

**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, March 13, 2024**

**6:30 pm**

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**A. Call to order:** Board President Vyskocil called the meeting to order at 6:31 pm

**B. Roll call:**

Board Members Present: Vyskocil, Garrigan, VandeWalle, VanDeKreeke (remote)  
Board Members Excused: VanLaanen  
School Choice Advisory Representative: Matthew Rotter  
Other Present: Kurt Weyers, Keith Lucius, Andy Bake, Tammy Nicholson, Dirk Ribbens, Michael Heim, Brian Carter, Nick Senger, Pete Marto, Kris Hucek, Doug Pieschek, Jason Fisch, Tom Schmitt, Scott Truskowski, Jamie Averbeck, Kristen Albers, Kari Blazek, Francine Cook

**C. Declaration of quorum:** Quorum present

**D. Pledge of allegiance:** The pledge was recited

**E. Adoption of Agenda:** Moved Garrigan, seconded by VandeWalle to adopt the agenda as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

**F. Announcement of Executive Session:** In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. *(Staff Compensation)*

**G. Citizens and/or delegations:**

1. **Public Forum** –Dan VandeYacht (379 Aldon Circle; Ashwaubenon) spoke about an email he sent to the board and his concern that his issues/concerns presented in the email remain unanswered. He asked the district to have open conversations and transparency with their policies and procedures around complaints, searches and conflict with searches.

**H. Consent Agenda:** Moved by Garrigan, seconded by VandeWalle to approve Consent Agenda items 1-7 as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

- 1. Minutes of the regular meeting held on Wednesday, February 14, 2024
- 2. Minutes of the executive meeting held on Wednesday, February 14, 2024
- 3. Staffing: hirings, resignations, retirements, leave of absences
- 4. The schedule of checks written 02/06/24 to 03/04/24
- 5. There were 6 co-curriculars approved
- 7. Budget Financial Reports for January

**I. Superintendent’s Report**

- **Staff/Student Recognition**
  - **Ashwaubenon High School Co-curriculars:**

- The AHS Boys' Swim Team finished 2nd at the WIAA Sectional Meet and finished 8th overall at the WIAA State Swimming Championships. Weyers recognized the individual and team finishers.
- Weyers recognized the All Conference athletes in Girls' and Boys' Basketball.
- The State Solo and Ensemble is being held on May 4<sup>th</sup>. The district will be represented by 17 soloists, 8 large group bands, 23 students in voice and 2 student in piano.
- 3 AHS students qualified to compete in the DECA National Competition on April 27-30 in Anaheim, CA. Congratulations to Akshath Yadawad, Kaeden Tingly and Ryan Lai. The DECA program partnered with Timsan's Japanese Steak House to donate approximately \$500 worth of items to the Harbor House Domestic Violence Shelter. Students made and sold bracelets raising \$150.
- **Jaguar Excellence Awards:** 89 Jaguar Excellence awards were handed out for the month of February.
- **ASD Strategic Plan:** Over 40 community and staff members attended the Community Conversation/Strategic Planning follow-up meeting on Monday night. This meeting provided us the opportunity to share with our community the great work that has been done in conjunction with our strategic plan.
- **Teachers of Distinction:** Weyers recognized Kari Blazek and Kristen Albers as 2024 Golden Apple Teachers of Distinction. They are 2 of 40 educators recognized as Teachers of Distinction out of 5,000 educators in Brown County. Kari and Kristen will be recognized at the 31st Golden Apple Teacher Excellence Award on April 17, 2024.

**J. Discussion/Presentation Items:**

1. **Bylaw and Policy Updates - first read:** Weyers presented policies and bylaws for a first read. No changes were recommended. These updates will come back to the April meeting for a second read and approval.

**K. Action Items:**

1. **10-year Facilities Improvement Plan:** Schmitt reminded the board that tonight they are approving the merits of the projects on the 10 year plan and not the overall budget/funding. He reviewed the facilities improvements from 2014 to present. \$2,709,325 of capital improvement projects were pulled from the 10-year plan and completed with 2020-21 referendum funds. He reviewed the projects the district was able to complete using referendum funds. Moved Garrigan, seconded by VandeWalle to approve the 10-year Facilities Improvement Plan as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0
2. **5-year Technology Plan:** Truskowski and Averbeck presented the 5-year Technology Plan. They explained the estimated technology needs around infrastructure, internet, hardware, and services for the next 5 years. Starting with the 24-25 school year, the district will be ending BYOD for freshman and providing Chromebooks for these students. This will be an added expense over the next 4 years (i.e., 1:1 Chromebooks for freshman over the next 4 years). The board inquired about the technology security in the district. Truskowski explained the security measures the district has in place. Moved VandeWalle, seconded by Garrigan to approve the 5-year Technology Plan as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0
3. **5K-Grade 5 Literacy Curriculum Adoption:** Bake presented the K-5 Literacy Curriculum for adoption. The literacy team reviewed six different curriculums that meet the criteria set by Act 20. The curriculum being recommended for board approval is MyView Literacy. This is a science based curriculum that is compliant with the law. This curriculum is the most culturally responsive, age appropriate, useable and teachable option while meeting state law. Moved VandeWalle, seconded VanDeKreeke to approve the 5K – grade 5 Literacy Curriculum as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0
4. **Pupil Nondiscrimination Self Evaluation 2023-24:** Nicholson presented the Pupil Nondiscrimination Self Evaluation Report for board approval. Once the board approves the report, it will be posted on the

district's website. Over the next five years, the district will continue to work on the areas identified as needing improvement. Moved Garrigan, seconded by VandeWalle to approve the 2023-24 Pupil Nondiscrimination Self Evaluation as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

5. **Early College Credit Program and Start College Now Requests:** Dirk Ribbens and Christina Fitzpatrick spoke about the ECC and SCN requests for the Fall of 2024. There are 24 CNA, 6 SCN and 4 ECC requests. Garrigan confirmed that College 101 was a course student were able to take through ECC/SCN. Fitzpatrick stated it is considered part of a career pathway so it can be requested by a student. Moved VanDeKreeke, seconded by VandeWalle to approve the Early College Credit and Start College Now Requests as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0
6. **2024 Spring Travel - DECA and Formula Road America:** Senger and Ribbens presented the requests for spring travel for DECA and Formula Road America students and staff. Jennifer Berendsen, DECA advisor, spoke about the students that qualified for DECA Nationals and the competitions they will take part in. Senger spoke about the Formula student event. Moved Garrigan, seconded by VandeWalle to approve the 2024 Spring Travel for DECA and Formula Road America as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0
7. **Bylaw and Policy Updates - second read:** Bower recommended an additional change to policy 4431. She recommended the removal of the words "and are not cumulative" to be compliant with current handbook language. No other changes were recommended. Moved Garrigan, seconded by VandeWalle to approve the additional changes to policy 4431 and all other updates to the second read of bylaw and policies as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

**L. Board & Superintendent Communications:**

- The high school held ACT testing this week. All but 4 students were in attendance. Thank you to Christina Fitzpatrick for her work in scheduling this day.
- Garrigan asked for clarification on the referendum process (survey, question format, etc.).
- Members of the group shared comments from their community conversation tables (i.e. transparency on referendum, wellness facility vs indoor practice facility, 2020 mental health positions, voucher funding).

**M. Future Board Meetings & Topics:**

- The next board meeting is scheduled for Wednesday, April 10, 2024, at 6:30 pm in the District Office.

**N. Adjournment to executive session:** In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. (*Staff Compensation*)

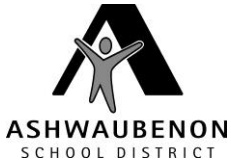
Moved VandeWalle, seconded by Garrigan to adjourn to executive session at 7:58 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

**O. Adjournment to open session:** Moved VandeWalle, seconded by Garrigan to adjourn the open session at 8:43pm. Aye (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

**P. Adjournment:** Moved VanDeKreeke, seconded by Garrigan to adjourn the meeting at 8:44 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

Respectfully submitted,

  
Brett VandeWalle



**Minutes for Board of Canvassers Meeting**  
**To Be Held in the District Office Board Room**  
**1055 Griffiths Lane**  
**Ashwaubenon, WI 54304**  
**(Phone: 920.492.2900)**

**Thursday, April 4, 2024**

**4:15 p.m.**

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- A. Call to order:** Board Clerk Brett VandeWalle called the meeting to order at 4:15 pm.
- B. Roll call:** Brett VandeWalle, Kurt Weyers, Andy Bake, Jennifer Bower
- C. Canvassing of Ballots** The Board of Canvassers made up of VandeWalle, Weyers and Bake certified the *Tabular Statement of the Board of Canvassers, Summary of Statement of the Board of Canvassers, and the Certificate of the Board of Canvassers* for the April 2, 2024, school board election.

