



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, September 11, 2019

6:30 pm

- A. **Call to order:** President VanLaanen called the meeting to order at 6:33 pm
- B. **Roll call:**
 - Board Members Present: VanLaanen, Vyskocil, Garrigan, VanDeKreeke, Trondson
 - Board Members Excused: all present
 - School Choice Advisory Representative: Mike Mader
 - Others Present: Kurt Weyers, Keith Lucius, Jill Kieslich, Tammy Nicholson, Andy Bake, Kris Hucek, Bill Foster, Brian Carter, Maria Arena, Nick Senger, Mandy Schroeder, Dirk Ribbens, Cassie Schneider
- C. **Declaration of quorum:** Quorum present
- D. **Pledge of allegiance:** The pledge was recited
- E. **Adoption of Agenda:** Moved by VanDeKreeke seconded by Vyskocil to adopt the agenda as presented. Aye 5, Nay 0. Motion carried 5:0
- F. **Citizens and/or delegations:**
 - 1. Public Forum – no issues were presented
- G. **Consent Agenda:** Moved by Trondson seconded by Vyskocil to approve the consent agenda 1-4 as presented. Aye 5, Nay 0. Motion carried 5:0
 - 1. Minutes of the regular meeting held on Wednesday, August 14, 2019
 - 2. The schedule of checks written 08/06/19 to 09/03/19
 - 3. Staffing: hirings, resignations, retirements, leave of absences
 - 4. There were 99 co-curriculars approved
- H. **Superintendent’s Report**
 - **Ashwaubenon School District start:** We had another tremendous start to the school year. The first week was extremely well planned and organized by our administrative team and staff. Weyers recognized administrators, staff, students, and parents for the smooth start to the new year.
 - **Equity and Social Justice Institute:** On October 18, all of the Directors, Michelle Garrigan, and Kurt Weyers will attend a one day Equity and Social Justice Institute in Milwaukee. This institute falls in line with our district goals of providing a more equitable learning environment for all students. More work to occur here as we strive to continually improve in this area.
 - **National Merit Scholarship Semifinalists:** Officials of National Merit Scholarship Corporation announced that Ashwaubenon High School students Emma Fischer, Samuel Stanko, and Christian Van Iten are among 16,000 Semi-finalists nation-wide. Approximately, 1.5 million juniors in more than 21,000 high schools enter the 2020 National Merit Scholarship Program. Great work Emma, Sam, and Christian.
 - **Riding the Bus with Cormier 4k/5k students:** During the first week of school, Weyers had the sincere pleasure of riding the bus home with our 4K/5K Cormier students. He enjoyed the opportunity to interact with students and staff as well as parents at the bus stop. Weyers recognized

Lamers bus lines for their organization on how their drivers stop at each home. He thanked the Cormier staff who ride the bus throughout the first couple of weeks to help students acclimate to riding the bus. Great work everyone!

- **Manufacturing Alliance Award:** Congratulations to Dave Stroud, Ashwaubenon High School Tech Ed. teacher for being awarded NEW Manufacturing Alliance's Career Pathmaker - Tech Ed. Teacher. This award is presented to Dave for his ongoing efforts in showcasing manufacturing as a great career choice for our youth. Dave will be recognized at the upcoming awards dinner. Congratulations Dave Stroud.
- **Jaguar Excellence Awards:** We will once again be doing the Jaguar Excellence Awards this school year. This platform provides an opportunity for staff members to recognize their colleagues each month. This award was extremely successful last year with 561 staff members being recognized by their peers.

I. **Discussion/Presentation Items:**

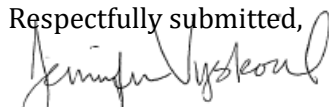
1. **Referendum Survey Review with Bill Foster:** Keith Lucius introduced Bill Foster from School Perceptions. Foster is helping the district to obtain community feedback on the proposed projects for referendum. He is also helping to create and administer the upcoming community survey. Lucius stated the final dollar amounts for each project are being finalized by the architects. They will be ready for community input session on September 18th.

Discussion:

- The survey will be mailed to the community the week of October 9th with a return deadline of October 28th. The results will be available around November 11th. In December, the board will decide if and what will go to referendum. In January, a resolution will be presented to the board.
- In approximately November/December, focus groups will be held.
- Foster outlines the survey details (8 pages, business reply envelope, paper and online versions).
- Typical response rate on the surveys is 20%.
- Board questioned why comments areas are only on the bottom of each page? Limiting comment areas to one per page versus after every questions forces people to review the all the content on the page.
- Why are answers limited to Yes, No, I'm not sure/need more information? It is easy data to interpret. If less than 50% of the respondents mark no (do not support), the project would be removed from the referendum.
- Why are the mental health services not spelled out in detail? We need to be careful about spelling out this area. We need the flexibility to put it in the needed areas are shift the area to another place in this area if needed.
- What is the \$80,000 annual AC costs based on? The average number of school days and summer school days that air conditioning would be used. Why not list all summer days because buildings could be used all summer. We do not want to create the expectations that the buildings would be in use all summer.
- Why is the *Repair of the Track* on the Update of District Facilities list first? It was felt that this project could turn the community away immediately. It was felt these projects should be listed in alphabetical order.
- The overall projected cost of the multiuse facility is getting costly. This project is a larger expense so it is being listed separately on the survey.
- Lucius explained the two types of referendum questions (Capital and Operational). The Capital question could include the improving safety and security, adding air conditioning, updating district facilities, moving the district office and building a multiuse indoor facility. The Operational questions could include improving mental health services and operating the new air conditioning systems.
 - Why are their more options then yes/no on this portion of the survey? Some people are not 100% for or again. The middle choice allow up to see how many people are undecided or lean more one way than the other.

- Felt that the “no increase in taxes over the current level” need to be advertised more or a note included to refer to page 2 of the survey.
 - More clearly explain the “All Projects” Capital question include all the projects listed under “Base Plan”.
 - More clearly explain that the \$730,000 for the Operational question is annually for 5 years. This could be mistaken as a onetime total versus an annual amount.
 - Requested more information examples explaining the mental health services portion of the operational question. This information is on page 3 of the survey.
 - Will the survey be available in other languages? It will be available in Spanish in paper form.
 - Each home will be mailed one copy. Extra copies will be available at the schools and district office.
 - How will the survey be communicated to the public? Through social media, district website and email messages. It will be sent to community members, staff, and parents. This includes parents and staff that do not live in the district.
2. **Bylaw and Policy Update - first read:** Weyers presented the next set of policies for a first read. The board discussed the following. No additional changes were recommended. The policies will be brought back to the board in October to a second read and approval.
- Policy 5340 – Weyers stated that concussion information is electronically shared with parents. They have to electronically mark that they have read the information.
 - Policy 8210 – Is this a result of the amount of school closures last year and will it now if policy? Yes it is but Lucius added that it may be policy but the district must meet the regulation set by DPI. The regulations are constantly changing so having this topic in policy give the district options.
- J. **Action Items:**
1. **Bylaw and Policy Update - Second read:** Weyers presented updated policy 6235 for a second read and approval. No additional changes were recommended. Moved by VanDeKreeke, seconded Vyskocil to approve the updates to policy 6235 as presented. Aye 5, Nay 0. Motion carried 5:0
- K. **Board & Superintendent Communications:**
- Lucius recommended the October 23, 2019 board meeting be moved to October 30, 2019. He stated the information he needs to present the levy certification and final budget would not be available in time to give the board adequate time to review it. The board agreed to move the October board meeting to October 30, 2019 at 6:30 pm.
- L. **Future Board Meetings & Topics:**
- The next board meeting is scheduled for **Wednesday, October 30, 2019**, at 6:30 pm in the in the District Office; 1055 Griffiths Lane; Ashwaubenon, WI.
- M. **Adjournment:** Moved by Trondson seconded by Vyskocil to adjourn the meeting at 7:26 pm. Aye 5, Nay 0. Motion carried 5:0

Respectfully submitted,



Jennifer Vyskocil

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
0		10/20/2019		KOSTKA & ASSOCIATES LLC	-163.66
246		09/12/2019		CORP MASTERCARD	39,904.61
246		09/12/2019		CORP MASTERCARD	0.00
246		09/12/2019		CORP MASTERCARD	0.00
247		10/12/2019		CORP MASTERCARD	42,560.59
247		10/12/2019		CORP MASTERCARD	0.00
1926		09/05/2019		BANK FIRST	197,772.12
1927		09/05/2019		WI DEPT OF REVENUE	35,616.05
1928		09/20/2019		BANK FIRST	191,700.45
1929		09/20/2019		WI DEPT OF REVENUE	40,205.63
1930		09/20/2019		WI DEPT OF REVENUE	2,077.80
1932		09/23/2019		METLIFE	7,375.34
1933		09/23/2019		WI RETIREMENT SYSTEM	41,940.36
1934		09/23/2019		VISION SERVICE PLAN	2,128.34
1935		10/05/2019		BANK FIRST	194,105.31
1936		10/05/2019		WI DEPT OF REVENUE	38,892.30
1937		10/20/2019		BANK FIRST	194,040.15
1938		10/20/2019		WI DEPT OF REVENUE	39,108.88
1939		10/20/2019		WI DEPT OF REVENUE	1,092.68
2019		09/19/2019		BANK FIRST	507.23
16961		09/06/2019		GAYAN NICHOLAS	72.00
16962		09/06/2019		HOGBERG JOHN	72.00
16963		09/06/2019		LOFHOLM DON	72.00
16964		09/06/2019		LOFHOLM GARY	72.00
16965		09/06/2019		SCHUPP DOUG	72.00
16966		09/09/2019		BINVERSIE, STEVE	72.00
16967		09/09/2019		HERZOG, THOMAS	52.00
16968		09/09/2019		NICHOLSON, ANDY	52.00
16969		09/09/2019		NIES, TIM	52.00
16970		09/09/2019		SHEBOYGAN NORTH HIGH SCHOOL	240.00
16971		09/09/2019		STREBEL, JANE	72.00
16972		09/09/2019		TREPES JUSTIN	52.00
16973		09/12/2019		ALLIE, DENNIS	57.00
16974		09/12/2019		GERHARTZ, CLETE	72.00
16975		09/12/2019		HUNNICUTT, BRIAN	85.00
16976		09/12/2019		JENDE, JEFFREY	72.00
16977		09/12/2019		LEDVINA, PETE	57.00
16978		09/12/2019		LEITERMAN, ANDREW	57.00
16979		09/12/2019		MERTEN, DAN	102.00
16980		09/12/2019		NEUKIRCHEN, JASON	85.00
16981		09/12/2019		SCHWARZ JEFFREY	102.00
16982		09/12/2019		SHEBOYGAN NORTH HIGH SCHOOL	160.00
16983		09/16/2019		BUECHEL, PATRICK	52.00
16984		09/16/2019		COLLETTE, TIM	57.00
16985		09/16/2019		COONEN, JEANETTE	102.00
16986		09/16/2019		DELZER, BOB	52.00
16987		09/16/2019		Deppe, Tim	57.00
16988		09/16/2019		DEYOUNG, MARY DURHAM	102.00
16989		09/16/2019		FLETCHER, BOB	52.00
16990		09/16/2019		HELGESON TROY	57.00
16991		09/16/2019		HUNNICUTT, BRIAN	85.00
16992		09/16/2019		JURKANIS, RICK	72.00
16993		09/16/2019		KNOESPEL, MICHAEL	52.00
16994		09/16/2019		KROLL DAVID	57.00
16995		09/16/2019		LESZKO, JOHN	72.00
16996		09/16/2019		OTTENS, ROD	72.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
16997		09/16/2019		ROETHLISBERGER CHAD	72.00
16998		09/16/2019		SENECAL, TOM	72.00
16999		09/16/2019		SPUDE JARED	72.00
17000		09/16/2019		WINKLER DANIEL	85.00
17001		09/16/2019		ZEAMER NICHOLAS	72.00
17002		09/23/2019		DEGRAVE, PAUL	72.00
17003		09/23/2019		DEPREY RYAN	57.00
17004		09/23/2019		KOSTURA JAMES	52.00
17005		09/23/2019		LINSTAD, AMY	72.00
17006		09/23/2019		MAILAND, THOMAS	52.00
17007		09/23/2019		MILZ BRYAN	52.00
17008		09/23/2019		RYSEWYK SHANNON	52.00
17009		09/23/2019		STREBEL, JANE	72.00
17010		09/23/2019		THOM BEN	57.00
17011		09/30/2019		ALLIE, DENNIS	72.00
17012		09/30/2019		BAUS JAYE	72.00
17013		09/30/2019		CAPELLE, TOM	72.00
17014		09/30/2019		COLLETTE, TIM	72.00
17015		09/30/2019		HANDRICH, STEVE	102.00
17016		09/30/2019		HEBEL, JAMES	72.00
17017		09/30/2019		HELGESON TROY	57.00
17018		09/30/2019		HUNNICUTT, BRIAN	85.00
17019		09/30/2019		LESLIE, TOM	57.00
17020		09/30/2019		LOEST, DAN	72.00
17021		09/30/2019		MARQUART, TIMOTHY	52.00
17022		09/30/2019		OLDENBURG, DAVID	72.00
17023		09/30/2019		PAUTZ, JACK	85.00
17024		09/30/2019		PERZ, RON	57.00
17025		09/30/2019		REUM, DENNIS	57.00
17026		09/30/2019		SCHROEDER DAVE	72.00
17027		09/30/2019		TEWS, RANDY	52.00
17028		09/30/2019		THILLMAN PETER	72.00
17029		09/30/2019		THOM BEN	57.00
17030		09/30/2019		TREPES JUSTIN	52.00
17031		09/30/2019		WETTSTEIN, JEFF	72.00
17032		09/30/2019		WILLEMS, PHILLIP	57.00
17033		09/30/2019		WILLIAMS, THOMAS	52.00
17034		09/30/2019		WONG MARK	72.00
17035		09/30/2019		YEDINAK KEITH	102.00
17036		10/02/2019		APPLETON EAST HIGH SCHOOL	200.00
17037		10/02/2019		APPLETON WEST HIGH SCHOOL	235.00
17038		10/02/2019		BAY PORT HIGH SCHOOL	80.00
17039		10/02/2019		BEAVER DAM HIGH SCHOOL	25.00
17040		10/02/2019		DE PERE HIGH SCHOOL	125.00
17041		10/02/2019		FOND DU LAC HIGH SCHOOL	175.00
17042		10/02/2019		KAUKAUNA HIGH SCHOOL	200.00
17043		10/02/2019		LITTLE CHUTE AREA SCHOOL DISTRICT	200.00
17044		10/02/2019		MANITOWOC LINCOLN HIGH SCHOOL	125.00
17045		10/02/2019		MARSHFIELD HIGH SCHOOL	175.00
17046		10/02/2019		NEENAH HIGH SCHOOL	125.00
17047		10/02/2019		NEW LONDON HIGH SCHOOL	150.00
17048		10/02/2019		NORTHBROOK COUNTRY CLUB	125.00
17049		10/02/2019		NOTRE DAME ACADEMY	325.00
17050		10/02/2019		OSHKOSH LOURDES HIGH SCHOOL	200.00
17051		10/02/2019		PREBLE HIGH SCHOOL	245.00
17052		10/02/2019		PULASKI HIGH SCHOOL	200.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
17053		10/02/2019		SEYMOUR HIGH SCHOOL	280.00
17054		10/02/2019		SHEBOYGAN NORTH HIGH SCHOOL	150.00
17055		10/02/2019		SOUTHWEST HIGH SCHOOL	180.00
17056		10/02/2019		WAUPACA HIGH SCHOOL	125.00
17057		10/02/2019		WAUWATOSA EAST HIGH SCHOOL	45.00
17058		10/02/2019		WINNECONNE COMM SCHOOL DISTRICT	300.00
17059		10/02/2019		WRIGHTSTOWN HIGH SCHOOL	200.00
17060		10/04/2019		KOLTZ DUANE	72.00
17061		10/07/2019		BREITLOW, AL	52.00
17062		10/07/2019		BRIGGS, JAMES	85.00
17063		10/07/2019		BRIGGS, JAMES	85.00
17064		10/07/2019		CALO TONY	52.00
17065		10/07/2019		COPELAND, JOSHUA	57.00
17066		10/07/2019		DEGRAVE, PAUL	72.00
17067		10/07/2019		DIETZ, SHELLEY	102.00
17068		10/07/2019		HUNNICUTT, BRIAN	85.00
17069		10/07/2019		HUNNICUTT, BRIAN	85.00
17070		10/07/2019		KEHOE DARRIN	52.00
17071		10/07/2019		LECAPTAIN, WILLIAM	102.00
17072		10/07/2019		MILZ BRYAN	52.00
17073		10/07/2019		ROGERS CHARLES	102.00
17074		10/07/2019		SIEVERT, LIBBY	102.00
17075		10/07/2019		TIMMINS, PAUL	57.00
17076		10/14/2019		DE PERE HIGH SCHOOL	125.00
17077		10/14/2019		DECKER ROBERT	52.00
17078		10/14/2019		HEIDNER, CHARLES	72.00
17079		10/14/2019		HELGESON TROY	57.00
17080		10/14/2019		KROLL DAVID	72.00
17081		10/14/2019		MILZ BRYAN	52.00
17082		10/14/2019		NICHOLSON, ANDY	52.00
17083		10/14/2019		SLEEPER, CONNER	57.00
17084		10/14/2019		WAUSAU WEST HIGH SCHOOL	60.00
17085		10/14/2019		WHITE, SIDNEY	52.00
17086		10/14/2019		WONG MARK	72.00
17087		10/21/2019		ARNDT, TRACY	72.00
17088		10/21/2019		DELZER, BOB	52.00
17089		10/21/2019		FLETCHER, BOB	52.00
17090		10/21/2019		HERNANDEZ-NAGREEN, ROBYN	72.00
17091		10/21/2019		KNOESPEL, MICHAEL	52.00
17092		10/21/2019		KRUEGER, ROBERT	52.00
93183		09/24/2019		WATTS, LESLIE	-2.60
93463		09/24/2019		SPERBERG, CALVIN	-12.20
94372		09/24/2019		MOUTRY, DEBRA	-10.25
94893		09/24/2019		SELISSEN, SHAWN	-4.00
95415		09/24/2019		LONG, JESSICA	-10.00
96190		09/24/2019		STEPHENS, MICHELLE OR CRIS LA RUE	-8.95
96843		09/24/2019		NELSON, KYLE OR LAURA	-9.50
97791		09/24/2019		VIGUE, NIOSHA	-20.00
98519		09/24/2019		RICHARDSON, TENNILLE	-7.70
98934		09/24/2019		NELSON, KYLE OR LAURA	-16.00
99474		09/24/2019		ROHLOFF, SAMANTHA	-43.28
100111		09/24/2019		SMOLIK, MARK OR DENISE	-13.75
100123		09/24/2019		WALKER, CHESTERFIELD	-19.50
100584		09/24/2019		OLEA, MARIA	-10.35
100681		09/24/2019		BOTAN, NAJB OR AMAL OSMAN	-12.05
100763		09/24/2019		SHEBUSKI, CARI	-22.65

