

Minutes for Regularly Scheduled Board Meeting
To Be Held in the District Board Room
1055 Griffiths Lane
Ashwaubenon WI 54304
(Phone: 920.492.2900)

Wednesday, December 14, 2022

6:30 pm

- A. **Call to order:** President VanLaanen called the meeting to order at 6:31 pm
- B. **Roll call:**
 Board Members Present: VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke
 Board Members Excused: all present
 School Choice Advisory Representative: Matthew Rotter
 Other Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Andy Bake, Brian Carter, Andrea Pasqualucci
- C. **Declaration of quorum:** Quorum present
- D. **Pledge of allegiance:** The pledge was recited
- E. **Adoption of Agenda:** Moved Vyskocil, seconded by VanDeKreeke to adopt the agenda as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0
- F. **Citizens and/or delegations:**
Public Forum – Any citizen and/or delegations: - no topics presented
- G. **Consent Agenda:** Moved by VanDeKreeke seconded by Vyskocil to approve Consent Agenda items 1-7 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0
 1. Minutes of the regular meeting held on Wednesday, November 9, 2022
 2. Minutes of the executive session held on Wednesday, November 9, 2022
 3. The schedule of checks written 11/1/22 to 12/5/22
 4. The schedule of referendum checks written 11/1/22 to 12/5/22
 5. Staffing: hires, resignations, retirements, leave of absences
 6. There are 9 co-curriculars being presented for approval
 7. Budget Financial Reports for October
- H. **Superintendent’s Report**
 - **Book gift to school board:** Our facilitator for our board and administrative retreat, Dr. Lee Pritzl has written a book called, *The School Board Playbook*. Each board member received a personally signed copy of the book. In this book, Lee mentions our school board as a great example of a high functioning school board.
 - **Brian and Dirk - new bus drivers:** A special thank you and recognition to Brian VanDeKreeke and Dirk Ribbens for their tremendous support by earning their CDL license and driving school buses for our students and co-curricular teams.
 - **Strategic Plan Process - Design Team:** Last night we held our second Design Team meeting for our Strategic Plan process. I was very encouraged by the conversations I had with community members about their commitment to the process. It was great to hear the genuine enthusiasm and excitement about being a member of the Design Team.
 - **Digital Mapping Grant:** The ASD applied for and received a \$18,000.00 grant from the Wisconsin Department of Justice. The money will be used for a tool called Critical Incident Mapping Data. Knowing

where to turn or what hallway to take can be the difference between life and death. ASD staff are working alongside local law enforcement to make sure officers have the tools they need in an emergency. Law enforcement and other first responders will have a digital, detailed blueprint of each district building. That will be particularly helpful for those who might be responding to a situation in one of our buildings. First responders will access the maps from their phones, laptops, and other electronic devices.

- **Jaguar Excellence Awards:** For the month of November 128 Jaguar Excellence awards were handed out. It is always great to hand these out in person. The last two months have been a great way to start our school year with so many staff members being recognized by their colleagues. We have already 429 Jaguar Excellence awards winners this school year.
- **School District Concerts:** Last week I attended several concerts in our schools for the holidays. On Tuesday night, I had the opportunity to attend our AHS Choir concert. Great work by Choir Director Kristen Pfluger and our choir students. On Thursday, I attended the Pioneer and Valley View Winter Musicals. Once again, our students and directors absolutely rocked it. Well done everyone! Tomorrow night I will be attending the Parkview Band Concert. A special thank you to our district's music department for all of their work during this busy time of year.
- **Ashwaubenon High School Girls Swim Team:** The AHS girls swim just completed an amazing season filled with many school records and wonderful accomplishments under the guidance of FRCC Coach of the Year Kari Kleczka. The team was FRCC champions, WIAA Sectional Champions, and finished 3rd as a team at the WIAA State Swimming Championships.

I. Discussion Items:

1. **Policies involving Open Enrollment-first read:** Weyers presented the open enrollment policies for a first read. He stated that any policy pertaining to open enrollment must be reviewed by the board prior to the start of the start of the open enrollment application window in February. Bower explained the changes being recommended to Policies 2370 and 5113. The policies will be brought back to the January board meeting for a second read and approval.

J. Action Items:

1. **Board Certification of District Crisis Plan:** Nicholson and Carter presented the 2022-23 District Crisis Plan for board certification. The plan must be reviewed and approved by the board on an annual basis. Nicholson reviewed the changes to the plan. Carter explained the new Go Bags and magnets provided to each teacher. Moved by Vyskocil, seconded by VandeWalle to approve the 2022-23 District Crisis Plan as presented. Aye 5 (VanLaanen, Vyskocil, , Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.
2. **Board Resolution to start school prior to September 1, 2023:** Weyers presented the board resolution to start school prior to September 1, 2023. He explained that per state law, public school districts are not permitted to start the school year until on or after September 1st. September 1, 2023, falls on a Friday. The district would like the start of school to fall over 2 days to allow for a soft start. Starting school on a Friday before Labor Day significantly impacts the district's soft start plan. Weyers is asking the board to approve the resolution to start school prior to September 1, 2023, (i.e. Thursday August 31, 2023). If the board approves this resolution, it will be submitted to DPI for final approval/denial before the January 1, 2023 deadline. The board was supportive of the resolution as long as parents were notified in time so their plans are not significantly impacted. Weyers stated parents would be notified as soon as DPI informs us of their decision. Moved by Vyskocil, seconded by VanDeKreeke to approve the board resolution to start prior to September 1, 2023, as presented. Aye 5 (VanLaanen, Vyskocil, , Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

3. **Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,900,000 Per Year for Five Years for Non-Recurring Purposes:** Lucius explained that the district worked with an attorney to create the wording for the referendum. They created two options for the board to choose from. One referendum option would be for \$4.9 million per year for five years for non-recurring purposes. The other referendum option would be for \$3.9 million per year for five years for non-recurring purposes. The agenda lists the higher of the two amounts with the understanding it can be reduced if the board approves the lower of the two options. Lucius reminded the board that if the district receives more funding in the state budget, it will only use what is needed. When the community was surveyed, they showed support for a \$3.9 million referendum.

Discussion:

- Felt that since few referendums failed in November, the \$4.9 million option should be placed on the ballot.
- The community supported the 3.9 million option on the survey. There is concern that if we go to referendum for 4.9 million and it does not pass, we will have nothing.
- When will a decision be made on the 6 billion dollars we hear about in the media? Weyers stated that the people who previously voted no to funding for schools now see it as a mistake. They have stated that they will be giving some to schools.
- Bill Foster feels strongly that 3.9 million will pass. He is not so confident that the undecided survey takers will vote yes and therefore 4.9 million will be harder to pass. Those in support of 4.9 was less than 50%. It is also very hard to get those who marked undecided at the meetings to explain to them why it is needed.
- If the wording of the referendum gets too lengthy, voters will get frustrated and vote no to keep things the same.
- Communication with voters needs to be very clear.
- Concern that we are working from an identified need of 4.9 million. Where would we get the remainder? Weyers feels confident that the state will provide some funding. He stated that all school districts are in (or will be in) the same position as Ashwaubenon
- Lucius reminded the board the need to go to referendum now and ask for something that has a better chance of passing because there is not a November election this year to ask again.
- We need to communicate with the general population about the amount we need versus the amount we are asking for (i.e. we listened to you; we adjusted).
- Lucius stated that no matter the time, we will always need to adjust the budget. Due to the current situation districts are in, the state will feel pressure to get the surplus out to public schools.
- Lucius shared the upcoming referendum community meetings with the board (January 9th at Valley View; February 22nd at Pioneer and March 22nd at Cormier).
- VanLaanen reminded everyone that if we go to referendum for 3.9 million and the state does not provide additional funding, we will need to make some significant cuts to the budget.

Moved by Garrigan, seconded by VanDeKreeke to approve the Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$3,900,000 Per Year for Five Years for Non-Recurring Purposes. Aye 5 (VanLaanen, Vyskocil, , Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

4. **Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,900,000 Per Year for Five Years for Non-Recurring Purposes:** see discussion under item 3. Moved by Garrigan, seconded by VandeWalle to approve the Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$3,900,000 Per Year for Five Years for Non-Recurring Purpose. Aye 5 (VanLaanen, Vyskocil, , Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

5. **Administration of Naloxone (Narcan) Policy:** Nicholson presented the new policy on administering naloxone (Narcan). She stated that it is in the position of the National Association of School Nurses “that the safe and effective management of opioid-related overdoses in schools be incorporated into the school emergency preparedness and response plan. This section was added to the plan the board approved earlier in the meeting. As a result, the district asked the board to approve the addition of this policy that allows specific people in the district to administer naloxone in the event of an overdose on school grounds. It would be kept at the high school and middle school and locked in a secure area with all other medications. Those able to administer naloxone will be trained on how to use the medication. There is no harm if the medication is given and not needed. There is harm if needed and not given. Dr. Metzler from Prevea oversees the medication. Nicholson presented a copy of the standing orders. The orders will be kept with the medication. The board asked what the procedure is following the administering of the medication. The follow-up procedure is no different than any other expellable offense or situation involving an abeyance agreement. The current board policy pertaining to drug use on school grounds will be followed. Members of the board felt having this medication on hand is providing the district protection. Nicholson asked the board to waive the second read and approve the policy as presented.

