | 1,724,075              | 1,724,075             | 1,803,895.05         | 0.00           | 104.63%            | -79,820.05         |  |  |  |  |
| Technology                                         | 718,729                | 718,729               | 768,149.67           | 0.00           | 106.88%            | -49,420.67         |  |  |  |  |
| Technology Erate/Fees                              | 0                      | 0                     | 0.00                 | 0.00           | ---                | 0.00               |  |  |  |  |
| Curriculum-Elementary Operation                    | 455,382                | 461,382               | 399,528.06           | 0.00           | 86.59%             | 61,853.94          |  |  |  |  |
| Curriculum-Secondary                               | 576,861                | 576,861               | 574,587.30           | 0.00           | 99.61%             | 2,273.70           |  |  |  |  |
| 4K District                                        | 809,900                | 809,900               | 805,194.08           | 0.00           | 99.42%             | 4,705.92           |  |  |  |  |
| Human Resources                                    | 54,550                 | 54,550                | 58,527.65            | 0.00           | 107.29%            | -3,977.65          |  |  |  |  |
| Superintendent                                     | 142,208                | 142,208               | 175,904.15           | 0.00           | 123.69%            | -33,696.15         |  |  |  |  |
| Student Services-Operations                        | 93,500                 | 93,500                | 50,504.68            | 0.00           | 54.02%             | 42,995.32          |  |  |  |  |
| Student Services-District                          | 110,000                | 110,000               | 69,068.19            | 0.00           | 62.79%             | 40,931.81          |  |  |  |  |
| Business Office                                    | 566,433                | 566,433               | 721,702.92           | 0.00           | 127.41%            | -155,269.92        |  |  |  |  |
| District Wide                                      | 2,137,748              | 2,197,748             | 2,371,753.66         | 0.00           | 107.92%            | -174,005.66        |  |  |  |  |
| Summer School                                      | 109,515                | 109,515               | 106,493.16           | 0.00           | 97.24%             | 3,021.84           |  |  |  |  |
| Special Projects                                   | 0                      | 0                     | 17,567.50            | 0.00           | #DIV/0!            | -17,567.50         |  |  |  |  |
|                                                    |                        |                       |                      |                |                    |                    |  |  |  |  |
| <b>Grants-Fund 10</b>                              |                        |                       |                      |                |                    |                    |  |  |  |  |
| Title 1 Grant (Public)                             | 95,100                 | 114,275               | 105,853.45           | 0.00           | 92.63%             | 8,421.55           |  |  |  |  |
| Title 1 Grant (Private)                            | 2,700                  | 2,210                 | 2,064.43             | 0.00           | 93.40%             | 145.89             |  |  |  |  |
| Title 2 Grant (Public)                             | 45,255                 | 45,255                | 45,148.31            | 0.00           | 99.76%             | 106.69             |  |  |  |  |
| Title 2 Grant (Private)                            | 6,797                  | 6,478                 | 6,478.26             | 0.00           | 100.00%            | 0.00               |  |  |  |  |