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101294		09/24/2019		BURTON, TIANA	-5.00
101467		09/24/2019		ROMMEL, JENNIFER	-25.00
101640		09/24/2019		CRUVER, HEATHER	-9.25
101764		09/24/2019		JOHNSON, JANEL	-17.35
101826		09/24/2019		POTAPENKO, AMY	-16.20
101844		09/24/2019		BAXTER, KATHRYN	-11.61
101928		09/24/2019		MILLHISER, SKYE	-24.00
102042		10/18/2019		PAGE, JENNIFER	-230.00
102143		10/15/2019		GRAVELY, BRITTANY	-3.00
102353		10/10/2019		JOHNSON, ELIZABETH	-15.00
102493		10/08/2019		WARYCH, KEVIN OR MELISSA	-15.95
102561		10/18/2019		HALLAM, DIANN	-29.00
102848		09/04/2019		MENOMINEE INDIAN TRIBE OF WISCONSIN	50.00
102849		09/04/2019		WI SUPPORT COLLECTION TRUST FUND	1,638.22
102850		09/04/2019		YOUTH ALIVE	1,700.00
102851		09/09/2019		BATTERIES PLUS LLC	907.76
102852		09/09/2019		BELLIN HEALTH	17,183.54
102853		09/09/2019		BELLIN HEALTH FOUNDATION	395.00
102854		09/09/2019		BEYLON, STEVE OR SARAH	144.00
102855		09/09/2019		BLICK ART MATERIALS	2,900.98
102856		09/09/2019		BUILDING SERVICES GROUP INC	59,591.25
102857		09/09/2019		CARTER, MATTHEW	125.00
102858		09/09/2019		CAVIL, MARISSA	45.00
102859		09/09/2019		COASTAL ENTERPRISES	2,967.75
102860		09/09/2019		COMPTON, MICHELLE	75.00
102861		09/09/2019		DE KEYSER CONSTRUCTION CO, INC	599.50
102862		09/09/2019		DEAN FOODS OF WISCONSIN	34.68
102863		09/09/2019		DEERE & COMPANY	16,881.94
102864		09/09/2019		DIAMOND BUSINESS GRAPHICS	1,145.73
102865		09/09/2019		DSPS- INDUSTRY SERVICES, STATE OF WI	50.00
102866		09/09/2019		EAGLE ENVIRONMENTAL TESTING LLC	1,000.00
102867		09/09/2019		EDFICIENCY LLC	2,795.00
102868		09/09/2019		ELMSTAR ELECTRIC CORPORATION	714.94
102869		09/09/2019		FLY ME FLAG CO	238.50
102870		09/09/2019		FOLLETT SCHOOL SOLUTIONS INC	1,617.21
102871		09/09/2019		GENERAL MAINTENANCE CORP	1,345.00
102872		09/09/2019		GOULD, BRANDON	101.80
102873		09/09/2019		GRAINGER INC	55.91
102874		09/09/2019		GT CONSORTIUM OF CESA 7	100.00
102875		09/09/2019		INFO MART INC	16.00
102876		09/09/2019		KELSEY COATINGS INC	146.68
102877		09/09/2019		KLUBERTANZ, JAMIE	35.00
102878		09/09/2019		KOMPAS CARE	9,675.00
102879		09/09/2019		LASER WORKS LLC	130.00
102880		09/09/2019		LEGENDS OF LEARNING INC	1,500.00
102881		09/09/2019		LIEBGOTT, ELIZABETH	75.00
102882		09/09/2019		MAC GILL	197.23
102883		09/09/2019		MARTELL CONSTRUCTION INC	7,950.00
102884		09/09/2019		MENDOZA, LORENZO	12.60
102885		09/09/2019		PARKVIEW MIDDLE SCHOOL	7.00
102886		09/09/2019		QUILL CORP	880.99
102887		09/09/2019		RADIOLOGY CHARTERED	73.00
102888		09/09/2019		ROCHESTER 100 INC	47.25
102889		09/09/2019		RUTUES, ASHLEY	13.84
102890		09/09/2019		SCHOOL HOUSE	103.12
102891		09/09/2019		SCHOOL SPECIALTY	976.56

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
102892		09/09/2019		SHERWIN WILLIAMS PAINT STORE	37.20
102893		09/09/2019		SPRINKLER COMPANY INC	281.95
102894		09/09/2019		STORDEUR SANITATION	250.42
102895		09/09/2019		SUBSCRIPTION DEPARTMENT	39.95
102896		09/09/2019		ULINE	134.43
102897		09/09/2019		WI PUBLIC SERVICE CORP	195.78
102898		09/09/2019		WOODBURN PRESS	170.04
102899		09/09/2019		ZIMONICK BROTHERS PRODUCE INC	91.75
102900		09/16/2019		ASHWAUBENON OPTIMISTS CLUB	33.00
102901		09/16/2019		AYRES, BRIANNA	13.84
102902		09/16/2019		BLICK ART MATERIALS	422.68
102903		09/16/2019		BSN SPORTS LLC	1,893.70
102904		09/16/2019		BURG, NANCY	490.95
102905		09/16/2019		CABEL, JAMMICCA	92.00
102906		09/16/2019		CDW GOVERNMENT	5,131.68
102907		09/16/2019		CESA 8	10,014.67
102908		09/16/2019		DTAK1	2,800.00
102909		09/16/2019		EDFICIENCY LLC	2,750.00
102910		09/16/2019		ENTERPRISE RENT-A-CAR	395.87
102911		09/16/2019		FIRE-PIXEL	144.00
102912		09/16/2019		FLINN SCIENTIFIC INC	45.23
102913		09/16/2019		FLY ME FLAG CO	196.00
102914		09/16/2019		FOLLETT SCHOOL SOLUTIONS INC	3,951.03
102915		09/16/2019		GERBER LEISURE PRODUCTS	286.00
102916		09/16/2019		GREAT AMERICAN MEDIA SERVICES	49.95
102916		10/02/2019		GREAT AMERICAN MEDIA SERVICES	-49.95
102917		09/16/2019		HEYRMAN & GREEN BAY BLUE	991.00
102918		09/16/2019		HOPE SQUAD LLC	428.00
102919		09/16/2019		JW PEPPER & SONS INC	144.80
102920		09/16/2019		KHROME AGENCY	925.00
102921		09/16/2019		RIDDELL	3,516.23
102922		09/16/2019		KROMM, CALEB	171.81
102923		09/16/2019		LAKESHORE LEARNING MATERIALS	975.96
102924		09/16/2019		MACS	705.00
102925		09/16/2019		MAGEE, JOCELYN OR CHAD	35.00
102926		09/16/2019		MARCO	1,864.26
102927		09/16/2019		MFAC, LLC	1,248.95
102928		09/16/2019		NATL ELEVATOR INSPECTION SERVICES INC	82.00
102929		09/16/2019		NEOFUNDS	4,000.00
102930		09/16/2019		NEW LANDSCAPE & LAWCARE LLC	810.00
102931		09/16/2019		OFFICE DEPOT INC	965.84
102932		09/16/2019		PARKVIEW MIDDLE SCHOOL	3.50
102933		09/16/2019		QUILL CORP	1,065.71
102934		09/16/2019		SCHOOL HOUSE	283.84
102935		09/16/2019		SCHOOL SPECIALTY	12,341.38
102936		09/16/2019		SOLUTION TREE	7,600.75
102937		09/16/2019		STAPLES BUSINESS CREDIT	58.01
102938		09/16/2019		SUBSCRIPTION DEPARTMENT	119.85
102939		09/16/2019		THINKING CAP QUIZ BOWL	80.00
102940		09/16/2019		TRUGREEN 4991	2,685.80
102941		09/16/2019		UNIV OF MINNESOTA TWIN CITIES	1,666.00
102942		09/16/2019		US MATH RECOVERY COUNCIL	995.00
102943		09/16/2019		USI EDUCATION & GOVRNMT SALES	1,499.95
102944		09/16/2019		WEX BANK	438.93
102945		09/16/2019		WI PUBLIC SERVICE CORP	160.56
102946		09/16/2019		WILD BLUE TECHNOLOGIES	349.04

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102947		09/17/2019		SAM'S CLUB/SYCHRONY BANK	894.82
102948		09/18/2019		ASHWAUBENON EDUCATION FOUNDATION	20.00
102949		09/18/2019		SECURITY BENEFIT LIFE INSURANCE CO	7,424.68
102950		09/18/2019		SECURITY BENEFIT LIFE INS CO	4,400.08
102951		09/18/2019		SECURITY BENEFIT LIFE INS CO	694.23
102952		09/18/2019		UNITED WAY OF BROWN COUNTY INC	146.20
102953		09/18/2019		US DEPT OF EDUCATION AWG	37.93
102954		09/18/2019		WEA MEMBER BENEFITS	46,067.40
102955		09/18/2019		WEA MEMBER BENEFITS	15,555.37
102956		09/18/2019		WI SUPPORT COLLECTION TRUST FUND	1,663.22
102957		09/23/2019		2XL CORP	100.33
102958		09/23/2019		ACCELLASCHOOL	11,760.00
102959		09/23/2019		ALPHA BAKING COMPANY	94.99
102960		09/23/2019		ASHWAUBENON WATER & SEWER UTILITY	1,455.55
102961		09/23/2019		ASHWAUBENON PRESS	121.60
102962		09/23/2019		BAER PERFORMANCE MARKETING	5,562.50
102963		09/23/2019		BATTERIES PLUS LLC	49.63
102964		09/23/2019		BIRDSEYE DAIRY INC	505.68
102965		09/23/2019		BROWN COUNTY PORT & RESOURCE RECOVERY	77.50
102966		09/23/2019		BUILDING SERVICES GROUP INC	60,106.75
102966		09/23/2019		BUILDING SERVICES GROUP INC	0.00
102967		09/23/2019		CEC	4,169.96
102968		09/23/2019		CELLCOM GREEN BAY MSA	1,125.55
102969		09/23/2019		CESA 10	636.00
102970		09/23/2019		CLIFTON LARSON ALLEN LLP	7,000.00
102971		09/23/2019		COASTAL ENTERPRISES	500.40
102972		09/23/2019		CONRAD LUMBER	1,925.55
102973		09/23/2019		CPM EDUCATIONAL PROGRAM	24,948.25
102974		09/23/2019		CRYSTAL COFFEE CO & BEANERY	153.00
102975		09/23/2019		DEAN FOODS OF WISCONSIN	1,267.78
102976		09/23/2019		FIRST BOOK	1,129.86
102977		09/23/2019		FIX-IT SHOP, THE	1,054.50
102978		09/23/2019		FLINN SCIENTIFIC INC	108.41
102979		09/23/2019		FOLLETT SCHOOL SOLUTIONS INC	352.98
102980		09/23/2019		GRAINGER INC	879.93
102981		09/23/2019		GREAT AMERICAN DISPOSAL CO.	1,815.99
102982		09/23/2019		GREEN, CHANDLER OR ALEXANDRIA	42.35
102983		09/23/2019		HEARTLAND	451.02
102984		09/23/2019		HEYRMAN & GREEN BAY BLUE	75.00
102985		09/23/2019		INFO MART INC	124.00
102986		09/23/2019		JOHNSON & JONET MECHANICAL CONTRACTORS I	4,368.09
102987		09/23/2019		MAC GILL	74.00
102988		09/23/2019		MARCIA BRENNER ASSOCIATES LLC	1,792.00
102989		09/23/2019		MARCO	225.00
102990		09/23/2019		MENARDS INC	3,246.07
102991		09/23/2019		NASRO	9,720.00
102992		09/23/2019		NEENAH MUSIC PARENTS	250.00
102993		09/23/2019		NESS, SUSIE	156.89
102994		09/23/2019		OLSEN SAFETY EQUIPMENT	558.75
102995		09/23/2019		PARKVIEW MIDDLE SCHOOL	19.00
102996		09/23/2019		PAULSON HARDWARE INC	256.27
102997		09/23/2019		PEPSI COLA NORTH EASTERN WISCONSIN INC	1,929.72
102998		09/23/2019		QUILL CORP	501.23
102999		09/23/2019		SCHOLASTIC INC	628.78
103000		09/23/2019		SCHOOL HOUSE	199.24
103001		09/23/2019		SHERWIN WILLIAMS CO	2,602.56

