

**Shared Key Interests**

1. Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

2. Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

3. Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

4. Inform and engage the community in shaping educational strategy and formulating responses to change.

5. Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

6. Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.

7. Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

8. Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

**Wausau School District**

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

Public Notice s.19.84 (3)  
Exemptions s.19.85

Patrick McKee, President  
Karen Vandenberg, Clerk

A **Education/Operations Committee Meeting** of the BOARD OF EDUCATION will be held in the **Wausau East High School Auditorium, 2607 N. 18th Street, Wausau, WI 54403 at 5:00 PM or immediately following the previous meeting on Monday, January 24, 2022.**

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I. Call to Order	
II. Approve the Minutes	2
III. Public and Student Comment	
IV. Whole Child - Whole Wausau Short Cycle Report on Goal A4. Academic Achievement Goal and AGR	4
V. Recommendation for 2022-23 Capital Projects ( <b>Action Requested</b> )	29
VI. Five Year Fiscal Forecast	58
VII. Co-op Agreement for Boys Hockey ( <b>Action Requested</b> )	76
VIII. Girls Golf Co-Op (Action Requested)	84
IX. NEOLA 30-1 Policy Updates ( <b>Action Requested</b> )	85
X. Legal Expense Summary for 2nd Quarter	197
XI. Adjourn	

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NOTICE POSTED: Friday, January 21, 2022, at 3:00 pm

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

**NOTICE SENT TO:**

WSAU WSAW-TV WAOW-TV WJFW-TV CITY PAGES WAUSAU PILOT & REVIEW SCHOOLS  
WAUSAU DAILY HERALD WAAM CITY HALL COURTHOUSE PUBLIC LIBRARY

# Minutes of REGULAR MEETING

## The Board of Education Wausau School District

**DRAFT**

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A Education/Operations Committee Meeting of the Board of Education of the Wausau School District was held Monday, December 20, 2021, beginning at 5:00 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Jon Creisher; Ka Lo; Pat McKee; Cody Nikolai; Jane Rusch; Lance Trollop; Karen Vandenberg; and Lee Webster.

I. Call to Order

The meeting was called to order at 5:01 pm.

II. Approve the Minutes

**Karen Vandenberg moved to approve the minutes of November 22, 2021, seconded by Cody Nikolai. The motion carried 9-0.**

III. Public and Student Comment

The following people made public comments: Cory Sillars, and Jeff Kocho.

IV. Recommendation for Open Enrollment Seat Availability (**Action Requested**)

**Jim Bouché moved to approve the regular and special education non-resident spaces available under open enrollment for the 2022-2023 school year as presented, seconded by Karen Vandenberg. The motion carried 9-0.**

V. Initial Approval for an April 2022 Bond Referendum in an Amount Not to Exceed \$181,900,000 (**Action Requested**)

**Jane Rusch moved to direct administration to work with bond counsel to develop all necessary documents for presentation to the Board for an April 2022 referendum for the purpose of issuing \$181,900,000 in general obligation debt for the presented projects, seconded by Lance Trollop.**

Ka Lo moved amend the motion to decrease the lending amount to \$177,839,000. There was no second, the amendment died.

Ka Lo moved to amend the motion to included specific wording within the referendum question that detailed the construction of turf fields at Wausau East and West. There was no second, the amendment died.

**The original motion carried 8-1.**

VI. 2022-2023 Calendar (**Action Requested**)

**Lee Webster moved to approve the 2022-2023 school calendar as presented, seconded by Jim Bouché. The motion carried 9-0.**

VII. Adjourn

**Karen Vandenberg moved to adjourn, seconded by Cody Nikolai. The motion carried at 6:36 pm.**

Respectfully Submitted,

KV:cp

Karen Vandenberg,  
Board Clerk

# *Whole Child-Whole Wausau*

Achievement Gap Reduction - AGR  
Strategic Plan - Achievement A4  
Short Cycle Report  
January 24, 2022

4

*Presented by:*

*Chris Nyman, Julie Schell, Jennifer Rauscher, Jon Euting & AGR Principals*



**Our Mission ... To advance student learning, achievement, and success.**

# What is the Current Goal?

By the spring of 2023, there will be a 30% increase in the number of students meeting or exceeding proficiency in reading, writing, and mathematics as evidenced by scores on state and local assessments.



# Achievement Strand Leading Indicator

(Formative Assessment)

A “Leading Indicator” is a piece of data that can predict a future outcome.

- “How confident are we that we will meet our 2023 goals?”
- “How confident are we that we will meet our annual goals?”
- Leading indicators can help us predict our level of success and not just wait for Forward scores each year.



# Achievement Strand Leading Indicator for Goal A4 (Begin with the end in mind)

Fastbridge **aMath** scores can be used as leading indicators to predict annual and long term success on the Forward Exam.

- Fastbridge Assessment Fall 2021
  - 59% meet or exceed expectations
- Fastbridge Assessment Winter 2022
  - 60% meet or exceed expectations



# Achievement Strand Leading Indicator for Goal A4 (Begin with the end in mind)

Fastbridge **aReading** scores can be used as leading indicators to predict annual and long term success on the Forward Exam.

- Fastbridge Assessment Fall 2021
  - 61% meet or exceed expectations
- Fastbridge Assessment Winter 2022
  - 62% meet or exceed expectations



# What are we attempting to accomplish as a team? (Be proactive)

- Build capacity around responding to FastBridge reports and changes in student need over time.
  - District & Campus Administrator Learning and Collaboration to inform Continuous Improvement Planning Process (August 2021, October 2021, January 2022, & May 2022)
  - Campus data days facilitated by principals and content area specialists (3x year at minimum)
- Professional learning and coaching to support effective pacing and small group differentiated instruction
  - Curriculum Associates Coaching (October 2021 & February 2022)
  - In-District Coaching with District Math and Literacy Specialists
- Professional Learning Communities
  - Inform department and grade level conversations



# AGR Program Overview

*Program was established to improve student achievement*

- Maintain 18:1 or 30:2 classroom ratios and provide professional learning on small group instruction
- Instructional coaching for teachers provided by a licensed teacher
- Each school will create performance objectives for students:
  - Kindergarten - grade 3,
  - Mathematics and Reading, and
  - Identify a specific local assessment used to monitor academic progress
    - FastBridge: Kindergarten: Letter Sounds & Number Sequence  
First Grade: Nonsense Words & Decomposing Numbers  
Grades 2 - 5: Group Growth Report

10



# AGR Program Overview

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    - FastBridge: Kindergarten: Letter Sounds & Number Sequence  
First Grade: Nonsense Words & Decomposing Numbers  
Grades 2 - 5: Group Growth Report

11



# Student Score and Growth Classifications (Key)

Percentage of students scoring in each risk category



12

Percentage of students experiencing identified level of growth

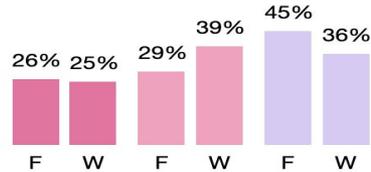


# Current Reading Status

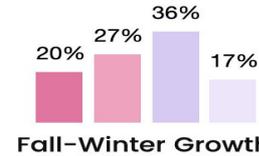
# Jefferson

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?

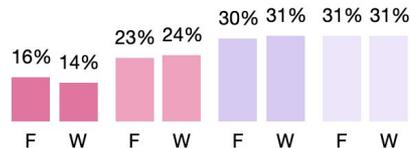


Growth Of All Students In Group  
By Benchmark Categories: ?

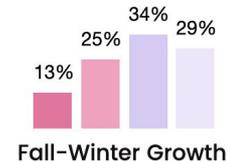


13

Scores Of All Students In Group  
By Benchmark Categories: ?



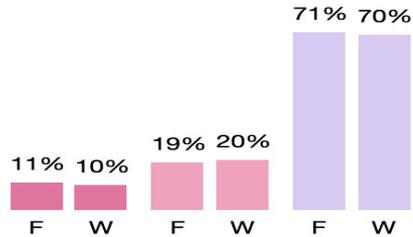
Growth Of All Students In Group  
By Benchmark Categories: ?



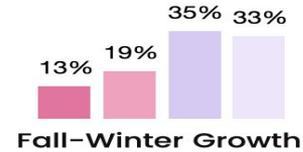
## Grades 2-5

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

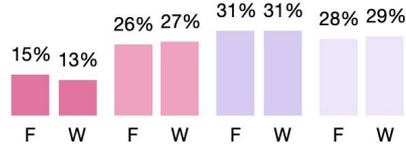


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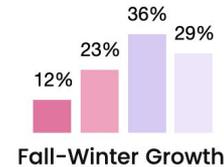


## Grades 2-5

Scores Of All Students In Group  
By Benchmark Categories: ?

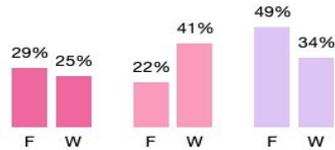


Growth Of All Students In Group  
By Benchmark Categories: ?

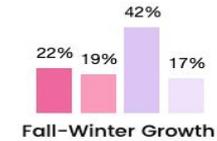


## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?



15

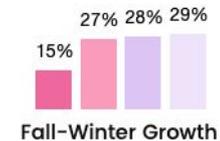


## Grades 2-5

Scores Of All Students In Group  
By Benchmark Categories: ?

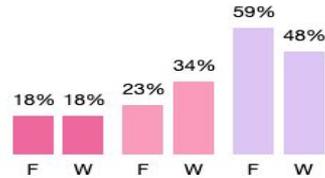


Growth Of All Students In Group  
By Benchmark Categories: ?

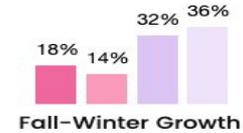


## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

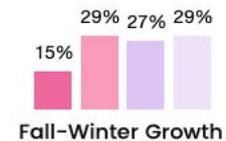


16

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?



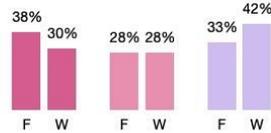
## Grades 2-5

# Current Reading Status

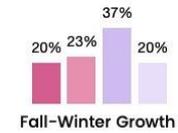
# Hawthorn Hills

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

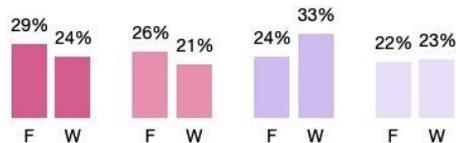


17

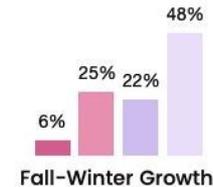


## Grades 2-5

Scores Of All Students In Group  
By Benchmark Categories: ?