The Board of Canvassers certified that the greatest number of votes for the April 2, 2024 election was received by Brian D. Anderson. Moved by VandeWalle, seconded by Bake to certify that Brian D. Anderson received the highest number of votes in the April 2, 2024, school board election. Aye 3, Nay 0. Motion carried 3:0

- D. Adjournment:** Motioned by Bake, seconded by VandeWalle to adjourn the meeting at 4:32 pm. Aye 3; Nay 0. Motion carried 3:0

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
0		11/12/2023		CORP MASTERCARD	0.00
299		02/12/2024		CORP MASTERCARD	0.00
300		03/12/2024		CORP MASTERCARD	30,179.58
300		03/12/2024		CORP MASTERCARD	0.00
2406		03/20/2024		BANK FIRST	236,776.92
2407		03/20/2024		WI DEPT OF REVENUE	37,842.88
2408		03/20/2024		WI DEPT OF REVENUE	633.34
2411		03/25/2024		WI RETIREMENT SYSTEM	266,890.68
2412		03/25/2024		VISION SERVICE PLAN	3,195.48
18775		03/25/2024		BERG, PAIGE	-55.00
18781		03/25/2024		BERG, PAIGE	-55.00
18788		03/25/2024		BERG, PAIGE	-55.00
18847		03/25/2024		BERG, PAIGE	165.00
18848		04/01/2024		RIPON COLLEGE	1,050.00
18849		04/01/2024		STEVENS POINT HIGH SCHOOL	350.00
32142		03/11/2024		PINE & ROBIN, LLC	-1,434.00
32496		03/05/2024		SEROOGYS CHOCOLATES	-960.00
32504		03/06/2024		ASHWAUBENON BOWLING ALLEY	454.29
32505		03/06/2024		ELSMORE SWIM SHOP	103.20
32506		03/06/2024		GARDNER WEBB, HAYLEE	98.00
32507		03/06/2024		JOHNSON, BRIDGET	98.00
32508		03/06/2024		MACGRATH, PATRICK	98.00
32509		03/06/2024		PETTY CASH ASHWAUBENON HIGH SCHOOL	1,200.00
32510		03/06/2024		SCHAETZ, AMY OR TIMM	98.00
32511		03/06/2024		SHANKAR, DAMODHAR	98.00
32512		03/06/2024		SMITH, ASHLEY	98.00
32513		03/06/2024		WIAA	4,097.22
32514		03/07/2024		MANITOWOC LINCOLN HIGH SCHOOL	1,785.00
32515		03/13/2024		ANDERSON, RODNEY	1,061.79
32516		03/13/2024		ASHWAUBENON SWIM CLUB	3,793.14
32517		03/13/2024		BAY PORT DECA	140.00
32518		03/13/2024		CORNERSTONE COMMUNITY CENTER	4,001.00
32519		03/13/2024		KOEHLER, ELLA	246.82
32520		03/13/2024		KWIK TRIP	200.00
32521		03/13/2024		PERFORM BETTER	114.70
32522		03/13/2024		PETTY CASH ASHWAUBENON HIGH SCHOOL	500.00
32523		03/13/2024		PINE & ROBIN, LLC	1,434.00
32524		03/13/2024		PIZZA PROS LLC	4,258.88
32525		03/13/2024		SHIMANEK, ASHLEY	287.81
32526		03/13/2024		SOUTHWEST HIGH SCHOOL SHOW CHOIR	50.00
32527		03/13/2024		WILLIAMS, MEGANNE	157.34
32528		03/15/2024		MARGARITA'S	1,504.50
32529		03/15/2024		SEROOGYS CHOCOLATES	912.00
32530		03/20/2024		AMBROSE, KRISTEN	175.31
32531		03/20/2024		BANGEN, EMILY	648.12
32532		03/20/2024		CALMES, DENISE	46.00
32533		03/20/2024		CONRAD, JAMIE	5.75
32534		03/20/2024		COOTWAY, CURT	530.18
32535		03/20/2024		COUNARD, NICOLE	30.75
32536		03/20/2024		ELSMORE SWIM SHOP	98.75
32537		03/20/2024		FOX CITIES EMBROIDERY INC	2,347.80
32538		03/20/2024		HURD, JOHN	92.36
32539		03/20/2024		KRIESCHER, BROOKE	33.35
32540		03/20/2024		KRUEGER, ANGELA	58.50
32541		03/20/2024		LACHANCE, KRISTEN	44.39
32542		03/20/2024		MIDWEST VALLEY POPCORN	224.75

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
32543		03/20/2024		MONAHAN, LISA	1,009.31
32544		03/20/2024		TOMPKINS, JENN	34.79
32545		03/20/2024		VANLAANEN, SHANNON	3,000.00
32546		03/20/2024		VELICER SHANNON OR TED	90.99
110766		03/05/2024		PETTY CASH / DISTRICT OFFICE	300.00
110767		03/06/2024		FOUR GUYZ IN DINNER JACKETS LLC	2,800.00
110768		03/13/2024		ACE DRAIN & SEWER	563.00
110769		03/13/2024		BOLWERK, GRACE	31.09
110770		03/13/2024		CAR-X TIRE & AUTO #1758	462.98
110771		03/13/2024		CEC	1,599.11
110772		03/13/2024		DUBOIS, MICHAEL	3,300.00
110773		03/13/2024		GRAINGER INC	1,025.38
110774		03/13/2024		MARTIN SYSTEMS, INC.	1,997.89
110775		03/13/2024		NICOLAUS, JENNIFER	4.00
110776		03/13/2024		ROUTE 41 PIZZA LLC - DOMINO'S	2,509.50
110777		03/13/2024		SAM'S CLUB/SYCHRONY BANK	203.74
110778		03/13/2024		SARA'S ARTISAN GELATO	957.00
110779		03/13/2024		SCHOOL PERCEPTIONS LLC	1,900.00
110780		03/13/2024		SERVICE MOTOR COMPANY	131.88
110781		03/13/2024		SOUTHWEST HIGH SCHOOL	1,400.00
110782		03/13/2024		STAPLES BUSINESS CREDIT	55.91
110783		03/13/2024		VIKING ELECTRICAL SUPPLY INC	90.00
110784		03/13/2024		WI DEPT OF REVENUE	450.00
110785		03/13/2024		WI MATHEMATICS COUNCIL	900.00
110786		03/13/2024		ZIMONICK BROTHERS PRODUCE INC	977.30
110787		03/14/2024		WEIDNER CENTER	705.00
110788		03/15/2024		DOMINOS PIZZA	83.77
110789		03/18/2024		AMBROSIUS SALES & SERVICE INC	233.10
110790		03/18/2024		BARRETT, CASSANDRA	405.00
110791		03/18/2024		BAY VERTE MACHINERY INC	132.63
110792		03/18/2024		BETTER DAYS MENTORING LLC	13,848.00
110793		03/18/2024		BRICKHOUSE SCHOOL SERVICES	30.00
110794		03/18/2024		CENTRAL PROGRAMS INC	4,400.36
110795		03/18/2024		CESA 8	4,796.25
110796		03/18/2024		DOHERTY PETE (DON)	640.00
110797		03/18/2024		ELEVATED PERFORMANCE 4 U LLC	100.00
110798		03/18/2024		FEDEX	198.09
110799		03/18/2024		GRAINGER INC	169.34
110800		03/18/2024		GREEN BAY CITY TREASURER	417.00
110801		03/18/2024		HALLAM, DIANN	20.00
110802		03/18/2024		HOWIES ATHLETIC TAPE	213.63
110803		03/18/2024		HURD, JOHN	360.00
110804		03/18/2024		INLAND FINANCE COMPANY	274.31
110805		03/18/2024		ITSAVVY	100.00
110806		03/18/2024		JONES, LINSEY	315.00
110807		03/18/2024		KRUEGER, SUE	225.00
110808		03/18/2024		KRUEGER, JAY	45.00
110809		03/18/2024		LAYDEN, JENNIFER	286.52
110810		03/18/2024		LIGHTHOUSE PRODUCTIONS	2,060.56
110811		03/18/2024		MERCHANT, KYLIE	50.00
110812		03/18/2024		MEYERS, LATASHIA	30.00
110813		03/18/2024		PEASEBLOSSOM MUSIC LLC	1,392.00
110814		03/18/2024		PIONEER VALLEY BOOKS	199.50
110815		03/18/2024		REFLECTIONS SCHOOL PROGRAM LLC	14,436.50
110816		03/18/2024		ROLLING, KATHY	8.64
110817		03/18/2024		ROUTE 41 PIZZA LLC - DOMINO'S	2,725.50