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103002		09/23/2019		STAPLES BUSINESS CREDIT	111.03
103003		09/23/2019		THOMAS, DAVID	11.35
103004		09/23/2019		US SCHOOL SUPPLY	170.35
103005		09/23/2019		USIC LOCATING SERVICES INC	191.20
103006		09/23/2019		UW LA CROSSE	200.00
103007		09/23/2019		WESTERN RACQUET CLUB INC	300.00
103008		09/23/2019		WI DEPT OF JUSTICE	126.00
103009		09/23/2019		WI TECHNOLOGY EDUCATION ASSOCIATION	160.00
103010		09/23/2019		WILS	10,194.52
103011		09/23/2019		WISCONSIN SKYWARD USER GROUP	170.00
103012		09/23/2019		ZIMONICK BROTHERS PRODUCE INC	1,176.95
103013		09/24/2019		ECKERT, JAMIE	97.82
103014		09/24/2019		MADISON NATL LIFE INSURANCE CO	9,406.34
103015		09/30/2019		ALLOWAY, MELISSA	13.70
103016		09/30/2019		ALPHA BAKING COMPANY	564.90
103017		09/30/2019		AMBROSIUS STUDIOS INC	1,840.00
103018		09/30/2019		BIRDSEYE DAIRY INC	312.05
103019		09/30/2019		BRANDER ENGINEERING, INC.	5,688.00
103020		09/30/2019		CDW GOVERNMENT	1,226.72
103021		09/30/2019		COMMUNITY INSURANCE CORP	25.00
103022		09/30/2019		DEAN FOODS OF WISCONSIN	2,544.19
103023		09/30/2019		FASTSIGNS	64.65
103024		09/30/2019		FRECKLE EDUCATION	2,699.00
103025		09/30/2019		GANNETT WI MEDIA	28.00
103026		09/30/2019		GONZALEZ, MEGAN	28.80
103027		09/30/2019		GRAINGER INC	28.34
103028		09/30/2019		GREEN BAY CITY TREASURER	417.00
103029		09/30/2019		HILLSIDE APPLES	175.00
103030		09/30/2019		INFO MART INC	116.00
103031		09/30/2019		KHROME AGENCY	1,375.00
103032		09/30/2019		KORNOWSKI, ELIZABETH	15.00
103033		09/30/2019		KUEHN PRINTING	3,406.67
103034		09/30/2019		MACHT VILLAGE PROGRAMS LLC	1,053.00
103035		09/30/2019		NSIGHT TELSERVICES	2,035.49
103036		09/30/2019		OSHKOSH SCHOOL DISTRICT	400.00
103037		09/30/2019		PARAGON DEVELOPMENT SYSTEMS	1,590.00
103038		09/30/2019		PEPSI COLA NORTH EASTERN WISCONSIN INC	1,250.12
103039		09/30/2019		PIONEER VALLEY BOOKS	2,463.37
103040		09/30/2019		QUILL CORP	393.57
103041		09/30/2019		READING READING BOOKS LLC	1,949.06
103042		09/30/2019		SCHIMMEL, THOMAS	40.00
103043		09/30/2019		SCHOOL HOUSE	8.10
103044		09/30/2019		SCHOOL SPECIALTY	580.73
103045		09/30/2019		SERVICE MOTOR COMPANY	103.12
103046		09/30/2019		SNAP ON INDUSTRIAL	5,491.98
103047		09/30/2019		ST NORBERT COLLEGE	4,309.64
103048		09/30/2019		THINKING CAP QUIZ BOWL	40.00
103049		09/30/2019		TWIRL SEWER SERVICE CO INC	300.00
103050		09/30/2019		UNITED MAILING SERVICES INC	385.69
103051		09/30/2019		VERHALEN INC	139.52
103052		09/30/2019		WI DEPT OF PULIC INSTRUCTION 2	90.00
103053		09/30/2019		WI PUBLIC SERVICE CORP	31,308.61
103054		09/30/2019		ZIMONICK BROTHERS PRODUCE INC	1,095.80
103055		10/01/2019		KOSTKA & ASSOCIATES LLC	163.66
103055		10/04/2019		KOSTKA & ASSOCIATES LLC	-163.66
103056		10/01/2019		US DEPT OF EDUCATION AWG	86.01

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103057		10/01/2019		WI SUPPORT COLLECTION TRUST FUND	1,663.22
103058		10/02/2019		JUMP RUN PRODUCTIONS	1,750.00
103058		10/02/2019		JUMP RUN PRODUCTIONS	-1,750.00
103059		10/02/2019		JUMP RUN PRODUCTIONS	1,750.00
103060		10/04/2019		EDWARDS-YOUNG, VICTOR	163.66
103061		10/07/2019		ALPHA BAKING COMPANY	249.63
103062		10/07/2019		APPERSON	227.16
103063		10/07/2019		ASUS	487.60
103064		10/07/2019		BIRDSEYE DAIRY INC	317.03
103065		10/07/2019		DEAN FOODS OF WISCONSIN	1,996.95
103066		10/07/2019		DELL MARKETING LP	2,207.89
103067		10/07/2019		EAGLE GRAPHICS LLC	183.40
103068		10/07/2019		ELEXCO	1,103.75
103069		10/07/2019		FASTSIGNS	110.25
103070		10/07/2019		FRANKLY GREEN BAY	1,000.00
103071		10/07/2019		GLYNLYON INC	17,250.00
103072		10/07/2019		GOPHER	235.40
103073		10/07/2019		GREEN BAY CURLING CLUB	600.75
103074		10/07/2019		GREEN BAY CITY TREASURER	417.00
103075		10/07/2019		H J MARTIN & SON INC	2,765.00
103076		10/07/2019		HALLAM, DIANN	29.00
103077		10/07/2019		HALLMAN LINDSAY QUALITY PAINTS	74.98
103078		10/07/2019		HILLSIDE APPLES	175.00
103079		10/07/2019		HOUGHTON MIFFLIN HARCOURT	84.24
103080		10/07/2019		HUBBARD, SARAH	75.00
103081		10/07/2019		JW PEPPER & SONS INC	269.98
103082		10/07/2019		RIDDELL	181.19
103083		10/07/2019		MAPSCOM	675.00
103084		10/07/2019		MARCO	226.46
103085		10/07/2019		MARQUETTE UNIVERSITY	500.00
103086		10/07/2019		MENARDS INC	142.63
103087		10/07/2019		MULTIMEDIA COMMUNICATIONS & ENGINEERING	800.00
103088		10/07/2019		PAGE, JENNIFER	230.00
103089		10/07/2019		PEPSI COLA NORTH EASTERN WISCONSIN INC	695.34
103090		10/07/2019		PLANK ROAD PUBLISHING COMPANY	92.04
103091		10/07/2019		POSITIVE PROMOTIONS, INC	103.65
103092		10/07/2019		PRAXAIR DISTRIBUTION INC	1,048.15
103093		10/07/2019		RIESTERER AND SCHNELL INC	580.83
103094		10/07/2019		RocklerInc.	123.94
103095		10/07/2019		ROUTE 41 PIZZA LLC - DOMINO'S	720.00
103096		10/07/2019		SCHOOL SAVERS	4,290.85
103097		10/07/2019		SCHOLASTIC LIBRARY PUBLISHING	840.51
103098		10/07/2019		SCHOOL SPECIALTY	668.68
103099		10/07/2019		SCHOOLSOFT TECHNOLOGIES INC	2,250.00
103100		10/07/2019		SUMMIT PRODUCTS	531.25
103101		10/07/2019		UW EAU CLAIRE	250.00
103102		10/07/2019		WEST MUSIC	420.00
103103		10/07/2019		WI PUBLIC SERVICE CORP	377.59
103104		10/07/2019		XELLO	2,084.00
103105		10/07/2019		ZIMONICK BROTHERS PRODUCE INC	1,363.95
103106		10/10/2019		DADDY D PRODUCTIONS	2,250.00
103107		10/14/2019		ACE DRAIN & SEWER	205.00
103108		10/14/2019		ALPHA BAKING COMPANY	351.38
103109		10/14/2019		ASHWAUBENON HIGH SCHOOL	262.00
103110		10/14/2019		BIRDSEYE DAIRY INC	109.90
103111		10/14/2019		CENGAGE LEARNING	201.86

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103112		10/14/2019		CESA 8	10,014.66
103113		10/14/2019		DEAN FOODS OF WISCONSIN	1,646.32
103114		10/14/2019		ELDER, DOREEN	57.32
103115		10/14/2019		ENTERPRISE RENT-A-CAR	1,305.22
103116		10/14/2019		FOLLETT SCHOOL SOLUTIONS INC	327.39
103117		10/14/2019		GRAINGER INC	105.37
103118		10/14/2019		GUILLEN, LUIS OR PATRICIA GARCIA	19.00
103119		10/14/2019		HOPE SQUAD LLC	158.00
103120		10/14/2019		JF AHERN CO	528.00
103121		10/14/2019		JW PEPPER & SONS INC	100.99
103122		10/14/2019		LAFORCE HARDWARE INC	745.45
103123		10/14/2019		LAJUENESSE-TORREZ, CHRISTINA	61.00
103124		10/14/2019		LENZ, JAMES	1,012.50
103125		10/14/2019		MARCO	4,659.32
103126		10/14/2019		MENARDS INC	209.00
103127		10/14/2019		OASYS LLC	8,625.00
103128		10/14/2019		OFFICE ENTERPRISES INC	196.37
103129		10/14/2019		PAYNE, ERIC OR AMY	75.00
103130		10/14/2019		PEPSI COLA NORTH EASTERN WISCONSIN INC	877.98
103131		10/14/2019		PIONEER VALLEY BOOKS	1,315.60
103132		10/14/2019		QUILL CORP	350.96
103133		10/14/2019		REALLY GOOD STUFF	209.99
103134		10/14/2019		REFRIGERATION SERVICES OF GREEN BAY INC	3,681.25
103135		10/14/2019		ROUTE 41 PIZZA LLC - DOMINO'S	720.00
103136		10/14/2019		SAM'S CLUB/SYCHRONY BANK	223.22
103137		10/14/2019		SCHOOL HOUSE	16.71
103138		10/14/2019		SCHOOL PERCEPTIONS LLC	3,110.00
103139		10/14/2019		SCHOOL SPECIALTY	602.32
103140		10/14/2019		SEASON HARVEST, LLC	121.50
103141		10/14/2019		STAPLES BUSINESS CREDIT	55.47
103142		10/14/2019		STREICH EQUIP CO INC	1,204.40
103143		10/14/2019		USI EDUCATION & GOVRNMT SALES	312.18
103144		10/14/2019		WASBO FOUNDATION INC	75.00
103145		10/14/2019		WEBER MAGEE, JOCELYN	35.00
103146		10/14/2019		WEX BANK	443.11
103147		10/14/2019		WI ASSN FOR LANGUAGE TEACHERS INC	127.50
103148		10/14/2019		WI DEPT OF JUSTICE	98.00
103149		10/14/2019		WI DEPT OF PUBLIC INSTRUCTION	45.00
103150		10/14/2019		WI MUSIC EDUCATORS ASSOCIATION	314.00
103151		10/14/2019		ZIMONICK BROTHERS PRODUCE INC	725.50
103152		10/15/2019		FIRST CHOICE BUILDERS INC	29,809.48
103153		10/16/2019		STRAUSS, RICHARD	7,000.00
103154		10/16/2019		ASHWAUBENON EDUCATION FOUNDATION	20.00
103155		10/16/2019		BRUCK LAW OFFICES SC	347.42
103156		10/16/2019		SECURITY BENEFIT LIFE INSURANCE CO	7,774.68
103157		10/16/2019		SECURITY BENEFIT LIFE INS CO	4,688.18
103158		10/16/2019		SECURITY BENEFIT LIFE INS CO	694.23
103159		10/16/2019		UNITED WAY OF BROWN COUNTY INC	146.20
103160		10/16/2019		US DEPT OF EDUCATION AWG	95.65
103161		10/16/2019		WEA MEMBER BENEFITS	47,853.97
103162		10/16/2019		WEA MEMBER BENEFITS	15,555.37
103163		10/16/2019		WI SUPPORT COLLECTION TRUST FUND	1,663.22
103164		10/21/2019		ABEE INC	2,279.80
103165		10/21/2019		ALPHA BAKING COMPANY	279.86
103166		10/21/2019		APPLE COMPUTER INC	100.00
103167		10/21/2019		ASUS	490.43