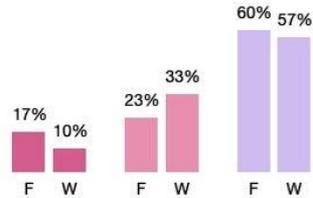


Growth Of All Students In Group  
By Benchmark Categories: ?

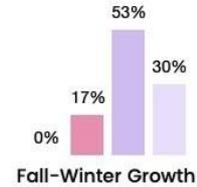


## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?



18

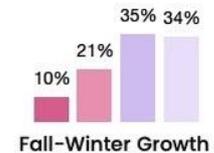
## Grades 2-5



Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

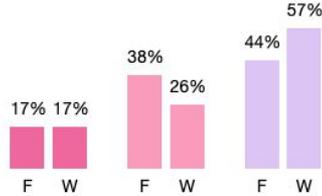


# Current Reading Status

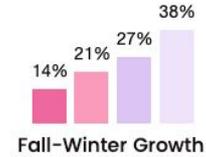
# GD Jones

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

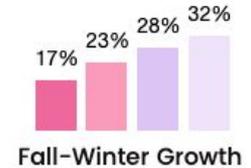


19

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

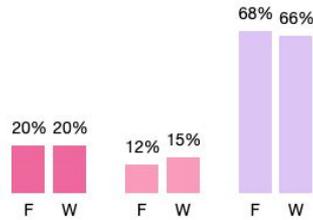


## Grades 2-5

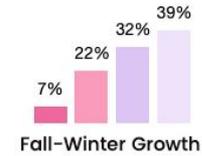


## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?



20

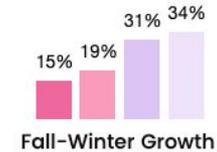
## Grades 2-5



Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

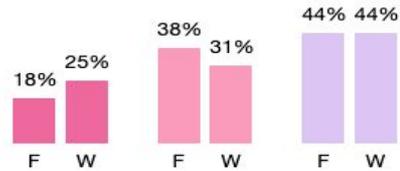


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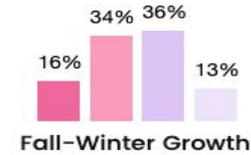
# Grant

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

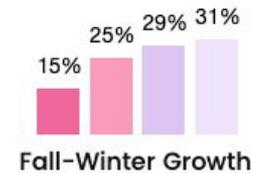


21

Scores Of All Students In Group  
By Benchmark Categories: ?



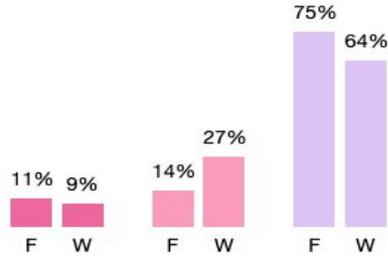
Growth Of All Students In Group  
By Benchmark Categories: ?



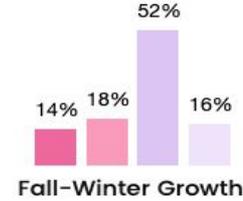
## Grades 2-5

## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

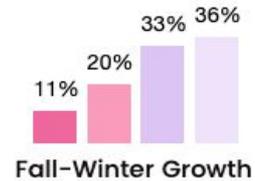


22

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

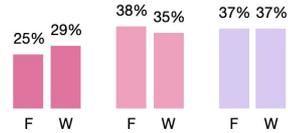


## Grades 2-5

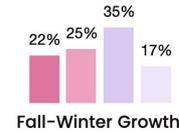


## Grades K-1

Scores Of All Students In Group  
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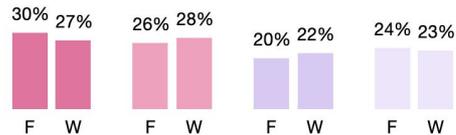


Growth Of All Students In Group  
By Benchmark Categories: ?

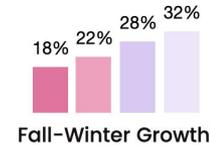


23

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?

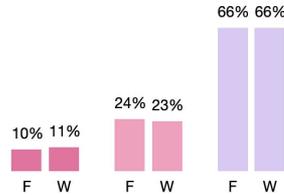


## Grades 2-5

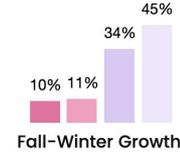


## Grades K-1

Scores Of All Students In Group  
By Benchmark Categories: ?



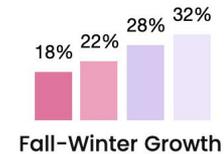
Growth Of All Students In Group  
By Benchmark Categories: ?



Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?



## Grades 2-5



# Current Reading Status

Scores Of All Students In Group

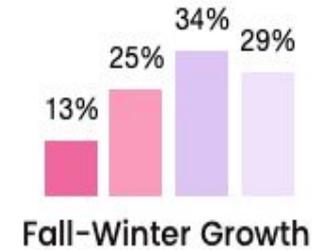
By Benchmark Categories: ?



# All Schools

Growth Of All Students In Group

By Benchmark Categories: ?



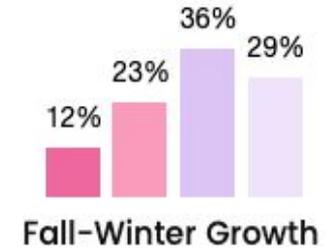
# Current Math Status

Scores Of All Students In Group  
By Benchmark Categories: ?



# All Schools

Growth Of All Students In Group  
By Benchmark Categories: ?



# What are the Next Steps?

- Continue Implementation of walk-through observation protocols and coaching criteria to evaluate the effectiveness of teaching practices and impact of professional learning on the Framework for Teaching components:

2a: Creating an Environment of Respect and Rapport

2b: Establishing a Culture for Learning

3e: Demonstrating Flexibility and Responsiveness

- Continue to support adult learning component of our Fall 2021 Leader In Me implementation
- Continue to develop leadership competency in the area of the 4Cs (communication, collaboration, critical thinking and creativity)
  - Revisit and review the guiding document created to align teaching strategies with the Framework for Teaching



**Wausau School District**  
**415 Seymour Street ■ P.O. Box 359 ■ Wausau WI 54402-0359 ■ 715-261-0500**

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**Our Mission ... To advance student learning, achievement, and success.**



# **Wausau School District Three Year Capital Plan**

## **Fiscal Years 2022, 2023 and 2024**



# Wausau School District Three Year Capital Projects

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# **Wausau School District Facilities Request Three Year Capital Projects**

This document is a combination of projects brought together for the development of a three-year capital projects plan for the Wausau School District. The three-year plan is an ongoing document developed with the input from representatives from each school building. Capital replacement maintenance is the application of labor and materials in a systematic method to preserve and extend the useful life of a building and its systems.

The list of projects identified were developed from meetings with building principals at each school. A walk through of each individual building is done to review each request and priorities are established. This project list is not meant to be a complete list of needs, but represents a majority of them.

Price estimates given to projects are based on 1) quoted costs from contractors and vendors; 2) estimates based on recently completed similar projects; and 3) square footage estimates based on construction industry guidelines

The current Buildings and Grounds Capital Projects Budget is \$1,008,400 per year. The current requests exceed the annual projects budget and various projects will need to be delayed, or other funding sources found.

## **The Future of the Three Year Capital Projects Plan**

### Areas of Focus

The future plan will focus on specific areas that are compatible with the financial plan. The smaller projects shall become part of the operational repair budget and the larger projects will need to be addressed separately.

A school facility should offer students an environment that gives them an opportunity to learn and grow. School facilities have many elements, that if they are not properly cleaned and maintained, can lead to injuries and illnesses.

The path to good maintenance completion is lined with countless decisions, big and small. Each choice, from the overall budget allotted for the project to the color of the walls, can affect whether the students and staff members who spend their days in the building perceive it as a place that enhances learning or as just another structure filled with desks and chairs.

It is suggested that the priority of projects be based on specific criteria to reflect the District goals.

Priority I: Safety and Health

*i.e.: areas that affect students and staff, etc.*

Priority II: Mechanical and Structural

*i.e.: boilers, HVAC, electrical, telecommunications, roofs, air quality, etc.*

Priority III: Energy Related

*i.e.: energy management systems, windows, doors, etc.*

Priority IV: Building and Site

*i.e.: carpet, paint, playgrounds, fences, etc.*

Review of the project list needs to be on going. The District plan is an excellent guideline to follow, but needs will arise, and these sometimes must be addressed immediately.

With the task of keeping 20 sites safe and in good repair, extensive planning and review is a must. The implementation of a good preventative maintenance program will allow for identification of possible breakdowns so they can be anticipated in advance. Preplanning will help to keep the capital plan workable.

On the following pages there is a listing of all the District buildings that include the size, year constructed, acreage, and a brief history of completed projects.

# Franklin Elementary School

1509 North 5th Street  
Wausau, Wisconsin 54403

**Original Construction      1966**

**Addition                      1991**

**Addition                      1996**

**57,398 square feet**

**4.16 acres**

## Projects Completed

Security system installed	1993
Re-roof one section	1993
Re-roof one section	1994
Asbestos Tile Replacement	1994
Asbestos Tile Replacement	1995
Asbestos Tile Replacement	1996
Playground renovation PTO, civic, district	1996
Parking Lot paved	1998
Entry doors replaced	1998
ADA signs installed	1998
Replace cabinets	2000
Replace cabinets	2001
Renovate main office and health area	2001
Electrical Upgrades	2003
Replace Generator	2004
Elevator Installed	2004
Roof Replacement	2005
Phone Replacement	2005
Site Renovations	2007
Asbestos Tile Replacement 2 <sup>nd</sup> Floor	2011
Front Entry Remodel for Safety	2012
New windows (RLE)	2015
Re roof one section B (RLE)	2016
Concrete replacement	2018
Misc Carpet replacement	2018
Re-roof (3) sections (RLE)	2019
Exterior door replacement	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021
Playground pavement replacement	2021
Exterior door replacements	2021

## **G. D. Jones Elementary School**

1018 South 12th Avenue  
Wausau, Wisconsin 54401

**Original Construction      1997**

**Addition 30,728 sq ft      2016**

**95,745 square feet**

**7.30 acres**

### **Projects Completed**

Cabinets added in half size rooms	1998
Playground equipment	1999
Playground equipment	2000
Security Cameras	2003
Phone replacement	2005
Upgrade Energy Management Controls	2013
New addition (Referendum)	2016
Water heater replacement (RLE)	2016
Playground relocation / upgrade	2016
Install irrigation (Referendum)	2016
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Exterior door replacement	2019
Playground repaving	2020
Misc door replacement	2020
Misc concrete replacement	2020
Misc concrete replacement	2021
Playground equipment replacement	2021