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
110818		03/18/2024		SEASONAL HARVEST LLC	857.50
110819		03/18/2024		SEBRANEK, PATRICIA	120.00
110820		03/18/2024		SLATHER, JESSICA	104.58
110821		03/18/2024		SOQUET, CAL	285.00
110822		03/18/2024		SOQUET, MARLENE	285.00
110823		03/18/2024		SPIERING, VALERIE	115.00
110824		03/18/2024		ST NORBERT COLLEGE	2,078.91
110825		03/18/2024		STOTTS, STUART	1,392.00
110826		03/18/2024		VASHOU, CALI	80.00
110827		03/18/2024		VELICER, TED	240.00
110828		03/18/2024		VITRANO, NICK	400.00
110829		03/18/2024		WALLACE, BRIAN	240.00
110830		03/18/2024		WISDAA	75.00
110831		03/18/2024		ZIMONICK BROTHERS PRODUCE INC	823.35
110832		03/18/2024		ASHWAUBENON EDUCATION FOUNDATION	10.00
110833		03/18/2024		UNITED WAY OF BROWN COUNTY INC	20.00
110834		03/18/2024		WI SUPPORT COLLECTION TRUST FUND	1,045.38
110835		03/25/2024		3RD MILLENNIUM CLASSROOMS	875.00
110836		03/25/2024		ACCEPTIONAL MINDS LLC	742.50
110837		03/25/2024		ANDERSON, KARI	20.00
110838		03/25/2024		CELLCOM GREEN BAY MSA	1,397.81
110839		03/25/2024		CHARTER COMMUNICATIONS	235.00
110840		03/25/2024		GRAINGER INC	81.98
110841		03/25/2024		MARIAN UNIVERSITY	1,995.00
110842		03/25/2024		NCS PEARSON INC	1,536.15
110843		03/25/2024		NEJEDLO, HEATHER	8.50
110844		03/25/2024		NORTHERN ILLINOIS AATG	240.00
110845		03/25/2024		NSIGHT TELSERVICES	1,418.36
110846		03/25/2024		PARAGON DEVELOPMENT SYSTEMS	20.00
110847		03/25/2024		ROUTE 41 PIZZA LLC - DOMINO'S	1,461.75
110848		03/25/2024		SCHOLASTIC INC	263.56
110849		03/25/2024		SCHOOL PERCEPTIONS LLC	2,600.00
110850		03/25/2024		SEASONAL HARVEST LLC	843.00
110851		03/25/2024		VANGALIS, BONNIE	1,170.96
110852		03/25/2024		WKSZ-FM	2,300.00
110853		03/25/2024		ZIMONICK BROTHERS PRODUCE INC	642.20
110854		03/25/2024		MADISON NATL LIFE INSURANCE CO	1,869.94
110855		03/25/2024		MADISON NATL LIFE INSURANCE CO	8,961.92
110856		03/25/2024		METLIFE	11,966.24
110857		04/01/2024		BECKER, BARRY	300.00
110858		04/01/2024		CAR-X TIRE & AUTO #1758	318.40
110859		04/01/2024		DICHRAFF, KATIE	16.00
110860		04/01/2024		HUMPHREY, DENISE	74.02
110861		04/01/2024		JEFF'S PIANO SALES & SERVICE	200.00
110862		04/01/2024		NITKE, JASON OR LEAH	25.00
110863		04/01/2024		REETHS, JENNIFER	18.25
110864		04/01/2024		SCHOLASTIC BOOK FAIRS - 15	1,176.97
110865		04/01/2024		SEASONAL HARVEST LLC	1,448.90
110866		04/01/2024		SWANK MOTION PICTURES INC	1,283.00
110867		04/01/2024		T-MOBILE	200.00
110868		04/01/2024		THOR, TRUMAN	350.00
110869		04/01/2024		ZIMONICK BROTHERS PRODUCE INC	758.30
232401299		03/05/2024		TRUE NORTH ENERGY	2,790.00
232401300		03/06/2024		BSN SPORTS LLC	474.00
232401301		03/06/2024		HOME TEAM SPORTS & APPAREL INC	838.05
232401302		03/06/2024		LASEE, MELANIE	960.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
232401303		03/06/2024		MATHU, NADINE	115.29
232401304		03/06/2024		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	392.30
232401305		03/11/2024		TRUE NORTH ENERGY	360.00
232401306		03/13/2024		ALPHA BAKING COMPANY	506.55
232401307		03/13/2024		AMA INC	1,594.31
232401308		03/13/2024		AMERICAN WELDING & GAS INC	1,475.46
232401309		03/13/2024		AMUNDSEN DAVIS	1,208.50
232401310		03/13/2024		AUSTIN, DAWN	169.83
232401311		03/13/2024		BAKE, ANDREW	80.08
232401312		03/13/2024		BATTERIES PLUS LLC	177.84
232401313		03/13/2024		BELLIN HEALTH	21,702.93
232401314		03/13/2024		BESCHTA, LAURA	55.61
232401315		03/13/2024		BIRDSEYE DAIRY INC	339.64
232401316		03/13/2024		BLICK ART MATERIALS	15.12
232401317		03/13/2024		BRAUER, AMY	29.33
232401318		03/13/2024		CARRICO AQUATIC RESOURCES INC	11,446.13
232401319		03/13/2024		CAVIL, LORI	39.50
232401320		03/13/2024		CESA 7	667.28
232401321		03/13/2024		CINTAS CORPORATION	254.27
232401322		03/13/2024		COOK, TASHA	204.52
232401323		03/13/2024		FIRST SUPPLY LLC- GREEN BAY	1,295.11
232401324		03/13/2024		FOLLETT CONTENT SOLUTIONS LLC	608.73
232401325		03/13/2024		FOX SPECIALTY CO LLC	853.92
232401326		03/13/2024		GFL ENVIRONMENTAL USA INC	2,940.14
232401327		03/13/2024		HUCEK, KRISTINE	7.99
232401328		03/13/2024		INFO MART INC	8.00
232401329		03/13/2024		INSTRUMENTAL MUSIC CO INC	9.95
232401330		03/13/2024		KAY DISTRIBUTING INC	438.00
232401331		03/13/2024		KELLY, ANGELA	39.36
232401332		03/13/2024		LAFORCE HARDWARE INC	439.07
232401333		03/13/2024		LAMERS BUS LINES INC	89,057.91
232401334		03/13/2024		LASEE, MELANIE	245.27
232401335		03/13/2024		LAYDEN, PHILIP	120.00
232401336		03/13/2024		MADISON, JODIE	395.08
232401337		03/13/2024		MARCO	357.18
232401338		03/13/2024		MATHU, NADINE	79.42
232401339		03/13/2024		MENARDS INC	136.49
232401340		03/13/2024		MENARDS INC	100.52
232401341		03/13/2024		MULTI MEDIA CHANNELS LLC	40.00
232401342		03/13/2024		OBERSTADT, MEGAN	47.99
232401343		03/13/2024		PEPSI COLA OF GREEN BAY	919.08
232401344		03/13/2024		PERFORMANCE FOODSERVICE	15,555.85
232401345		03/13/2024		SCHOOL SPECIALTY LLC	213.19
232401346		03/13/2024		SEDER, CANDICE	38.60
232401347		03/13/2024		SEVEN UP BOTTLING CO INC	56.00
232401348		03/13/2024		SMITS, JODY	5.00
232401349		03/13/2024		VAN'S FIRE AND SAFETY INC	603.08
232401350		03/13/2024		WI PUBLIC SERVICE CORP	3,165.29
232401351		03/13/2024		ZUENGLER, JOELLE	2.86
232401352		03/13/2024		GLOBAL RECOGNITION INC	192.80
232401353		03/13/2024		MEINEL, ANDREW	408.43
232401354		03/18/2024		ALPHA BAKING COMPANY	363.62
232401355		03/18/2024		AMERICAN WELDING & GAS INC	323.97
232401356		03/18/2024		AUSTIN, DAWN	428.88
232401357		03/18/2024		AVERBECK, JAMIE	520.54
232401358		03/18/2024		BACHMAN, LORI	90.58



CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
232401359		03/18/2024		BARNHART, THOMAS	760.68
232401360		03/18/2024		BIRDSEYE DAIRY INC	134.81
232401361		03/18/2024		BLICK ART MATERIALS	54.12
232401362		03/18/2024		BRUSS, JULIE	128.28
232401363		03/18/2024		CARRICO AQUATIC RESOURCES INC	350.00
232401364		03/18/2024		CINTAS CORPORATION	254.27
232401365		03/18/2024		CONRADT, SCOTT	72.94
232401366		03/18/2024		FIRST SUPPLY LLC- GREEN BAY	80.52
232401367		03/18/2024		FOLLETT CONTENT SOLUTIONS LLC	142.06
232401368		03/18/2024		FOX SPECIALTY CO LLC	151.00
232401369		03/18/2024		JOHNSON & JONET MECHANICAL CONTRACTORS I	1,258.67
232401370		03/18/2024		JW PEPPER & SONS INC	141.33
232401371		03/18/2024		KAHLER, JENNIFER	68.22
232401372		03/18/2024		KAY DISTRIBUTING INC	199.50
232401373		03/18/2024		KUMHALA, CRISTINE	95.09
232401374		03/18/2024		LAFORCE HARDWARE INC	30.60
232401375		03/18/2024		LAMERS BUS LINES INC	9,715.11
232401376		03/18/2024		MACHT VILLAGE PROGRAMS LLC	23,445.75
232401377		03/18/2024		MARCO	270.44
232401378		03/18/2024		MENARDS INC	646.89
232401379		03/18/2024		MILLER, ERIC	48.98
232401380		03/18/2024		MULTI MEDIA CHANNELS LLC	84.75
232401381		03/18/2024		NASSCO INC	676.49
232401382		03/18/2024		NOLAN, CHRISTIAN	46.70
232401383		03/18/2024		OBERSTADT, MEGAN	10.00
232401384		03/18/2024		PEPSI COLA OF GREEN BAY	953.78
232401385		03/18/2024		PERFORMANCE FOODSERVICE	15,135.42
232401386		03/18/2024		PIONEER VALLEY EDUCATIONAL PRESS INC	119.86
232401387		03/18/2024		PRAIRIE FARMS DAIRY, INC	12,619.46
232401388		03/18/2024		QUILL CORP	488.73
232401389		03/18/2024		RIO GRANDE	261.30
232401390		03/18/2024		SCHROEDER, AMANDA	442.84
232401391		03/18/2024		SENGER, NICHOLAS	205.02
232401392		03/18/2024		SHERWIN WILLIAMS COMPANY	69.66
232401393		03/18/2024		TREML, KIMBERLY	72.40
232401394		03/18/2024		WI DOCUMENT IMAGING LLC	318.47
232401395		03/18/2024		WILLS, RENEE	98.60
232401396		03/18/2024		ZIONS BANCORPORATION	502,000.00
232401397		03/18/2024		TRUE NORTH ENERGY	5,535.00
232401398		03/18/2024		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	11,177.66
232401399		03/18/2024		RELIANCE TRUST COMPANY - ASHWAUBENON 457	9,072.96
232401400		03/18/2024		WEA TSA TRUST	65,177.41
232401401		03/19/2024		TRUE NORTH ENERGY	1,935.00
232401402		03/20/2024		BSN SPORTS LLC	3,422.60
232401403		03/20/2024		LAMERS BUS LINES INC	2,181.03
232401404		03/20/2024		LASEE, MELANIE	42.05
232401405		03/20/2024		OBERSTADT, MEGAN	150.00
232401406		03/20/2024		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	452.78
232401407		03/22/2024		TRUE NORTH ENERGY	225.00
232401408		03/25/2024		ALPHA BAKING COMPANY	123.09
232401409		03/25/2024		AMAZON CAPITAL SERVICES	676.00
232401410		03/25/2024		BATTERIES PLUS LLC	22.32
232401411		03/25/2024		BIRDSEYE DAIRY INC	389.02
232401412		03/25/2024		CAMERA CORNER INC	284.00
232401413		03/25/2024		CDW GOVERNMENT	5,651.80
232401414		03/25/2024		CESA 6	5,165.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
232401415		03/25/2024		CINTAS CORPORATION	267.89
232401416		03/25/2024		COMPASS GROUP	72,270.67
232401417		03/25/2024		CONSTELLATION NEWENERGY-GAS DIV LLC	20,546.43
232401418		03/25/2024		FOX SPECIALTY CO LLC	759.14
232401419		03/25/2024		FUNDAMENTALS LLC	3,753.00
232401420		03/25/2024		GOERING, CRYSTAL	778.00
232401421		03/25/2024		HANSEN, COREY	98.09
232401422		03/25/2024		INFO MART INC	60.00
232401423		03/25/2024		JW PEPPER & SONS INC	25.00
232401424		03/25/2024		KASTER, MEEGAN	54.27
232401425		03/25/2024		KAY DISTRIBUTING INC	796.50
232401426		03/25/2024		LAMERS BUS LINES INC	17,000.00
232401427		03/25/2024		LASEE, MELANIE	291.84
232401428		03/25/2024		LOTTO, PAUL	40.42
232401429		03/25/2024		MANION, AMBER	17.27
232401430		03/25/2024		MARCO	916.26
232401431		03/25/2024		MENARDS INC	502.21
232401432		03/25/2024		NASSCO INC	209.14
232401433		03/25/2024		OBERSTADT, MEGAN	56.15
232401434		03/25/2024		OFFICE ENTERPRISES INC	194.59
232401435		03/25/2024		OLIVER, JACQUELINE	196.18
232401436		03/25/2024		PERFORMANCE FOODSERVICE	7,511.59
232401437		03/25/2024		RATZ, DAWN	83.16
232401438		03/25/2024		UNITED MAILING SERVICES INC	498.06
232401439		03/25/2024		WEX BANK	697.66
232401440		04/01/2024		ALPHA BAKING COMPANY	500.99
232401441		04/01/2024		BAER PERFORMANCE MARKETING	2,910.00
232401442		04/01/2024		BIRDSEYE DAIRY INC	438.47
232401443		04/01/2024		CINTAS CORPORATION	267.89
232401444		04/01/2024		EDWIN C GAROT CO INC	990.00
232401445		04/01/2024		HOME TEAM SPORTS & APPAREL INC	199.72
232401446		04/01/2024		JW PEPPER & SONS INC	62.20
232401447		04/01/2024		KASTER, MEEGAN	14.99
232401448		04/01/2024		KAY DISTRIBUTING INC	316.50
232401449		04/01/2024		LAMERS BUS LINES INC	1,219.70
232401450		04/01/2024		MARCO	1,637.30
232401451		04/01/2024		MENARDS INC	66.00
232401452		04/01/2024		OLIVER, JACQUELINE	39.98
232401453		04/01/2024		PACKERLAND GLASS INC	468.06
232401454		04/01/2024		PEPSI COLA OF GREEN BAY	2,138.57
232401455		04/01/2024		PERFORMANCE FOODSERVICE	15,018.58
232401456		04/01/2024		QUILL CORP	20.04
232401457		04/01/2024		WI COUNCIL OF ADMIN OF SPEC SRV LTD	1,068.00
232401458		04/01/2024		WI DOCUMENT IMAGING LLC	47.07
232401459		04/01/2024		TRUE NORTH ENERGY	3,510.00

Totals for checks

1,743,333.06

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	556,325.17	252.86	290,573.46	847,151.49
21	Gifts & Donations	50.57	4.00	76,835.56	76,890.13
27	Special Education	93,143.84	0.00	68,008.26	161,152.10
39	Referendum Approved Debt Srvc	0.00	0.00	502,000.00	502,000.00
50	Food Service	12,538.71	18.25	92,188.15	104,745.11
80	Community Service Fund	6,626.63	0.00	25,018.19	31,644.82
81	Ashwaubenon PAC	3,280.59	0.00	16,468.82	19,749.41
***	Fund Summary Totals ***	671,965.51	275.11	1,071,092.44	1,743,333.06

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

## APPOINTMENTS

### NON-TEACHING STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective	Reason for request
Hintz, Jacob	1.0 FTE	Head Maintenance Technician/Assistant Coordinator – Building Operations	AHS	Exempt Salary	April 1, 2024	The position is due to a staff Vacancy and reassessment of staffing needs of the maintenance team.
Vannieuwenhoven, Thomas	1.0 FTE	Assistant Technical Director	PAC	Exempt Hourly	April 15, 2024	The position is due to staffing needs.

## RESIGNATIONS/RETIREMENTS/LAYOFFS

### NON-TEACHING STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

Name	FTE	Position	School	Notes
Lumberg, Ken	1.0 FTE	Night Maintenance Technician	AHS	Resignation is effective March 22, 2024.

### PROFESSIONAL / ADMINISTRATION STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

Name	FTE	Position	School	Notes
Seder, Candice	.50 FTE	Bilingual Instructor	AHS	Resignation is effective the end of the 2023-24 school year. Candice will retain her .50 FTE Literacy Coach Instructor position at Pioneer.
Weber, Casey	1.0 FTE	Grade 7/8 Instructor	Parkview	Resignation is effective the end of the 2023-24 school year.

## **February Financials**

The financial forecast for February shows a positive actual to budget projection. The report is very similar to the January forecast. Overall Fund 10 is projected to have a surplus (Revenue exceeding Expenditures) of \$1,052,315. This is a strong surplus, but I expect the actual surplus to be lower by June 30. This includes a transfer to Fund 46 (in the purchased services budget) to put money away for building projects. Some of these projects (roofs) may start in June, but not be completed until the 2025 summer or later.

General Fund Revenue is projected to be \$250,000 above the budget amount of \$41,501,310. The three areas where actuals are tracking better than budget are interest income, State Library aid, and Federal Aid. The additional Library aid will result in some additional expenditures because this aid is intended to be spent in the year it is received. The additional Federal Aid is related to some unspent ESSER funds that were discovered during a review of our grant budgets.