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103168		10/21/2019		BETTER DAYS MENTORING LLC	135.00
103169		10/21/2019		BIRDSEYE DAIRY INC	162.01
103170		10/21/2019		BLICK ART MATERIALS	331.82
103171		10/21/2019		DELL MARKETING LP	156.50
103172		10/21/2019		ENTERPRISE RENT-A-CAR	60.03
103173		10/21/2019		FASTSIGNS	15.00
103174		10/21/2019		FOUR POINTS BY SHERATON	218.00
103175		10/21/2019		GANNETT WI MEDIA	33.00
103176		10/21/2019		GOFOE, AUTUMN	125.00
103177		10/21/2019		HEYRMAN & GREEN BAY BLUE	4,359.86
103178		10/21/2019		HILLSIDE APPLES	175.00
103179		10/21/2019		HOUGHTON MIFFLIN HARCOURT	5,040.00
103180		10/21/2019		INFO MART INC	125.00
103181		10/21/2019		JOHNSON & JONET MECHANICAL CONTRACTORS I	1,555.81
103182		10/21/2019		KELVIN	399.65
103183		10/21/2019		KHROME AGENCY	1,375.00
103184		10/21/2019		LAFORCE HARDWARE INC	18.00
103185		10/21/2019		MAC GILL	68.50
103186		10/21/2019		MACHT VILLAGE PROGRAMS LLC	3,310.00
103187		10/21/2019		MENARDS INC	143.10
103188		10/21/2019		PEPSI COLA NORTH EASTERN WISCONSIN INC	789.38
103189		10/21/2019		READING & WRITING PROJECT NETWORK LLC	56,800.00
103190		10/21/2019		RGM ENTERPRISES LLC	663.50
103191		10/21/2019		RIESTERER AND SCHNELL INC	123.40
103192		10/21/2019		ROUTE 41 PIZZA LLC - DOMINO'S	720.00
103193		10/21/2019		SCHOOL SPECIALTY	469.47
103194		10/21/2019		STENHOUSE PUBLISHERS	199.50
103195		10/21/2019		TO THE POINT: SPEC EDUC CONSULTING	900.00
103196		10/21/2019		USIC LOCATING SERVICES INC	119.50
103197		10/21/2019		VILLA REAL	164.16
103198		10/21/2019		WKSZ-FM	1,100.00
103199		10/21/2019		ZIMONICK BROTHERS PRODUCE INC	950.00
192000168		09/09/2019		AMERICAN WELDING & GAS INC	863.81
192000169		09/09/2019		CINTAS CORPORATION	13.00
192000170		09/09/2019		DIGGERS HOTLINE INC	12.80
192000171		09/09/2019		HEINEMANN EDUCATIONAL BOOKS	429.00
192000172		09/09/2019		HOME TEAM SPORTS & APPAREL, INC.	284.80
192000173		09/09/2019		KALLIES, JAMIE	193.19
192000174		09/09/2019		LAMERS BUS LINES INC	384.00
192000175		09/09/2019		MEINEL, ANDREW	128.00
192000176		09/09/2019		MILLER, DANA	19.24
192000177		09/09/2019		PIZZA HUT	78.00
192000178		09/09/2019		REINHART FOODSERVICE	2,494.62
192000179		09/09/2019		SUDOL, ALLISON	103.73
192000180		09/09/2019		VAN'S FIRE AND SAFETY INC	389.00
192000181		09/09/2019		VILLAGE OF ASHWAUBENON	537.71
192000182		09/09/2019		WAGNER, ERIN	50.45
192000184		09/16/2019		AUSTIN, DAWN	208.35
192000185		09/16/2019		BAKE, ANDREW	99.94
192000186		09/16/2019		CAMERA CORNER INC	22,507.00
192000187		09/16/2019		CARRICO AQUATIC RESOURCES INC	1,806.74
192000188		09/16/2019		CAVIL, LORI	24.24
192000189		09/16/2019		CESA 7	50,322.50
192000190		09/16/2019		CONRADT, BRENDA	434.66
192000191		09/16/2019		COOK, TASHA	172.84
192000192		09/16/2019		CRABBE, JENNIFER	437.16

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
192000193		09/16/2019		GEREND, CARRIE	96.53
192000194		09/16/2019		HANSEN, COLLEEN	92.44
192000195		09/16/2019		HEINEMANN EDUCATIONAL BOOKS	601.60
192000196		09/16/2019		KOPP, AMY	149.95
192000197		09/16/2019		MEINEL, ANDREW	84.97
192000198		09/16/2019		MOODY, BRYANNA	16.19
192000199		09/16/2019		OBERSTADT, MEGAN	45.00
192000200		09/16/2019		PASQUALUCCI, ANDREA	389.00
192000201		09/16/2019		RIO GRANDE	1,858.03
192000202		09/16/2019		SIEBERT, ROBIN	110.01
192000203		09/16/2019		SKINKIS, STEPHANIE	25.98
192000204		09/16/2019		ST JOHN THE BAPTIST	2,026.25
192000205		09/16/2019		STADEL, DEAN	242.72
192000206		09/16/2019		SULLIVAN, EVAN	31.92
192000207		09/16/2019		VAN'S FIRE AND SAFETY INC	24.58
192000208		09/16/2019		VILLAGE OF ASHWAUBENON	800.00
192000209		09/16/2019		WILQUET, THOMAS	71.58
192000210		09/16/2019		YUREK, MICHELLE	44.98
192000212		09/23/2019		AMERICAN WELDING & GAS INC	82.07
192000213		09/23/2019		BARTELT BUSINESS MACHINES INC	97.08
192000214		09/23/2019		BESSETTE, REBECCA	16.24
192000215		09/23/2019		CESA 6	4,291.44
192000216		09/23/2019		CINTAS CORPORATION	66.04
192000217		09/23/2019		CONSTELLATION NEWENERGY-GAS DIV LLC	1,791.02
192000218		09/23/2019		DEMENY, KIMBERLY	58.00
192000219		09/23/2019		FARAH, ELIZABETH	94.31
192000220		09/23/2019		GILLESPIE, BRACK	150.69
192000221		09/23/2019		HANNA, JENNY	56.76
192000222		09/23/2019		HILBERT, JOHN	71.92
192000223		09/23/2019		KIESLICH, JILL	48.00
192000224		09/23/2019		KITCHEN-TECH LLC	418.00
192000225		09/23/2019		KNUTH, CHRISTOPHER	76.91
192000226		09/23/2019		LAMERS BUS LINES INC	17,000.00
192000227		09/23/2019		LOTTO, PAUL	56.40
192000228		09/23/2019		MATHU, NADINE	43.45
192000229		09/23/2019		MILLER, DANA	31.12
192000230		09/23/2019		NASSCO INC	416.33
192000231		09/23/2019		NICHOLSON, TAMMY	46.62
192000232		09/23/2019		OBERSTADT, MEGAN	59.88
192000233		09/23/2019		PACKERLAND GLASS INC	395.60
192000234		09/23/2019		REINHART FOODSERVICE	25,453.24
192000234		09/23/2019		REINHART FOODSERVICE	0.00
192000234		09/23/2019		REINHART FOODSERVICE	0.00
192000235		09/23/2019		SCHOLASTIC INC	4,691.29
192000236		09/23/2019		SMITS, JODY	2.55
192000237		09/23/2019		VAN'S FIRE AND SAFETY INC	179.36
192000238		09/23/2019		WAGNER, ERIN	19.98
192000240		09/30/2019		AMERICAN WELDING & GAS INC	757.29
192000241		09/30/2019		CINTAS CORPORATION	150.46
192000242		09/30/2019		DEMCO INC	2,092.70
192000243		09/30/2019		EHRFURTH, CHRISTINA	35.19
192000244		09/30/2019		GERRIOR, MELISSA	135.00
192000245		09/30/2019		HEINEMANN EDUCATIONAL BOOKS	1,004.86
192000246		09/30/2019		HOME TEAM SPORTS & APPAREL, INC.	447.50
192000247		09/30/2019		LAMERS BUS LINES INC	4,701.76
192000248		09/30/2019		PIZZA HUT	1,253.88

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
192000248		09/30/2019		PIZZA HUT	0.00
192000249		09/30/2019		REINHART FOODSERVICE	7,473.43
192000250		09/30/2019		SEVEN UP BOTTLING CO INC	52.40
192000251		09/30/2019		SMITS, JODY	170.00
192000252		09/30/2019		VAN'S FIRE AND SAFETY INC	26.90
192000254		10/07/2019		ALBRENT, DANIEL	140.58
192000255		10/07/2019		AMA HEATING & AIR CONDITIONING INC	4,346.20
192000256		10/07/2019		AMERICAN WELDING & GAS INC	519.56
192000257		10/07/2019		BARNHART, THOMAS	411.59
192000258		10/07/2019		CAVIL, LORI	33.99
192000259		10/07/2019		CINTAS CORPORATION	41.56
192000260		10/07/2019		DAVIS AND KUELTHAU	764.00
192000261		10/07/2019		DEMCO INC	547.92
192000262		10/07/2019		FARAH, ELIZABETH	106.14
192000263		10/07/2019		FISHER, SHANA	195.48
192000264		10/07/2019		FLANNIGON, MICHELLE	40.00
192000265		10/07/2019		FOX SPECIALTY CO LLC	584.62
192000266		10/07/2019		GERRIOR, MELISSA	66.68
192000267		10/07/2019		GREEN, KATHRYN	336.00
192000268		10/07/2019		HANSEN, COREY	289.40
192000269		10/07/2019		HEINEMANN EDUCATIONAL BOOKS	1,285.02
192000270		10/07/2019		INSTRUMENTAL MUSIC CO INC	1,583.48
192000271		10/07/2019		JOHN'S REFRIGERATION, INC.	881.82
192000272		10/07/2019		LOTTO, PAUL	55.34
192000273		10/07/2019		MILLER, ERIC	93.16
192000274		10/07/2019		MOODY, BRYANNA	111.00
192000275		10/07/2019		OBERSTADT, MEGAN	23.99
192000276		10/07/2019		PENZA, KEVIN	15.01
192000277		10/07/2019		PIZZA HUT	728.00
192000278		10/07/2019		RATZ, DAWN	22.91
192000279		10/07/2019		REINHART FOODSERVICE	10,608.34
192000279		10/07/2019		REINHART FOODSERVICE	0.00
192000280		10/07/2019		RIEDERER, SHARON	12.18
192000281		10/07/2019		SULLIVAN, EVAN	40.22
192000282		10/07/2019		VAN'S FIRE AND SAFETY INC	409.83
192000283		10/07/2019		WI DOCUMENT IMAGING LLC	1,487.33
192000285		10/14/2019		AMA HEATING & AIR CONDITIONING INC	1,072.73
192000286		10/14/2019		BEINING, MARY JO	101.11
192000287		10/14/2019		BRAUER, AMY	16.24
192000288		10/14/2019		CAMERA CORNER INC	1,156.41
192000289		10/14/2019		CARRICO AQUATIC RESOURCES INC	150.00
192000290		10/14/2019		CESA 7	800.00
192000291		10/14/2019		CINTAS CORPORATION	72.40
192000292		10/14/2019		CONSTELLATION NEWENERGY-GAS DIV LLC	2,227.13
192000293		10/14/2019		COOK, TASHA	243.60
192000294		10/14/2019		CRAIG, SHERRY	18.24
192000295		10/14/2019		DIEDRICK, MEGAN	418.60
192000296		10/14/2019		FIRST SUPPLY GREEN BAY	1,060.04
192000297		10/14/2019		HOME TEAM SPORTS & APPAREL, INC.	598.92
192000298		10/14/2019		KIESLICH, JILL	75.11
192000299		10/14/2019		KUCHTA, MICHELLE	85.00
192000300		10/14/2019		LASEE, MELANIE	34.16
192000301		10/14/2019		NASSCO INC	264.41
192000302		10/14/2019		REINHART FOODSERVICE	9,902.01
192000302		10/14/2019		REINHART FOODSERVICE	0.00
192000303		10/14/2019		SCHENK, JODIE	171.93

CHECK COMMENT	CHECK	COMMENT		
NUMBER	DATE		VENDOR	AMOUNT
192000304	10/14/2019		ST JOHN THE BAPTIST	2,098.40
192000305	10/14/2019		WEYERS, KURT	477.39
192000307	10/21/2019		AMERICAN WELDING & GAS INC	82.07
192000308	10/21/2019		AUSTIN, DAWN	29.97
192000309	10/21/2019		BARTELT BUSINESS MACHINES INC	84.11
192000310	10/21/2019		CAVIL, LORI	93.96
192000311	10/21/2019		CINTAS CORPORATION	108.60
192000312	10/21/2019		FIRST SUPPLY GREEN BAY	128.40
192000313	10/21/2019		JOHNSON, BRIDGET	259.04
192000314	10/21/2019		KASTEN, LISA	100.00
192000315	10/21/2019		KIESLICH, JILL	122.79
192000316	10/21/2019		LAMERS BUS LINES INC	5,723.56
192000317	10/21/2019		LAYDEN, PHILIP	164.98
192000318	10/21/2019		MILLER, ERIC	192.83
192000319	10/21/2019		NIELSEN, RAYMOND	61.53
192000320	10/21/2019		PIZZA HUT	110.50
192000321	10/21/2019		REINHART FOODSERVICE	13,916.14
192000321	10/21/2019		REINHART FOODSERVICE	0.00
192000322	10/21/2019		SCHROEDER, AMANDA	157.76
192000323	10/21/2019		VILLAGE OF ASHWAUBENON	375.00
192000324	10/21/2019		VOS ELECTRIC INC	11,921.75
			Totals for checks	2,164,737.06

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	983,319.55	947.30	710,128.89	1,694,395.74
21	Gifts & Donations	0.00	0.00	11,483.10	11,483.10
27	Special Education	150,508.60	0.00	101,869.68	252,378.28
50	Food Service	24,190.96	183.50	106,567.08	130,941.54
60	HS Pupil Activity Fund	7,949.97	0.00	0.00	7,949.97
72	Scholarships	2,616.00	0.00	0.00	2,616.00
80	Community Service Fund	10,267.59	0.00	54,704.84	64,972.43
***	Fund Summary Totals ***	1,178,852.67	1,130.80	984,753.59	2,164,737.06

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

Last Name	First Name	School	Position	To Board
Hockers	Sue	AHS	Academic Games Coach (Language Arts)	30-Oct
Dehnel	Lynn	AHS	Academic Games Coach (Science)	30-Oct
Kelly	Amy	AHS	Academic Games Coach (Social Studies)	30-Oct
Stomberg	Lisa	AHS	Academic Games Co-coach (Math)	30-Oct
Becker	Erica	AHS	Art Club Advisor	30-Oct
Meinel	Andrew	AHS	Dance Team - Assistant Pom Pon/Dance Advisor/Choreographer	30-Oct
Larson	Brent	AHS	Swim - Boys Assistant Coach	30-Oct
Bruss	Julie	PI	World Language Club Advisor	30-Oct
Kirst	Melissa	PI	World Language Club Advisor	30-Oct
Roethlisberger	Lori	PI	World Language Club Advisor	30-Oct
Danen	Deb	PV	Battle of Books	30-Oct
Eggener	Janice	PV	Battle of Books	30-Oct
Conradt	Brenda	PV	Spring Musical Co-Advisor	30-Oct
Delaney	Steve	PV	Spring Musical Co-Advisor	30-Oct
Kuchta	Michelle	PV	Clarinet/Flute Ensemble	30-Oct
Hanna	Jenny	PV	Triple Trio	30-Oct
Conradt	Brenda	PV	Drama Club Co-Advisor	30-Oct
Delaney	Steve	PV	Drama Club Co-Advisor	30-Oct
Kuchta	Michelle	PV	Jazz Band Director	30-Oct