**Grant Elementary School**  
500 North 4th Avenue  
Wausau, Wisconsin 54401

**Original Construction      1910**

**Remodeling                      1949**

**Addition                        1953**

**Remodeling                      1987**

**Addition                        2001**

**53,500 square feet**  
**5 acres**

**Projects Completed**

Security System installed	1992
Asphalt playground hard surface area	1993
Sidewalks around front added	1998
ADA signs installed	1998
Roof replacement	1999
Parking lot	2000
Art Room	2001
Computer Room	2001
Elevator and Gym	2001
Playground Equipment	2001
Replace Flooring	2004
Phone replacement	2005
Cabinet replacement	2005
Replace flooring	2005
Replace boilers	2006
Stack for boilers	2008
Storage shed	2015
Roof replacement	2016
Kitchen remodel	2016
Tuck pointing	2016
Playground renovation/irrigation	2016
Misc carpet replacement	2016
Ceiling replacement	2017
Tuckpointing	2017
Ceiling replacement (4) rooms	2018
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Misc Carpet replacement	2021
Misc door replacement	2021

# Hawthorn Hills Elementary School

1600 Kickbusch Street  
Wausau, Wisconsin 54403

**Original Construction      1987**

**Addition                      1991**

**Addition 11,638              2016**

**53,597 square feet**

**32.48 acres**

## Projects Completed

Playground soft surface area development	1991
Security System	1992
Retaining wall landscape	1993
Playground drainage	1994
Playground paving	1994
Retaining wall steps replaced	1998
Communication cabling update	1998
ADA signs installed	1998
Corridor Walls	2002
Replace Playground Equipment	2004
Asphalt play area	2005
Corridor Walls	2005
Phones replaced	2005
Corridor walls	2006
Gym Floor Replacement	2009
Site Improvements	2009
Elevator Upgrade to Code	2010
Roof Replacement	2010
Handicap Restroom	2011
Energy Management Control Upgrade	2013
Plumbing isolation	2015
Building addition (Referendum)	2016
Playground renovation (Referendum)	2016
Irrigation (Referendum)	2016
Misc Carpet Replacement	2018
HVAC Upgrade (RLE)	2018
Misc Carpet Replacement	2019
Misc Carpet Replacement	2020
Misc Carpet Replacement	2021

# Hewitt-Texas Elementary School

T10331 Quarry Road  
Wausau, Wisconsin 54403

**Original Construction      1962**

**Addition                      1985**

**Remodeling                    1990**

**20,877 square feet**

**13.4 acres**

## **Projects Completed**

The vandalism fire in late 1990 resulted in a complete cosmetic renovation of the building. Included was new carpet, floor tile, ceilings, painting, telephones, communications, etc.

Security System	1992
Underground storage tank removal	1993
Playground paving	1993
Parking lot paving	1994
Playground soft surface area development	1995
Storage building added	1998
Handicap toilet added	1998
ADA signs installed	1998
Roof Replacement	2002
Kitchen Repair	2004
Phones replaced	2005
Asphalt Parking Lot	2009
Fire Alarm Replacement	2010
Handicap Restroom	2011
Gym Floor Replacement	2012
Restroom renovation	2015
Generator	2016
Storage shed replacement	2016
Misc Carpet Replacement	2018
HVAC upgrade (RLE)	2018
Boiler upgrade (RLE)	2018
Gym roof replacement (RLE)	2018
Misc flooring upgrades	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021
Main drive asphalt repairs	2021

# John Marshall Elementary School

1918 Lamont Street  
Wausau, Wisconsin 54403

**Original Construction      1922**

**Addition                      1930**

**Addition                      1947**

**Addition                      1955**

**Addition                      1990**

**Renovation                    1990**

**Addition                      2000**

**59,096 square feet**

**6 acres**

## Projects Completed

Security system installed	1992
Re-grade re-shape playground	1993
Add soft surface playground area	1994
Renovate old gymnasium	1994
New windows in kindergarten rooms	1995
New roof on 1955 addition	1996
Classroom doors	2005
ADA signs added	1998
Elevator and classrooms	1999
Expand parking lot	2000
Library upgrade	2001
Playground Equipment	2004
Tuckpoint Exterior	2004
Phones replaced	2005
Flooring replaced	2005
Roof replacement	2006
Tuck pointing	2016
Parking addition/bus drop off	2016
Air handler / Chiller replacement (RLE)	2016
Landscaping / playground	2016
Misc Carpet replacement	2018
Air circulation upgrade	2018
Misc Carpet replacement	2019
Exterior door replacement	2019
Re-roof 2 sections (RLE)	2019
Misc Carpet replacement	2020
Misc door replacement	2020
Playground pavement replacement	2020
Misc Carpet replacement	2021

# Lincoln Elementary School

720 South 6th Avenue  
Wausau, Wisconsin 54401

**Original Construction      1970**

**Remodeling                      1992**

**Remodeling                      1993**

**48,698 square feet**

**4.75 acres**

## Projects Completed

Renovate play equipment and install HC accessible equipment	1991
Enclose one half of open classroom area	1992
Security system installed	1992
Re-roof one half of building	1992
Remaining open classrooms changed to contained classrooms	1993
Re-roof second half of building	1995
ADA signs added	1998
Air conditioning replaced	1999
Phones replaced	2005
Parent drop-off and parking	2006
Emergency Generator	2008
Fire alarm system	2008
Boiler Replacement	2010
Upgrade Camera System/Energy Management Controls	2013
Upgrade Energy Management Controls	2013
Replace Carpet in Corridors with Tile/Renovate Health Room	2013
Sidewalk replacement and playground renovation	2014
Kitchen remodel	2016
Chiller replacement	2016
Carpet replacement	2017
Misc carpet replacement	2018
Replace perimeter fence	2018
Misc carpet replacement	2019
Reroof school	2020
Misc Carpet replacement	2021

**Maine Elementary School**  
5901 North 44th Avenue  
Wausau, Wisconsin 54401

**Original Construction      1961**

**Addition                      1985**

**Addition                      2000**

**44,904 square feet**  
**17 acres**

**Projects Completed**

Basketball court and drainage	1991
Security system installation	1992
Front drive and parking lot	1993
North play area and equipment addition	1993
Underground storage tank removal	1994
Water system upgraded	1998
ADA signs added	1998
New well	1999
Replace ceiling and lights in hall	2001
Replace kitchen floor and plumbing	2002
Roof replacement	2002
Site improvements	2002
Parent drop-off	2005
Phones replaced	2005
North parking lot asphalt replacement	2006
Boiler Replacement	2009
Roof Replacement	2010
Gym Floor Replacement	2011
Asphalt Replacement – West Drive	2011
Carpet replace with tile break room	2014
Repaving, sidewalk and storm sewer	2015
Septic system replacement	2016
Re-pave playground	2016
Generator install	2016
Drive reconfiguration	2018
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Misc Carpet replacement	2020
Domestic water line replacement	2021
Storm sewer replacement	2021
Pavement for HC Access	2021

# Rib Mountain Elementary School

2701 Robin Lane

Wausau, Wisconsin 54401

**Original Construction      1955**

**Addition                      1957**

**Addition                      1959**

**Addition                      1966**

**Addition                      1976**

**Remodeling                    1992**

**44,187 square feet**

**10 acres**

## Projects Completed

Playground and Site Work	1992
Installation of play area (PTO and district)	1992
Security system installed	1992
Close in open Classrooms/Computer Lab	1992
Primary playground added by PTO	1994
ADA signs added	1998
Electrical upgrade	1999
Ventilation	2000
PA system	2000
ADA Restrooms	2002
Renovate Kindergarten Rooms	2002
Front Drive	2003
Replace windows	2004
Freezer	2004
Windows replaced	2005
Phones replaced	2005
Flooring replaced	2005
Roof replacement	2006
Replace windows	2006
C.D. Restroom	2009
Gym Floor Replaced	2011
Roof Replacement	2011
Playground Equipment Replaced	2012
Plumbing renovation	2015
Generator install	2016
Playground upgrades (PTO)	2016
Window and soffit replacement	2016
Misc Carpet replacement	2018
Air Handler upgrade (RLE)	2018
Misc Carpet replacement	2019
Exterior door replacement	2019
Exterior door replacement	2020
Misc Carpet replacement	2020

# Riverview Elementary School

4303 Troy Street  
Wausau, Wisconsin 54403

**Original Construction      1964**

**Addition                      1996**

**Addition                      1985**

**Addition                      2000**

**Addition                      2016**

**63,533 square feet**

**10 acres**

## Projects Completed

Security system installed	1992
Expand IMC	1996
Roof replaced	1998
ADA signs added	1998
Additional parking	1999
PA system	2003
Roof replacement	2003
Windows replaced	2005
Ventilation	2005
Phones replaced	2005
Fire Alarm System	2008
Student Drop-off	2009
Addition (Referendum)	2016
Irrigation (Referendum)	2016
Sidewalk replacement	2016
Turf Renovation	2017
Cafeteria floor upgrade	2018
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Exterior door replacement	2019
Misc Concrete replacement	2020
Misc exterior door replacement	2020
Misc Carpet replacement	2020
Misc Carpet replacement	2021

**South Mountain Elementary School**  
5400 Bittersweet Road  
Wausau, Wisconsin 54401

**Original Construction     1997**

**47,822 square feet**  
**35.9 acres**

**Projects Completed**

School sign installed	1998
Soccer field	1999
Phones replaced	2005
Student Drop-off	2009
CARE room upgrade	2014
Sidewalk replacement	2015
Carpet replacement	2017
Concrete replacement	2018
Misc Carpet replacement	2018
Site drainage	2019
Misc Carpet replacement	2019
Exterior door replacement	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021
Misc Door replacement	2021

**Stettin Elementary School**  
109 N 56<sup>th</sup> Avenue  
Wausau, Wisconsin 54401

**Original Construction      2000**

**Addition                      2013**

**53,336 square feet**  
**22.35 acres**

**Projects Completed**

Phones replaced	2005
Ventilation	2005
Playground drainage upgrade	2015
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Misc Carpet replacement	2020
Sidewalk repairs	2021

**Thomas Jefferson Elementary School**  
500 West Randolph Street  
Wausau, Wisconsin 54401

**Original Construction 1956**

**Addition 1984**

**Addition 1997**

**Addition 2016**

**Addition 27,875**

**90,971 square feet**

**9.8 acres**

**Projects Completed**

Remove asbestos from tunnels	1991
Asphalt play area and install new equipment	1992
Security System	1992
Parking lot asphalt	1993
Underground storage tank removal	1993
Playground equipment	1999
Replace boilers	2002
Roof Replacement	2002
Refinish Gym Floor	2004
Parking lot addition	2005
Phones replaced	2005
Renovate Cabinets in Rm 111	2013
Sidewalk Replacement	2014
Boiler Replacement (RLE)	2016
Additional parking (Referendum)	2016
Building addition (Referendum)	2016
Irrigation (Referendum)	2016
Turf Renovation	2017
Misc Carpet replacement	2018
Misc Carpet replacement	2019
Exterior door replacement	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021