|                                   |                        |                       |                      |                |                    |                     |
|-----------------------------------|------------------------|-----------------------|----------------------|----------------|--------------------|---------------------|
| Title 3 Grant                     | 17,204                 | 18,239                | 17,415.60            | 0.00           | 95.49%             | 823.40              |
| 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                | 31,637.41            | 0.00           | 53.89%             | 27,066.59           |
| CEIS Federal Flo-Through          | 191,600                | 147,100               | 129,686.15           | 0.00           | 88.16%             | 17,413.85           |
| Ed. Effectiveness Grant           | 33,442                 | 33,442                | 33,971.00            | 0.00           | 101.58%            | -529.00             |
| Peer Mentor Grant                 | 12,121                 | 11,953                | 11,616.85            | 0.00           | 97.19%             | 336.15              |
| Perkins Grant                     | 20,049                 | 20,049                | 23,408.48            | 0.00           | 116.76%            | -3,359.48           |
| School-Based Mental Health        | 0                      | 0                     | 132,940.20           | 0.00           | #DIV/0!            | -132,940.20         |
| SAODA                             | 25,000                 | 25,000                | 0.00                 | 0.00           | 0.00%              | 25,000.00           |
| Youth Apprenticeship Grant        | 88,825                 | 88,825                | 96,140.71            | 0.00           | 108.24%            | -7,315.71           |
| <b>Other Program Totals</b>       |                        |                       |                      |                |                    |                     |
| Transfer to Fund 27               | 7,594,427              | 7,694,427             | 0.00                 | 0.00           | 0.00%              | 7,694,427.00        |
| Wellness Clinic                   | 300,000                | 300,000               | 375,337.08           | 0.00           | 125.11%            | -75,337.08          |
|                                   |                        |                       |                      |                |                    |                     |
| <b>Subtotals</b>                  | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Spent</b>         | <b>Ordered</b> | <b>% Spent/Or.</b> | <b>Available</b>    |
| Salary & Benefits Totals          | 51,283,166             | 51,322,969            | 51,569,781.27        | 0.00           | 100.48%            | -246,812.27         |
| Building Totals                   | 1,894,151              | 1,908,650             | 2,002,171.65         | 0.00           | 104.90%            | -93,521.62          |
| Department Totals                 | 9,514,160              | 9,420,160             | 9,699,231.60         | 0.00           | 102.96%            | -279,071.60         |
| Grant Totals                      | 606,797                | 581,531               | 646,360.87           | 0.00           | 111.15%            | -64,830.29          |
| Other Program Totals              | 7,894,427              | 7,994,427             | 375,337.08           | 0.00           | 4.69%              | 7,619,089.92        |
| <b>Total Fund 10 Expenditures</b> | <b>71,192,701</b>      | <b>71,227,737</b>     | <b>64,292,882.47</b> | <b>0.00</b>    | <b>90.26%</b>      | <b>6,934,854.14</b> |
|                                   |                        |                       |                      |                |                    |                     |
| <b>GENERAL FUND 10 REVENUES</b>   |                        |                       |                      |                |                    |                     |
| <b>Building/Department</b>        | <b>Original Budget</b> | <b>Revised Budget</b> | <b>Received</b>      | <b>Ordered</b> | <b>% Received</b>  | <b>Unreceived</b>   |
| Prairie School                    | 2,550                  | 2,550                 | 7,079.18             | 0.00           | 277.61%            | -4,529.18           |
| Heritage School                   | 2,250                  | 2,250                 | 7,383.94             | 0.00           | 328.18%            | -5,133.94           |
| Arboretum School                  | 5,820                  | 5,820                 | 8,546.44             | 0.00           | 146.85%            | -2,726.44           |
| Intermediate School               | 37,900                 | 37,900                | 14,695.60            | 0.00           | 38.77%             | 23,204.40           |
| Middle School                     | 23,700                 | 23,700                | 29,028.14            | 0.00           | 122.48%            | -5,328.14           |
| High School                       | 199,215                | 199,215               | 259,525.90           | 0.00           | 130.27%            | -60,310.90          |
| Curriculum - Elementary           | 0                      | 6,000                 | 6,000.00             | 0.00           | 100.00%            | 0.00                |
| Curriculum - Secondary            | 10,815                 | 10,815                | 17,497.10            | 0.00           | 161.79%            | -6,682.10           |
| Maintenance                       | 15,000                 | 15,000                | 3,916.20             | 0.00           | 26.11%             | 11,083.80           |
| Athletic Dept                     | 71,000                 | 71,000                | 96,776.32            | 0.00           | 136.30%            | -25,776.32          |
| Human Resources                   | 0                      | 0                     | 859.89               | 0.00           | ---                | -859.89             |
| Technology                        | 4,200                  | 4,200                 | 17,221.60            | 0.00           | 410.04%            | -13,021.60          |
| Technology Erate/Fees             | 0                      | 0                     | 67,934.48            | 0.00           | ---                | -67,934.48          |
| District                          | 69,787,210             | 70,887,210            | 67,295,536.02        | 0.00           | 94.93%             | 3,591,673.98        |
| Common School Fund-District       | 296,005                | 310,243               | 310,243.00           | 0.00           | 100.00%            | 0.03                |
|                                   |                        |                       |                      |                |                    |                     |
| <b>Grants - Fund 10</b>           |                        |                       |                      |                |                    |                     |
| Title 1 Grant (Public)            | 95,100                 | 114,275               | 58,838.84            | 0.00           | 51.49%             | 55,436.16           |
| Title 1 Grant (Private)           | 2,700                  | 2,210                 | 1,815.52             | 0.00           | 82.14%             | 394.80              |
| Title 2 Grant (Public)            | 45,255                 | 45,255                | 35,115.35            | 0.00           | 77.59%             | 10,139.65           |
| Title 2 Grant (Private)           | 6,797                  | 6,478                 | 0.00                 | 0.00           | 0.00%              | 6,478.26            |
| Title 3 Grant                     | 17,204                 | 18,239                | 0.00                 | 0.00           | 0.00%              | 18,239.00           |
| 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                 | 1,328.04             | 0.00           | 100.00%            | -0.04               |