Moved by Vyskocil, seconded by VanDeKreeke to approve the waiving of the second read and approval of the Administration of Naloxone (Narcan) policy as presented. Aye 5 (VanLaanen, Vyskocil, , Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

K Board & Superintendent Communications:

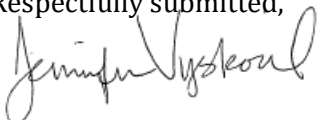
- Thank you to Keith, Kurt and all those involved in the referendum and strategic planning meetings. Thank you for your time and commitment with these two events.
- VandeWalle explained the benefit of the general public being able to view board meeting recordings. He asked that the district revisit this topic to see if there is an option to record meetings for the public to watch at a later time. Weyers explained that board meetings were recorded at one time and placed on the website for everyone to watch. As the laws for recording meetings changed, the board decided to no longer record meetings. The new ADA laws require that any posting of recorded meetings include closed captioning. At the time this cost of purchasing the equipment/service was very expensive. The board made the decision to end recording of meetings. When Covid arrived, the laws loosened up for a short time to allow for people to watch virtually. Having the meeting recordings available for the public to view helps with promoting transparency. Lucius is working with Scott Truskowski to see if it is cost effective to provide these recordings and include the requirement of closed captioning.
- Lucius stated he is putting together a video explaining how school funding works. The video is being created by a student and will be available on the district’s website.
- VanDeKreeke asked what the district does for its crossing guards. He positively spoke about the crossing guard located near his home. Weyers explained that the Crossing Guards are honored at a dinner in January during Adult Crossing Guard Week. This year’s dinner is scheduled for January 12th. The board is invited to attend this dinner.

L. Future Board Meetings & Topics:

- The next board meeting is scheduled for **Wednesday, January 11, 2023**, at 6:30 pm in the District Office; 1055 Griffiths Lane; Ashwaubenon, WI.

- M. Adjournment:** Moved by Vyskocil, seconded by VanDeKreeke to adjourn the meeting at 7:34 p.m. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke) Nay 0. Motion carried 5:0