**Horace Mann Middle School**  
1301 North 13th Street  
Wausau, Wisconsin 54403

**Original Construction 1993**

**208,000 square feet**  
**39.20 acres**

**Projects Completed**

Use of Tech. Ed. room for new computer approach	1995
Entrance from 13 <sup>th</sup> Street upgraded	1998
Roof replacement	2003
Resurface track	2003
Kitchen Serving Line	2004
Replace Roof	2004
Pool filter	2005
Phones replaced	2005
Pool ventilation	2005
Seal parking lot	2005
Refinish gym floor	2006
Repaint Pool Ceiling Structure	2007
Replace running track	2008
Additional Lockers	2008
Roof Replacement	2010
Pool Water Quality Improvement	2010
Locker Room Floors Resurfaced	2011
Replace Asphalt – East Bus Drive	2011
Upgrade Energy Management Controls	2013
Storage shed replacement	2014
Main office tile replacement	2014
New gym dividers	2015
Asphalt replacement	2015
Chiller replacement (RLE)	2016
Special needs room remodel	2016
Retaining wall re-build	2016
Pool grates/dive platform replacement	2016
Running track seal/stripe	2016
Pool filter replacement	2017
Carpet replacement	2017
Victaulic fitting replacement	2017
Boiler replacement (RLE)	2017
Landscaping / concrete replacement	2018
Misc Carpet replacement	2018
Asphalt repairs	2018
Field house re-roof	2019
Misc Carpet replacement	2019
Exterior door replacement	2019
Exterior door replacement	2020
Misc Carpet replacement	2020
Playground pavement replacement	2020
Gym floor replacement	2020

Spec Ed restroom remodel	2020
Concrete replacement, student entrance	2021
Misc Door replacement	2021

**John Muir Middle School**  
**1400 West Stewart Avenue**  
**Wausau, Wisconsin 54401**

**Original Construction      1962**

**Addition                      1994**

**195,850 square feet**  
**30 acres**

**Projects Completed**

ADA signs installed	1998
Tennis courts resurfaced	1998
Rebuild boilers	1999
Blinds	1999
Roof replacement auditorium	2001
Roof replacement	2002
Exit onto Stewart	2002
Pool Filtration	2002
Electrical upgrades	2002
Pool Ventilation	2003
Locker Room Ventilation	2003
Auditorium Seating	2003
Tech Ed Ventilation	2004
Refinish Gym Floor	2004
Replace Roof	2004
ADA Bathrooms	2004
Phones replaced	2005
Elevator to basement	2005
Lockers for swim team	2005
Flooring replaced	2005
Replace Tennis Court Surface	2007
Phase I HVAC	2007
Phase II HVAC	2008
Roof Replacement	2010
Replace Pool Boiler	2009
Pool Water Quality Improvement	2010
Replacement	2012
Roof Replacement	2011
Parking Lot Repairs	2012
Roof Reconstruct Front Entrance for Security	2013
Repurpose Tennis Courts	2013
Storage building	2014
Locker Replacement	2014
North doors replacement	2014
Locker replacement	2015
North wall replacement (RLE)	2015
Running track repair/restripe	2015
Room 118 renovation	2016
Re-roof (storm damage)	2016
Cafeteria face lift (partially Food Service)	2016

Servery door replacement (partially Food Service)	2016
Cafeteria floor replacement	2016
Fire alarm system upgrade	2016
Front entrance ceiling replacement	2016
Concrete replacement	2016
Locker replacement	2016
Auditorium renovation	2017
Pool filter replacement	2018
Façade upgrades (RLE)	2018
Locker addition	2018
Façade upgrades (RLE)	2019
Classroom (Art and Science) remodel	2019
Carpet replacement	2019
Gym partition replacement	2020
Exterior door replacement	2020
Misc Carpet replacement	2020
Loading dock pavement	2021
Misc Carpet replacement	2021

## **Wausau East High School**

2607 N 18<sup>th</sup> Street

Wausau, Wisconsin 54403

**Original Construction      2004**

**Addition 9,402 sq ft      2016**

**343,402 square feet**

**114 acres**

### **Projects Completed**

Replace Camera System	2009
Replace Gym Lighting	2009
Sidewalk replacement	2014
Bleacher traction units	2014
Repave bus lane	2016
Storage shed addition	2016
Charter school science room upgrade	2016
Baseball diamond renovation	2016
Turf renovation at front	2016
Tech. Ed. addition (Referendum)	2016
Fire suppression in paint booth	2017
Batting cages	2017
Sidewalk replacement	2017
Concrete replacement	2018
Concrete replacement	2019
Chiller loop replacement	2019
Track surface replacement	2020
Exterior door replacement	2020
Misc Carpet replacement	2020
Scolars entrance concrete	2020
Misc pavement replacement	2020
Misc carpet replacement	2021

**Wausau West High School**  
**1200 West Wausau Avenue**  
**Wausau, Wisconsin 54401**

**Original Construction      1970**

**Addition                      1998**

**Addition                      2001**

**Addition 5,667 sq ft      2016**

**331,922 square feet plus the portables 3,808 square feet**  
**65.65 acres**

**Projects Completed**

Security system installed	1993
Underground storage tank removal	1993
Roof replacement one section	1993
Parking lot re-paving	1994
Roof replacement one section	1994
Roof replacement one section	1995
Parking lot re-paving	1995
Telecommunications upgrade	1996
Portable classrooms added	1998
Air handler replacement	1998
Ventilation	1999
Greenhouse roof replaced	1999
Additional Chiller	2001
Site Development	2002
Replace fire alarm system	2002
Caulk exterior	2003
Remodel Science Rooms	2004
Phone System	2004
Replace Generator	2004
Welding shop remodel	2005
Replace East student parking lot lights	2006
Resurface Tennis Courts	2007
Replace camera system	2008
Replace Weight Room Ventilation	2009
Add Welding Booths	2009
Replace Gym Lighting	2009
Replace Ice Bank	2011
Asbestos Tile Replaced	2011
Roof Replacement	2012
Replace seating Room 315	2012
Roof Replacement	2013
Building Automation Upgrade	2013
Terrazzo restoration	2014
Roof replacement	2014
Repave student lot	2014
Tennis courts	2014
Replace Stage Dimming Controls	2013
Replace roll up curtain and batting cage	2015

First floor student restroom remodel	2015
Boys locker room and corridor renovation	2015
Stage reconstruction	2015
Elevator install	2015
First floor corridor ceiling replacement	2015
Planetarium remodel (grant and capital)	2016
Art room remodel	2016
Curb and sidewalk replacement	2016
Repave parking	2015
Re carpet corridors	2016
Baseball diamond renovation	2016
Batting cages	2017
Greenhouse removal	2017
Carpet replacement	2017
Front Entrance replacement/landscaping	2018
Pavement replacement teacher parking	2018
Misc Carpet replacement	2018
Track renovation	2019
Misc Carpet replacement	2019
Exterior door replacement	2019
Boiler loop repairs	2019
Door hardware replacement	2020
Misc Carpet replacement	2020
Long jump pavement	2020
Exterior door replacement	2020
Pavement and storm sewer north side	2021
Exterior commons door replacement	2021

## Longfellow Administration Center

415 Seymour Street  
Wausau, Wisconsin 54403

**Original Construction      1894**

**Addition                      1939**

**Remodel                        1956**

**Addition                      1965**

**Addition                      1990**

**Remodel                        1990**

**30,028 square feet**

**3.43 acres**

### Projects Completed

Security system installed	1992
Heating/cooling system repaired	1998
Replace boilers	2002
Air condition Annex	2002
Fire Alarm System	2004
Phone System	2004
Upgrade Energy Management Controls	2013
Boiler replacement (RLE)	2016
New front entrance doors	2016
Lobby Carpet replacement	2018
Misc Carpet replacement	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021
Board room A/C	2021

## Maintenance and Operations Building

650 South 7th Avenue  
Wausau, Wisconsin 54401

**Original Construction      1913**

**Addition                      1977**

**Addition                      1978**

**32,567 square feet**

**.19 acres**

### **Projects Completed**

Print Shop moved to MOB	1994
Re-roof one section	1995
Freezer installed	1998
Boiler replaced	1998
Roof replacement	2000
Roof replacement	2003
Phone System	2004
Roof replacement	2008
Key Card Access Upgrade	2010
Computer Use Controls	2010
Facilities Management Program	2012
Upgrade Camera and Access Control Systems	2013
Upgrade various cameras in District	2014
Re-roof (3) sections	2016
Re-key district	2016
IT Offices renovation (RLE and Capital)	2017
Fire alarm systems upgrades (several elem's)	2017
Demo old Life Skills	2017
Roof replacement, Hwy 52	2017
MOB Storage enhancement	2017
Loading dock renovation	2018
Pardee St reconstruction	2018
Salt storage bin	2020
Pavement replacement, Hwy 52	2021

## **Thom Field Stadium**

**1601 North 10th Street  
Wausau, Wisconsin 54403**

**Original Construction     1951**

**9,979 square feet  
15 acres**

### **Projects Completed**

Additional storage building	1995
Field lighting replaced	2000
Bleacher repair	2001
Replace sound system	2002
Bleacher replacement	2003
Boiler Replacement	2004
Bleachers	2004
Accessible bleachers (northside)	2005
Heating system replaced	2005
Officials locker room	2005
Remodel spectator restrooms	2006
Team Locker Room Renovation	2007
Re roof concessions and finish siding	2014
Replace boiler	2014
Old tennis court re-purposing	2015
Network access installation	2015
Recoat entire grandstand	2016
Upgrade drainage	2017
Scoreboard (fund raising)	2018
Re-turf field	2019

## **Wausau School Forest**

**2340 County Highway KK  
Mosinee, Wisconsin 54455**

**Original Construction      1945**

**Addition                      Throughout the 1960's and early 1970's**

**Addition                      1994**

**Remodel                        1995**

**26,442 square feet**

**511.30 acres**

### **Projects Completed**

Re-roof and remodel cabins	1992 –Present
Storage shed maintenance shop addition	1994
Entrance to Bannerman Hall	1995
Additional well	1999
Handicap accessibility	2003
Shingle Roofs	2004
Replace furnace in Bannerman Hall	2006
Replace Shingles on Bannerman Hall	2007
Handicap Restrooms Bannerman Hall	2011
New deck (donation)	2015
Re-side Bannerman Hall	2015
Climbing wall	2016
Toboggan run	2017
Building repairs	2017
Bannerman cafeteria upgrade	2018
Art building re-siding	2018
Cabin re-roofs	2019
Bannerman site drainage	2020
Electric service replacement (Foundation donation)	2020
Back up generator (Foundation donation)	2021
Pavement replacement, Bannerman Hall	2021
Storage building and related work	2021