The expenditures projection shows forecast expenditures below budget by approximately \$800,000. The biggest change from last month is an increase in the expected transfer to Fund 27. We also had another good month in our health insurance program. We hope this continues, but remember this can change quickly. Another item that is worth pointing out is borrowing expenditures are projected well below budget. We have seen the benefit of adding to the fund balance last year (along with a healthy self-funded insurance fund balance) which allowed us to make it through December without taking an advance on our line of credit. We did take some small advances in January as we waited for property tax receipts. This is the first time in over 10 years that we have made it through December without borrowing.

Special Education Fund expenditures are forecast to exceed budget by approximately \$330,000. This variance is in salaries. It looks like we have some positions that were budgeted in Fund 10 instead of Fund 27 causing a positive variance in Fund 10 and a negative variance in Fund 27 along with some special ed staff related to high needs students that have moved in during the school year. I think this variance is overstated because one of the students has moved to Syble Hopp school. We also have a variance related to substitutes. During COVID we charged all of our subs to Fund 10 because we had so many contracted subs who worked every day. We directed where they were needed the most. This resulted in subs not being charged to Fund 27 during COVID even when covering special ed classes. This year we returned to charging subs to Fund 27. The result is Fund 10 is showing a positive variance in sub costs while Fund 27 is showing a negative variance. I will adjust our 2024-25 budget to correct these issues.

A good number to watch in Fund 27 is the revenue-transfer from Fund 10. This is the amount that the General Fund is covering since the Special Ed Fund will always run at a deficit. In the Forecast the transfer from Fund 10 is \$285,000 over the budgeted amount. This tells you that the Fund 27 forecast is running at a larger deficit when compared to the budget. The State Revenue in Fund 27 looks to be a little too low, if that increases, it could reduce the transfer from Fund 10 improving the Fund 10 outlook. In the end, I believe the additional State revenue will offset most of the budget shortfall from the salary expenditures, but this will need to be monitored to make sure we are budgeting appropriately for 2024-25.

Please let me know your thoughts and ideas on how the financial reports can be improved. This report will be part of the April consent agenda.

# Ashwaubenon School District

## Monthly Actual to Budget Comparison

February 2024

	2022-23	Year to Date		2023-24	Year to Date		Projected
	Budget	Actual	% Budget	Budget	Actual	% Budget	Year-end
<b>General Fund (10)</b>							
<b><u>Revenue</u></b>							
Local	14,167,340	10,804,013	76.26%	17,332,258	12,860,535	74.20%	17,384,590
Open Enrollment	9,705,510	-	0.00%	10,158,684	-	0.00%	10,158,684
Intermediate	16,667	1,588	9.53%	15,773	23,958	151.89%	32,040
State	12,261,065	3,948,063	32.20%	13,542,343	4,280,735	31.61%	13,610,016
Federal	1,504,918	1,253,145	83.27%	447,252	329,714	73.72%	543,825
Other	5,000	36,056	721.11%	<b>5,000</b>	22,444	448.88%	22,444
<b>Total Revenue</b>	<b>37,660,500</b>	<b>16,042,865</b>		<b>41,501,310</b>	<b>17,517,386</b>		<b>41,751,599</b>
<b><u>Expenditures</u></b>							
Salaries	18,944,351	10,068,923	53.15%	19,770,447	10,585,097	53.54%	19,587,850
Benefits	8,833,374	4,489,121	50.82%	9,753,682	4,636,900	47.54%	9,318,668
Purchased Services	4,833,749	2,397,056	49.59%	6,702,983	2,667,117	39.79%	6,584,492
Non-Cpaital/Supplies	1,052,875	550,548	52.29%	1,238,904	542,392	43.78%	1,040,143
Capital	745,422	82,667	11.09%	608,213	376,301	61.87%	484,755
Borrowing (Line of Credit)	50,000	6,175	12.35%	28,500	1,815	6.37%	6,000
Insurance	95,000	87,723	92.34%	115,000	90,873	79.02%	100,873
Transfers	3,210,800	-	0.00%	3,224,551	199,922	6.20%	3,510,375
Other	56,187	50,428	89.75%	59,030	52,348	88.68%	66,128
<b>Total Expenditures</b>	<b>37,821,758</b>	<b>17,732,641</b>		<b>41,501,310</b>	<b>19,152,765</b>		<b>40,699,284</b>
					<b>Projected Surplus (Deficit)</b>		<b>1,052,315</b>

**Special Ed. Fund (27)**

**Revenue**

	2022-23	Year to Date		2023-24	Year to Date		Projected
	Budget	Actual	% Budget	Budget	Actual	% Budget	Year-end
transfer from fund 10	3,210,800	-	0.00%	3,224,551	-	0.00%	3,510,375
Intermediate	25,000	20,173	80.69%	35,000	4,736	13.53%	30,000
State	1,259,200	841,649	66.84%	1,288,527	872,462	67.71%	1,316,285
Federal	761,656	465,829	61.16%	833,388	411,861	49.42%	857,065
Other	-	-	0.00%	-	-	0.00%	-
<b>Total Revenue</b>	<b>5,256,656</b>	<b>1,327,651</b>		<b>5,381,466</b>	<b>1,289,059</b>		<b>5,713,725</b>

**Expenditures**

Salaries	3,014,608	1,727,069	57.29%	3,131,116	1,926,889	61.54%	3,484,961
Benefits	1,500,103	796,405	53.09%	1,564,506	871,273	55.69%	1,563,181
Purchased Services	415,046	335,648	80.87%	594,612	421,758	70.93%	578,222
Non-Cpaital/Supplies	174,861	87,885	50.26%	88,232	36,546	41.42%	84,970
Capital	1,000	-	0.00%	-	-	0.00%	-
Other	3,000	1,079	35.97%	3,000	2,391	79.71%	2,391
<b>Total Expenditures</b>	<b>5,108,618</b>	<b>2,948,086</b>		<b>5,381,466</b>	<b>3,258,857</b>		<b>5,713,725</b>

**Discussion Item: 1**

Ashwaubenon School Board

Meeting Date:	April 10, 2024
Issue:	First reading of bylaw and policies update
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><b><u>Policy 2460.03 - Independent Educational Evaluation (IEE)</u></b>  This policy is revised to add what was once a drafting note to now be regular policy language. While the language is not required in policy, it is helpful to give full meaning to the concept and therefore improves the policy language to incorporate it as provided here. This revision is recommended.</p> <p><b><u>Policy 5505 - Academic Honesty</u></b>  This new policy is provided to address the topic of academic honesty but also to deal with the impact of emerging technologies that make engaging in academic dishonesty more accessible such as artificial intelligence. The purpose of this policy addition is to clarify expectations for academic integrity. As Artificial Intelligence blurs the line of what is plagiarism or cheating, this policy clearly defines what is considered original work. The addition of this policy was suggested at a state conference to provide clarity around what is expected of student work in a changing landscape of artificial intelligence.</p> <p><b><u>9270 Equivalent Education Outside The Schools (Home Schooling)</u></b>  The language in this policy has been revised to include options for Tribal School Education student. It also clarifies the options resident, non-public school students (private/tribal and home-based) have for participating in co-curricular activities. This revision is recommended for adoption.</p>
Recommendation:	Review and bring back to May meeting for final review and approval.



Book	Policy Manual
Section	Board approved 5-8-24
Title	INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	
Adopted	December 9, 2020
Last Revised	October 25, 2023

#### 2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

#### **Procedures to Obtain an IEE at Public Expense**

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
  2. The examiner must be located within the State of Wisconsin and must conduct the evaluation within District boundaries.
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
  4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required

evaluation component.

6. The same criteria apply to both public and independent examiners.

D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Pupil Services (not to exceed \$3000.00). In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.

E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. **If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.**

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Revised 8/11/21

**Revised 3/13/24**

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Legal

34 C.F.R. Sec. 300.502

**Last Modified by Jennifer Bower on March 7, 2024**

Book	Policy Manual
Section	Board approved 5-8-24
Title	New Policy - Vol. 32, No. 2, July 2023 - ACADEMIC HONESTY
Code	po5505
Status	

### **New Policy - Vol. 32, No. 2**

#### **5505 – ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

All teachers will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the

Superintendent whose decision shall be final.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

**Last Modified by Jennifer Bower on March 20, 2024**



Book Policy Manual  
Section Board approved 5-8-24  
Title HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING  
Code po9270  
Status  
Adopted June 9, 2008

9270 - **HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING** ~~EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)~~

The Board encourages the enrollment of all school-age children residing in this District in public schools or in a parochial or private school so that such children may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. **Participation of Ashwaubenon School District Resident Non-Public School Students in District Curricular and Co-curricular Programs**

**Private Education or Tribal School Education Students**

The Board shall allow resident non-public school students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. ~~Students enrolled in a private school or home-based private educational program may participate in District classes or programs.~~ The student must meet the criteria for admission to the high school established for private school and tribal school students and as specifically required by law ~~and according to the following guidelines:~~

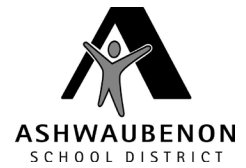
Students who are enrolled in a private school or a tribal school and are residents of the School District may participate in activities that meet the guidelines cited below. Participation is limited to those activities not currently available to students in home-based, private, tribal or non-public school education programs.