Respectfully submitted,



Jennifer Vyskocil

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
284		11/12/2022		CORP MASTERCARD	0.00
285		12/12/2022		CORP MASTERCARD	29,777.64
285		12/12/2022		CORP MASTERCARD	0.00
2279		12/20/2022		BANK FIRST	208,909.59
2279		12/31/2022		BANK FIRST	383.08
2279		12/31/2022		BANK FIRST	0.00
2280		12/20/2022		WI DEPT OF REVENUE	34,583.80
2280		12/31/2022		WI DEPT OF REVENUE	0.00
2281		12/20/2022		WI DEPT OF REVENUE	578.01
2284		12/22/2022		WI RETIREMENT SYSTEM	242,768.50
2285		12/22/2022		VISION SERVICE PLAN	2,826.37
2286		01/05/2023		BANK FIRST	207,072.70
2287		01/05/2023		WI DEPT OF REVENUE	34,315.70
18216		12/06/2022		DIETZ, LARRY	80.00
18217		12/06/2022		HEGLUND, TROY	55.00
18218		12/06/2022		JENSEN CHARLES	80.00
18219		12/06/2022		KNETTER DANIEL	55.00
18220		12/06/2022		MATUSZEWski, STEVE	80.00
18221		12/06/2022		SCHOENHERR, MARK	55.00
18222		12/06/2022		STEAVPACK, DAVE	55.00
18223		12/09/2022		DEMERATH BRIAN	55.00
18224		12/09/2022		MILLIREN, DANIEL	80.00
18225		12/09/2022		PAULOWSKI, ERIC	55.00
18226		12/09/2022		REINKE, DAVE	80.00
18227		12/09/2022		UITENBROEK JUSTIN	80.00
18228		12/09/2022		WHITE, SIDNEY	55.00
18229		12/09/2022		WILLIAMS, MICHAEL	55.00
18230		12/13/2022		DELZER, BOB	80.00
18231		12/13/2022		DUMAS, DON	80.00
18232		12/13/2022		KAUFMAN JEFF	80.00
18233		12/13/2022		LATOUR, PATRICK	80.00
18234		12/13/2022		SCHOENHERR, MARK	55.00
18235		12/13/2022		STEAVPACK, DAVE	55.00
18236		12/13/2022		STREBEL, JANE	80.00
18237		12/16/2022		DAVIS, BENJAMIN	80.00
18238		12/16/2022		KASSNER, STEVEN	55.00
18239		12/16/2022		KAUFMAN JEFF	80.00
18240		12/16/2022		KUNZ JOHN	80.00
18241		12/16/2022		LEMONS, GARY	80.00
18242		12/16/2022		MCGINNIS, BRIAN	80.00
18243		12/16/2022		MIDTHUN, TOM	55.00
18244		12/16/2022		SCHOENHERR, MARK	55.00
18245		12/16/2022		WORKENTINE, BENJAMIN	55.00
18246		12/20/2022		KNETTER DANIEL	55.00
18247		12/20/2022		ROBINSON BRIAN	80.00
18248		12/20/2022		WENIG, AL	80.00
18249		12/20/2022		WENIG, JOHN	80.00
18250		12/20/2022		WICHMANN, TYLER	55.00
18251		12/28/2022		HEGLUND, TROY	55.00
18252		12/28/2022		LEWAREN, TIM	55.00
18253		12/28/2022		LLOYD JOHN	80.00
18254		12/28/2022		LLOYD, TIMOTHY	80.00
18255		12/28/2022		MERTEN, DAN	80.00
18256		12/29/2022		KINYON LOGAN	80.00
18257		12/29/2022		LLOYD JOHN	80.00
18258		12/29/2022		LLOYD, TIMOTHY	80.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
18259		01/03/2023		BETANCUR MICHAEL	80.00
18260		01/03/2023		BLANK, MATT	55.00
18261		01/03/2023		BROWN, FARAH	55.00
18262		01/03/2023		CHAMPION MARK	80.00
18263		01/03/2023		MARQUARDT TYLER	80.00
31451		12/01/2022		TEAM APPAREL & SPECIALTIES INC	-1,372.00
31507		12/13/2022		HUGHES, CAILEEN	-325.00
31530		12/05/2022		VANDER HEIDEN, DAN	-130.00
31535		12/06/2022		BRAY, MARK	140.00
31536		12/06/2022		LEMIRE, SCOTT	140.00
31537		12/06/2022		SELNER, GREG	140.00
31538		12/06/2022		WILLERT, SCOTT	140.00
31539		12/07/2022		BOB ROGERS TRAVEL	1,000.00
31540		12/07/2022		BREVARD PRODUCTIONS	750.00
31541		12/07/2022		CHARLES, KAYLA	175.00
31542		12/07/2022		CROWN & TROPHY	5,123.12
31543		12/07/2022		EQUAL RIGHTS DIVISION	135.00
31544		12/07/2022		FOX CITIES EMBROIDERY INC	6,476.00
31545		12/07/2022		GEGARE, LOIS	350.00
31546		12/07/2022		GORANTLA, AASHIRYA	51.92
31547		12/07/2022		HARMANN STUDIOS	750.00
31548		12/07/2022		HAVLICHEK, STEVE	100.00
31549		12/07/2022		HOMA, JOANNE	96.00
31550		12/07/2022		HUGHES, CAILEEN	325.00
31550		12/13/2022		HUGHES, CAILEEN	-325.00
31551		12/07/2022		HUGUET, JILL	500.00
31552		12/07/2022		KROEGER, LISA	400.00
31553		12/07/2022		LARSEN, JENNIFER	1,200.00
31554		12/07/2022		LUTZ, AMY	49.86
31555		12/07/2022		MELOTTE-SKALESKI DIST INC	2,270.79
31556		12/07/2022		PELLE, AARON	490.00
31557		12/07/2022		PLAY IT AGAIN SPORTS INC	255.84
31558		12/07/2022		POSTELL, SHAWN	1,000.00
31559		12/07/2022		ROCHELEAU, BERNARD	62.00
31560		12/07/2022		RYCZKOWSKI, BRIAN	564.59
31561		12/07/2022		SAWALL, DAVE	400.00
31562		12/07/2022		SHIMANEK, ASHLEY	25.48
31563		12/07/2022		TEAM APPAREL & SPECIALTIES INC	1,372.00
31564		12/07/2022		VALUE HOLIDAYS	4,000.00
31565		12/07/2022		WAROFF, NICKLAS	400.00
31566		12/09/2022		KWIK TRIP	1,000.00
31567		12/09/2022		PETTY CASH ASHWAUBENON HIGH SCHOOL	60.00
31568		12/14/2022		BOB ROGERS TRAVEL	5,173.83
31569		12/14/2022		CORNERSTONE COMMUNITY CENTER	7,176.03
31570		12/14/2022		DECA	112.00
31571		12/14/2022		ELSMORE SWIM SHOP	663.75
31572		12/14/2022		FOX CITIES EMBROIDERY INC	300.00
31573		12/14/2022		GOAL-LINE, INC	3,602.90
31574		12/14/2022		GREINER, EMILY	325.00
31575		12/14/2022		HARMANN STUDIOS	105.00
31576		12/14/2022		KLITZKE, DUSTIN	140.00
31577		12/14/2022		MELOTTE-SKALESKI DIST INC	111.96
31578		12/14/2022		NEW COMMUNITY SHELTER	92.00
31579		12/14/2022		PETTY CASH ASHWAUBENON HIGH SCHOOL	200.00
31580		12/14/2022		PREBLE HIGH SCHOOL	450.00
31581		12/14/2022		PRO3 SOLUTIONS	2,120.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
31582		12/14/2022		RAHM, ANTHONY	140.00
31583		12/14/2022		SELNER, GREG	140.00
31584		12/14/2022		SUMMIT COMMERCIAL FITNESS	946.00
31585		12/14/2022		TEAM APPAREL & SPECIALTIES INC	144.00
31586		12/14/2022		VANDENELZEN, STEVEN OR HEIDI	673.02
31587		12/14/2022		WACPC INC	250.00
31588		12/14/2022		PETTY CASH ASHWAUBENON HIGH SCHOOL	300.00
31589		12/20/2022		HAAG, WILLIAM	140.00
31590		12/20/2022		SMITH, KEVIN	140.00
31591		12/20/2022		WILLERT, SCOTT	140.00
31592		12/21/2022		ANDERSON, RODNEY	527.52
31593		12/21/2022		GAUTHIER, SCOTT	140.00
31594		12/21/2022		MUSIC THEATRE INTL INC	3,980.00
31595		12/21/2022		NEENAH HIGH SCHOOL	900.00
31596		12/21/2022		RAHM, ANTHONY	140.00
31597		12/21/2022		REBEL ATHLETIC INC	665.00
31598		12/21/2022		RUSS DAVIS WHOLESALE INC	14,272.00
31599		12/21/2022		SAM'S CLUB/SYCHRONY BANK	1,120.82
31600		12/21/2022		SEYMOUR, PAUL	945.07
31601		12/21/2022		WILLERT, SCOTT	140.00
108888		12/07/2022		PHILLIP, KRISTIN	147.76
108889		12/09/2022		NATIONAL RAILROAD MUSEUM INC	130.00
108889		12/23/2022		NATIONAL RAILROAD MUSEUM INC	-130.00
108890		12/09/2022		US POSTAL SERVICE - BMEU	1,000.00
108891		12/12/2022		ABC-CLIO LLC	89.00
108892		12/12/2022		ASHWAUBENON BOWLING ALLEY	1,082.25
108893		12/12/2022		BARLOW PLANETARIUM	815.00
108894		12/12/2022		CARLTON, KATIE	220.22
108895		12/12/2022		EBSCO	744.00
108896		12/12/2022		EDGE ENTERTAINMENT LIMITED	4,500.00
108897		12/12/2022		FORK FARMS	11.95
108898		12/12/2022		GRAINGER INC	11.40
108899		12/12/2022		JEFF'S PIANO SALES & SERVICE	200.00
108900		12/12/2022		LAMBRECHT, JENNIFER	360.00
108901		12/12/2022		NWTC BOOKSTORE	996.25
108902		12/12/2022		OCLC INC (ONLINE COMPUTER LIBRARY CENTER	9.30
108903		12/12/2022		OVERDRIVE INC	927.88
108904		12/12/2022		PAGE, KATHERINE	180.38
108905		12/12/2022		ROUTE 41 PIZZA LLC - DOMINO'S	2,245.50
108906		12/12/2022		SAM'S CLUB/SYCHRONY BANK	374.69
108907		12/12/2022		SAROSIEK, TED	175.00
108908		12/12/2022		SAVEAROUND	1,407.50
108909		12/12/2022		TENOR, GERALD	20.00
108910		12/12/2022		US POSTAL SERVICE - BMEU	275.00
108911		12/12/2022		UW GREEN BAY	319.89
108912		12/12/2022		VAN EGEREN, CHAD	17.60
108913		12/12/2022		ZIMONICK BROTHERS PRODUCE INC	229.85
108914		12/12/2022		NATIONAL RAILROAD MUSEUM INC	130.00
108915		12/14/2022		CHICS 'N DIP	1,663.00
108916		12/14/2022		PDQ CAR WASH CORPORATE	536.00
108917		12/19/2022		AMBROSIUS SALES & SERVICE INC	47.98
108918		12/19/2022		CLIFTON LARSON ALLEN LLP	9,465.75
108919		12/19/2022		ELITE GROUP, THE	2,786.00
108920		12/19/2022		GRAINGER INC	262.49
108921		12/19/2022		GREEN BAY CITY TREASURER	417.00
108922		12/19/2022		GYM BOYS LLC	1,200.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
108923		12/19/2022		NORTHERN METAL & ROOFING CO INC	550.00
108924		12/19/2022		OSHKOSH AREA SCHOOL DISTRICT	5,850.00
108925		12/19/2022		PRAIRIE FARMS DAIRY, INC	9,657.35
108925		12/19/2022		PRAIRIE FARMS DAIRY, INC	0.00
108925		12/19/2022		PRAIRIE FARMS DAIRY, INC	0.00
108926		12/19/2022		VILLAGE ROASTERS	1,483.50
108927		12/19/2022		WAYNE CONSULTING INC	1,501.83
108928		12/19/2022		WI DEPT OF JUSTICE	105.00
108929		12/19/2022		ZIMONICK BROTHERS PRODUCE INC	1,352.95
108930		12/19/2022		VILLAGE ROASTERS	1,471.50
108931		12/19/2022		ASHWAUBENON EDUCATION FOUNDATION	10.00
108932		12/19/2022		UNITED WAY OF BROWN COUNTY INC	99.00
108933		12/19/2022		WI SUPPORT COLLECTION TRUST FUND	1,161.93
108934		12/22/2022		MADISON NATL LIFE INSURANCE CO	1,653.59
108935		12/22/2022		MADISON NATL LIFE INSURANCE CO	8,460.03
108936		12/22/2022		METLIFE	11,050.35
108937		12/27/2022		BENO BETH	397.31
108938		12/27/2022		BETTER DAYS MENTORING LLC	1,041.50
108939		12/27/2022		BOOKLIST	174.95
108940		12/27/2022		CB PROMOTIONS LLC	578.00
108941		12/27/2022		CEC	156.25
108942		12/27/2022		CELLCOM GREEN BAY MSA	1,226.44
108943		12/27/2022		CENTRAL RESTAURANT PRODUCTS	642.58
108944		12/27/2022		HELMRICH LEANNE	130.00
108945		12/27/2022		HOBART SERVICE	356.60
108946		12/27/2022		INLAND FINANCE COMPANY	269.20
108947		12/27/2022		LAYDEN, JENNIFER	150.00
108948		12/27/2022		LET ME BE FRANK PRODUCTIONS	975.00
108949		12/27/2022		LINDE GAS & EQUIPMENT INC	495.95
108950		12/27/2022		METAL SUPERMARKETS GREEN BAY	21.25
108951		12/27/2022		NSIGHT TELSERVICES	1,393.77
108952		12/27/2022		OCLC INC (ONLINE COMPUTER LIBRARY CENTER	1.55
108953		12/27/2022		PRIORITY FITNESS	1,984.12
108954		12/27/2022		RAE-COR DISTRIBUTING LLC	541.50
108955		12/27/2022		RATZBURG, TAYLOR	103.56
108956		12/27/2022		RGM ENTERPRISES LLC	774.00
108957		12/27/2022		ROUTE 41 PIZZA LLC - DOMINO'S	2,445.00
108958		12/27/2022		STEAVPACK, DAVE	60.00
108959		12/27/2022		T-MOBILE	200.00
108960		12/27/2022		ZIMONICK BROTHERS PRODUCE INC	1,671.45
108961		01/03/2023		5 POINT FABRICATION LLC	300.00
108962		01/03/2023		ANDERSON, DUSTIN	560.00
108963		01/03/2023		ASHWAUBENON WATER & SEWER UTILITY	1,884.33
108964		01/03/2023		ASSETWORKS RISK MANAGEMENT INC	1,040.00
108965		01/03/2023		BLANCHARD, TROY	90.00
108966		01/03/2023		CESA 10	2,115.00
108967		01/03/2023		DEJARDIN, CHRISTOPHER	90.00
108968		01/03/2023		FORK FARMS	127,012.90
108969		01/03/2023		KOBUSSEN BUSES LTD	375.04
108970		01/03/2023		KUEHN PRINTING	1,001.60
108971		01/03/2023		LARSEN, JENNIFER	400.00
108972		01/03/2023		MEDCO SUPPLY CO	120.97
108973		01/03/2023		PARKS, MICHELLE	1,750.00
108974		01/03/2023		SADDLEBACK EDUCATION PUBLISHING	727.95
108975		01/03/2023		SALEWSKI, DONOVAN	60.00
108976		01/03/2023		SCHMOLL, MARK	90.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
108977		01/03/2023		STAPLES BUSINESS CREDIT	88.89
108978		01/03/2023		THOMSON, RICH	90.00
108979		01/03/2023		THOR, TRUMAN	700.00
108980		01/03/2023		VAZQUEZ, LORNA T	1,750.00
108981		01/03/2023		WARD, RYAN	60.00
108982		01/03/2023		ZIMONICK BROTHERS PRODUCE INC	604.20
108983		01/03/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
222300757		12/06/2022		CONSTELLATION NEWENERGY-GAS DIV LLC	9,154.04
222300758		12/07/2022		BIOPURE GREEN BAY	300.00
222300759		12/07/2022		BRANDER ENGINEERING INC	1,035.25
222300760		12/07/2022		BSN SPORTS LLC	1,208.00
222300761		12/07/2022		MEINEL, ANDREW	86.33
222300762		12/07/2022		PENZA, KEVIN	958.85
222300763		12/07/2022		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	3,119.76
222300764		12/12/2022		ALPHA BAKING COMPANY	271.42
222300765		12/12/2022		BARNES AND NOBLE BOOKSELLERS	123.80
222300766		12/12/2022		BATTERIES PLUS LLC	65.52
222300767		12/12/2022		BELLIN HEALTH	27,231.58
222300768		12/12/2022		BIRDSEYE DAIRY INC	108.03
222300769		12/12/2022		BLICK ART MATERIALS	41.43
222300770		12/12/2022		CAVIL, LORI	39.63
222300771		12/12/2022		CINTAS CORPORATION	202.15
222300772		12/12/2022		ENTERPRISE RENT-A-CAR	212.40
222300773		12/12/2022		FIRST SUPPLY LLC- GREEN BAY	62.01
222300774		12/12/2022		HAAPALA, MICHELLE	174.37
222300775		12/12/2022		HUCEK, KRISTINE	37.49
222300776		12/12/2022		IMIG, JAKE	38.95
222300777		12/12/2022		JW PEPPER & SONS INC	45.99
222300778		12/12/2022		KASTER, MEEGAN	89.67
222300779		12/12/2022		LAFORCE HARDWARE INC	55.00
222300780		12/12/2022		LAMERS BUS LINES INC	109,523.92
222300780		12/12/2022		LAMERS BUS LINES INC	0.00
222300781		12/12/2022		LASEE, JAMIE	194.32
222300782		12/12/2022		MENARDS INC	16.75
222300783		12/12/2022		MENARDS INC	81.91
222300784		12/12/2022		NORTHEAST WI TECHNICAL COLLEGE	7,904.10
222300785		12/12/2022		PERFORMANCE FOODSERVICE	6,729.66
222300786		12/12/2022		QUILL CORP	53.82
222300787		12/12/2022		RUPP-KILGORE, ROBERT	110.88
222300788		12/12/2022		SCHOOL SPECIALTY LLC	139.30
222300789		12/12/2022		THOMSON, LEAH	196.58
222300790		12/12/2022		WI DOCUMENT IMAGING LLC	1,196.42
222300791		12/12/2022		WI PUBLIC SERVICE CORP	37,625.74
222300792		12/14/2022		BECKER, ERICA	50.00
222300793		12/14/2022		BELLILE, LISA	261.94
222300794		12/14/2022		BSN SPORTS LLC	1,399.20
222300795		12/14/2022		JIMOS, MARC	469.87
222300796		12/14/2022		PFLUGER, KRISTEN	89.85
222300797		12/14/2022		TRUE NORTH ENERGY	7,537.50
222300798		12/19/2022		ALPHA BAKING COMPANY	271.92
222300799		12/19/2022		AMAZON CAPITAL SERVICES	2,208.92
222300800		12/19/2022		AMERICAN WELDING & GAS INC	320.37
222300801		12/19/2022		BARNHART, THOMAS	157.24
222300802		12/19/2022		BIRDSEYE DAIRY INC	101.01
222300803		12/19/2022		BLICK ART MATERIALS	844.66
222300804		12/19/2022		CAMERA CORNER INC	2,640.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
222300805		12/19/2022		CARRICO AQUATIC RESOURCES INC	350.00
222300806		12/19/2022		CINTAS CORPORATION	202.15
222300807		12/19/2022		CONRADT, BRENDA	35.73
222300808		12/19/2022		GFL ENVIRONMENTAL USA INC	2,767.43
222300809		12/19/2022		HERALD, KATHERINE	62.63
222300810		12/19/2022		HIBBARD, JOEL	20.97
222300811		12/19/2022		HNILICKA, WENDY	80.00
222300812		12/19/2022		INFO MART INC	64.00
222300813		12/19/2022		JW PEPPER & SONS INC	282.98
222300814		12/19/2022		LAFORCE HARDWARE INC	386.00
222300815		12/19/2022		LAMERS BUS LINES INC	479.70
222300816		12/19/2022		LYNC ACADEMY LLC	3,660.00
222300817		12/19/2022		MACHT VILLAGE PROGRAMS LLC	4,883.25
222300818		12/19/2022		MARCO	1,001.95
222300819		12/19/2022		MENARDS INC	282.01
222300820		12/19/2022		PASQUALUCCI, ANDREA	800.00
222300821		12/19/2022		PERFORMANCE FOODSERVICE	8,058.79
222300822		12/19/2022		SEVEN UP BOTTLING CO INC	88.00
222300823		12/19/2022		STATHAS, SHERYL	107.20
222300824		12/19/2022		USIC LOCATING SERVICES INC	56.14
222300825		12/19/2022		WEX BANK	583.41
222300826		12/19/2022		WI PUBLIC SERVICE CORP	3,047.94
222300827		12/19/2022		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	12,583.32
222300828		12/19/2022		RELIANCE TRUST COMPANY - ASHWAUBENON 457	8,328.68
222300829		12/19/2022		WEA TSA TRUST	72,587.43
222300830		12/19/2022		TRUE NORTH ENERGY	9,045.00
222300831		12/21/2022		BSN SPORTS LLC	597.00
222300832		12/21/2022		LAMERS BUS LINES INC	179.67
222300833		12/21/2022		MATHU, NADINE	24.94
222300834		12/21/2022		PHILLIPS, KEVIN	600.00
222300835		12/27/2022		ALPHA BAKING COMPANY	256.15
222300836		12/27/2022		BARNHART, THOMAS	1,126.95
222300837		12/27/2022		BATTERIES PLUS LLC	47.76
222300838		12/27/2022		BECKER, ERICA	688.98
222300839		12/27/2022		BIRDSEYE DAIRY INC	330.23
222300840		12/27/2022		BRAUER, AMY	15.98
222300841		12/27/2022		CINTAS CORPORATION	204.79
222300842		12/27/2022		COMPASS GROUP	69,491.00
222300843		12/27/2022		GILLESPIE, BRACK	35.95
222300844		12/27/2022		H J MARTIN & SON INC	95.00
222300845		12/27/2022		HEID MUSIC CO	607.47
222300846		12/27/2022		KASTER, MEEGAN	91.15
222300847		12/27/2022		KITCHEN-TECH LLC	800.00
222300848		12/27/2022		KUROWSKI, KATHRYN	34.50
222300849		12/27/2022		LAFORCE HARDWARE INC	560.00
222300850		12/27/2022		LAMERS BUS LINES INC	23,774.16
222300850		12/27/2022		LAMERS BUS LINES INC	0.00
222300850		12/27/2022		LAMERS BUS LINES INC	0.00
222300850		12/27/2022		LAMERS BUS LINES INC	0.00
222300851		12/27/2022		LASEE, MELANIE	252.34
222300852		12/27/2022		MENARDS INC	417.43
222300853		12/27/2022		NASSCO INC	111.50
222300854		12/27/2022		OBERSTADT, MEGAN	25.20
222300855		12/27/2022		PASQUALUCCI, ANDREA	282.90
222300856		12/27/2022		PEPSI COLA OF GREEN BAY	1,695.32
222300857		12/27/2022		PERFORMANCE FOODSERVICE	11,997.46