## Original Funding Needs by Category

	2022-23	2023-24	2024-25
<b>Total</b>	<b>\$ 5,273,153</b>	<b>\$ 3,344,445</b>	<b>\$ 3,204,066</b>
Plumbing	\$ 235,000	\$ 145,000	\$ 165,000
HVAC Upgrades	\$ 1,435,000	\$ 470,000	\$ 220,000
Electrical	\$ 600,000	\$ 910,000	\$ 320,000
Building Envelope	\$ 1,661,921	\$ 1,109,101	\$ 1,755,061
Grounds Equipment Replacement	\$ 22,500	\$ -	\$ 23,000
Vehicle Replacement	\$ -	\$ 20,000	\$ 45,000
Interior Renovation & Replacement	\$ 185,000	\$ 180,000	\$ 300,000
Gym Maintenance	\$ -	\$ -	\$ -
Flooring	\$ 170,000	\$ 120,000	\$ 59,000
Site Improvements	\$ 963,732	\$ 390,344	\$ 317,005

## Additional Funding Needs

	2022-23	2023-24	2024-25
	\$ 4,264,753	\$ 2,336,045	\$ 2,195,666

### Solutions

- 1) Support through Revenue Limit Exemption, phase 3
- 2) Offset with revenue from referendum sources-
- 3) Postpone replacements/upgrades for future years
- 4) Avoid in the near term (10-15 yrs) with new schools
- 5) Increase operating budget to offset capital expenses
- 6) Offset with 2021 Referendum question 1

	<b>Orig. Need</b>	<b>Deducts</b>	<b>Final</b>	<b>Solution</b>
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	<b>\$ 5,273,153</b>	<b>\$ 4,164,753</b>	<b>\$ 1,108,400</b>	
Plumbing	\$ 235,000	\$ 200,000	\$ 35,000	(3), (4) and/or (5)
HVAC Upgrades	\$ 1,435,000	\$ 1,250,000	\$ 185,000	(3), (4) and/or (5)
Electrical	\$ 600,000	\$ 400,000	\$ 200,000	(6) and (3)
Building Envelope	\$ 1,661,921	\$ 1,372,253.00	\$ 289,668	(3), (4) and/or (5)
Grounds Equipment Replacement	\$ 22,500	\$ 22,500.00	\$ -	(6)
Vehicle Replacement	\$ -	\$ -	\$ -	
Interior Renovation & Replacement	\$ 185,000	\$ 150,000.00	\$ 35,000	(3), (4) and/or (5)
Gym Maintenance	\$ -	\$ -	\$ -	
Flooring	\$ 170,000	\$ 70,000.00	\$ 100,000	(3), (4) and/or (5)
Site Improvements	\$ 963,732	\$ 700,000	\$ 263,732	(3) and/or (5)

	<b>Orig. Need</b>	<b>Deducts</b>	<b>Final</b>	<b>Solution</b>
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	<b>\$ 3,344,445</b>	<b>\$ 2,336,045</b>	<b>\$ 1,008,400</b>	
Plumbing	\$ 145,000	\$ 90,000	\$ 55,000	(3), (4) and/or (5)
HVAC Upgrades	\$ 470,000	\$ 400,000	\$ 70,000	(3), (4) and/or (5)
Electrical	\$ 910,000	\$ 770,000	\$ 140,000	(6) and (3)
Building Envelope	\$ 1,109,101	\$ 856,045	\$ 253,056	(3), (4) and/or (5)
Grounds Equipment Replacement	\$ -	\$ -	\$ -	
Vehicle Replacement	\$ 20,000	\$ 20,000	\$ -	(6)
Interior Renovation & Replacement	\$ 180,000	\$ 80,000	\$ 100,000	(3), (4) and/or (5)
Gym Maintenance	\$ -	\$ -	\$ -	
Flooring	\$ 120,000	\$ 20,000	\$ 100,000	(3), (4) and/or (5)
Site Improvements	\$ 390,344	\$ 100,000	\$ 290,344	(3) and/or (5)

	<b>Orig. Need</b>	<b>Deducts</b>	<b>Final</b>	<b>Solution</b>
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	<b>\$ 3,204,066</b>	<b>\$ 2,195,666</b>	<b>\$ 1,008,400</b>	
Plumbing	\$ 165,000	\$ 100,000	\$ 65,000	(3), (4) and/or (5)
HVAC Upgrades	\$ 220,000	\$ 120,000	\$ 100,000	(3), (4) and/or (5)
Electrical	\$ 320,000	\$ 120,000	\$ 200,000	(6) and (3)
Building Envelope	\$ 1,755,061	\$ 1,532,666	\$ 222,395	(3), (4) and/or (5)
Grounds Equipment Replacement	\$ 23,000	\$ 23,000	\$ -	(6)
Vehicle Replacement	\$ 45,000	\$ -	\$ 45,000	
Interior Renovation & Replacement	\$ 300,000	\$ 200,000	\$ 100,000	(3), (4) and/or (5)
Gym Maintenance	\$ -	\$ -	\$ 57	
Flooring	\$ 59,000	\$ -	\$ 59,000	
Site Improvements	\$ 317,005	\$ 100,000	\$ 217,005	(3) and/or (5)



## MEMO

**TO: Education/Operations Committee**

**FROM: Bob Tess, Chief Finance and Business Services Officer**

**DATE: January 24, 2022**

**RE: 5Cast Budget Projection Model**

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The Board will be presented with a five-year fiscal forecast model for the District. The model is created using a forecasting tool called the Forecast5, 5Cast budget projection tool. During the past several months, administration has entered historical fiscal, staffing, and enrollment data as well as future assumptions, previously presented to the Board, that together make up the fiscal forecast model. The projection model will continue to be applied during the next four months to aid in constructing the 2022-23 budget reconciliation plan and ultimately the 2022-23 budget. It is critical to understand that the projections are the result of many variables that independently change periodically. As significant changes to the projections occur, administration will bring them to the attention of the Committee.

Attached to this memo you will find several of the more significant revenue and expense reports including historical as well as projected data. There are also reports reviewing key assumptions that were initially presented to the Board in November 2021. It is important to note that the model becomes less accurate with each subsequent year.



# MEMO

TO: Education/Operations Committee of the Whole  
 FROM: Bob Tess, Chief Finance and Business Services Officer  
 DATE: November 22, 2021  
 RE: Financial projection model assumptions

Shared in this document are many of the key variables that contribute to the 5Cast multi-year projection model. This is done in an effort to create a baseline using information representative of the current state, to which adjustments are subsequently made. The 5Cast model primarily uses budget amounts from the 2021-22 WSD budget with percentages cast forward and adjustments made to create this baseline model. The supporting documents summarize these assumptions.

## FY2020-21 5Cast Revenue and Expenditure Assumptions

### EXPENDITURE ASSUMPTIONS

#### Salary Assumptions

##### Projected % Salary Increases

	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/> Teachers	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Teachers - Non-Salary Sched. (e.g. Appx. B)	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Administrators	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Clerical	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Custodial	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Municipal	2.30%	2.75%	3.00%	3.00%	3.00%
<input checked="" type="checkbox"/> Food Service	2.30%	2.75%	3.00%	3.00%	3.00%

##### Teachers:

	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/> Retirement FTE's per Year	20.0	20.0	20.0	20.0	20.0
<input checked="" type="checkbox"/> Retiree Salary or Salary Schedule Placement Step 125	\$73,000	\$74,740	\$76,497	\$78,272	\$80,065
<input checked="" type="checkbox"/> Attrition FTE's per Year	40.0	40.0	40.0	40.0	40.0
<input checked="" type="checkbox"/> Attrition Salary or Salary Schedule Placement Step 106	\$50,000	\$50,500	\$51,005	\$51,515	\$52,030
<input checked="" type="checkbox"/> New Hire Salary or Salary Schedule Placement Step 106.5	\$50,700	\$51,207	\$51,719	\$52,236	\$52,759

#### Benefit Assumptions

##### Percent of Payroll Benefits

	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/> FICA/Medicare	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
<input checked="" type="checkbox"/> WRS - Board	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%
<input checked="" type="checkbox"/> Life Ins. Obj 230	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
<input checked="" type="checkbox"/> Disability Ins. Obj 251	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/> Health Ins. - Percent Increase	0.00%	4.00%	6.00%	6.00%	6.00%
<input checked="" type="checkbox"/> Dental Ins. - Percent Increase	0.00%	0.00%	1.00%	1.00%	1.00%

**Non-Salary & Benefit Expenditure Assumptions**

<input checked="" type="checkbox"/>	<b>General Fund 10 Assumptions (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

<input checked="" type="checkbox"/>	<b>Utilities Assumptions (Function 2530) (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	331 Gas for Heat	0.00%	2.00%	2.00%	2.00%	2.00%
	336 Electricity Other Than Heat	0.00%	2.00%	2.00%	2.00%	2.00%
	337 Water	0.00%	2.00%	2.00%	2.00%	2.00%
	338 Sewerage	0.00%	2.00%	2.00%	2.00%	2.00%
	339 Other Utilities	0.00%	2.00%	2.00%	2.00%	2.00%

<input checked="" type="checkbox"/>	<b>Transportation Assumptions (Function 2560) (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	341 Contracted Pupil Transportation	2.50%	2.50%	2.50%	5.00%	5.00%
	348 Vehicle Fuel	0.00%	2.00%	2.00%	2.00%	2.00%

<input checked="" type="checkbox"/>	<b>District Insurance (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	711 District Liability	3.00%	3.00%	3.00%	3.00%	3.00%
	712 District Property	3.00%	3.00%	3.00%	3.00%	3.00%
	713 Workers Compensation	3.00%	3.00%	3.00%	3.00%	3.00%
	730 Unemployment Compensation	0.00%	0.00%	0.00%	0.00%	0.00%
	790 Insurance & Judgements					

<input checked="" type="checkbox"/>	<b>Fund 27 Assumptions (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

<input checked="" type="checkbox"/>	<b>Fund 50 Assumptions (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	2.00%	2.00%	2.00%	2.00%	2.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

<input checked="" type="checkbox"/>	<b>Fund 80 Assumptions (% change)</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

**Manual Adjustments - Ongoing**

Fund Object	Function	Description	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
10		Open Enrollment Tuition (net expense increase)	2.00%	2.00%	2.00%	2.00%	2.00%
10		Wisc Parental Choice Program Vouchers	20%	20%	20%	20%	20%