Discussion Item: 1

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	First Reading of Policies/Bylaws
Requested By:	Kurt Weyers
Attachments:	Policies listed below
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><u>Policy 2340 – District-Sponsored Trips:</u> The policy is revised to better distinguish between school-sponsored trips that are part of the regular lesson plan of a part of the curriculum (i.e. field trips), those trips that are part of an extra-curricular or co-curricular program (i.e. a band trip), overnight trips, and other trips that, while arranged and/or coordinated by the District are not directly part of either a course or school district club or group (i.e. summer trip).</p> <p><u>Policy 3111/4111 – Creating a Position:</u> The policy is revised to remove and replace setting salary/wages based on a collective bargaining agreement with reference to other sources of wage determination. The policy is also revised to remove reference to U.S. citizens to avoid the appearance of a U.S. Citizen hiring preference, which a District is not permitted to have. Finally, revision is made to eliminate the option to verify the authorized employment of all new hires, as that is a required function of the District and should not be presented as an option. Adoption of these revisions is recommended.</p> <p><u>Policy 5111 – Eligibility of Resident/Nonresident Students:</u> Policy revisions are made to clarify tuition payment situations and to clarify, by adding additional statutory requirements in situations of conditional enrollment. Adoption of these revisions is recommended to assure the policy communicates State law requirements.</p> <p><u>Policy 5112 – Entrance Age:</u> The policy is revised to clarify that 4-year-old kindergarten is an optional program and to make other clarifications. Adoption of the revisions is recommended, particularly depending on the situation regarding the availability of 4-year-old kindergarten in a particular district.</p> <p><u>Policy 5460 – Graduation Requirements:</u> The policy is revised to provide more accurate representation and to provide the option to include more detail of graduation requirements and for alternative diploma requirements. Also, a provision is added to the policy to clarify that participation in graduation ceremonies is a right and that student conduct issues may result in the loss of that right. This is intended to put students and parents on notice of this in the event it later arises. These revisions are recommended, but not required.</p> <p><u>Policy 6470 – Payment of Invoices:</u> This policy has been revised to more accurately address the process of paying invoices and to account more accurately for the use of electronic means of paying invoices. These revisions are recommended but not required.</p> <p><u>Policy 6510 - Payroll Authorization:</u> This policy is revised to remove reference to collective bargaining agreements. Likewise, language is added to account for the common practice of incorporating school year payroll</p>

	<p>elections in the individual teaching contracts or, for other employees, providing a District-specific form.</p> <p><u>Policy 6630 – Cash Handling and Deposits (New Policy):</u> This policy is provided as an option to govern the handling of cash received in the course of various District operations. Specifically, the policy requires secure storage and retention of sufficient documentation to audit and verify the proper handling of such funds. This policy is recommended but not required.</p> <p><u>Policy 6830 – Audit:</u> The policy has been modified to reflect that Section 120.14 Wis. Stat. and PI 14 do not require a school board to “approve” the audit. The auditor submits its report to the Board and to DPI, and while Board minutes may reflect that the Board has received or discussed the audit, the Board does not approve or disapprove of the audit, as it is an independent work product of the auditor. The modifications also better reflect the required components of the audit, and PI14 has been added to the legal references. The revisions are recommended for closer consistency with statute and regulations.</p>
<p>Recommendation:</p>	<p>First Read - Review and bring back to November meeting for final approval.</p>

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of STUDENT TRIPS - ASD VERSION
Code	po2340
Status	
Adopted	June 9, 2008
Last Revised	December 15, 2014

2340 - **DISTRICT SPONSORED STUDENT TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the school administration and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

1. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
2. arouse new interests among students;
3. help students relate school experiences to the reality of the world outside of school;
4. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
5. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the school administration.

~~The Ashwaubenon School board recognizes that in an effort to enhance student learning and development, professional staff may look beyond the confines of the traditional classroom for students' educational, co-curricular, and recreational opportunities. Student safety and welfare shall be primary considerations when professional staff are weighing the advantages and disadvantages of a proposed trip.~~

Educational Field Trips

~~Because field trips are a logical extension of the educational experience, field trips of significant educational value shall be encouraged. Educational field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a traditional classroom.~~

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out of town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the school administration and athletic director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the athletic director and building administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

~~The Board may support co-curricular trips, which are directly related to the activities of recognized school-sponsored student groups and organizations. The experience gained from such trips shall not be considered to be an integral part of school curriculum, but rather as an outgrowth of co-curricular activity. The benefit of co-curricular trip participation must be weighed against any loss of instructional time.~~

~~Examples of groups taking such trips would be athletic teams, student council groups, forensic teams, and any recognized organization normally involved in a participatory, or supportive function, to events, meets, conferences, or workshops. Overnight co-curricular trips must adhere to Board policy for excursions.~~

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the principal and Superintendent in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

If a trip impacts a student missing school days and could exceed a cost of \$1000 per individual student, Board approval a minimum of two months prior to the excursion is required. All School District curricular or co-curricular trips which exceed two (2) overnights which are out-of-state shall be approved in advance by the Superintendent and the board informed.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip no matter the type unless the trip has been approved in the manner prescribed in this policy

General Trip Provisions

Students may be charged fees for District-sponsored trips. Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Excursions

~~An excursion, which may be defined as an overnight field trip, or extended overnight study trip(s), is a unique enrichment experience directly related to School-District curricular or co-curricular programs. Student safety and welfare shall be primary considerations when weighing the advantages and disadvantages of a proposed excursion. Student involvement shall be optional, and a student's participation or non-participation shall have no relationship to his/her marks or grades. District sponsorship and financial support for any excursion shall be made in relationship to the merits of the excursion, its compatibility with instructional objectives, student safety and adult welfare, and the~~

availability of District funds. Travel expenses may be fully, partially, or not funded by the District.

The building principal will consider each proposal as soon as practicable. In reviewing a proposal, the building principal will consider, at a minimum, the following factors:

- A. the educational purpose of the trip
- B. the effect of the trip on other school activities;
- C. the financial impact of the trip on families;
- D. the financial impact of the trip on the school;
- E. the number of school days to be missed; and
- F. health and safety issues.

The building principal may consider additional relevant issues.

Approval of Excursions/Extended Trips:

If a trip impacts a student missing school days and could exceed a cost of \$1000 per individual student, Board approval a minimum of two months prior to the excursion is required.

The Board encourages and sanctions participation in School District curricular or co-curricular programs which are of value in helping achieve each participating students' educational objectives:

- A. All School District curricular or co-curricular trips shall be approved by the Principal and/or Athletic Director.
- B. Overnight trips shall be approved by the Principal and/or Athletic Director and the Superintendent/Board informed of such.
- C. All School District curricular or co-curricular trips which exceed two (2) overnights which are out of state shall be approved in advance by the Superintendent and the board informed.
- D. All School District curricular or co-curricular trips which are out of country must be approved in advance by the Board of Education.
- E. Any fundraising associated with School District curricular or co-curricular trips shall be requested and approved at the same time that the approval of the trip is requested.

Recreational, Incentive and Other Non-Educational Trips

On occasion, staff may organize trips that provide students with the opportunity to learn and grow in the areas of responsibility, respect, and work ethic while at the same time celebrating student achievement.

Non-School Sponsored Educational Tours

School facilities and school time shall not be used by school staff or others to promote or solicit for non-school sponsored trips or tours. Any information available to students at school concerning such trips or tours must be clearly marked with the phrase "Not Sponsored by the Ashwaubenon School District". Fundraisers supporting such trips must not be presented as sponsored by or associated with the Ashwaubenon School District.

[Revised 11/13/19](#)

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Legal 121.54(7), Wis. Stats.

Last Modified by Jennifer Bower on October 21, 2019

Book Policy Manual
Section Board Approval 11/13/19
Title Copy of CREATING A POSITION
Code po3111
Status
Adopted June 9, 2008

3111 - CREATING A POSITION

The Board ~~of Education~~ recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only persons ~~U.S. citizens and others lawfully~~ authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees' identity and authorization ~~right~~ to work in the United States according to ~~the Federal~~ law ~~Immigration Reform and Control Act of 1986~~.

The Board reserves the right to, ~~subject to and consistent with any applicable terms of a collective bargaining agreement:~~

- A. create new positions;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by an established salary structure, range, or schedule ~~valid, negotiated, collectively bargained agreement~~.

In the exercise of its authority to create new positions, the Board shall give primary consideration to the:

- A. number of students enrolled;
- B. special needs of the community;
- C. special needs of the students;
- D. operational services of the District.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

Revised 11/13/19

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Legal 8 U.S.C. 1255a
Immigration Reform and Control Act of 1986

Last Modified by Jennifer Bower on October 22, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of CREATING A POSITION
Code	po4111
Status	
Adopted	June 9, 2008

4111 - **CREATING A POSITION**

The Board ~~of Education~~ recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only persons ~~U.S. citizens and others lawfully~~ authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees' and substitutes' identity and authorization ~~right~~ to work in the United States according to ~~the~~ Federal law ~~Immigration Reform and Control Act of 1986~~.

The Board reserves the right, ~~subject to and consistent with any applicable terms of a collective bargaining agreement~~ to:

- A. fix and prescribe the duties to be performed by all personnel;
- B. create new positions;
- C. specify the number of persons within each job category;
- D. set the initial salary for a new position not currently covered by an established salary structure, range, or schedule ~~not covered by a collective bargaining agreement~~.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the District;
- C. the special needs of the students;
- D. the operational services of the District.

The Board may create a new position or increase the number of support staff in an existing position.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new support position or of increasing the number of support staff in an existing position.

Revised 11/13/19

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Legal	8 U.S.C. 1255
	Immigration Reform and Control Act of 1986

Last Modified by Jennifer Bower on October 22, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	
Adopted	June 1, 2008
Last Revised	November 14, 2018

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

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

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

- O. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.
- P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- Q. The Superintendent, at his/her discretion, may deny admission to a student who has been expelled from another Wisconsin public school district, for the period of the unexpired term of the expulsion. When the expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met.

R. Conditional Enrollment

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

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

Revised 3/10/14
Revised 4/25/16
Revised 1/10/18
Revised 11/14/18
Revised 7/10/19
Revised 11/13/19

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Legal 118.51, 118.52, Wis. Stats.
 120.13(1), Wis. Stats.
 121.77, 121.78(2)(a), 121.81, 121.84, Wis. Stats.
 42 U.S.C. 11431, et. seq.

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of ENTRANCE AGE
Code	po5112
Status	
Adopted	June 9, 2008
Last Revised	July 11, 2011

5112 - **ENTRANCE AGE**

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

A. Kindergarten

A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.

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

B. First Grade

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

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

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

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

C. Appeal of Denial of Waiver

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

The decision of the Superintendent is final.

D. Initial Entry

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

school pursuant to Policy 5320 - Immunization.

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

A child may be exempt from the required health examination and/or immunization upon written request of the parent of such child stating the objection to examination and/or immunization on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.

Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:

1. prior school expulsions;
2. arrests resulting in a charge;
3. juvenile justice actions; and
4. referrals to mental health services.

Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

E. Verification of Residence

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

F. Early Admission

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

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

G. Older Students

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

Revised 7/10/19

Revised 11/13/19

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Legal

Wis. Stats 118.14, 118.15, 120.12(25)

Last Modified by Jennifer Bower on October 22, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	
Adopted	June 9, 2008
Last Revised	January 26, 2015

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board ~~of Education~~ to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student must earn 28 credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

-	
- <u>English</u>	<u>4 credits</u>
- <u>Mathematics</u>	<u>3 credits</u>
- <u>Science</u>	<u>3 credits</u>
- <u>Social Studies</u>	<u>3 credits</u>
- <u>Health</u>	<u>0.5 credits</u>
- <u>Physical Education</u>	<u>1.5 credits</u>
- <u>Electives</u>	<u>13 credits</u>

~~The Board directs the Superintendent to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board approved credit requirements.~~

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in curriculum relating to financial literacy in order to earn a diploma

In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

A student must successfully complete the community service requirement in order to receive a high school diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.

Graduation Credit as a Middle School Student

The Board permits students in ~~7th or~~ 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved ~~student~~^{pupil} assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in any subject area meeting the requirements under this policy.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received however the grade and class ~~will~~ may not be factored into the students' high school grade point average.

The Board directs the Superintendent to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The Superintendent shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

~~The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.~~

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements) (see Policy 5460.01).

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the Superintendent, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

~~The Board may grant, upon a student's request, permission for that student to take an additional one-half (.5) credit in English, social studies, mathematics, science, or health education towards high school graduation requirements through a district approved independent study to equal one-half (.5) credit in physical education.~~

~~The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.~~

Revised 11/13/19

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Legal 115.28, 118.30, 118.33, Wis. Stats.

Last Modified by Jennifer Bower on October 22, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of PAYMENT OF CLAIMS
Code	po6470
Status	
Adopted	June 9, 2008

6470 - PAYMENT OF INVOICES~~CLAIMS~~

The Board ~~of Education~~ directs the prompt payment of legitimate invoic~~es~~claims by suppliers of goods and services to the School District.

~~Each bill or obligation of this Board must be itemized fully, and verified before a warrant can be drawn for its payment.~~

When an invoice is received, the Director of Business Services shall verify that a check voucher or record of electronic payment is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct. Each verified invoic~~e~~claim is to be paid within thirty (30) days.

All payments shall be submitted for Board review in the form of a listing that includes the vendor name; the number and amount of the check; and the description of the item.

Revised 11/13/19

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Legal	66.042, 66.285, Wis. Stats.
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Last Modified by Jennifer Bower on October 9, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of PAYROLL AUTHORIZATION
Code	po6510
Status	
Adopted	June 9, 2008
Last Revised	August 27, 2012
Prior Revised Dates	12/12/11

6510 - **PAYROLL AUTHORIZATION**

The Board recognizes its obligation to pay its employees for services rendered in accordance with State and Federal laws and District commitments.~~The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board of Education for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.~~

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual, the position title, and their step and lane ~~compensation to be paid as prescribed in a negotiated, collective bargained agreement, or determined by a wage guideline.~~

Revised 11/13/19

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Legal 109.03, Wis. Stats.

Last Modified by Jennifer Bower on October 9, 2019

Book Policy Manual
Section Board Approval 11/13/19
Title NEW POLICY - VOL. 28, NO. 2 - CASH HANDLING AND DEPOSITS
Code po6630
Status

NEW POLICY - VOL. 28, NO. 2

6630 - CASH HANDLING AND DEPOSITS

The Board requires that cash be handled in accordance with generally accepted accounting practices and specific recommendations provided by the District's independent auditor. Receipts and records of all cash transactions must be maintained for accounting and auditing.

Specifically, it is prohibited to leave cash in an unsecured location overnight. All collected money shall be submitted to the school office no later than the end of the day on which the money was collected, and the money shall be secured in a () locked safe () designated location or night depository. If there is not access to the school office and its () locked safe () designated secure location or night depository, then the money shall be secured overnight in accordance with the procedures established by the District. Cash may not be removed from District premises or retained overnight by a District employee or volunteer without permission of the District Administrator.

Cash shall be accounted for and deposited in a financial institution within one week of being collected. Whenever possible, cash shall be counted and cross-checked by two persons.

The District Administrator shall implement cash handling safeguards that include, but are not limited to, the following:

- A. () Safe combinations should always be changed whenever an employee holding that safe combination leaves employment.
- B. () Two (2) or more people should be counting/verifying the cash counts () and ticket count reconciliation with cash counts **[END OF OPTION]** at all times.
- C. () A Cash Count Sheet that provides the names of the people counting the cash and the cash breakdown of coins, currency, checks and credit card slips should always be used.
- D. () The Cash Count Sheet should always be signed by all people counting the cash.
- E. () Bank deposit slip amounts should match the Cash Count Sheets and the deposit receipt from the bank.
- F. () Copies of the Cash Count Sheet(s), deposit slip(s), and the bank deposit receipt(s) should all be retained together for auditing purposes.