|                                                  |                   |                       |                      |                  |                    |                     |  |  |  |  |
|--------------------------------------------------|-------------------|-----------------------|----------------------|------------------|--------------------|---------------------|--|--|--|--|
| Career/Tech Ed Grant                             | 58,704            | 58,704                | 73,810.51            | 0.00             | 125.73%            | -15,106.51          |  |  |  |  |
| CEIS Federal Flo-Through                         | 191,600           | 147,100               | 128,070.26           | 0.00             | 87.06%             | 19,029.74           |  |  |  |  |
| Ed. Effectiveness Grant                          | 33,442            | 33,442                | 67,413.00            | 0.00             | 201.58%            | -33,971.00          |  |  |  |  |
| Peer Mentor Grant                                | 12,121            | 11,953                | 0.00                 | 0.00             | ---                | 11,953.00           |  |  |  |  |
| Perkins Grant                                    | 20,049            | 20,049                | 14,708.90            | 0.00             | 73.36%             | 5,340.10            |  |  |  |  |
| School-Based Mental Health                       | 130,239           | 130,239               | 211,032.00           | 0.00             | ---                | -80,793.00          |  |  |  |  |
| SAODA                                            | 25,000            | 25,000                | 610.15               | 0.00             | ---                | 24,389.85           |  |  |  |  |
| Youth Apprenticeship Grant                       | 88,825            | 88,825                | 65,336.18            | 0.00             | ---                | 23,488.82           |  |  |  |  |
| <b>Total Fund 10 Revenues</b>                    | <b>71,192,701</b> | <b>72,287,673</b>     | <b>68,808,994.54</b> | <b>0.00</b>      | <b>95.19%</b>      | <b>3,478,678.07</b> |  |  |  |  |
| <b><u>SPECIAL EDUCATION FUND 27 EXPENSES</u></b> |                   |                       |                      |                  |                    |                     |  |  |  |  |
| <b>Salaries &amp; Benefits (no grants)</b>       | <b>Budget</b>     | <b>Revised Budget</b> | <b>Spent</b>         | <b>Ordered</b>   | <b>% Spent/Or.</b> | <b>Available</b>    |  |  |  |  |
| Salaries & Benefits                              | 12,391,381        | 12,391,381            | 12,535,549.09        | 0.00             | 101.16%            | -144,168.09         |  |  |  |  |
| <b>Departments</b>                               |                   |                       |                      |                  |                    |                     |  |  |  |  |
| Special Ed-Operations                            | 63,546            | 63,546                | 32,995.31            | 0.00             | 51.92%             | 30,550.69           |  |  |  |  |
| Special Ed-District                              | 237,000           | 237,000               | 228,667.32           | 1,559.00         | 97.14%             | 6,773.68            |  |  |  |  |
| Transportation                                   | 157,500           | 157,500               | 142,063.06           | 0.00             | 90.20%             | 15,436.94           |  |  |  |  |
| Medicaid                                         | 10,000            | 10,000                | 11,389.53            | 0.00             | 113.90%            | -1,389.53           |  |  |  |  |