- A. No additional cost is incurred by the School District.
- B. Transportation to and from the School District is provided by the private/~~tribal~~ school or the student's parent/guardian.
- C. There is adequate space available in the program.
- D. District students will not be excluded from membership in an activity as a result of the membership of **home-based, private, tribal or** non-public school students.
- E. If applicable, the student's participation in the co-curricular activity is consistent with the rules of any organization or association governing such activity.
- F. The participant will pay existing activity fees and any fees associated with the activity.

**Home-Based Private Education Students**

The Board shall allow a student receiving Home-Based private education to enroll in up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).





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**Discussion Item: 2**

Ashwaubenon School Board

Meeting Date:	April 10, 2024
Issue:	Presentation of Middle & High School Strategic Plans
Requested By:	Kurt Weyers and Andy Bake
Attachments:	Building Strategic Plan Updates
Financial and/or Staffing Implications:	None
Funding Source:	NA
Explanation:	The Strategic Planning Retreat took place on August 15-16, 2023 and during that time each building created Strategic Plans for the 2023-24 School Year. The middle and high school principals will be providing an overview of progress that has been made towards meeting the goals outlined within their plans.
Recommendation:	This is a discussion item. No action is necessary.

**Action Item: 1**

Ashwaubenon School Board

Meeting Date:	April 10, 2024						
Issue:	Consider bids for the Pioneer Elementary School roofing project						
Requested By:	Tom Schmitt						
Attachments:	None						
Financial and/or Staffing Implications:	\$602,069.19						
Funding Source:	Fund 10 Fund 46						
Explanation:	<p>A roof section at Pioneer Elementary is scheduled for replacement in the 10 Year Facilities Improvement plan. Three bids were received for the project. The low bid received was from Molina Dynasty for the amount of \$602,069.19.</p> <table border="1" data-bbox="516 1075 982 1192"> <tr> <td>Molina Dynasty</td> <td>\$602,069.19</td> </tr> <tr> <td>Crafts</td> <td>\$767,995.00</td> </tr> <tr> <td>Pioneer</td> <td>\$859,408.00</td> </tr> </table>	Molina Dynasty	\$602,069.19	Crafts	\$767,995.00	Pioneer	\$859,408.00
Molina Dynasty	\$602,069.19						
Crafts	\$767,995.00						
Pioneer	\$859,408.00						
Recommendation:	Accept the low bid for the Pioneer Elementary School from Molina Dynasty in the amount of \$602,069.19.						



**Action Item: 2**

Ashwaubenon School Board

Meeting Date:	April 10, 2024						
Issue:	Consider bids for the Parkview Middle School roofing project						
Requested By:	Tom Schmitt						
Attachments:	None						
Financial and/or Staffing Implications:	\$512,736						
Funding Source:	Fund 10 Fund 46						
Explanation:	<p>A roof section at Parkview Middle School is scheduled for replacement in the 10 Year Facilities Improvement plan. Three bids were received for the project. The two lowest bids were separated \$3,544. After interviewing both contractors it has been determined that Craft's Roofing is a better option considering project scheduling and labor resources.</p> <table border="1" data-bbox="516 1150 980 1268"> <tr> <td>Molina Dynasty</td> <td>\$509,191.81</td> </tr> <tr> <td>Crafts</td> <td>\$512,736.00</td> </tr> <tr> <td>Pioneer</td> <td>\$669,454.00</td> </tr> </table>	Molina Dynasty	\$509,191.81	Crafts	\$512,736.00	Pioneer	\$669,454.00
Molina Dynasty	\$509,191.81						
Crafts	\$512,736.00						
Pioneer	\$669,454.00						
Recommendation:	Accept the bid for the Parkview Middle School roofing project from Craft's Roofing in the amount of \$512,736.						

**Action Item: 3**

Ashwaubenon School Board

Meeting Date:	April 10, 2024												
Issue:	Consider bids for the Cormier Early Learning Center Roofing Project												
Requested By:	Tom Schmitt												
Attachments:	None												
Financial and/or Staffing Implications:	\$413,927												
Funding Source:	Fund 10 Fund 46												
Explanation:	<p>Two sections of roof at the Cormier Early Learning Center are scheduled for replacement in the 10 Year Facilities Improvement plan. Six bids were received for the project. The low bid received was from Wenger Construction for the amount of \$413,927.</p> <table border="1" data-bbox="516 1113 982 1386"> <tr> <td>Wenger Const</td> <td>\$413,927</td> </tr> <tr> <td>HIS Comp</td> <td>\$427,648</td> </tr> <tr> <td>Crafts</td> <td>\$436,679</td> </tr> <tr> <td>Northeastern Roofing</td> <td>\$468,775</td> </tr> <tr> <td>Molina Dynasty</td> <td>\$485,541</td> </tr> <tr> <td>Pioneer</td> <td>\$542,335</td> </tr> </table>	Wenger Const	\$413,927	HIS Comp	\$427,648	Crafts	\$436,679	Northeastern Roofing	\$468,775	Molina Dynasty	\$485,541	Pioneer	\$542,335
Wenger Const	\$413,927												
HIS Comp	\$427,648												
Crafts	\$436,679												
Northeastern Roofing	\$468,775												
Molina Dynasty	\$485,541												
Pioneer	\$542,335												
Recommendation:	Accept the low bid from Wenger Construction for the amount of \$413,927												

**Action Item: 4**

Ashwaubenon School Board

Meeting Date:	March 13, 2024
Issue:	Second reading and approval of bylaw and policies update
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><b><u>DELETE Policy 6610 - Nondistrict-Supported Student Activity Accounts</u></b> This policy is being deleted. It has been combined with new policy 6611.</p> <p><b><u>Policy 6611 - District-Supported/Sponsored Student Activity Accounts (New)</u></b> This policy now reflects the policy language pertaining to District-Supported and Sponsored Student Activity Accounts, including the language previously found in Policy 6610 - NonDistrict-Supported Student Activity Accounts. Adoption of this new policy is recommended for comprehensive policy language regarding student activities and finances.</p> <p><b><u>7100 Facilities Planning</u></b> The policy is revised to update language and to account for current analytical processes relative to evaluating space needs and enrollment projections. In addition, the inclusion of this policy revision is intended to prompt review of the District's facilities maintenance and management plans so as to take the opportunity to determine whether such plans need to be updated, revisited, or completed. These revisions are recommended but not required.</p> <p><b><u>7440 - Facility Security</u></b> This policy is revised to clarify the definition of metal detectors to include handheld wands. Also, school event supervisors are authorized to respond to school safety situations when an Administrator is not present as may be the case at after-school and/or evening events. This revision is recommended for school safety.</p> <p><b><u>8390 Animals on District Property</u></b> This policy is being changed to explain that an emotional support animal is different from a service animal and the district is not required by law to approve an emotional support animal on school grounds. Addition of Therapy dog language allowing a therapy dog to be onsite with a handler to support students throughout the building.</p> <p><b><u>8431 Preparedness for Toxic Hazards</u></b> Revisions to this policy authorize the District Administrator to designate the Toxic Hazard Preparedness Officer. In addition, clarifying the language on the THP responsibilities.</p>

	<p><b>8500 Food Services</b></p> <p>This policy has been revised to update the verbiage of the USDA required nondiscrimination language and to remove reference to redundant nondiscrimination language included elsewhere in the policy. Likewise, the policy is revised to incorporate dietary modification options that are not pursuant to a medical request that complies with the federal regulations for such medically-based modifications, but are still based on either noncompliant medical documentation or purely individual preferences at the Board's discretion.</p> <p>Further, this policy language is revised in response to DPI auditor determinations about policy requirements regarding permissible delinquent school lunch balances. The revisions included generally remove the authority of the District Administrator and place in the authority of the Board the determination of a set level of permissible delinquent school lunch account balance, as opposed to allowing a determination be made by the administration based on the program, experience, etc. Likewise, it is legal to set different permissible levels of negative account balances based on grade level (accounting for the different levels of individual responsibility between a 1st grade student and a high school student). The current policy language again provides for establishing a different level of permitted delinquency by grade level – not individually, so that discrimination is not a realistic concern. The revisions are provided in response to current auditor expectations but still allow for differentiation by grade level (not by individual, and therefore not reasonably subject to discriminatory practice).</p>
<p><b>Recommendation:</b></p>	<p>Final review and approval.</p>

Book	Policy Manual
Section	Board approved 4-10-24
Title	STUDENT ACTIVITY FUNDS
Code	po6610
Status	
Adopted	June 9, 2008
Last Revised	August 11, 2021