[Adopted 11/13/19](#)

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Legal 120.14, Wis. Stats.

Last Modified by Jennifer Bower on October 21, 2019

Book	Policy Manual
Section	Board Approval 11/13/19
Title	Copy of AUDIT
Code	po6830
Status	
Adopted	June 9, 2008
Last Revised	December 12, 2018

6830 - **AUDIT**

The Board requires that, after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and the Wisconsin Uniform Financial Accounting Requirements of the DPI (WUFAR). The audit shall include all funds over which the Board has direct or supervisory control.

The auditor shall prepare a detailed audit report which shall be submitted to the Board and the Department of Public Instruction ~~each year after it has been presented to and approved by the Board. The Superintendent shall assure that the audit report is completed timely and submitted prior to the deadline established by DPI.~~ The auditor's report shall include:

1. the financial audit statement for the fiscal year;
2. a management letter;
3. the auditor's communication with those charged with governance, including any significant findings or issues from the audit; and
4. Federal and State program audit reports and schedules, as appropriate.

The Board minutes shall reflect receipt of the annual audit report by the Board.

Revised 11/13/19

© Neola ~~2019~~**2018**

Legal 120.14, Wis. Stats. PI 14

Last Modified by Jennifer Bower on October 9, 2019

Action Item: 1

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	Early College Credit Requests
Requested By:	Dirk Ribbens
Attachments:	Attached are the Spring 2020 Early College Credit requests. Completed applications are available at the district office
Financial and/or Staffing Implications:	
Funding Source:	School District
Explanation:	Eighteen students have made Early College Credit requests. The school counselors and I reviewed the requests and after reviewing Board Policy and the eligibility requirements under the program statute and the administrative rules of the Department of Public Instruction, it was determined that all of these students are eligible for participation in the program.
Recommendation:	It is recommended these students be approved for enrollment in the Early College Credit program at the post-secondary institutions noted in their applications.

Spring 2020 College Credit Requests				
Student	Institution	Course(s)	Credits	Reason for request
Dallmann, Blake	SNC	MATH 210 Ordinary Differential Equations	4	Will be taking Calc 3 at college level in fall 2019
Day, Katherine	SNC	JAPN 102 Elementary Japanese 2	4	Taking JAPN 101 in fall 2019; it will further her growing interest in Japanese language
Day, Katherine	SNC	WMGS/HUM 110 Intro to Women's and Gender Studies	4	Took Women's Studies at AHS - possible minor in college - very interested in the subject
Day, Katherine	SNC	WMGS/HUM 206 Sexuality and Literature	4	Interest in how sexuality was portrayed and showcased over time through literature
Day, Katherine	SNC	WOLT 210 Soviet Dissident Literature	4	This furthers her interest in learning how religion shaped a cultures' literature and histories
Day, Katherine	SNC	INTL/POLI 150 Intro to International Studies	4	Interested in international affairs-related major
DeGroot, Grace	SNC	SPAN 300 Spanish 300	3	Plans to major in Spanish
Hamielec, Joseph	NWTC	30-543-300 Nursing Assistant Basic	3	Interested in CNA
Jenkins, Andrew	NWTC	30-543-300 Nursing Assistant	3	Interested in CNA
Kruse, Paige	NWTC	10-801-136 English Composition 1	3	
Kruse, Paige	NWTC	10-809-188 Developmental Psychology	3	Took psych at AHS
Kruse, Paige	NWTC	10-806-177 General Anatomy & Physiology	4	Took Anat and Physiology at AHS
Kruse, Paige	NWTC	10-890-101 College 101	1	Required course at NWTC - no equivalent at AHS
Kruse, Paige	NWTC	10-801-196 Oral/Interpersonal Communication	3	Interested in communications
Kruse, Paige	NWTC	10-806-179 Advanced Anatomy and Physiology	4	
Kruse, Paige	NWTC	10-806-197 Microbiology	4	Taking Advanced Bio at AHS
Kruse, Paige	NWTC	10-809-198 Introduction to Psychology	3	
Kruse, Paige	NWTC	10-809-196 Introduction to Sociology	3	Took Sociology at AHS
Kunesh, Crystal	SNC	BIOL 108 Biodiversity	4	Interested in pursuing bio science field; taking AP Bio at AHS
Kunesh, Crystal	SNC	BIOL 360 Medical Microbiology	4	Interested in pursuing bio science field; taking AP Bio at AHS
Kunesh, Crystal	SNC	BIOL 244 Genetics	4	Interested in pursuing bio science field; taking AP Bio at AHS
Kunesh, Crystal	SNC	SOCI 122 Criminology	4	Took AP Gov; no similar class at AHS
Kunesh, Crystal	SNC	PSYC 100 General Psychology	4	Took AP Psych at AHS
Kunesh, Crystal	SNC	WMGS/SOCI 346 Intersections of Privilege	4	No similar course at AHS
Kunesh, Crystal	SNC	SSCI 408 Social Inequalities	4	No similar course at AHS
LeGrave, Ethan	NWTC	10-809-101 College 101	1	Required course at NWTC and no similar course at AHS
LeGrave, Ethan	NWTC	10-801-196 Oral/Interpersonal Communication	3	No similar course at AHS
LeGrave, Ethan	NWTC	10-413-105 Commercial Electrical Code	2	Interest in this field for occupation
LeGrave, Ethan	NWTC	10-413-104 Industrial Code	2	Interest in this field for occupation
LeGrave, Ethan	NWTC	10-413-303 Industrial Controls	2	Interest in this field for occupation
LeGrave, Ethan	NWTC	10-413-304 Electric Motor Control	2	Interest in this field for occupation

Maccaux, Reece	UWGB	History 102 Foundations of Western Culture	3	Is taking the precursor to this class at UWGB currently
Maccaux, Reece	UWGB	History 103 World Civilizations 1	3	There are no related courses at AHS
Maccaux, Reece	UWGB	History 220 Americal Environmental History	3	There are no related courses at AHS
Maccaux, Reece	UWGB	History 207 Introduction to African-American History	3	Has completed related history classes at AHS and there are not other classes offered on this topic
Maccaux, Reece	UWGB	Philos 101 Introduction to Philosophy	3	AHS does not offer courses in this field
Maccaux, Reece	UWGB	Pol Sci 100 Global Politics and Society	3	Has completed AP Government at AHS and this course would be the continuation
Maccaux, Reece	UWGB	Pol Sci 202 Introduction to Public Policy	3	This course builds upon what he has taken at AHS, how the US government works and lawmaking
Maccaux, Reece	UWGB	Pol Sci 310 The American Presidency	3	AHS offers no comparable political science class with a focus on the presidency
Maccaux, Reece	UWGB	History 309 United States Immigration History	3	AHS does not offer courses in this field
Maccaux, Reece	UWGB	Pol Sci 301 Environmental Politics & Policy	3	AHS does not offer courses in this field
Marohl, Marisa	NWTC	10-623-170 Engineering Materials - Intro	3	Interest in this field for occupation; is a Formula student
Marohl, Marisa	NWTC	10-806-135 College Chemistry	5	Has taken Inorganic Chem at AHS
Marohl, Marisa	NWTC	10-623-117 Statics	3	Interest in this field for occupation; is a Formula student
Marohl, Marisa	NWTC	10-623-118 Dynamics	3	Interest in this field for occupation; is a Formula student
Marohl, Marisa	NWTC	10-806-154 General Physics 1	4	Has taken Physics 201 at AHS
Marohl, Marisa	NWTC	10-801-196 Oral/Interpersonal Communication	3	AHS does not offer a comparable course
Marohl, Marisa	NWTC	10-623-167 Engineering Economy	2	Interest in this field for career; is a Formula student
Marohl, Marisa	NWTC	10-606-143 Mechanisms	3	Interest in this field for a career; is a Formula student
Marohl, Marisa	NWTC	10-620-140 Machine Wiring and Safety	1	Interest in this field for a career; is a Formula student
Meyer, Gracie	SNC	ART 350 Computer Graphics	3	Taking Illustrator and has taken Art & Design at AHS
Meyer, Gracie	SNC	ART 335 Advertising Design	3	Taking Illustrator and has taken Art & Design at AHS
Montour, Samuel	NWTC	10-206-112 Programming Beats	3	This fits his planned career path
Montour, Samuel	NWTC	10-206-121 Sampling and Remixing	2	This fits his planned career path
Nelson, Evelyn	NWTC	10-809-196 Intro to Sociology	3	Is taking AHS Sociology term 2 and this would be the next level up
Nelson, Evelyn	NWTC	10-809-198 Intro to Psychology	3	
Nelson, Evelyn	SNC	SOCI 122 Criminology	3	Desire to study this in college
Nelson, Evelyn	SNC	SOCI 100 Intro to Sociology	3	Desire to study this in college
Nissen, Riley	NWTC	30-543-300 Nursing Assistant Basic	3	Interest in nursing assistantship
Nooyen, Samuel	NWTC	30-543-300 Nursing Assistant	3	Interest in nursing assistantship
Pfeifer, Anne	SNC	THRS 117 Theological Foundations	4	Annie is interested in the principles of theology and possibly a theology minor in college
Pfeifer, Anne	SNC	PHIL 120 Philosophical Foundations in the Study of Human Nature	4	Annie would like to learn more about philosophy especially as it relates to theology.
Pfeifer, Anne	SNC	ART 215 Sacred Art and Architecture	4	She is interested in the connection between religion and art as well as studying local architecture.
Pfeifer, Anne	SNC	HUMA 337 Communion and the Norbertines Across the Centuries	4	She is interested in St. Norbert, himself, and the concept of communion
Pfeifer, Anne	SNC	COME 122 Principles of Interpersonal Communication	4	Annie is interested in international business and the ways people communicate.

Pfeifer, Anne	SNC	ART 112 History of Modern Design	4	She wants to learn more about appealing to target markets and creating ads as well as design history.
Pfeifer, Anne	SNC	THRS 280 Introducing Christian Traditions	4	She wants to learn more about the history of Christianity with an eye toward a minor in theology
Pfeifer, Anne	SNC	BUAD 477 Knowledge Management	4	This course is worthwhile because she will work within or lead an organization.
Pfeifer, Anne	SNC	BUAD 142 Computer Applications in Business	4	pursuing a business degree and wants to learn about the connection between business and computer science.
Pfeifer, Anne	SNC	INTL/POLI 150 Intro to International Studies	4	Currently enrolled in Int'l Bus at AHS and wants a deeper understanding of the world in business
Story, Skyler	UWGB	Pol Sci 100 Global Politics and Society	3	She will be taking law at AHS and has taken Dem Cit and Global Issues. This would be a next step.
Story, Skyler	UWGB	SOCIOL 101 Intro to Sociology	3	Has taken Sociology at AHS
Story, Skyler	UWGB	SOCIOL 404 Criminology	3	There is no equivalent for this at AHS
Story, Skyler	UWGB	ART 343 Photography 2	3	Has taken Photography at AHS
Story, Skyler	UWGB	DJS 204 Freedom and Social Control	3	Has taken Dem Cit, Global Issues, social justice classes
Weininger, Hayden	NWTC	10-531-102 EMT Basic Program	5	Hayden would like to work as an EMT
Weininger, Hayden	NWTC	10-809-101 College 101	1	This course is required for first-year students at NWTC

Action Item: 2

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	Second Reading of Policies/Bylaws
Requested By:	Kurt Weyers
Attachments:	Policies listed below
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><u>Policy 0142.4 – Oath</u> - The policy has been revised to clarify some of the procedural aspects of administering the oath to Board members, as well as to cover the timing of administration of the oath for appointed members who will take office at different points in the year. These changes are recommended for consistency with statute and practice.</p> <p><u>Policy 0165.1 – Notice of Regular Meetings</u> - The title of this policy has been changed to “Notice of Regular Meetings” to better reflect its content, and the reference to the official newspaper has been clarified to be consistent with statute. The change is recommended for clarity and consistency with law.</p> <p><u>Policy 2260 – Nondiscrimination and Equal Access</u> - The policy presently provides that the decision on the complaint following investigation will be provided to the Complainant. The policy as written requires communication with the Complainant regarding the investigation decision, and notes the limitation on confidentiality, specifically stating that the Complainant’s identity may become known to a Respondent.</p> <p>There may be circumstances where disclosure is inappropriate or limited, such as in the case where allegations are not substantiated and no disciplinary action is issued, or where sensitive information not pertaining to the Respondent is part of the investigation. For these reasons, this policy revision is provided as an option and included in the option are provisions allowing for the redaction of certain elements of any written decision or report.</p> <p>The policy does not provide the Respondent with the right to appeal the decision following an investigation. The policy templates include a grievance procedure and, to the extent that adverse action resulted from a complaint filed pursuant to the policy, the individual would have an extensive process by which to challenge the decision. The policy is revised simply to explicitly point out the existence of those grievance policies. Presumably, if a complaint resulted in no action against a Respondent, that Respondent would not wish to appeal such a decision.</p> <p><u>Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability</u> - This policy is revised to incorporate the same language as was incorporated into Policy 2260, described above.</p> <p><u>Policy 2260.02 - English Language Proficiency</u> - This policy is revised to incorporate language which was removed from Policy 2411. This language relates to the delivery of EL services and is, therefore, more appropriately discussed in this policy. The revision is recommended, but not required.</p> <p><u>Policy 2411 – School Counseling and Academic and Career Planning</u> - The policy is revised by removing reference to English Learners in the policy. The English Learner provisions are covered in Policy 2260.02 and therefore are redundant here and, to avoid</p>

confusion and/or inconsistencies in the language interpretation, it is recommended that it be removed in this policy.

Policy 2451 – Program or Curriculum Modifications - The policy has been revised to reflect the more detailed requirements of State law as it pertains to such programs and to expressly reference a different policy which deals with a related topic, namely, programming for students identified as being at risk of not graduating high school.

Policy 3132/4132 – Vacancies - The policy is revised to remove reference to collective bargaining agreements.

Policy 5113 – Open Enrollment Program (Inter-District) - The policy is revised to reflect DPI’s final regulations regarding alternative procedures. In December 2018, DPI established Emergency Rule 1832, which temporarily amended PI 36.04(7). The Emergency Rule created additional restrictions on the approval of alternative procedures applications.

- The rule placed a higher burden on an alternative procedure applicant, namely that they can only qualify if the subsequent year’s class or service has not been limited at all by the nonresident school district, as opposed to the traditional evaluation which is whether there is space available at the time of review and decision on the application.
- The rule imposed a restrictive interpretation relative to alternative procedures. The rule now prohibits approval of applications received prior to the 3rd Friday in September unless all applications for the same level received during the regular application period were approved, without regard to permissible reasons to reject an application that are not space related (i.e. prior expulsion, habitual truancy, pending evaluation for special services).
- This emergency rule has now become incorporated into the Administrative Code and as such is the regulation followed by DPI. The policy is accordingly revised to reflect the Code.