CHECK COMMENT	CHECK	COMMENT		
NUMBER	DATE	VENDOR		AMOUNT
222300858	12/27/2022	QUILL CORP		51.99
222300859	12/27/2022	SCHREITER, MATTHEW		475.00
222300860	12/27/2022	TAURIAINEN, KAITLIN		289.42
222300861	12/27/2022	TREML, AMANDA		255.93
222300862	12/27/2022	VOS ELECTRIC INC		672.50
222300863	01/03/2023	ALPHA BAKING COMPANY		498.14
222300864	01/03/2023	AMA HEATING & AIR CONDITIONING INC		1,874.34
222300865	01/03/2023	AMERICAN WELDING & GAS INC		1,054.09
222300866	01/03/2023	BIRDSEYE DAIRY INC		337.50
222300867	01/03/2023	CESA 6		5,052.12
222300868	01/03/2023	CINTAS CORPORATION		202.15
222300869	01/03/2023	CONSTELLATION NEWENERGY-GAS DIV LLC		14,713.04
222300870	01/03/2023	HEINEMANN EDUCATIONAL BOOKS		1,402.50
222300871	01/03/2023	JOHNSON & JONET MECHANICAL CONTRACTORS I		3,005.86
222300872	01/03/2023	JW PEPPER & SONS INC		142.99
222300873	01/03/2023	LAFORCE HARDWARE INC		240.06
222300874	01/03/2023	LYNC ACADEMY LLC		5,200.00
222300875	01/03/2023	MARCO		4,052.67
222300876	01/03/2023	MENARDS INC		248.04
222300877	01/03/2023	NASSCO INC		405.50
222300878	01/03/2023	NORTHEAST WI TECHNICAL COLLEGE		2,000.00
222300879	01/03/2023	PACKER CITY SOFT WATER LLC		329.00
222300880	01/03/2023	PEPSI COLA OF GREEN BAY		1,773.76
222300881	01/03/2023	PERFORMANCE FOODSERVICE		12,006.26
222300882	01/03/2023	QUILL CORP		138.91
222300883	01/03/2023	UNITED MAILING SERVICES INC		378.42
222300884	01/03/2023	WI DOCUMENT IMAGING LLC		1,775.12
222300885	01/03/2023	WP BEVERAGES LLC - PEPSI COLA OF GREEN B		214.76
Totals for checks				1,601,666.51