## REVENUE ASSUMPTIONS

### Equalized Value/General State Aid/Revenue Limit

			FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/>	Oct 15 Equalized Valuation (% change)	-1.14%	2.00%	2.00%	2.00%	2.00%	2.00%
<input checked="" type="checkbox"/>	Per Pupil Revenue Limit Increase		\$0	\$200.00	\$200.00	\$200.00	\$200.00
<input checked="" type="checkbox"/>	Per Pupil Categorical Aid Amount Increase		\$0	\$0	\$0	\$0	\$0

### Other Revenue Assumptions

			FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/>	Investment Income (% change)		-10.00%	0.00%	0.00%	0.00%	0.00%

### Revenue Limit Exemptions

			FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/>	Energy Efficiency, Debt Service (\$ amount)		\$2,102,620	\$2,104,070	\$2,098,765	\$1,113,613	\$1,114,344
<input checked="" type="checkbox"/>	Energy Efficiency, Utility Savings (\$ amount)		-\$81,865	-\$85,140	-\$88,545	-\$31,322	-\$32,574

### Levy Assumptions

			FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
<input checked="" type="checkbox"/>	Fund 80 Levy (\$ amount)		\$627,200	\$627,200	\$627,200	\$627,200	\$627,200

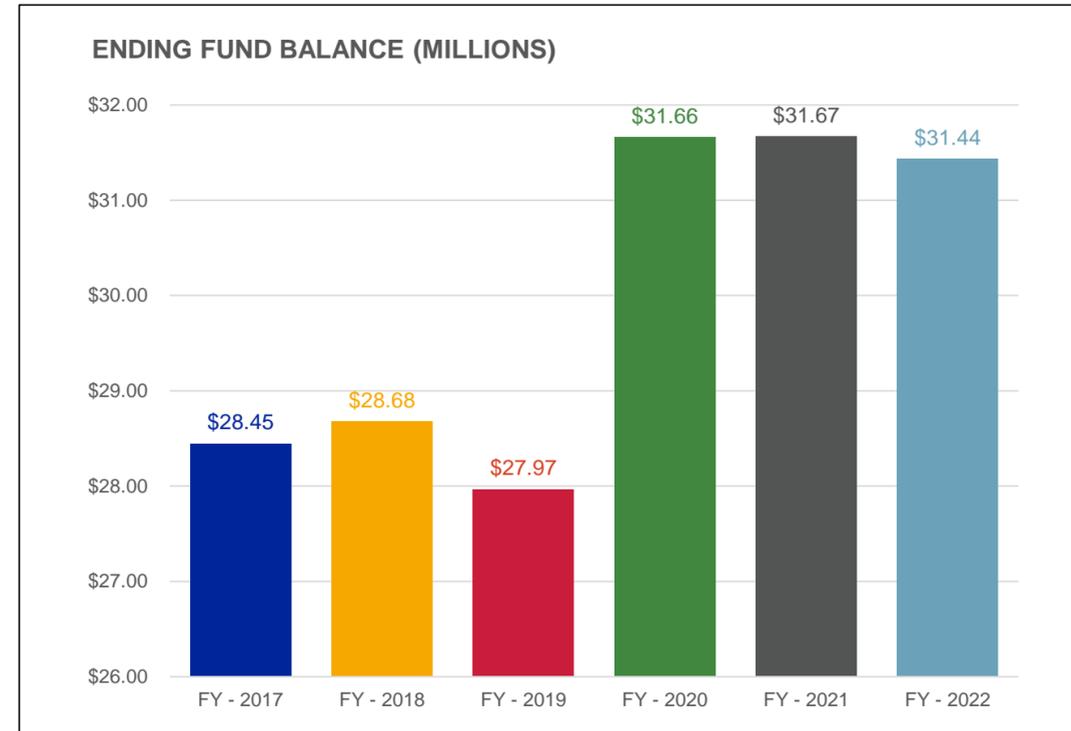
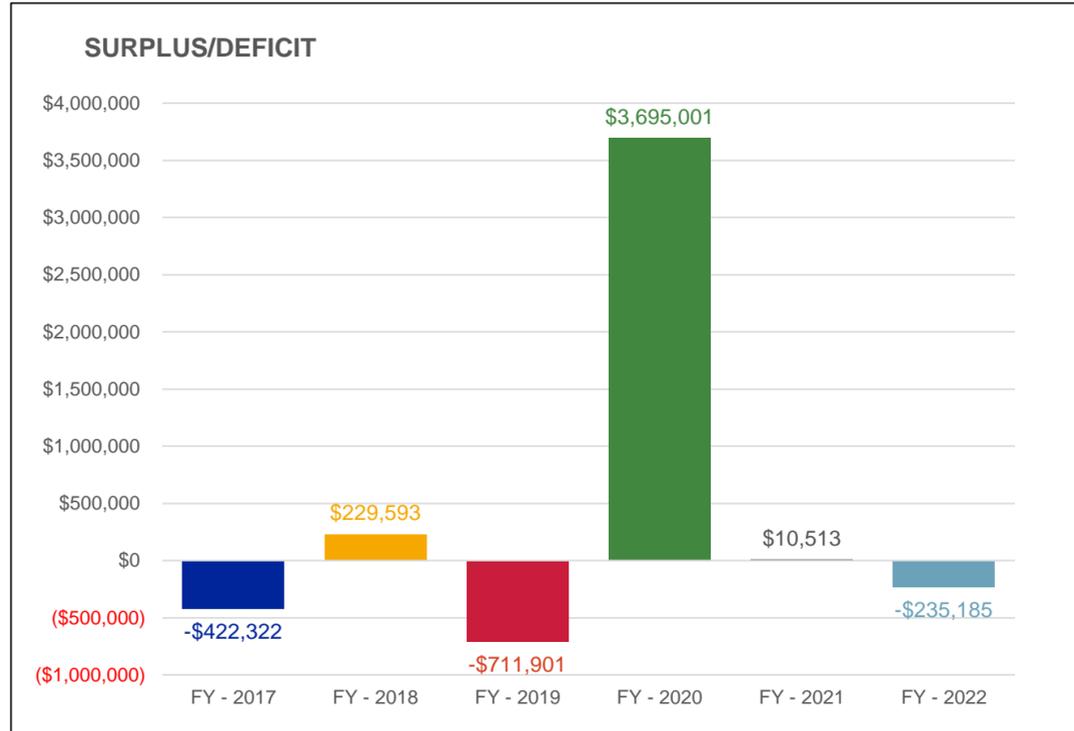
### SPED Aid Reimbursement Percent

	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
SPED Aidable Cost Reimbursement % (DPI Req)	28.20%	30.00%	30.00%	30.00%	30.00%	30.00%

# Fund 10 - General Fund - History Summary

Wausau School District | Fiscal Projection Model (1-24-22)