| <b>Grants-Fund 27</b>                            |                   |                       |                      |                  |                    |                     |  |  |  |  |
| IDEA FlowThrough Grant                           | 975,048           | 813,963               | 773,050.43           | 37,639.85        | 99.60%             | 3,272.94            |  |  |  |  |
| IDEA PreSchool Grant                             | 58,500            | 36,000                | 14,100.38            | 0.00             | 39.17%             | 21,899.62           |  |  |  |  |
| <b>Total Fund 27 Expenditures</b>                | <b>13,892,975</b> | <b>13,709,390</b>     | <b>13,737,815.12</b> | <b>39,198.85</b> | <b>100.49%</b>     | <b>-67,623.75</b>   |  |  |  |  |
| <b><u>SPECIAL EDUCATION FUND 27 REVENUES</u></b> |                   |                       |                      |                  |                    |                     |  |  |  |  |
| <b>Source</b>                                    | <b>Budget</b>     | <b>Revised Budget</b> | <b>Received</b>      | <b>Ordered</b>   | <b>% Received</b>  | <b>Unreceived</b>   |  |  |  |  |
| IDEA FlowThrough Grant                           | 975,048           | 813,963               | 667,795.78           | 0.00             | 82.04%             | 146,167.44          |  |  |  |  |
| IDEA PreSchool Grant                             | 58,500            | 36,000                | 13,666.26            | 0.00             | ---                | 22,333.74           |  |  |  |  |
| Special Ed Revenues                              | 0                 | 0                     | 0.00                 | 0.00             | ---                | 0.00                |  |  |  |  |
| Aid-Sp Ed Transition Grant BBL                   | 15,000            | 15,000                | 20,037.09            | 0.00             | ---                | -5,037.09           |  |  |  |  |
| Other Fund 27 Revenues                           | 12,844,427        | 12,844,427            | 5,098,982.46         | 0.00             | 39.70%             | 7,745,444.54        |  |  |  |  |
| <b>Total Fund 27 Revenues</b>                    | <b>13,892,975</b> | <b>13,709,390</b>     | <b>5,800,481.59</b>  | <b>0.00</b>      | <b>42.31%</b>      | <b>7,908,908.63</b> |  |  |  |  |
| <b><u>FOOD SERVICE FUND 50 EXPENSES</u></b>      |                   |                       |                      |                  |                    |                     |  |  |  |  |
| <b>Function</b>                                  | <b>Budget</b>     | <b>Revised Budget</b> | <b>Spent</b>         | <b>Ordered</b>   | <b>% Spent/Or.</b> | <b>Available</b>    |  |  |  |  |
| All                                              | 2,785,330         | 2,785,330             | 2,727,152.99         | 0.00             | 97.91%             | 58,177.01           |  |  |  |  |
| <b><u>FOOD SERVICE FUND 50 REVENUES</u></b>      |                   |                       |                      |                  |                    |                     |  |  |  |  |
| <b>Source</b>                                    | <b>Budget</b>     | <b>Revised Budget</b> | <b>Received</b>      | <b>Ordered</b>   | <b>% Received</b>  | <b>Unreceived</b>   |  |  |  |  |
| All                                              | 2,791,696         | 2,851,696             | 2,701,615.74         | 0.00             | 94.74%             | 150,080.26          |  |  |  |  |