#### **6610 — STUDENT ACTIVITY FUNDS**

~~Student classes, clubs, and organizations which are primarily student directed and financed may be authorized by the building principal or designee if the purposes are to contribute to the educational experience of students and are consistent with the goals and objectives of the educational program. Each class, club or organization will provide to the principal or designee a written statement of purpose for the activity and delineate the types of fundraisers and disbursements that will be used by the organization. Each class, club or organization will have an adult advisor, student president, and student secretary/treasurer. The building principal or designee will be responsible for supervision and operation of these activities.~~

~~All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.~~

#### **Procedures**

~~The class, club or organization treasurer and adult advisor will be responsible to the building principal or designee for the documentation, deposit, and disbursement of all activity funds. The collection or raising of funds by classes, clubs or organizations must have prior approval of the building principal or designee.~~

~~All funds will be deposited in the individual school Fund 60 account. Any interest earned on deposits will be credited annually to each individual account based on the average account balance through the year, provided the account has maintained a sufficient balance to warrant interest payments.~~

~~Disbursement of class, club or organization funds may be made only with the approval of the student president or designee, faculty advisory, and the building principal or designee. Disbursements will be made by purchase order or check. The student activity's treasurer will maintain itemized records of all receipts and expenditures. The principal or designee will be responsible for reporting to the District business office at the end of each month the total receipts, expenditures, and balances for each class, club or organization. All student activity funds will be audited on a yearly basis as part of the School District audit.~~

~~At the end of the school year, all balances of classes, clubs or organizations will be carried over to the next school year with the exception of the graduating class fund balance. The transfer of funds will take place after August 1st of each year. Representatives of the graduating class will identify what the balance of its funds will be used for.~~

~~No student class, club or organization will be allowed to operate with a negative balance unless approved by the building principal or designee based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.~~

~~If an account has no activity for twelve (12) months, the account may be considered inactive. Any funds remaining in an inactive account will be transferred to the school principal fund to be used only for student projects or activities and the inactive account will be closed.~~

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Legal 120.16(2) Wis. Stats.

**Last Modified by Jennifer Bower on March 7, 2024**

Book	Policy Manual
Section	Board approved 4-10-24
Title	New Policy - Vol. 33, No. 1, Dec. 2023 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS
Code	po6611
Status	

### **New Policy - Vol. 33, No. 1**

#### **6611 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS**

The Board authorizes the maintenance of approved student activity accounts for District-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for District-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the School Administration before monies can be collected or disbursed in the name of said activity.

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management. Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.

#### **Definitions**

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and District-supported student activities. (see Policy 2430 - District-Sponsored Clubs and Activities)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over the dispersal of the activity's funds.
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over the dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

All activities shall be on a self-sustaining basis.

The Business Office shall be the Treasurer of the student activities activity account. The Treasurer may delegate responsibility to a financial secretary.

Fund-raising for all student activities will be in accordance with Board Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity accounts, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

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Legal 120.16(2) Wis. Stats.

**Last Modified by Jennifer Bower on March 7, 2024**

Book Policy Manual  
Section Board approved 4-10-24  
Title FACILITIES PLANNING  
Code po7100  
Status  
Adopted June 9, 2008

#### 7100 - FACILITIES PLANNING

The Board ~~of Education~~ recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In ~~an effort to align~~~~order to assure that future~~ District ~~facilities inventory with construction supports~~ the ~~needs of the~~ educational program and ~~of the responds to~~ community ~~needs~~, the Board will prepare a capital ~~expenditures~~~~construction~~ plan and will ~~review and~~ revise that plan periodically thereafter. ~~The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.~~

In order to ~~apprise~~ ~~keep~~ the Board ~~regarding the Board's facilities construction plan,~~~~informed~~, the Superintendent shall:

- A. ~~annually report to the Board on the number of resident students attending school;~~
- B. ~~report to the Board on the enrollment by grades during the school year annually;~~
- C. conduct a "child find" each year of the number of students who will be enrolled in the District schools in September and report the results to the Board;
- D. prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

~~Information gathered in the conduct of the District child find shall include the age, gender, ethnicity, location, disability, primary language in home, current grade, and current school of each child between the ages of birth and nineteen (19) in this District.~~

~~In planning for facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. In addition, the Board may engage the services of an architectural firm to conduct a facilities study and to make recommendations. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.~~

Revised 4/10/24

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Last Modified by Jennifer Bower on March 7, 2024

Book	Policy Manual
Section	Board approved 4-10-24
Title	FACILITY SECURITY
Code	po7440
Status	
Adopted	June 9, 2008
Last Revised	November 8, 2023

#### 7440 - FACILITY SECURITY

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the Superintendent to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to ~~install~~ utilize metal detectors (e.g., walk through detectors and hand-held wands), ~~and~~ video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, ~~and other security devices that would assist in the detection of guns and dangerous weapons~~ on District property.

The Superintendent shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

#### Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. All visitors are expected to sign out prior to departing the building.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the main office does not have a record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if an administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

#### Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.



B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the ~~main school~~ office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies ~~and administrative guidelines~~.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the Superintendent due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

#### **Court Imposed Restrictions**

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

#### **Sex Offenders on School Property**

Any person that is a registered sex offender under Wisconsin Law is required to notify the Superintendent of the specific date, time and place of the person's visit to any school facility and must notify the Superintendent of their status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 3/10/14  
Revised 3/23/15  
Revised 12/12/18  
Revised 8/14/19  
Revised 04/10/24

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Legal  
120.13(35), Wis. Stats.  
175.32(2), (3), Wis. Stat.  
301.475, Wis. Stat.  
State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

**Last Modified by Jennifer Bower on March 7, 2024**

Book	Policy Manual
Section	Board approved 4-10-24
Title	ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	September 23, 2013
Last Revised	August 12, 2020
Prior Revised Dates	12/14/15

### 8390 - ANIMALS ON DISTRICT PROPERTY

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property.

#### Definitions

- A. "Animal": Includes any living creature that is not a human being.
- B. "Service animal": any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. "Emotional Support Animal": Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104. An emotional support animal is not granted the same access to school buildings and classrooms as service animals. The district is not required to grant a student's request that they be permitted to bring an emotional support animal to class or on school grounds for any purpose.
- D. "Therapy Animal": Most commonly a dog (but can be other species) that has been obedience trained and screened for its ability to interact favorably with humans and other animals. A therapy animal is an animal that has been individually trained, evaluated and registered with his/her handler to provide animal-assisted activities, animal-assisted therapy and animal-assisted interaction within a school or other facility. Therapy animals are not the same as "emotional support animals" who may not receive any specific training or "service animals" who have specialized training to support an individual's identified needs. Animal Assisted Therapy is a goal-driven intervention, which is directed and/or delivered by professional school staff and is meant to improve the physical, social, emotional and/or cognitive function of an individual.

A therapy animal who meets the above definitions shall be under the control of its handler (a licensed staff member). A therapy animal shall have a harness and a four (4)-foot traditional leash (retractable is not allowed).

#### Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those assisting public safety staff when the task of the animal is related to school functioning, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities.

The following must be provided prior to the therapy animal coming onto school grounds: ~~only under the following conditions:~~

- A. The staff member seeking approval to have a non-service animal in ~~his/her classroom~~ the school setting shall provide:
  1. proof from a licensed veterinarian that the therapy animal is in good health and has been immunized against diseases common to the animal. Such vaccinations shall be kept current and up-to-date at all times ~~provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;~~

2. documentation of an insurance policy that provides liability insurance for the animal while on school grounds;
  3. documentation of certification as a therapy animal from the AKC, Intermountain Therapy Animals, (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC, and;
  4. take precautions deemed necessary to protect the health and safety of students and other staff;
  5. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
  6. keep the surrounding areas in a clean and sanitary condition at all times; and.
- B. The following steps will be taken prior to a therapy animal starting services at any district location. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health related or other concerns:

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

1. The staff member who wants to provide Animal Assisted Therapy will request in writing to the school principal their plan to provide goal-driven interventions using a licensed therapy animal. At a minimum the plan should address:
  - a. how school staff and students will be educated and introduced to the therapy animal;
  - b. how the therapy animal will be used to provide intervention that will improve student physical, social, emotional and/or cognitive function;
  - c. how the staff member will accommodate and care for the animal.
2. In collaboration with the Director of Pupil Services, the school principal will review the written request and determine:
  - a. appropriate use of therapy animal as social-emotional intervention;
  - b. approve or deny request for therapy animal
3. If approved, the school principal will provide a written notification to all families the students and staff in impacted schools that a therapy animal will be in the school setting.

The notification will request that the parent and/or staff notify the principal if their child or they have any known allergies, asthma, or other health condition that might be aggravated by the therapy animal's presence.