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	722,243.57	0.00	355,624.34	1,077,867.91
21	Gifts & Donations	2,000.00	0.00	120,583.67	122,583.67
27	Special Education	116,481.44	0.00	25,681.25	142,162.69
50	Food Service	14,947.95	0.00	195,314.51	210,262.46
80	Community Service Fund	4,216.87	0.00	27,175.15	31,392.02
81	Ashwaubenon PAC	4,056.99	0.00	13,340.77	17,397.76
***	Fund Summary Totals ***	863,946.82	0.00	737,719.69	1,601,666.51

***** End of report *****

RESIGNATIONS/RETIREMENTS/LAYOFFS

PROFESSIONAL / ADMINISTRATION STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

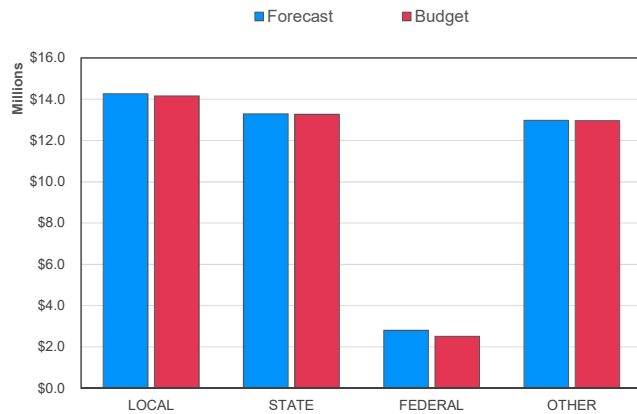
Name	FTE	Position	School	Notes
Gillespie, Brack	1.0 FTE	Science Instructor	AHS	Retirement after 29 years in the district. Retirement is effective the end of the 2022-23 school year.
Lindstrum-Ness, Susan	1.0 FTE	Spanish Instructor	AHS	Retirement after 27 years in the district. Retirement is effective the end of the 2022-23 school year.

General and Special Education Funds | Financial Forecast

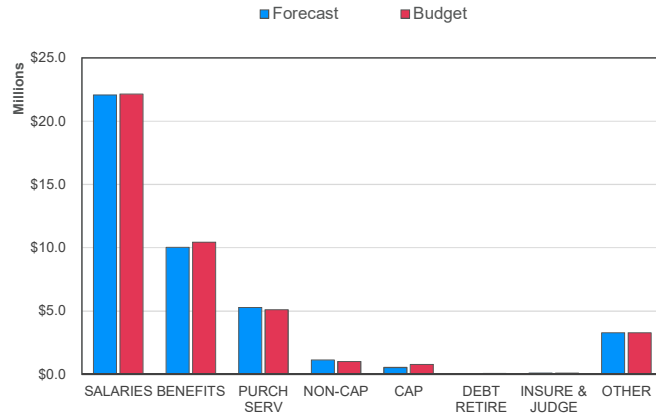
For the Period Ending November 30, 2022

	Prior YTD	Current YTD	Add: Anticipated Revenues / Expenses	Annual Forecast	Annual Budget	Variance Favorable / (Unfavorable)
REVENUES						
Local	\$163,649	\$192,717	\$14,069,922	\$14,262,640	\$14,166,340	\$96,300
State	\$1,460,341	\$1,533,598	\$11,759,178	\$13,292,776	\$13,263,543	\$29,233
Federal	\$250,887	\$732,039	\$2,070,590	\$2,802,629	\$2,520,240	\$282,389
Other	\$20,798	\$22,506	\$12,957,676	\$12,980,182	\$12,962,083	\$18,099
TOTAL REVENUE	\$1,895,675	\$2,480,860	\$40,857,367	\$43,338,227	\$42,912,207	\$426,020
EXPENDITURES						
Salaries	\$6,180,458	\$6,279,887	\$15,790,595	\$22,070,481	\$22,140,893	\$70,412
Benefits	\$3,364,806	\$2,857,191	\$7,178,619	\$10,035,810	\$10,442,078	\$406,267
Purchased Services	\$1,408,259	\$1,642,331	\$3,651,755	\$5,294,086	\$5,095,317	(\$198,769)
Non-Cap Objects	\$322,351	\$484,188	\$645,137	\$1,129,326	\$1,015,651	(\$113,675)
Capital Objects	\$138,508	\$48,548	\$492,812	\$541,360	\$783,567	\$242,207
Debt Retirement	\$0	\$0	\$43,623	\$43,623	\$58,500	\$14,877
Insurance and Judgements	\$83,329	\$87,698	\$11,477	\$99,175	\$95,000	(\$4,175)
Other Objects/Transfers	\$42,027	\$38,811	\$3,234,695	\$3,273,505	\$3,279,064	\$5,558
TOTAL EXPENDITURES	\$11,539,738	\$11,438,654	\$31,048,713	\$42,487,367	\$42,910,070	\$422,702
SURPLUS / (DEFICIT)	(\$9,644,063)	(\$9,957,794)	\$9,808,653	\$850,860	\$2,137	\$848,722
ENDING FUND BALANCE	(\$4,541,792)	(\$5,170,982)		\$4,637,671	\$3,788,948	\$848,723

Revenues by Source | Forecast vs. Budget



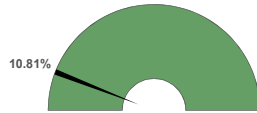
Expenditures by Object | Forecast vs. Budget



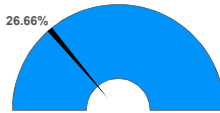
General and Special Education Funds | Expenditure Dashboard

For the Period Ending November 30, 2022

Projected Year End Fund Balance as % of Budgeted Expenditures

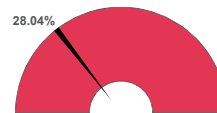


Actual YTD Total Expenditures



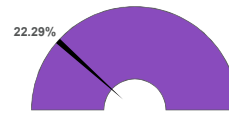
Projected YTD Total Expenditures
27.29%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
29.05%