| <b>CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES</b> |                    |                         |             |                          |                         |                             |  |                          |               |                    |
|-----------------------------------------------------------|--------------------|-------------------------|-------------|--------------------------|-------------------------|-----------------------------|--|--------------------------|---------------|--------------------|
| 6/30/2026 (2)                                             |                    |                         |             |                          |                         |                             |  |                          |               |                    |
| Building/Department                                       | 24-25<br>Carryover | 25-26 Revenue<br>Budget | 25-26 Rec'd | 25-26 Revenue<br>Balance | 25-26 Expense<br>Budget | 25-26 Spent /<br>Encumbered |  | 25-26 Expense<br>Balance | 25-26 Balance | Funds<br>Available |
| Prairie School                                            | 47,635.60          | 2,550.00                | 7,079.18    | -4,529.18                | 87,510                  | 108,705.47                  |  | -21,195.47               | -16,666.29    | 30,969.31          |
| Heritage School                                           | 23,346.94          | 2,250.00                | 7,383.94    | -5,133.94                | 88,170                  | 106,470.43                  |  | -18,300.43               | -13,166.49    | 10,180.45          |
| Arboretum School                                          | 16,124.10          | 5,820.00                | 8,546.44    | -2,726.44                | 75,420                  | 94,777.74                   |  | -19,357.74               | -16,631.30    | -507.20            |
| Intermediate School                                       | 81,096.63          | 37,900.00               | 14,695.60   | 23,204.40                | 160,000                 | 141,328.10                  |  | 18,671.90                | -4,532.50     | 76,564.13          |
| Middle School                                             | 73,627.64          | 23,700.00               | 29,028.14   | -5,328.14                | 153,340                 | 139,682.53                  |  | 13,657.47                | 18,985.61     | 92,613.25          |
| High School                                               | 95,339.58          | 199,215.00              | 259,525.90  | -60,310.90               | 586,365                 | 666,004.41                  |  | -79,639.41               | -19,328.51    | 76,011.07          |
| Athletic Dept                                             | 49,511.14          | 71,000.00               | 96,776.32   | -25,776.32               | 447,602                 | 458,385.23                  |  | -10,783.23               | 14,993.09     | 64,504.23          |
| Curriculum-Elementary                                     | 21,534.06          | 6,000.00                | 6,000.00    | 0.00                     | 461,382                 | 399,528.06                  |  | 61,853.94                | 61,853.94     | 83,388.00          |
| Curriculum-Secondary                                      | 32,163.75          | 10,815.00               | 17,497.10   | -6,682.10                | 576,861                 | 574,587.30                  |  | 2,273.70                 | 8,955.80      | 41,119.55          |
| CTE Grant                                                 | 114,986.26         | 58,704.00               | 73,810.51   | -15,106.51               | 58,704                  | 31,637.41                   |  | 27,066.59                | 42,173.10     | 157,159.36         |
| Human Resources                                           | 15,480.06          | 0.00                    | 859.89      | -859.89                  | 54,550                  | 58,527.65                   |  | -3,977.65                | -3,117.76     | 12,362.30          |
| Maintenance                                               | 176,092.99         | 15,000.00               | 3,916.20    | 11,083.80                | 731,990                 | 676,081.22                  |  | 55,908.78                | 44,824.98     | 220,917.97         |
| Special Education                                         | 28,375.10          | 0.00                    | 0.00        | 0.00                     | 63,546                  | 32,995.31                   |  | 30,550.69                | 30,550.69     | 58,925.79          |
| Student Services                                          | 147,461.64         | 0.00                    | 0.00        | 0.00                     | 93,500                  | 50,504.68                   |  | 42,995.32                | 42,995.32     | 190,456.96         |
| Superintendent                                            | 854.92             | 0.00                    | 0.00        | 0.00                     | 142,208                 | 175,904.15                  |  | -33,696.15               | -33,696.15    | -32,841.23         |
| Technology                                                | 22,162.76          | 4,200.00                | 17,221.60   | -13,021.60               | 718,729                 | 768,149.67                  |  | -49,420.67               | -36,399.07    | -14,236.31         |
| 4K                                                        | 19,772.05          | 0.00                    | 0.00        | 0.00                     | 809,900                 | 805,194.08                  |  | 4,705.92                 | 4,705.92      | 24,477.97          |
|                                                           | 965,565.22         |                         |             |                          |                         |                             |  |                          | 126,500.38    | 1,092,065.60       |