The principal will take appropriate action to protect any such students or staff members form exposure to the therapy animal

The handler will:

1. take precautions deemed necessary to protect the health and safety of students and other staff. At no time should a student be put in charge of the animal on school grounds;
2. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
3. keep the surrounding areas in a clean and sanitary condition at all times;

Exclusion or removal from School District Property: A therapy animal me be excluded from school district property if a school administrator determined that:

- A. The handler does not have control of the therapy animal;
- B. The therapy animal is not housebroken;
- C. The therapy animal presents a direct and immediate threat to others in the school;
- D. The therapy animal's presence otherwise interferes with educational program.

The handler shall immediately remove his/her animal from school property when instructed to do so by a school administrator. If the therapy animal is found to be no longer suitable for the program, the District will revoke privileges for the therapy animal to be present on school property.

### Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

### **Removing and/or Excluding a Student's Service Animal**

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the Superintendent prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

### **Eligibility of a Student's Service Animal for Transportation**

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Principal, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus.

The service animal must participate in bus evacuation drills with the student.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student.

Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

### **Service Animals for Employees**

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

### **Service Animals for Parents, Vendors, Visitors, and Others**

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

Revised 7/08/20

Revised 4/10/24

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Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504) The Americans with Disabilities Act (ADA)

The Individuals with Disabilities Education Act (IDEA)

**Last Modified by Jennifer Bower on March 7, 2024**

Book Policy Manual  
Section Board approved 4-10-24  
Title PREPAREDNESS FOR TOXIC HAZARDS  
Code po8431  
Status  
Adopted June 9, 2008  
Last Revised August 25, 2023

#### 8431 - **PREPAREDNESS FOR TOXIC HAZARDS**

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

#### **TOXIC HAZARDS**

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent, or another ~~designated and~~ qualified person ~~designated by the Superintendent~~, will serve as the Toxic Hazard Preparedness (THP) Officer.

The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ~~ensure~~ require that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property.

In fulfilling ~~these~~ THP Officer responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements ~~promulgated~~ developed by the ~~Wisconsin~~ Department of Health and Social Services.

Revised 5/11/15

T.C. 8/25/23

Revised 4/10/24

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Legal 94.705, 94.715, 101.58 et seq., 254.162, 254.20, Wis. Stats.  
15 U.S.C. 2601  
20 U.S.C. 4022  
20 U.S.C. 4014  
20 U.S.C. 4011  
20 U.S.C. 4011 et seq.  
29 C.F.R. 1910.1450(b)  
OSHA Brief - Hazard Communication Standard: Safety Data Sheets

**Last Modified by Jennifer Bower on March 7, 2024**

Book	Policy Manual
Section	Board approved 4-10-24
Title	FOOD SERVICES - 30.2 and 31.2 TC and 32.2 - Kaitlin
Code	po8500
Status	
Adopted	June 9, 2008
Last Revised	August 11, 2021

## 8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

### **Dietary Modifications**

#### **Modifications Based on Compliant Medical Documentation**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet ~~are certified by a licensed physician to have a disability which restricts his/her diet~~, in accordance with the criteria set forth in 7 C.F.R. 15b.3. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

#### **Modifications Based on Noncompliant Medical Requests**

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted

#### **Modification Based on Student/Parental Preference**

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

##### **A. Fluid Milk Substitution**

1. The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

##### **B. Religious Reason**

1. The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

### C. General Dietary Preference [If Selected Choose One]

1. The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

## IMPLEMENTATION AND DISCONTINUATION

### Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy.

### Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

### Notification

Parents will be notified of clarifications needed or approval of a special dietary request.

### Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, contact the Food Service Director or Special Dietary Accommodation Coordinator by 9:00 a.m. **[or enter a time]** the same day.

### Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Food Service Director or Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

### Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Director or Special Dietary Accommodation Coordinator.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

### Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

Students may be permitted to accumulate negative food service account balance as determined by the Superintendent. The Superintendent shall determine the manner of determining permissible account balances by grade level. A student shall be permitted to purchase a la carte items with cash payment.

Students may not be permitted to purchase a meal using a food service account, when the family account is delinquent, but will instead be provided an alternative meal for \$1.00 until the school collects.

The operation and supervision of the food-service program shall be the responsibility of the Child Nutrition Coordinator and the Director of Business Services. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.



A periodic review of the food-service accounts shall be made by the Director of Business Service. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment shall be used in a manner permitted by law. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

## **Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

## **Negative Account Balances**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance not to exceed \$15.00 in grade K-5 and \$18.75 in grades 6-12. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year. Funding for these meals will come from donated funds.

This information is provided in writing to all households at the start of each year.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food that complies with Federal food safety regulations;
- C. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (see Policy 1130, Policy 3230, and Policy 4230);
- D. compliance with food holds and recalls in accordance with USDA regulations;
- E. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- F. the safekeeping and storage of food and food equipment pursuant to USDA regulations.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area from midnight before to thirty (30) minutes after the end of the instructional day shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

## **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 9/24/12  
Revised 4/27/15  
Revised 5/10/17  
Revised 12/12/18  
T.C. 8/11/21  
Revised 4/10/24

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Legal	SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs
	SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program
	OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
	Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
	Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
	42 U.S.C. 1758
	15.137, Wis. Stats.
	93.49, Wis. Stats.
	115.34 - 115.345, Wis. Stats.
	120.10(16), Wis. Stats.
	120.13(10), Wis. Stats.
	7 C.F.R. Part 15b
	7 C.F.R. Part 210
	7 C.F.R. Part 215
	7 C.F.R. Part 220
	7 C.F.R. Part 225
	7 C.F.R. Part 226
	7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

**Last Modified by Jennifer Bower on March 7, 2024**

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**Action Item: 5**

Ashwaubenon School Board

Meeting Date:	04/10/24
Issue:	Extended Contracts
Requested By:	Jody Smits
Attachments:	Extended Contract cost estimate for the 2024-2025 school year.
Financial and/or Staffing Implications:	The combined estimated financial commitment for the proposed request, based upon the 2023-2024 salary schedule, is \$14,053.
Funding Source:	
Explanation:	Extended contracts allow for the provision of necessary services for the middle and high school Student Services and the high school Work Experience programs. It also allows the School Nurses time to create and update student health plans, inform staff of those student health plans prior to the beginning of the school year and train staff on administration of medication as needed.
Recommendation:	Approved by Administration.

ASHWAUBENON SCHOOL DISTRICT  
 Extended Contract Requests for  
 2024-2025

<u>Last Name</u>	<u>First Name</u>	<u>Home School</u>	<u>Assignment</u>	<u>Paid Days Reqstd</u>	<u>Trade off Days Rqstd</u>	<u>Salary/23-24</u>
Cavil	Lori	District-Wide	School Nurse	4	0	1,253.40
Herald	Katherine	District-Wide	School Nurse	4	0	1,174.87
Fitzpatrick	Christina	High School	School Counselor	5	5	1,889.25
Hilbert	John	High School	School Counselor	5	5	2,079.65
VanLaanen	Joy	High School	School Counselor	5	5	1,803.30
Mathu	Nadine	High School	Librarian/Media Specialist	3	0	1,316.04
Lindauer	Jesse	High School	Marketing/Business	1	0	360.66
Breitenfeldt	Kari	Parkview	School Counselor	3	0	1,097.31
Bachman	Lori	Parkview	School Counselor	3	0	1,310.46
Sawaski	Erin	Parkview	Librarian/Media Specialist	5	0	1,768.50
<b>TOTAL</b>				<b>38</b>	<b>15</b>	<b>\$14,053.44</b>

**Action Item: 6**

Ashwaubenon School Board

Meeting Date:	April 10, 2024
Issue:	Staffing – lay-offs
Requested By:	Keith Lucius and Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	These lay-offs are part of our budget balancing process
Funding Source:	General Fund budget
Explanation:	<p>By State Statute, the School Board is required to approve a preliminary notice of non-renewal by April 30<sup>th</sup> for any staff member who will not be offered a contract for the upcoming year. This includes non-renewal for lay-off purposes and non-renewal for performance reasons. (Our recommended non-renewals included in this agenda item are for the purpose of lay-off.) The Board must then also approve a final non-renewal by May 15<sup>th</sup> to complete the process.</p> <p>We have made progress on our budget for the 2024-25 school year with very little budget reductions needed. Even with the referendum passing last year, we still have some enrollment driven staffing adjustments needed. Most of the reductions related to enrollment were addressed using staff transfers, retirements, and resignations. Unfortunately, we have one partial lay-off needed.</p> <p>Here is the recommended staff member for preliminary notice of non-renewal for lay-off purposes</p> <ul style="list-style-type: none"> <li>• Amy Kopp – Partial lay-off of 0.13 FTE from her music teacher position at Valley View and Cormier</li> </ul> <p>The recommendations are preliminary lay-off notices. At any time, we can recall a staff member on lay-off. This can happen if student registrations exceed our projection in a grade level that requires us to add another section of music at the elementary level.</p>
Recommendation:	We recommend the Board approve the non-renewal for the purpose of lay-off as presented.