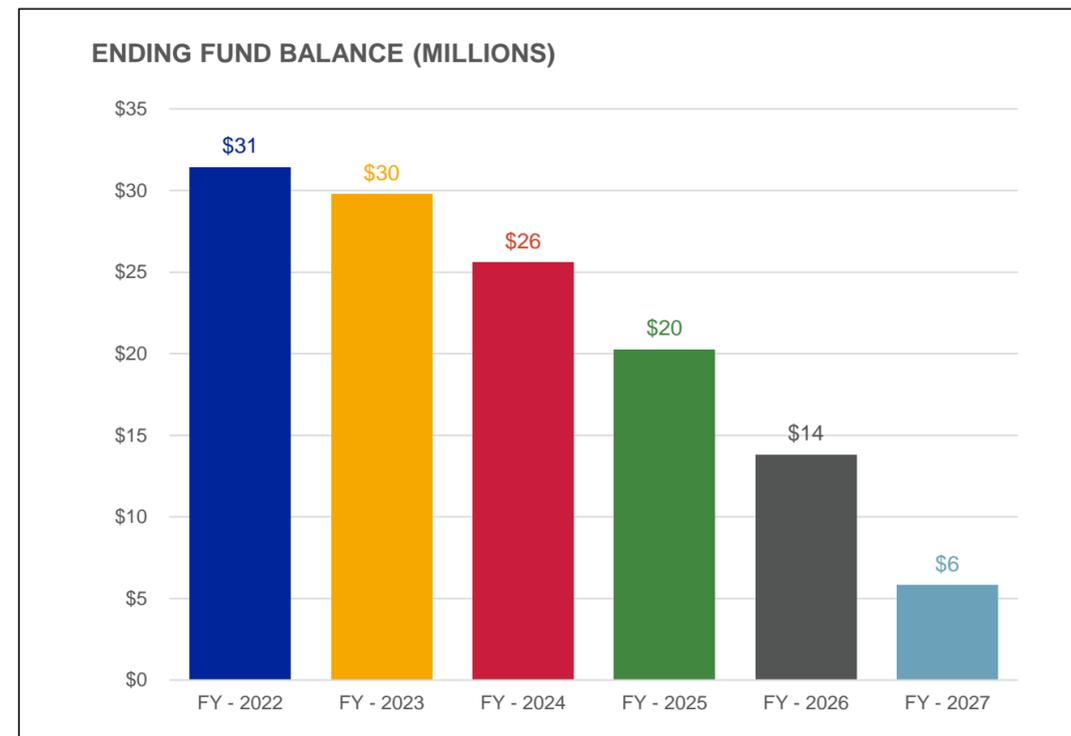
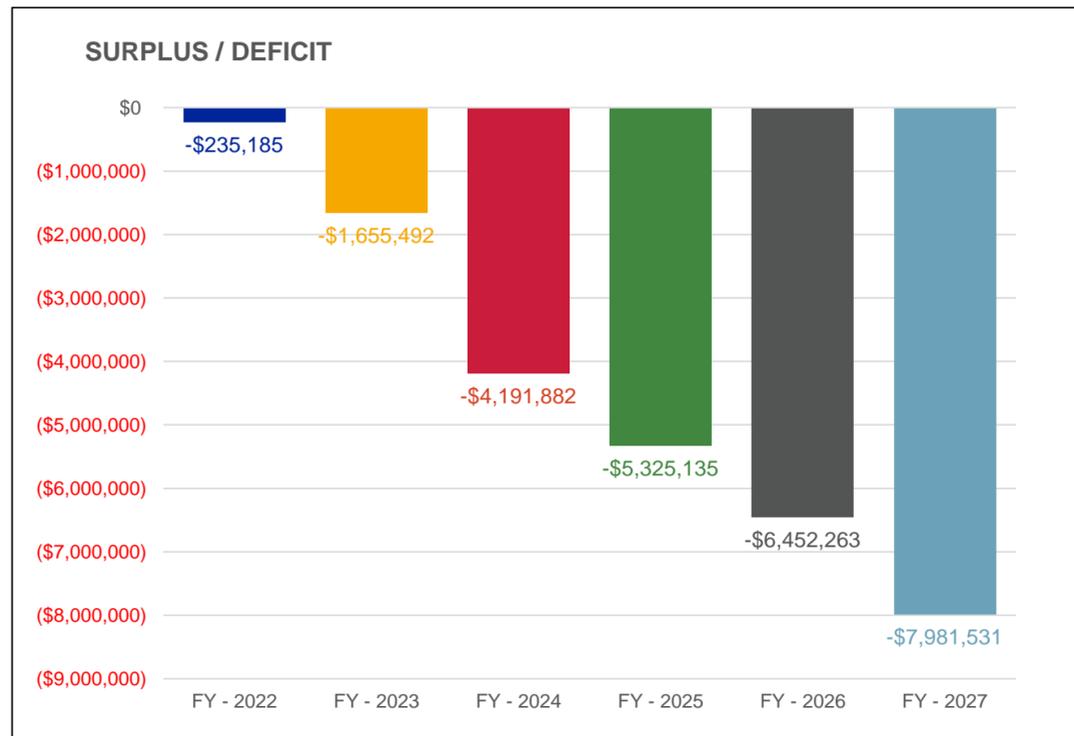
	ACTUAL REVENUES & EXPENDITURES								BUDGET		
	FY - 2017	FY - 2018	% Δ	FY - 2019	% Δ	FY - 2020	% Δ	FY - 2021	% Δ	FY - 2022	% Δ
<b>REVENUE</b>											
Local Sources	\$34,157,095	\$32,658,451	-4.39%	\$30,654,732	-6.14%	\$30,434,027	-0.72%	\$31,322,906	2.92%	\$34,276,028	9.43%
State Sources	\$59,212,341	\$62,638,193	5.79%	\$66,381,446	5.98%	\$68,262,367	2.83%	\$68,760,858	0.73%	\$69,503,816	1.08%
Federal Sources	\$2,618,125	\$2,601,536	-0.63%	\$2,634,062	1.25%	\$2,683,013	1.86%	\$3,535,631	31.78%	\$6,724,554	90.19%
Other	\$4,980,310	\$3,040,403	-38.95%	\$3,399,836	11.82%	\$2,736,690	-19.51%	\$2,899,436	5.95%	\$2,715,294	-6.35%
<b>TOTAL REVENUE</b>	<b>\$100,967,871</b>	<b>\$100,938,583</b>	<b>-0.03%</b>	<b>\$103,070,076</b>	<b>2.11%</b>	<b>\$104,116,097</b>	<b>1.01%</b>	<b>\$106,518,831</b>	<b>2.31%</b>	<b>\$113,219,692</b>	<b>6.29%</b>
<b>EXPENDITURES</b>											
Salary and Benefits	\$70,329,863	\$70,523,055	0.27%	\$72,653,988	3.02%	\$67,630,259	-6.91%	\$71,020,803	5.01%	\$74,777,636	5.29%
Other Objects	\$31,060,330	\$30,185,935	-2.82%	\$31,127,989	3.12%	\$32,790,837	5.34%	\$35,487,515	8.22%	\$38,677,241	8.99%
<b>TOTAL EXPENDITURES</b>	<b>\$101,390,193</b>	<b>\$100,708,990</b>	<b>-0.67%</b>	<b>\$103,781,977</b>	<b>3.05%</b>	<b>\$100,421,096</b>	<b>-3.24%</b>	<b>\$106,508,318</b>	<b>6.06%</b>	<b>\$113,454,877</b>	<b>6.52%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$422,322)</b>	<b>\$229,593</b>		<b>(\$711,901)</b>		<b>\$3,695,001</b>		<b>\$10,513</b>		<b>(\$235,185)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$28,871,587</b>	<b>\$28,449,266</b>		<b>\$28,678,859</b>		<b>\$27,966,958</b>		<b>\$31,661,959</b>		<b>\$31,672,471</b>	
<b>ENDING FUND BALANCE</b>	<b>\$28,449,266</b>	<b>\$28,678,859</b>		<b>\$27,966,958</b>		<b>\$31,661,959</b>		<b>\$31,672,471</b>		<b>\$31,437,286</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>28.06%</b>	<b>28.48%</b>		<b>26.95%</b>		<b>31.53%</b>		<b>29.74%</b>		<b>27.71%</b>	



# Fund 10 - General Fund - Projection Summary

Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET			REVENUE & EXPENDITURE PROJECTIONS							
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>REVENUE</b>											
Local Sources	\$34,276,028	\$28,012,945	-18.27%	\$26,232,417	-6.36%	\$24,342,678	-7.20%	\$23,132,717	-4.97%	\$21,474,488	-7.17%
State Sources	\$69,503,816	\$75,019,791	7.94%	\$77,104,103	2.78%	\$80,636,980	4.58%	\$84,318,835	4.57%	\$88,437,464	4.88%
Federal Sources	\$6,724,554	\$6,724,554	0.00%	\$6,724,554	0.00%	\$6,724,554	0.00%	\$6,724,554	0.00%	\$6,724,554	0.00%
Other	\$2,715,294	\$2,763,650	1.78%	\$2,805,800	1.53%	\$2,847,950	1.50%	\$2,890,100	1.48%	\$2,932,250	1.46%
<b>TOTAL REVENUE</b>	<b>\$113,219,692</b>	<b>\$112,520,940</b>	<b>-0.62%</b>	<b>\$112,866,874</b>	<b>0.31%</b>	<b>\$114,552,162</b>	<b>1.49%</b>	<b>\$117,066,206</b>	<b>2.19%</b>	<b>\$119,568,756</b>	<b>2.14%</b>
<b>EXPENDITURES</b>											
Salary and Benefits	\$74,777,636	\$75,608,444	1.11%	\$77,116,837	2.00%	\$79,034,742	2.49%	\$81,033,271	2.53%	\$83,263,276	2.75%
Other Objects	\$38,677,241	\$38,567,988	-0.28%	\$39,941,919	3.56%	\$40,842,554	2.25%	\$42,485,198	4.02%	\$44,287,011	4.24%
<b>TOTAL EXPENDITURES</b>	<b>\$113,454,877</b>	<b>\$114,176,432</b>	<b>0.64%</b>	<b>\$117,058,756</b>	<b>2.52%</b>	<b>\$119,877,296</b>	<b>2.41%</b>	<b>\$123,518,469</b>	<b>3.04%</b>	<b>\$127,550,287</b>	<b>3.26%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$235,185)</b>	<b>(\$1,655,492)</b>		<b>(\$4,191,882)</b>		<b>(\$5,325,135)</b>		<b>(\$6,452,263)</b>		<b>(\$7,981,531)</b>	
Change over Previous Year		(\$1,420,307)		(\$2,536,390)		(\$1,133,252)		(\$1,127,128)		(\$1,529,268)	
<b>BEGINNING FUND BALANCE</b>	<b>\$31,672,471</b>	<b>\$31,437,286</b>		<b>\$29,781,794</b>		<b>\$25,589,912</b>		<b>\$20,264,778</b>		<b>\$13,812,515</b>	
<b>ENDING FUND BALANCE</b>	<b>\$31,437,286</b>	<b>\$29,781,794</b>		<b>\$25,589,912</b>		<b>\$20,264,778</b>		<b>\$13,812,515</b>		<b>\$5,830,984</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>27.71%</b>	<b>26.08%</b>		<b>21.86%</b>		<b>16.90%</b>		<b>11.18%</b>		<b>4.57%</b>	