Policy 5340 – Student Accidents/Illness/Concussions - The policy is revised to assure that the requirements relative to concussion paperwork and training is consistent with State law. Adoption of these revisions is recommended to assure the policy communicates State law requirements.

Policy 5710 – Student Complaints - The policy has been modified to include references to other specific policies which contain complaint procedures, as well as the addition of general language for instances not covered by the specific policies. These revisions are recommended but not required.

Policy 5830 – Student Fund-raising - The policy is revised to incorporate DPI’s determination relative to student fund-raising activities pursuant to Federal law. Federal law leaves the regulation of fund-raising involving the sale of foods up to the states. The policy reflects DPI’s determination under this authority. Adoption of this revision is recommended to assure compliance with the law.

Policy 6152 – Student Fees, Fines, and Charges - The policy has been revised to place additional controls on the collection and accounting of monies collected to better protect against fraud or loss of such funds. These revisions are recommended but not required.

Policy 7300 – Disposition of Real Property - This policy is revised to separate policy concerning real and personal property (See Policy 7310, below). The policy is also revised to remove reference to a “public” board meeting in order to avoid confusion that this policy requires that all offers to purchase involving a potential real estate transaction must be reviewed in open session. While such offers are considered at a board meeting subject to the open meetings law, in most cases at least initial discussion will likely occur in an authorized closed session for competitive bargaining purposes. Adoption of this revision is recommended.

Policy 7310 – Disposition of Personal Property - This policy is revised to reflect that it applies only to personal property, and to cross-reference District policy concerning the

	<p>disposition of real property in Policy 7300. Additional clarification is included to better apply to the various types of personal property owned by a District that it may wish to dispose of in some fashion.</p> <p><u>Policy 7434 – Use of Tobacco on School Premises</u> - This policy is revised to reflect that the District prohibits the use of tobacco products at outdoor facilities as well as indoor facilities. Adoption of this policy revision is recommended.</p> <p><u>Policy 7455 – Accounting System for Fixed Assets</u> - This policy is revised to incorporate reference to Policies 7300 - Disposition of Real Property and 7310 - Disposition of Personal Property which deal directly with the sale of District property. Adoption of this revision is recommended.</p> <p><u>Policy 7540.01 - Technology Privacy</u> - The two versions have been merged into a single version for ease of decision making as it relates to technology privacy and how technology can be used. These revisions are strongly recommended.</p> <p><u>Policy 8210 – School Calendar</u> - Language has been added to this policy for inclusion of the virtual instruction option to supplement school hours and the requirements for that option, along with a legal reference to PI 8.01. The revisions are recommended for closer consistency with statute and regulations.</p> <p><u>Policy 8330 – Student Records</u> - This policy has been revised to reference terminology used in Wisconsin law, specifically "adult student," in addition to the term "eligible student" used in Federal law. Likewise, the policy has been revised to reference the adult student's right to restrict parental access to his/her records by providing written notice to the District. Adoption of these revisions is recommended to assure compliance with applicable law.</p> <p><u>Policy 8660 – Transportation by Private Vehicle</u> - This policy is revised to more accurately reflect the statutory language governing the transportation of students using vehicles that are not classified as school buses. The transportation requirements are less stringent but do still require some oversight if authorized by a District. Adoption of these revisions is recommended to more fully incorporate legal requirements.</p> <p><u>Policy 9600 - Staff/Student Participation in Community Events</u> - The policy is revised to remove reference to administrative guidelines. There presently is not such a guideline. Upon consideration, the diversity of community activities and events makes it difficult to adequately set guidelines without creating exposure to the district in terms of allegations of censorship or the promotion of certain beliefs.</p>
Recommendation:	Second Read - Review and final approval.



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of OATH
Code	po0142.4
Status	
Adopted	June 9, 2008

0142.4 - **OATH**

Each newly-elected or appointed Board member shall take and file the oath of office with the Clerk.

On or prior to the fourth Monday in April, any Board member elected or re-elected to office at the spring election shall take and file the official oath. Board members appointed to office between elections shall take and file the oath prior to taking office. The School District Clerk has authority to administer the oath of office, unless s/he was re-elected in the spring election. A notary public or other person with authority to administer oaths may also administer the oath to members.

The official oath shall be in writing and subscribed and sworn to as required by law. The oath does not need to be administered at or in conjunction with a Board meeting. If desired, the oath may also be administered orally in addition to the written oath.

Revised 10/23/19

120.17 (10), Wis. Stats.

Neola 2019

Legal 120.06 (10), Wis. Stats.

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of REGULAR MEETINGS
Code	po0165.1
Status	
Adopted	June 9, 2008

0165.1 - **NOTICE OF REGULAR MEETINGS**

Public notice of all meetings shall be given pursuant to statute. The Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Director of Pupil Services, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

The notice shall be given to the Ashwaubenon Press and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

Revised 10/23/19

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Legal	120.11(4), Wis. Stats.
	985.05(3), Wis. Stats.
	19.84, Wis. Stats.

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	
Adopted	June 9, 2008
Last Revised	December 14, 2015
Prior Revised Dates	10/12/09,11/9/09, 12/13/10, 7/11/11, 8/27/12, 9/22/14

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board ~~of Education~~ does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons;
or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

District Compliance Officer

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("hereinafter referred to as the COs").

Tammy Lampereur
 Director of Pupil Services
 920-492-2905 ext. 1010
 1055 Griffiths Ln.
 Green Bay, WI 54304
 tlampereur@ashwaubeno.k12.wi.us

~~Brian Nelsen~~

~~Keith Lucius~~

~~Assistant Superintendent of Schools for Students/Staff Resources~~

~~1055 Griffiths Lane~~

~~Green Bay, WI 54304~~

~~920-492-2905 x1005~~

~~kluicius@ashwaubenonk12.org~~

~~Principal 920-492-2955 ext. 53342391 Ridge Rd. Green Bay, WI 54304 bnelsen@ashwaubenon.k12.wi.us~~

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's web-site.
- B. on each individual school's web-site.
- C. in the School District's calendar.

The CO is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO.

The CO will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Training

The CO will also oversee the training of employees of the Board so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be

designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;

- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegation, as determined by the COs.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding the complaint or request further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the complainant or respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the CO will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Revised 10/23/19

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Legal

34 C.F.R. Part 104

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Jennifer Bower on August 12, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	
Adopted	June 9, 2008
Last Revised	April 11, 2018

2260.02 - **ENGLISH LANGUAGE PROFICIENCY**

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, and the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:

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1. an effective instructional program and supportive services appropriate to meet the needs of the student;
2. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
3. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

EL students will no longer be considered limited-English proficient when they have the language skills necessary to compete with mainstream English speakers. The Superintendent shall establish administrative guidelines that provide the:

- A. standards for reclassification/exit decisions;
- B. process for monitoring and maintaining documentation on the exiting student for two (2) years;
- C. access for students to re-enter a bilingual or EL program if there is evidence that the reclassification decision was premature;
- D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;
- E. opportunity for the parent(s) to appeal the exit or re-entry decision.

The District will include in its annual report to the public information required by statute regarding the performance of EL students.

Revised 12/13/10

Revised 10/23/19

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Legal

P.I. 13 Wis. Admin Code

118.13, 118.30(2), 115 Wis. Stats.

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	June 9, 2008
Last Revised	December 13, 2017

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In furtherance of the aforesaid goal, the Superintendent shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of

both sexes various races, ethnic groups, etc. toward the development of human society;

2. provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Title IX Compliant Coordinators/Compliance Officers (hereinafter referred to as the "COs")

The Board designates the following individuals to serve as the District's CO's: ~~"Compliance Officers" (hereinafter referred to as the "COs")~~.

Tammy Nicholson

Director of Pupil Services
1055 Griffiths Lane
Green Bay, WI 54304
920-492-2905 x1010
tnicholson@ashwaubenonk12.org

Keith Lucius
Assistant Superintendent of Schools for Students/Staff Resources
1055 Griffiths Lane
Green Bay, WI 54304
920-492-2905 x1005
klucius@ashwaubenonk12.org

The names, titles, and contact information of these individuals will be published annually on the School District's website, **on each individual school's website and in the School District's calendar.**

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may

consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding the complaint or request ~~the complaint~~ further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or Superintendent shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

1. all written reports;
2. narratives of all verbal reports or statements;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. written witness statements;
6. narratives or audio, video, or digital recordings of verbal witness statements;
7. any documentary evidence;
8. handwritten and contemporaneous notes;
9. e-mails, texts, or social media posts related to the investigation and allegations;
10. dated written determinations;

11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders; and
13. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 11/9/09

Revised 11/22/10

Revised 6/24/13

Revised 9/22/14

Revised 7/10/19

[Revised 10/23/19](#)

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Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

Last Modified by Jennifer Bower on August 12, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of GUIDANCE AND COUNSELING AND ACADEMIC AND CAREER PLANNING
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Last Revised	April 11, 2018

2411 - **GUIDANCE AND COUNSELING AND ACADEMIC AND CAREER PLANNING**

The Board requires that a planned program of guidance and counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

- A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;
- B. assist students in achieving their optimum growth;
- C. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

The Superintendent is directed to implement the counseling and guidance program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is coordinated with available resources of the community;
- D. cooperates with parents and recognizes their concern and ideas for the development of their children;
- E. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

~~Guidance and counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to EL programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.~~

Revised 11/9/09

Revised 12/13/17

Revised 4/11/18

Revised 10/23/19

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121.02 (1)(e) Wis. Stats.

P.I. 8.01(2)(e), Wis. Adm. Code

34 C.F.R. 100.3(b)

34 C.F.R. 106.36

34 C.F.R. 104.37(b)

28 C.F.R. 35.130

Vocational Educational Guidelines, Appendix B, Title 6

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of ALTERNATIVE EDUCATION PROGRAMS
Code	po2451
Status	
Adopted	June 9, 2008
Last Revised	January 9, 2017

2451 - ~~PROGRAM OR CURRICULUM MODIFICATIONS~~ **ALTERNATIVE EDUCATION PROGRAMS**

The Board ~~of Education~~ recognizes that the regular ~~high~~-school program may not be appropriate for all students. Some students may need ~~an alternative education~~ program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School).

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

-

1. modifications within the student's current academic program;
-
2. a school work training or work-study program;
-
3. enrollment in an alternative public school or program located in the School District in which the student resides;
-
4. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;
-
5. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
-
6. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The Board or an administrator who is designated to do so, must render its decision, in writing, within (90) ninety days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within (30) thirty days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

~~The Board may provide an alternative high school education program for such students. In implementing this policy, the Superintendent will comply with the requirements specified in Section 118.15, Wis. Stats.~~

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Legal 118.15, Wis. Stats.

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Book	Policy Manual
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Adopted	June 9, 2008
Last Revised	December 12, 2011

3132 - **VACANCIES**

It shall be the policy of the Board ~~of Education~~ to employ the person best suited to perform the duties of a particular District vacancy at any level.

[Vacancies shall be announced in accordance with the District's established procedures](#)

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates.

[Revised 10/23/19](#)

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Code	po4132
Status	
Adopted	June 9, 2008
Last Revised	December 12, 2011

4132 - **VACANCIES**

It shall be the policy of the Board ~~of Education~~ to employ the person best suited to perform the duties of a particular District vacancy at any level.

Vacancies shall be announced in accordance with established District procedures.

The District Administrator shall establish procedures to facilitate the identification and evaluation of candidates.

Revised 10/23/19

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Book	Policy Manual
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Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	June 9, 2008
Last Revised	October 24, 2018

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

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

DEFINITIONS

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

A. Non-Resident District

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

B. Non-Resident Student

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

C. Tuition Student

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

D. Full-Time Enrollment

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

E. Class Size

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

F. Program Size

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

G. Resident Student

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

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

B. Decisional Criteria for Non-Resident Applications

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

1. The availability of space in the schools, programs, classes, or grades within the District. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or 118.51(3m)(a) and are already attending public school in the District.

Other factors the Superintendent may consider in determining the availability of space include:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 - c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.

- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

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

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP") are available in the District. Funding for the education of students with disabilities will be made to the non-resident school district by the Department of Public Instruction in accordance with State law.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to his or her resident board under 115.777(1) Wis. Stats. or identified by his or her resident school board under 115.77(1m)(a) Wis. Stats. , but not yet evaluated by an individualized education program team.

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

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

C. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, junior high school or high school. A non-resident student may be required to reapply only once.

D. Transportation

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

ALTERNATIVE APPLICATION PROCEDURES

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

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

ATTENDANCE/HABITUAL TRUANCY

Under 118.51(11) Wis. Stats., if the non-resident Board determines that a student attending the non-resident school district

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

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

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

Revised 6/9/08

Revised 7/11/11

Revised 4/23/12

Revised 9/22/14

Revised 1/26/15

Revised 1/25/16

Revised 1/10/18

Revised 7/10/19

[Revised 10/23/19](#)

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Legal 118.51, Wis. Stats.

Wis. Admin. Code. Ch. P.I. 36

Last Modified by Jennifer Bower on August 11, 2019



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Status	
Adopted	June 9, 2008
Last Revised	March 10, 2014

5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board ~~of Education~~ believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the (.) Superintendent (.) business office (x) school office [END OF OPTIONS] on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with (x) Policy 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the (.) Superintendent (x) Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics. ~~Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.~~

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

~~Further, pursuant to AG 5340A — Student Accident/Illness/Concussion~~ Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional

for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

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Legal 118.29, 118.293, Wis. Stats.

Last Modified by Jennifer Bower on August 12, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of STUDENT COMPLAINTS
Code	po5710
Status	
Adopted	June 9, 2008
Last Revised	November 22, 2010

5710 - **STUDENT COMPLAINTS**

The Board ~~of Education~~ recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

~~For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.~~

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

Multiple policies provide complaint procedures available to students which include but may not be limited to:

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1. Policy 5517.01- Bullying;
2. Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability;
3. Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity;
4. Policy 5517 - Student Anti-Harassment; and
5. Policy 9130 - Public Requests, Suggestions, or Complaints.

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If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.

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Legal

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

29 U.S.C. 794, Rehabilitation Act of 1973

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. 1681, Title IX of Education Amendments Act

Fourteenth Amendment, U.S. Constitution

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	
Adopted	June 9, 2008
Last Revised	December 13, 2017

5830 - **STUDENT FUND-RAISING**

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fund-raisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fund-raising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fund-raisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals and be tracked per DPI's Smart Snacks Tracking tool. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.

Fund-raising off school grounds may be permitted by the Superintendent.

In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to AG 6605.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent. If the fund-raising activity will involve students under the age twelve (12), such students' parents must provide written permission for the student to participate in the fund-raising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fund-raising shall be done in accordance with Board Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;

- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent shall distribute this policy and any administrative guidelines which implement it to each organization granted permission to solicit funds.