Actual YTD Other Objects

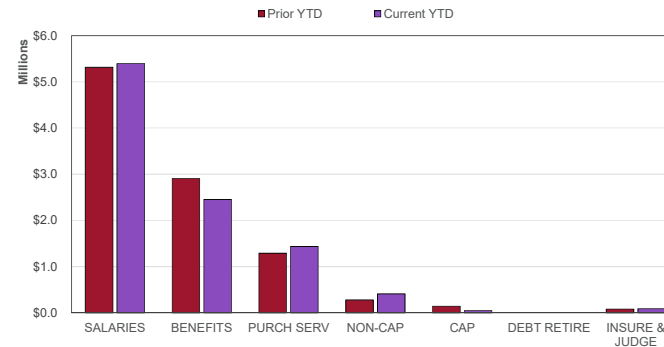


Projected YTD Other Objects
21.76%

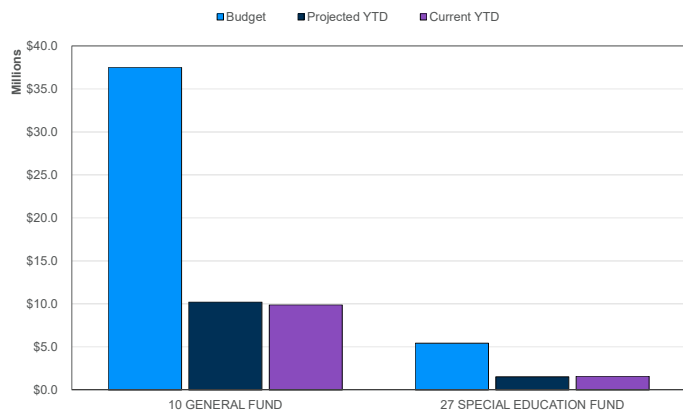
Top 10 Expenditures by Function (Year-to-Date)

Undifferentiated Curriculum	\$2,769,915.56
Regular Curriculum	\$1,783,840.43
Business Administration	\$1,704,295.37
Special Education Curriculum	\$1,070,060.85
School Building Administration	\$861,886.40
Other Support Services	\$643,970.94
Pupil Services	\$574,612.30
Instructional Staff Services	\$511,460.30
Vocational Curriculum	\$372,639.49
Physical Curriculum	\$262,914.41
Percent of Total Expenditures Year-to-Date	92.28%

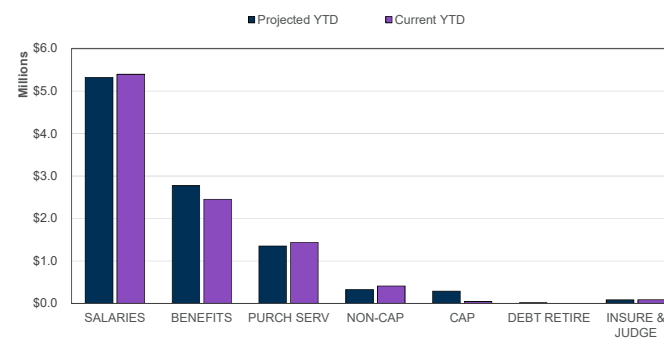
Expenditures by Object



Total Expenditures



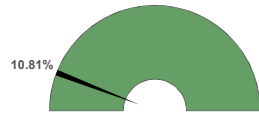
Expenditures By Object



General and Special Education Funds | Revenue Dashboard

For the Period Ending November 30, 2022

Projected Year End Fund Balance as % of Budgeted Revenues



Actual YTD Total Revenues



Projected YTD Total Revenues
4.61%

Actual YTD Local Sources



Projected YTD Local Sources
0.68%

Actual YTD State Sources

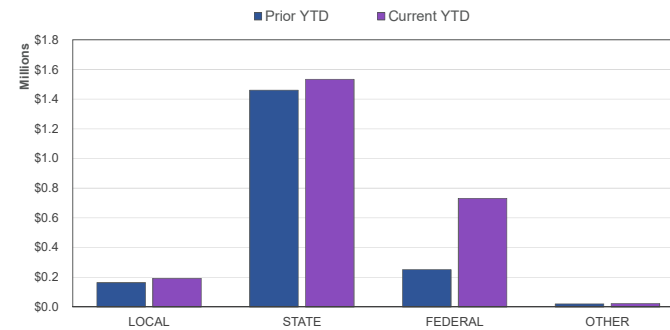


Projected YTD State Sources
12.28%

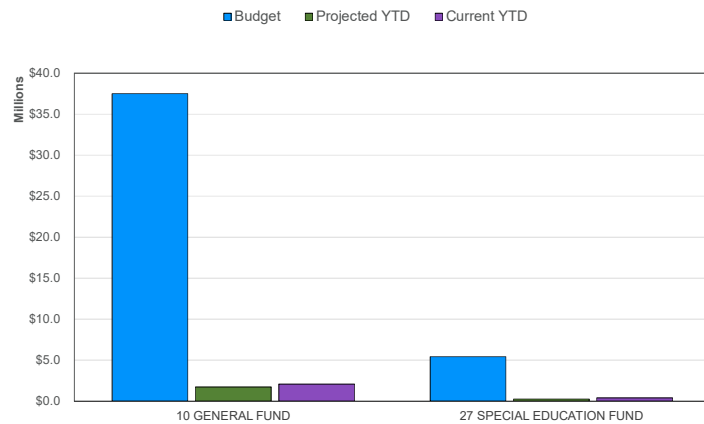
Top 10 Sources of Revenue (Year-to-Date)

State Equalization Aid	\$1,319,528.00
Federal Spec Project Grants	\$529,418.25
Fed Aid Fr Non Dpi State Agency	\$198,889.00
State Handicapped Aid	\$190,949.00
Student Fees	\$94,278.10
Interest On Investments	\$47,175.86
Admissions	\$40,286.00
Other State Revenue	\$21,274.09
Prior Year Adjustment	\$14,419.00
Sale Of Materials For Resale	\$7,429.65
Percent of Total Revenues Year-to-Date	99.31%

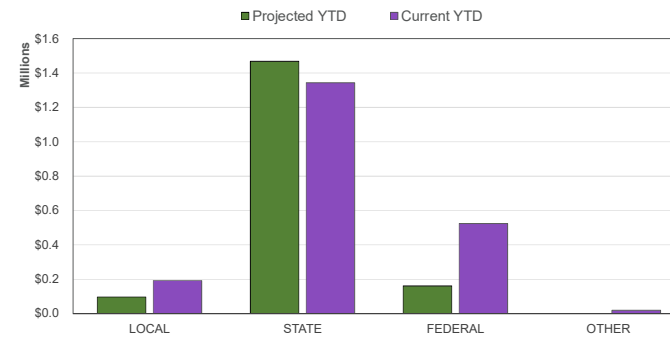
Revenues by Source



Total Revenues



Revenues by Source



Action Item: 1

Ashwaubenon School Board

Meeting Date:	January 11, 2023
Issue:	Second read and approval of policies pertaining to open enrollment
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><u>Policy 2370, 5111, 5112, 5113, 5113.01 and 5200</u>– Yearly review of policy prior to the start of the open enrollment application period. With the exception of policy 5112 and 5113, no changes recommended.</p> <p>Policy 2370 - "Youth Apprenticeship Program" was added as an option to meet the requirements of 118.57 (1). <i>School boards and schools that offer youth apprenticeships must add "the youth apprenticeship program" to the list of educational opportunities the board publishes as a class 1 notice and on its internet site and the high school provides to parents and guardians with its annual accountability report.</i></p> <p>Policy 5113 - This policy has been reorganized to make it easier for District's to use when evaluating open enrollment applications and to include clarification regarding preferential processing of applications for siblings of any student selected in the random selection process, provided that there is space in the sibling's grade level. Adoption of the revision is recommended.</p>
Recommendation:	Review and final approval.



Book	Policy Manual
Section	2000 Program
Title	EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370
Status	
Adopted	August 12, 2020
Last Revised	January 12, 2022
Last Reviewed	January 12, 2022

2370 - **EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT**

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

Dual Credit Programs

Students enrolled in grades 11 and 12 may take approved dual credit programs with Technical College in accordance with State law and District procedures.

Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Online Courses

Students may enroll in online courses when such course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

Youth Apprenticeship Program

The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - **Full-Time** Open Enrollment Program (Inter-District).

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

Reviewed 1/12/22

Revised 1/11/2023

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Last Modified by Jennifer Bower on December 6, 2022



Book	Policy Manual
Section	5000 Students
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	Active
Adopted	June 1, 2008
Last Revised	January 12, 2022

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve(12) who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.
- J. Foreign students, participating in a bona fide, foreign-exchange program, may be admitted consistent with Federal law.
- K. Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.

- L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- M. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.
- N. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- O. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the Board determines there is sufficient space in the classroom.
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The Superintendent, at his/her discretion, may deny admission to a student who has been expelled from another Wisconsin public school district, for the period of the unexpired term of the expulsion. When the expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met.

Conditional Enrollment

The Board may specify in a written order one (1) or more enrollment conditions instead of or in addition to any early reinstatement conditions, if any, imposed by the school board that expelled the student or instead of or in addition to any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the Superintendent determines that the student has met the enrollment conditions established in a written order, the Superintendent may grant the student conditional enrollment in a school in the District. The determination of the Superintendent is final.

1. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment but before the expiration of the term of expulsion, the Superintendent may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the Superintendent shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the Superintendent revokes the student's conditional enrollment, the Superintendent shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent may request a conference with the Superintendent who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the Superintendent finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the Superintendent finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the Superintendent is final.
2. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

Revised 3/10/14

Revised 4/25/16

Revised 1/10/18

Revised 11/14/18

Revised 7/10/19

Revised 11/13/19
Revised 12/9/20
Reviewed 1/12/22

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Legal

- 118.51, Wis. Stats.
- 118.52, Wis. Stats.
- 120.13(1), Wis. Stats.
- 121.77, Wis. Stats.
- 121.78(2)(a), Wis. Stats.
- 121.81, Wis. Stats.
- 121.84, Wis. Stats.
- McKinney-Vento Act (42 U.S.C. 11431, et. seq.)
- 118.53, Wis. Stats.

Last Modified by Tamela Moody on February 15, 2022



Book	Policy Manual
Section	5000 Students
Title	ENTRANCE AGE
Code	po5112
Status	Active
Adopted	June 9, 2008
Last Revised	January 12, 2022

5112 - **ENTRANCE AGE**

The Board of Education shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. **Kindergarten**

1. A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. **First Grade**

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5)-year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5)-year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5)-year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first-grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5)-year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

C. **Appeal of Denial of Waiver**

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the Superintendent by submitting a written request to the Superintendent within ten (10) days of the decision of the principal.

The decision of the Superintendent is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Each child who is entitled to admittance into a public school in the District must have a school-entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 - Health Services.

Any student and/or his/her parent(s) who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to five (5)-year old kindergarten, and first grade.

The District does not allow early entrance to four (4)-year old kindergarten.

G. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the Superintendent does not think his/her enrollment will interfere with the education of the other students.

Revised 7/11/11

Revised 7/10/19

Revised 11/13/19

Revised 1/13/21

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Legal 118.14, 118.15, 120.12(25), Wis. Stats.

Last Modified by Tamela Moody on February 15, 2022



Book	Policy Manual
Section	5000 Students
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	June 9, 2008
Last Revised	June 8, 2022

5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin which is not a student's district of residence.

B. Non-Resident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. **Annual Space Determinations**

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
- b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
- c. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives. **for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment student and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.**
- d. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or 118.51(3m)(a) and are already attending public school in the District.

B. **Procedures for Processing of Open Enrollment Applications**

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the Superintendent shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial. **A parent notifies the nonresident school board that the student will not attend the nonresident school district.**
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal. **A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.**
3. **The Board determines that additional spaces have become available since its determination at the January Board meeting.**

Application of Space Determinations and Random Selection Process:

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings. If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. **Preferences**

- a. **If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.**
- b. **If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.**
- c. **If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference.**

2. **The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.**
3. **After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:**
 - a. **A parent notifies the nonresident school board that the student will not attend the nonresident school district.**
 - b. **A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.**
 - c. **The Board determines that additional spaces have become available since its determination at the January Board meeting.**

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different non-resident school district or has since become a resident of the District. The notice shall state the following:

1. **the school or program the student has been assigned to;**
2. **a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.**

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available: In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

C. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy. Whether the Board has determined that there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school-operated daycare program resides in a district which offers the program for which application is made.
3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, the student is determined to fall under paragraph BC. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible

outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident board under 115.777(1) Wis. Stats. or identified by the non-resident student's resident school board under 115.77(1m)(a) Wis. Stats., but not yet evaluated by an individualized education program team.

If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to his/her resident school district.

7. If the Board has made a determination that a non-resident student attending the District under the open enrollment program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by the student's IEP.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts.

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for in the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

DELEGATION TO SUPERINTENDENT

The Board delegates to the Superintendent the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

ATTENDANCE/HABITUAL TRUANCY

Under 118.51(11) Wis. Stats., if the non-resident Board determines that a student attending the non-resident school district under open enrollment is habitually truant from the non-resident school district during either semester in the current school year, the nonresident Board may prohibit the pupil from attending the non-resident school district under open enrollment in the succeeding semester or school year. When determining habitual truancy, a student's overall attendance is taken into consideration (i.e. any

absence from school without an acceptable excuse for part or all of five (5) or more days, including tardiness, on which school is held during a school semester).

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the Superintendent.

Revised 6/9/08
Revised 7/11/11
Revised 4/23/12
Revised 9/22/14
Revised 1/26/15
Revised 1/25/16
Revised 1/10/18
Revised 10/24/18
Revised 7/10/19
Revised 10/20/19
Revised 6/10/20
Revised 1/13/21
Revised 1/12/22
Revised 1/11/23

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Legal 118.51, Wis. Stats.
 Wis. Admin. Code. Ch. P.I. 36

Last Modified by Jennifer Bower on December 7, 2022



Book	Policy Manual
Section	5000 Students
Title	PART-TIME OPEN ENROLLMENT
Code	po5113.01
Status	Active
Adopted	April 11, 2018
Last Revised	January 12, 2022
Last Reviewed	January 12, 2022

5113.01 - **PART-TIME OPEN ENROLLMENT**

The Board will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Likewise, the Board will consider the enrollment of a non-resident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

Resident Student Applications for Part-Time Open Enrollment

A. General Procedures

The parent of any student enrolled as a resident of the District who wishes to attend one (1) or two (2) courses at a non-resident school district under this policy shall make a written application to such non-resident district no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the Board at the same time as the application is made to the non-resident school district.

B. Decisional Criteria for Resident Applications

The Board shall review all applications received under this policy to attend courses at a non-resident school district under the criteria below. Both the non-resident school district of proposed attendance and the Board must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application. One of the following reasons must be the basis for such rejection:

1. Individualized Education Program (IEP). If the Board determines that the proposed course conflicts with the student's IEP, the Board shall reject the course.
2. Undue Financial Burden. The Board may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District's economic circumstances, including applicable revenue limits, ability to pay the cost of tuition, and the per-student cost of educating all District students.

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

Non-Resident Student Applications for Part-Time Open Enrollment

A. General Procedures

The parent of any non-resident student that wishes to attend one or two courses offered by the District shall make a written

application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the student's resident School Board at the same time as the application is made to the non-resident School Board.

B. Decisional Criteria

The Board will determine acceptance or rejection of a non-resident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance may be given to resident students. Applications from non-resident students that are already accepted into two courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to non-resident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

General Requirements

A. Notice of Intent to Enroll

The parents of the student must notify both the resident school district and the district in which the student has applied for part-time open enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

B. Transportation

By enrolling in a course under this policy either as a resident or non-resident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

C. Tuition for Attendance at Another School District

Tuition costs shall be paid for by the resident school district in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction.

D. Appeal of Rejection

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within thirty (30) days of the decision. The State Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

Revised 1/9/19

Revised 1/8/20

Revised 1/13/21

Reviewed 1/12/22

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Legal 118.52, Wis. Stats.

Last Modified by Tamela Moody on February 15, 2022



Book	Policy Manual
Section	5000 Students
Title	ATTENDANCE
Code	po5200
Status	Active
Adopted	June 1, 2008
Last Revised	June 8, 2022

5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent or Guardian Written Excuse Required

The Superintendent shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The Superintendent shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the Superintendent, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The Superintendent shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. **Permission of Parent or Guardian**

The student has been excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. vacations

D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

E. **Suspension or Expulsion**

The student has been suspended or expelled.

F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) or guardian(s) agree that the student will continue to participate in such a program.

H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. **Election Day Official**

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to service as an election official provided that the following criteria are met: (1) the student has the permission of their parent to service as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to service in the capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met the alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has a least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to service as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. **Quarantine**

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative guidelines to address unexcused absences.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents or guardians cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent or guardian, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent or guardian has been awarded custody of the student by the courts, the parent or guardian of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent or guardian. Absent such notice, the school will presume that the student may be released into the care of either parent or guardian.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents or guardians.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies

G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school, including tardiness, during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days, including tardiness, on which school is held during a school semester.

Habitual Truancy and students attending under open enrollment

Under 118.51(11) Wis. Stats., if the non-resident Board determines that a student attending the non-resident school district under open enrollment is habitually truant from the non-resident school district during either semester in the current school year, the nonresident Board may prohibit the pupil from attending the non-resident school district under open enrollment in the succeeding semester or school year. When determining habitual truancy, a student's overall attendance is taken into consideration (i.e. any absence from school without an acceptable excuse for part or all of five (5) or more days, including tardiness, on which school is held during a school semester).

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian upon failure to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Superintendent Guidelines

The Superintendent shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session which is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;

- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and
- J. address unexcused absences.

Revised 8/27/12
Revised 4/25/16
Revised 1/9/17
Revised 10/24/18
Revised 1/8/20
Revised 6/10/20
Revised 1/13/21
Reviewed 1/12/22

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Legal	7.30(2)(am), Wis. Stats.
	118.15, Wis. Stats.
	118.153, Wis. Stats.
	118.16, Wis. Stats.
	118.162, Wis. Stats.