|                                       | OCB              | OCB                                                                 | OCB                          | OCB               | LGIP                   | LGIP        | MIDAMERICA | WISC          | WISC        | WISC-211 2024 BOND | WISC-212 2025 BOND | WISC              | TOTALS        |
|---------------------------------------|------------------|---------------------------------------------------------------------|------------------------------|-------------------|------------------------|-------------|------------|---------------|-------------|--------------------|--------------------|-------------------|---------------|
|                                       | PAYROLL CHECKING | DEPOSIT ACCT                                                        | OPERATING ACCT               | Construction ACCT | GENERAL ACCOUNT        | DENTAL ACCT | TRUST ACCT | DEBT SERVICE  | SCHOLARSHIP | Referendum ACCT    | Referendum ACCT    | GENERAL           |               |
|                                       | (FUND 10)        | (FUNDS 10,21,27,50,60,80,99)                                        | (FUNDS 10,21,27,50,60,80,99) | (Fund 49)         | (FUNDS 10,27,50,80,99) | (FUND 10)   | (FUND 73)  | (FUNDS 38,39) | (FUND 21)   | (FUND 49)          | (FUND 49)          | (FUNDS 39 AND 49) |               |
| BEGINNING BALANCE                     | -251,828.68      | 9,006,112.62                                                        | 120,845.93                   | 17,381.46         | 186,881.89             | 265,148.22  | 60,002.67  | 12,721.09     | 364,671.41  | 5,009,477.48       | \$13,266,239.25    | 2,719.65          | 28,060,372.99 |
| REVENUES:                             |                  |                                                                     |                              |                   |                        |             |            |               |             |                    |                    |                   |               |
| + DEPOSITS                            | 9,155,518.58     | 8,974,357.41                                                        | 1,601,389.29                 | 1,704,138.79      | 12,729,053.78          | 62,147.80   | 0.00       | 0.00          | 0.00        |                    | 118,868.81         | 0.00              | 34,345,474.46 |
| + INTEREST                            | 5,655.49         | 31,755.21                                                           | 988.83                       | 323.27            | 8,902.11               | 692.99      | 98.07      | 37.32         | 773.72      | 14,973.68          | 7,817.94           | 7.96              | 72,026.59     |
| TOTAL REVENUES                        | 9,161,174.07     | 9,006,112.62                                                        | 1,602,378.12                 | 1,704,462.06      | 12,737,955.89          | 62,840.79   | 98.07      | 37.32         | 773.72      | 14,973.68          | 126,686.75         | 7.96              | 34,417,501.05 |
| EXPENSES:                             |                  |                                                                     |                              |                   |                        |             |            |               |             |                    |                    |                   |               |
| ACCOUNTS PAYABLE                      | 0.00             | 10,592,059.20                                                       | 1,566,620.17                 | 1,594,087.86      | 8,586,429.00           | 70,076.53   |            | 0.00          | 0.00        | 0.00               |                    | \$0.00            | 22,409,272.76 |
| PAYROLL                               | 9,183,978.76     |                                                                     |                              |                   |                        | 0.00        | 0.00       |               | 0.00        |                    | 1,600,000.00       | 0.00              | 10,783,978.76 |
| TOTAL EXPENSES                        | 9,183,978.76     | 10,592,059.20                                                       | 1,566,620.17                 | 1,594,087.86      | 8,586,429.00           | 70,076.53   | 0.00       | 0.00          | 0.00        | 0.00               | 1,600,000.00       | 0.00              | 33,193,251.52 |
| ENDING BALANCE                        | -274,633.37      | 7,420,166.04                                                        | 156,603.88                   | 127,755.66        | 4,338,408.78           | 257,912.48  | 60,100.74  | 12,758.41     | 365,445.13  | 5,024,451.16       | 11,792,926.00      | 2,727.61          | 29,284,622.52 |
| BANK BALANCES-SKYWARD                 |                  |                                                                     | \$375,655.80                 | \$450,942.02      |                        |             |            |               |             |                    |                    |                   |               |
| ENDING BANK BALANCE FROM STMT         | 928,580.80       | 7,420,166.04                                                        | 156,603.88                   | 127,755.66        | 4,338,408.78           | 257,912.48  | 60,100.74  | 12,758.41     | 365,445.13  | 5,024,451.16       | 11,792,926.00      | 2,727.61          | 30,487,836.69 |
| OUTSTANDING ACH                       | 1,202,381.37     |                                                                     |                              | 104,138.79        | 0.00                   | 0.00        | 0.00       | 0.00          | 0.00        |                    |                    | 0.00              | 1,306,520.16  |
| ACTUAL BALANCE: SKYWARD BALANCE       | -273,800.57      | 7,420,166.04                                                        | 156,603.88                   | 23,616.87         | 4,338,408.78           | 257,912.48  | 60,100.74  | 12,758.41     | 365,445.13  | 5,024,451.16       | 11,792,926.00      | 2,727.61          | 29,181,316.53 |
| SKYWARD BALANCE                       | -274,633.37      |                                                                     | \$219,051.92                 | \$323,186.36      |                        |             |            |               |             |                    |                    |                   |               |
|                                       | 832.80           |                                                                     |                              |                   |                        |             |            |               |             |                    |                    |                   |               |
| M. Niezgoda - per JE - overpaid wages | \$832.80         | ?? - change on the 05-29-26 PR - I need to talk to Paula about this |                              |                   |                        |             |            |               |             |                    |                    |                   |               |
|                                       | \$0.00           |                                                                     |                              |                   |                        |             |            |               |             |                    |                    |                   |               |