Revised 4/27/15

Revised 1/9/17

Revised 10/23/19

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Legal

Wis. Stat. 103.23

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of STUDENT FEES, FINES, AND CHARGES
Code	po6152
Status	
Adopted	June 9, 2008
Last Revised	December 13, 2017

6152 - **STUDENT FEES, FINES, AND CHARGES**

The Board ~~of Education~~ may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the principal with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees (including trip fees) or fines collected by members of the staff are to be turned in to the school office no later than the end of the day on which the money was collected ~~principal within twenty-four (24) hours after collection~~. If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected with a full accounting of all transactions.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of DISPOSITION OF REAL PROPERTY
Code	po7300
Status	
Adopted	June 9, 2008

7300 - **DISPOSITION OF REAL PROPERTY**

The Board ~~of Education~~ believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the ~~School~~ District.

"Real Property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials. Disposition of Personal Property shall be determined in accordance with Policy 7310 - Disposition of Personal Property.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a ~~public~~ Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Director of Business Services. The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

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Legal 120.10(12), Wis. Stats.

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of DISPOSITION OF SURPLUS PROPERTY
Code	po7310
Status	
Adopted	June 9, 2008

7310 - **DISPOSITION OF PERSONAL SURPLUS PROPERTY**

The Board ~~of Education~~ requires the Superintendent to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program or in use for other operational purposes
4. some potential for sale ~~at a school auction~~
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of ~~personal surplus~~ property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

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Legal 2 C.F.R. 200.312, 200.313
 120.10(12), Wis. Stats.

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	June 9, 2008
Last Revised	October 24, 2011

7434 - **USE OF TOBACCO ON SCHOOL PREMISES**

The Board ~~of Education~~ is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

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Legal	20 U.S.C. 7182
	120.12(20), Wis. Stats.
	111.321, Wis. Stats.
	20 U.S.C. 6081 et seq.
	U.S.D.O.E. Memorandum, 1995

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	
Adopted	June 9, 2008

7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board ~~of Education~~ shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Director of Business Services shall be responsible for the development and maintenance of the fixed-asset accounting system. The Director of Business Services shall develop procedures to ensure compliance with all fixed-asset policies. Each administrator/coordinator shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business Services.

In accordance with Generally Accepted Accounting Principles (GAAP), assets must be depreciated over their estimated useful lives and approved by the auditor.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. date purchased
- F. estimated useful life
- G. estimated salvage value
- H. replacement cost
- I. accumulated depreciation

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of TECHNOLOGY PRIVACY
Code	po7540.01
Status	
Adopted	June 9, 2008

7540.01 - **TECHNOLOGY PRIVACY**

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All Board-owned technology resources (as defined in Bylaw 0100) are computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business and educational purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100) including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information/data maintained, stored, or transmitted on or through~~contained~~ on such systems is confidential or private. Board-owned technology resources may also be referred to as District technology resources and includes all those technology resources purchased by or authorized for acquisition and/or usage by the Board in the District's activities.

Review of such information may be done by the District with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with the guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. ~~The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.~~

~~Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.~~

~~Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

~~The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a~~

~~specific need to know that information.~~

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the District Systems Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

In accordance with State law, any staff member who sends an electronic message with the intent to frighten, intimidate, threaten, or harass another person or sends a message containing lewd, obscene, or profane language will be subject to appropriate discipline by the District and may be found guilty of a Class D misdemeanor.

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Legal 995.55, Wis. Stats.
 948.11, Wis. Stats.
 947.0125 Wis. Stats.

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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of SCHOOL CALENDAR
Code	po8210
Status	
Adopted	June 9, 2008
Last Revised	September 22, 2014
Prior Revised Dates	8/27/12, 9/24/12

8210 - SCHOOL CALENDAR

The Board ~~of Education~~ recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes shall not begin prior to September 1st except when holding year-round school or when so authorized by the Department of Public Instruction.

The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days sufficient to meet all required student instruction time mandates set by State law, and shall contain a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report. When compensatory instruction is offered virtually for days when schools are closed for inclement weather or for parent-teacher conferences, staff in-services, or other reasons, such instruction may be counted when computing the minimum number of instructional hours required by the State, provided such instruction applies to the entire school or grade level and accessibility requirements have been satisfied.

The Superintendent is authorized to work with the CESA on the development of a common calendar for all of the districts in the service area.

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the Board shall determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time shall be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made at the discretion of the Superintendent.

The Superintendent shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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Legal	PI 8.01 115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.
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Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	June 9, 2008
Last Revised	December 13, 2017

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.125, 46.22, or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records~~with respect to personally identifiable information, has not informed the school, in writing, that the information may be be disclosed.~~

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

[Districts without AGs should include the following paragraph] This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; date of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

Photographs of students as a result of their participation in officially-recognized activities may be accompanied by their full name (e.g. team photographs, rosters, in-action photographs), as it is implied via their participation in such activities, students might be photographed and identified.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the Superintendent in District-wide publications, on the cable television educational access channel, or on the District's website and related District websites. The directory information used will be properly verified and approved by the Superintendent.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within ten (10) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools

- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school- related or education-related activities
- F. student recognition programs

The Superintendent shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Revised 11/9/09

Revised 9/24/12

Revised 7/22/13

Revised 9/23/13

Revised 7/8/14

Revised 11/24/14

Revised 4/25/16

Revised 1/9/17

Revised 5/10/17

Revised 7/10/19

[Revised 10/23/19](#)

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Legal

46.23 Wis. Stats.
46.22 Wis. Stats.
46.215 Wis. Stats.
118.125(2)(q) Wis. Stats.
25 USC 450b(L)
115.298 Wis. Stats.
118.125 Wis. Stats.
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE
Code	po8660
Status	
Adopted	June 9, 2008
Last Revised	August 27, 2012

8660 - **TRANSPORTATION BY PRIVATE VEHICLE**

The Board ~~of Education~~ authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.

Any ~~such~~ transportation of students in a private vehicle must be approved in advance and in writing by the principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board and/or an approved volunteer, the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by applicable law ~~District administrative guidelines~~. The Superintendent may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Revised 10/23/19

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Legal 121.52, 121.53, Wis. Stats.

Last Modified by Jennifer Bower on August 11, 2019



Book	Policy Manual
Section	Board Approval 10/23/19
Title	Copy of STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Code	po9600
Status	
Adopted	June 9, 2008

9600 - **STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The Board ~~of Education~~ recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of District resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

[x.]The Board supports and encourages staff participation in:

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1. [x.] community activities and events which are related to District Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
2. [x] school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff of deriving the benefits from participation in community programs which enhance learning and the quality of life.

Revised 10/23/19

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Last Modified by Jennifer Bower on August 12, 2019

Action Item: 3

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	Library Plan for Board Approval
Requested By:	Jamie Averbeck, Nadine Mathu, Deb Danen, Dawn Austin
Attachments:	https://sites.google.com/ashwaubenonk12.org/asd-library-plan-2019/home
Financial and/or Staffing Implications:	None
Funding Source:	NA
Explanation:	<p>Wisconsin State Legislature (Wisconsin Administrative Code PI8.01(2)(h)) requires that each school district shall:</p> <ol style="list-style-type: none"> 1. Have on file a written, long-range plan for library services development which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the school district board. 2. Designate a licensed library media person to direct and coordinate the district's library media program. 3. Provide library facilities within the school building and make available to all pupils a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society. 4. Provide library media services to all pupils as follows: to pupils in grades kindergarten through 6, library media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library media services which are performed by licensed library and audiovisual personnel. <p>This library plan, meets the above requirements.</p>
Recommendation:	To Approve the submitted ASD Library Plan.

Action Item: 4

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	PAC – Serving of Alcohol
Requested By:	Kurt Weyers and Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	None
Funding Source:	
Explanation:	The intent is to take action on the ability of the Performing Arts Center to sell/serve alcohol at a limited number of non-school evening events.
Recommendation:	Board action on the ability of the PAC to sell/serve alcohol for a limited number of non-school events.

Action Item: 5

Ashwaubenon School Board

Meeting Date:	October 30, 2019
Issue:	Final budget adoption
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	Budget adjustments impact Fund 10, 38, and 80
Funding Source:	Finalize the budget for 2019-20 school year.
Explanation:	<p>The budget has been updated to reflect actual student counts and all State and local factors.</p> <p>In Fund 10, total revenue and expenditures are \$33,950,600 which is down \$118,849 from what was estimated at the Annual Meeting. The largest Fund 10 revenue adjustments were a reduction in Open Enrollment revenue and increase in Equalization aid. Fund 10 expenditures were reduced to balance the budget. This was done by delaying some technology equipment replacement and delaying building projects. In addition, Private School voucher cost is up to \$171,550 for the school year.</p> <p>In Fund 38 (Debt Service Fund), we increased the budget to allow the District to pay off the State Trust Fund Loan. Paying off the loan will save over \$44,000 in future interest payments. We are able to pay the loan off while still reducing the total District levy when compared to last year.</p> <p>In Fund 80 (Community Service Fund), the budget and levy were updated based on actual final results for 2018-19. Based on the audit, we could better predict our revenue sources. There is an attached Community Service Fund budget adjustment page that details what adjustments were made and gives an explanation of why the adjustment was made. Total expenditures were not changed. The tax levy is \$632,000. This is an increase of \$122,000 from the Annual Meeting estimated amount. Once again, even with</p>

this increase our total District levy is down when compared to last year.

The total proposed levy associated with the revised Budget compared to last year

	<u>2018-19 levy</u>	<u>Updated Budget</u>	<u>Difference</u>
Fund 10	15,418,685	15,006,010	(412,675)
Chargeback	7,214	3,665	(3,549)
Debt Service	564,416	615,562	51,146
Fund 80	<u>476,000</u>	<u>632,000</u>	<u>156,000</u>
Total Levy	16,466,315	16,257,237	(209,078)

Recommendation:

We recommend that you approve the budget revisions as presented.

Ashwauenon School District
Final Budget Adoption 2019-20
Budget changes

Changes	Annual Meeting	Revised amount	Change	Explanation
Fund 10 Revenue				
Tax Levy	15,319,540	15,006,010	(313,530)	Actual student counts and equalization aid amount
Equalization Aid	6,370,426	6,823,334	452,908	State certification amount
Other State Aid- Per pupil, exempt personal property, and computers	2,087,768	2,161,915	74,147	Updated student counts and updated amounts from the State
Open Enrollment Tuition	9,315,564	8,983,190	(332,374)	Third Friday student count
Total Fund 10 Revenue	34,065,785	33,950,600	(118,849)	
Fund 10 Expenditures				
Computer replacement budget			(60,000)	Delay some computer replacements until 2020-21
Building maintenance budget			(102,280)	Delay some building maintenance projects until 2020-21
Local Control budget			(14,178)	Changes based on actual student counts
Private School vouchers	113,941	171,550	57,609	State certification amount
Total Fund 10 Expenditures	34,065,785	33,950,600	(118,849)	
Fund 38 Revenue				
Tax Levy	124,417	615,561	491,144	Pay-off remaining State Trust Fund Loan - remediation project
Fund 38 Expenditures				
Debt Payments	124,417	615,561	491,144	Pay-off remaining State Trust Fund Loan - remediation project
Fund 80 Revenue				
Tax Levy	510,000	632,000	122,000	To reflect changes described on separate Community Service Fund detail
Ticket Sales and sponsorships	252,403	128,403	(124,000)	moved to tax levy
Student Fees	8,000	10,000	2,000	Based on actual fee history
Total Fund 80 Revenue	873,614	873,614	-	

Ashwaubnenon School District
 Community Service Fund budget adjustment

	Annual Meeting Proposed Tax Levy	Revised Tax Levy	Change	Explanation
Police Liaison	145,061	150,000	4,939	Officer pay and money for other costs of program
Pool, PAC, and Rec program maintenance and utilities	128,054	200,000	71,946	Increase utilities and cleaning contract for Pool and PAC spaces
PAC Operations	106,500	140,000	33,500	Additional staff hired and operating supplies
Elem and Middle School Co-curriculars	105,585	115,000	9,415	Increases curriculum pay rate in recent years
Family Resource Center	24,800	27,000	2,200	Levy has been stable for several years while salary has increased
Total Levy	510,000	632,000	122,000	

It was difficult to determine the utilities and cleaning cost of the new Pool and PAC. These cost have exceeded our estimates mainly because of the high usage the facilities have. In addition, we have hired an additional staff member at the PAC, increased co-curricular pay rates and pay rates at the Family Resource Center. Over the years we had built up a fund balance of a little over \$100,000 to cover cost over budget while actual budget needs were determined. In 2018-19 actual costs exceeded revenue by \$100,000, leaving a very small fund balance of \$6,500. .

Action Item: 6

Ashwaubenon School Board

Meeting Date:	October 30, 2019																								
Issue:	Final Levy Certification																								
Requested By:	Keith Lucius																								
Attachments:																									
Financial and/or Staffing Implications:	Tax Levy for 2019-20 school year																								
Funding Source:	Levy identifies the amount of Property taxes to be collected for the School District																								
Explanation:	<p>As a result of the proposed budget changes, the total property tax levy will be \$16,257,237. This is \$209,078 less than last year. The Equalized Mill Rate associated with the proposed levy is \$7.81 per \$1,000 of equalized property value. This mill rate is \$0.56 below last year or a 6.67% reduction. A large factor in the mill rate decline is a 5.77% increase in equalized property values.</p> <p>Equalized mill rate is the tax rate per \$1,000 of property value and is calculated: Total Levy/Equalized Property value*\$1,000</p> <p>It is important to know that this is the Equalized mill rate. The assessed mill rate will be different depending on the Village of Ashwaubenon assessed property values. We do not receive assessed values, so we cannot calculate an assessed rate. Equalized mill rates are the best way to compare tax burden between school districts.</p> <p>The total levy associated with the revised Budget compared to the Last year:</p> <table border="1"> <thead> <tr> <th></th> <th><u>2018-19 levy</u></th> <th><u>Updated Budget</u></th> <th><u>Difference</u></th> </tr> </thead> <tbody> <tr> <td>Fund 10</td> <td>15,418,685</td> <td>15,006,010</td> <td>(412,675)</td> </tr> <tr> <td>Chargeback</td> <td>7,214</td> <td>3,665</td> <td>(3,549)</td> </tr> <tr> <td>Debt Service</td> <td>564,416</td> <td>615,562</td> <td>51,146</td> </tr> <tr> <td>Fund 80</td> <td><u>476,000</u></td> <td><u>632,000</u></td> <td><u>156,000</u></td> </tr> <tr> <td>Total Levy</td> <td>16,466,315</td> <td>16,257,237</td> <td>(209,078)</td> </tr> </tbody> </table>		<u>2018-19 levy</u>	<u>Updated Budget</u>	<u>Difference</u>	Fund 10	15,418,685	15,006,010	(412,675)	Chargeback	7,214	3,665	(3,549)	Debt Service	564,416	615,562	51,146	Fund 80	<u>476,000</u>	<u>632,000</u>	<u>156,000</u>	Total Levy	16,466,315	16,257,237	(209,078)
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Recommendation:	We recommend that you approve the Levy as presented.																								

Ashwaubenon School District Equalized Mill Rate Trend compared to State Average