Last Modified by Tamela Moody on September 2, 2022

Action Item: 2

Ashwaubenon School Board

Meeting Date:	January 11, 2023
Issue:	Open Enrollment Guaranteed Seats
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy
Funding Source:	State Open Enrollment aid will offset cost of accepting new open enrollment students
Explanation:	<p><u>Background Information/Definitions</u></p> <ul style="list-style-type: none"> • <u>Currently Attending Pupil</u> – any student that is currently attending Ashwaubenon School District. • <u>Currently Attending Applicant</u> – any student that is currently attending ASD and has moved out of the district (is not currently open enrolled). These students need to apply for open enrollment during the upcoming application period. • <u>Board Policy</u> - Under current board policy, <i>Currently Attending Applicants</i> and siblings will be given first priority when processing applications for open seats. If the District determines that space is not otherwise available for open enrollment students in the grade or program to which they applied, the District <u>may</u> nevertheless accept a student or the sibling of a student who is already attending the District (<i>i.e. Currently Attending Pupil or sibling</i>). <p><u>January Board Meeting “Guarantee”</u> - At the January school board meeting, the school board must decide whether it will <u>guarantee</u> approval to <i>Currently Attending Applicants</i> and/or siblings in the upcoming application period. Guarantee means that the <i>Currently Attending Applicant’s</i> will be approved to keep the seat they currently occupy. Guaranteeing an applicant does not impact the number of open seats the board approves for the 2023-24 school year.</p> <p>If the board <u>does not</u> specify at the January board meeting that <i>Currently Attending Applicants</i> or siblings will be guaranteed approval, then the board is only permitted to grant preferences to those applicants and only if there is space to do so. This means that if the board does not guarantee approval of a <i>Currently Attending Applicant</i>, that applicant would only be able to continue to attend ASD if there is an open seat in that grade or program (<i>i.e. there would be no guarantee</i></p>

	<p>the student's current seat would be available to them). Open seats are approved by the board every January prior to the application period opening.</p>
Recommendation:	<p>It is recommend that the Board guarantee approval of <i>Currently Attending Applicants</i> if they are not habitually truant as defined by Wis. State Statute 118.51(11) and board policy 5113.</p> <p>It is recommended that the Board does not guarantee approval of incoming siblings of <i>Currently Attending Pupils/Applicants</i>. These students will be given first priority (preference) to new open seats but a seat will not be guaranteed.</p>

Action Item: 3

Ashwaubenon School Board

Meeting Date:	January 11, 2023																																																												
Issue:	Open Enrollment available seats designation																																																												
Requested By:	Keith Lucius																																																												
Attachments:																																																													
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy																																																												
Funding Source:	State Open Enrollment aid will offset cost of accepting new open enrollment students																																																												
Explanation:	<p>State laws regulating open enrollment require every district annually to designate the number of open enrollment seats open. It takes approximately 8 open enrollment students to cover the salary and benefits of an average teacher.</p> <p>We have seen the percentage of applicants attending in recent years to approximately 50% of new applicants that actually attend in September. With that in mind, we increased our number of open seats in each grade to avoid denying students because the open seats are filled by students that do not attend Ashwaubenon.</p> <p>Here are the recommended open seats for new open enrollment students:</p> <table border="1"> <thead> <tr> <th><u>Building</u></th> <th><u>Grade</u></th> <th><u>Max. enroll</u></th> <th><u>Projected enroll</u></th> <th><u>open seats</u></th> </tr> </thead> <tbody> <tr> <td>Cormier</td> <td>4k</td> <td>240</td> <td>100</td> <td>140</td> </tr> <tr> <td>Cormier</td> <td>kdg</td> <td>200</td> <td>80</td> <td>120</td> </tr> <tr> <td>Pioneer</td> <td>kdg</td> <td>40</td> <td>40</td> <td>0</td> </tr> <tr> <td>Pioneer</td> <td>1</td> <td>84</td> <td>73</td> <td>11</td> </tr> <tr> <td>Pioneer</td> <td>2</td> <td>105</td> <td>96</td> <td>9</td> </tr> <tr> <td>Pioneer</td> <td>3</td> <td>96</td> <td>90</td> <td>6</td> </tr> <tr> <td>Pioneer</td> <td>4</td> <td>104</td> <td>89</td> <td>15</td> </tr> <tr> <td>Pioneer</td> <td>5</td> <td>104</td> <td>97</td> <td>7</td> </tr> <tr> <td>Valley View</td> <td>kdg</td> <td>40</td> <td>40</td> <td>0</td> </tr> <tr> <td>Valley View</td> <td>1</td> <td>126</td> <td>108</td> <td>18</td> </tr> <tr> <td>Valley View</td> <td>2</td> <td>168</td> <td>151</td> <td>17</td> </tr> </tbody> </table>	<u>Building</u>	<u>Grade</u>	<u>Max. enroll</u>	<u>Projected enroll</u>	<u>open seats</u>	Cormier	4k	240	100	140	Cormier	kdg	200	80	120	Pioneer	kdg	40	40	0	Pioneer	1	84	73	11	Pioneer	2	105	96	9	Pioneer	3	96	90	6	Pioneer	4	104	89	15	Pioneer	5	104	97	7	Valley View	kdg	40	40	0	Valley View	1	126	108	18	Valley View	2	168	151	17
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	Valley View 3	144	124	20
	Valley View 4	130	127	3
	Valley View 5	156	142	14
	Parkview 6-8	750	694	56
	High School 9-12	<u>1,100</u>	<u>999</u>	<u>101</u>
	Total	3,587	3,050	537
	<p>We do not expect to receive the maximum number of requests and some of these seats will be filled with students that move into the district. We can approve additional students in June if additional seats open up due to students moving out of the District.</p> <p>We currently have 86 open enrollment students that are seniors this school year. This is less than the number of seniors last year.</p>			
Recommendation:	We recommend the Board approve the open seats as presented above.			

Ashwaubenon School Board

Meeting Date:	January 11, 2023
Issue:	Special Education Open Enrollment available seats designation
Requested By:	Tammy Nicholson
Attachments:	special education projection sheet
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy.
Funding Source:	State Open Enrollment aid will offset cost of accepting new open enrollment students
Explanation:	<p>State laws regulating open enrollment require every district to annually designate the number of open enrollment seats available. Seats are established by grade level allowing room for resident referrals that may qualify for special education from January to June.</p> <p>Here are the 2023-2024 recommended open seats for students requiring special education services:</p> <ul style="list-style-type: none"> ● Cormier: no open seats ● Pioneer: no open seats ● Valley View: no open seats ● Parkview: no open seats ● AHS: a combination of 4 open Speech and Language only seats at grades 9, 10 & 11 ● Open Enrollment students will not be eligible for special education services that require contracted services including: <ul style="list-style-type: none"> ○ Syble Hopp, Macht Village, Better Days Mentoring, Advocates, Reflections, Lync, residential treatment programs and other off-site placement options. ○ CESA contracted services for Occupational Therapy, Physical Therapy, Deaf and Hard of Hearing, Audiology or any other CESA contracted service. <p><u>No Open Special Education Seats:</u> If a student has been attending the district holding a general education seat and then qualifies for special education services requiring a special education seat, the district will revoke a student's open enrollment status; regardless of time attending the district. This includes students who have siblings attending the district.</p>
Recommendation:	We recommend the Board approves the projection of open special education seats as presented above.

Special Education Open Enrollment Seat Projections 2023-2024

open seats are based on the total open seats per building

building	grade	Cross Categorical	seats	open seats
HS	12	26	28	
HS	11	23	20	
HS	10	24	20	
HS	9	18	20	
total		91	88	

building	grade	SL	seats	open seats	.7 SLP
HS	12	6	4	0	
HS	11	2	4	2	
HS	10	4	5	1	
HS	9	2	5	3	
total		14	18	4	

PV	8	22	15	
PV	7	19	15	
PV	6	23	15	
total		64	45	

PV	8	10	9		1.0 SLP
PV	7	4	9		
PV	6	18	9		
total		32	27		0

VV	5	13	8	
VV	4	14	8	
VV	3	9	8	
VV	2	15	8	
VV	1	7	8	
VV	K	0	0	
total		58	40	

VV	5	9	12		2.0 SLP
VV	4	11	12		
VV	3	12	11		
VV	2	14	11		
VV	1	10	10		
VV	K	0	0		
total		56	56		0

PI	5	5	5	
PI	4	6	5	
PI	3	6	5	
PI	2	5	5	
PI	1	2	4	
PI	K	0	0	
total		24	24	0

PI	5	8	6		1.3 SLP
PI	4	5	6		
PI	3	8	5		
PI	2	5	5		
PI	1	6	4		
PI	K	0	0		
total		32	26	0	

CO	K	11	3	
CO	4K	2	3	
total		13	6	0

CO	K	15	10		1.5 SLP
CO	4K	5	10		
total		20	20	0	

3 year olds are not included in count