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

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

Monday, August 24, 2026

7:00 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/UCIgebJT-i0GbAiYqrkpaBmA>

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

ALL DOCUMENTS FOR THE ANNUAL MEETING MAY BE FOUND AT THIS LINK  
<https://www.waunakee.k12.wi.us/departments/business-services> This link is also linked to the Extras section of this agenda

**AGENDA**

I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting

Attached please find the annual meeting presentation that will be used to present the budget hearing information followed by the annual meeting resolutions.

II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Carlena Eaton- School District Clerk

III. Budget Summary - Director of Business Services

IV. Review of Minutes of the 2025 Annual Meeting

V. Receive and Accept Treasurer's Report - Mark Hetzel, School District Treasurer

VI. **Resolution A** - Authorize the School Board to Charge Student Fees

VII. **Resolution B** - Salaries and Expenses for School Board Officers

VIII. **Resolution C** - School Lunch Program Authorization

IX. **Resolution D** – Authorize the School Board to Engage Legal Counsel if Needed

X. **Resolution E** - Set Date and Hour for 2027 Annual Meeting or Authorize School Board to Set Date and Hour

XI. **Resolution F** - Transportation

XII. **Resolution G** - Adoption of Tax Levy

XIII. Persons Attending Meeting May Request Information on Any Topic Relative to Current Policies and Proceedings of the Schools.

XIV. Adjournment

“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.”

**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 JUNE 2026.

|     | School Address                                                               |         |         |
|-----|------------------------------------------------------------------------------|---------|---------|
| AES | Arboretum Elementary School<br>1350 Arboretum Drive<br>Waunakee, WI 53597    | SHELTER | 6.23.26 |
| HES | Heritage Elementary School<br>6271 Woodland Drive<br>Waunakee, WI 53597      | SHELTER | 6.23.26 |
| PES | Prairie Elementary School<br>700 N. Madison Street<br>Waunakee, WI 53597     | SHELTER | 6.23.26 |
| WIS | Waunakee Intermediate School<br>6273 Woodland Drive<br>Waunakee, WI 53597    | SHELTER | 6.23.26 |
| WMS | Waunakee Middle School<br>1001 South Street<br>Waunakee, WI 53597            | SHELTER | 6.23.26 |
| WHS | Waunakee High School<br>301 Community Drive<br>Waunakee, WI 53597            | SHELTER | 6.23.26 |
| ALT | WaunaGrow Alternative Site<br>1025 Quinn Drive Ste 100<br>Waunakee, WI 53597 | SHELTER | 6.1.26  |

Board of Education Representative: \_\_\_\_\_  
Joan Ensign, President

[www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us)



# WAUNAKEE

COMMUNITY SCHOOL DISTRICT

## ADMINISTRATION OFFICE

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

## Facilities and Maintenance

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|     | School Address                                                               |        |         |
|-----|------------------------------------------------------------------------------|--------|---------|
| AES | Arboretum Elementary School<br>1350 Arboretum Drive<br>Waunakee, WI 53597    | SECURE | 7.23.26 |
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Board of Education Representative: \_\_\_\_\_  
Joan Ensign, President