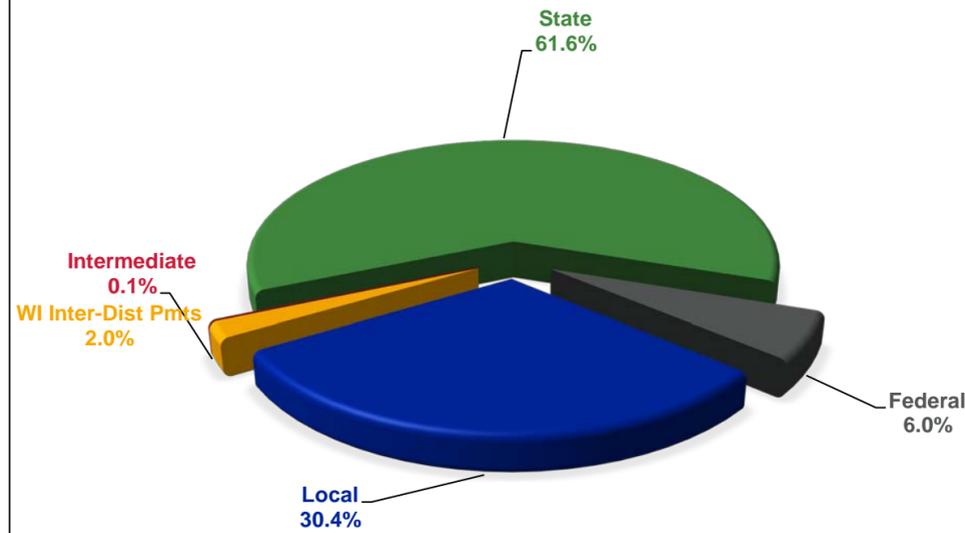


# Fund 10 - General Fund - Revenue Analysis

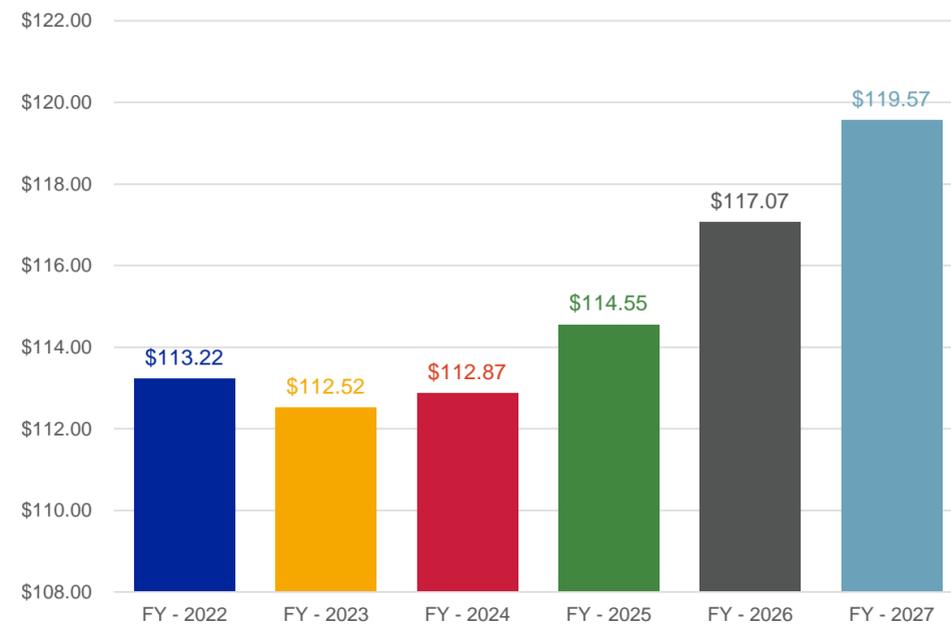
Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET	REVENUE PROJECTIONS									
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
TRANSFERS	\$15,000	\$15,000		\$15,000		\$15,000		\$15,000		\$15,000	
LOCAL											
Taxes	\$33,697,688	\$27,444,605	-18.56%	\$25,664,077	-6.49%	\$23,774,338	-7.36%	\$22,564,377	-5.09%	\$20,906,148	-7.35%
Other Local Revenue	\$578,340	\$568,340	-1.73%	\$568,340	0.00%	\$568,340	0.00%	\$568,340	0.00%	\$568,340	0.00%
<b>TOTAL LOCAL REVENUE</b>	<b>\$34,276,028</b>	<b>\$28,012,945</b>	<b>-18.27%</b>	<b>\$26,232,417</b>	<b>-6.36%</b>	<b>\$24,342,678</b>	<b>-7.20%</b>	<b>\$23,132,717</b>	<b>-4.97%</b>	<b>\$21,474,488</b>	<b>-7.17%</b>
WI INTER-DIST PMTS	\$2,296,919	\$2,345,275	2.11%	\$2,387,425	1.80%	\$2,429,575	1.77%	\$2,471,725	1.73%	\$2,513,875	1.71%
OUTSIDE WI INTER-DIST PMTS	\$0	\$0		\$0		\$0		\$0		\$0	
INTERMEDIATE SOURCES	\$63,375	\$63,375	0.00%	\$63,375	0.00%	\$63,375	0.00%	\$63,375	0.00%	\$63,375	0.00%
STATE											
Categorical Aid	\$1,035,220	\$1,035,220	0.00%	\$1,005,000	-2.92%	\$1,005,000	0.00%	\$1,005,000	0.00%	\$1,005,000	0.00%
Equalization Aid	\$59,487,795	\$65,055,710	9.36%	\$67,152,434	3.22%	\$70,707,818	5.29%	\$74,386,211	5.20%	\$78,501,377	5.53%
Other State Revenue	\$8,980,801	\$8,928,861	-0.58%	\$8,946,669	0.20%	\$8,924,162	-0.25%	\$8,927,624	0.04%	\$8,931,087	0.04%
<b>TOTAL STATE REVENUE</b>	<b>\$69,503,816</b>	<b>\$75,019,791</b>	<b>7.94%</b>	<b>\$77,104,103</b>	<b>2.78%</b>	<b>\$80,636,980</b>	<b>4.58%</b>	<b>\$84,318,835</b>	<b>4.57%</b>	<b>\$88,437,464</b>	<b>4.88%</b>
<b>TOTAL FEDERAL REVENUE</b>	<b>\$6,724,554</b>	<b>\$6,724,554</b>	<b>0.00%</b>	<b>\$6,724,554</b>	<b>0.00%</b>	<b>\$6,724,554</b>	<b>0.00%</b>	<b>\$6,724,554</b>	<b>0.00%</b>	<b>\$6,724,554</b>	<b>0.00%</b>
OTHER REVENUE	\$340,000	\$340,000	0.00%	\$340,000	0.00%	\$340,000	0.00%	\$340,000	0.00%	\$340,000	0.00%
<b>TOTAL REVENUE</b>	<b>\$113,219,692</b>	<b>\$112,520,940</b>	<b>-0.62%</b>	<b>\$112,866,874</b>	<b>0.31%</b>	<b>\$114,552,162</b>	<b>1.49%</b>	<b>\$117,066,206</b>	<b>2.19%</b>	<b>\$119,568,756</b>	<b>2.14%</b>

REVENUES BY SOURCE - FY2018-19



TOTAL REVENUE PROJECTIONS (MILLIONS)



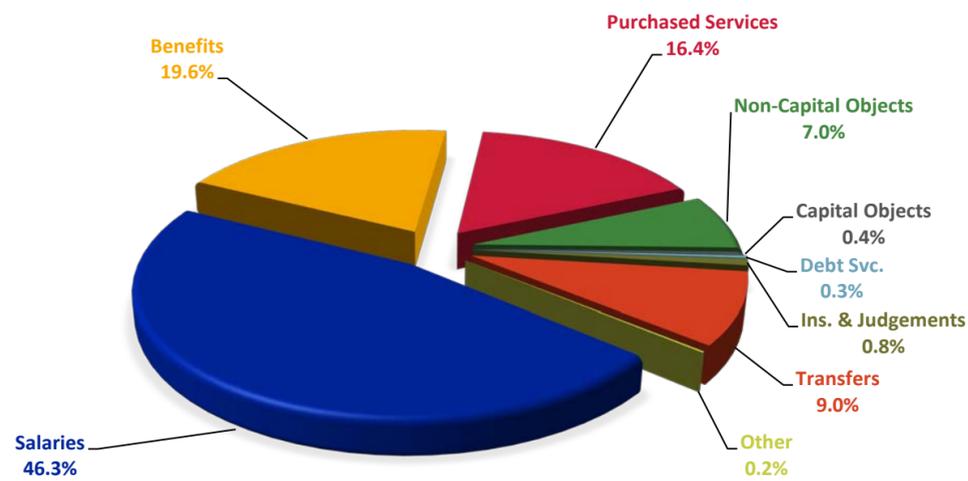
# Fund 10 - General Fund - Expenditures Analysis (by Object)

Wausau School District | Fiscal Projection Model (1-24-22)

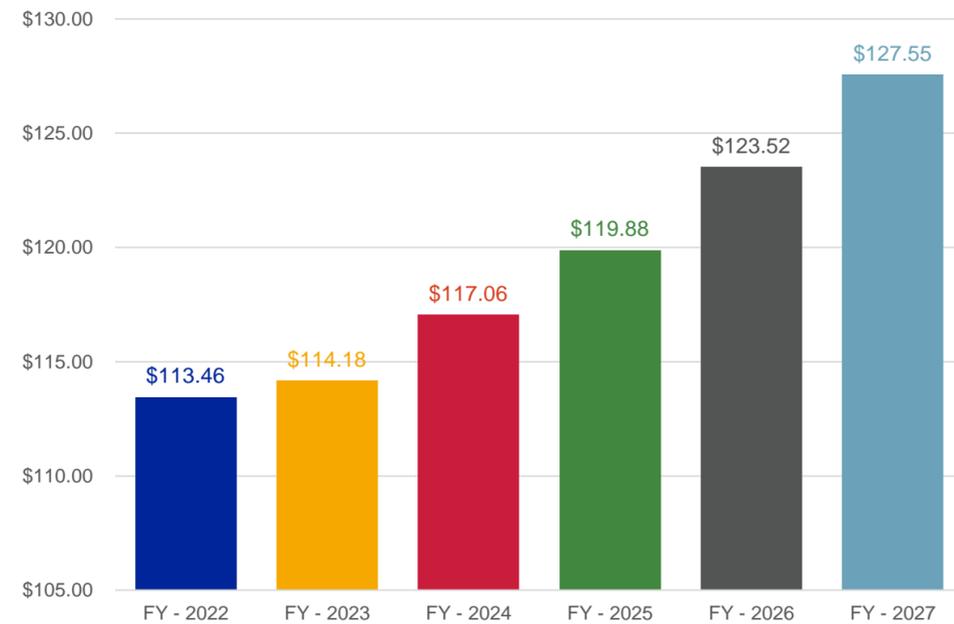
	BUDGET			EXPENDITURE PROJECTIONS							
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>SALARY &amp; BENEFIT COSTS</b>											
Salaries	\$52,577,275	\$53,241,827	1.26%	\$54,174,023	1.75%	\$55,155,644	1.81%	\$56,166,713	1.83%	\$57,349,492	2.11%
Benefits	\$22,200,361	\$22,366,616	0.75%	\$22,942,814	2.58%	\$23,879,098	4.08%	\$24,866,558	4.14%	\$25,913,784	4.21%
<b>SALARIES &amp; BENEFITS TOTAL</b>	<b>\$74,777,636</b>	<b>\$75,608,444</b>	<b>1.11%</b>	<b>\$77,116,837</b>	<b>2.00%</b>	<b>\$79,034,742</b>	<b>2.49%</b>	<b>\$81,033,271</b>	<b>2.53%</b>	<b>\$83,263,276</b>	<b>2.75%</b>
<b>OTHER COSTS</b>											
Purchased Services	\$18,566,446	\$19,085,749	2.80%	\$19,751,090	3.49%	\$20,579,561	4.19%	\$21,533,389	4.63%	\$22,626,041	5.07%
Non-Capital Objects	\$7,949,780	\$7,499,780	-5.66%	\$7,769,780	3.60%	\$7,319,780	-5.79%	\$7,499,780	2.46%	\$7,769,780	3.60%
Capital Objects	\$445,205	\$445,205	0.00%	\$445,205	0.00%	\$445,205	0.00%	\$445,205	0.00%	\$445,205	0.00%
Debt Service	\$382,000	\$382,000	0.00%	\$382,000	0.00%	\$382,000	0.00%	\$382,000	0.00%	\$382,000	0.00%
Insurance & Judgement	\$937,703	\$964,879	2.90%	\$992,871	2.90%	\$1,021,702	2.90%	\$1,051,398	2.91%	\$1,081,985	2.91%
Transfers	\$10,221,859	\$10,016,127	-2.01%	\$10,426,726	4.10%	\$10,920,058	4.73%	\$11,399,178	4.39%	\$11,807,751	3.58%
Other Expenditures	\$174,248	\$174,248	0.00%	\$174,248	0.00%	\$174,248	0.00%	\$174,248	0.00%	\$174,248	0.00%
<b>OTHER COSTS TOTAL</b>	<b>\$38,677,241</b>	<b>\$38,567,988</b>	<b>-0.28%</b>	<b>\$39,941,919</b>	<b>3.56%</b>	<b>\$40,842,554</b>	<b>2.25%</b>	<b>\$42,485,198</b>	<b>4.02%</b>	<b>\$44,287,011</b>	<b>4.24%</b>
<b>TOTAL COSTS</b>	<b>\$113,454,877</b>	<b>\$114,176,432</b>	<b>0.64%</b>	<b>\$117,058,756</b>	<b>2.52%</b>	<b>\$119,877,296</b>	<b>2.41%</b>	<b>\$123,518,469</b>	<b>3.04%</b>	<b>\$127,550,287</b>	<b>3.26%</b>

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EXPENDITURES BY OBJECT - FY2018-19



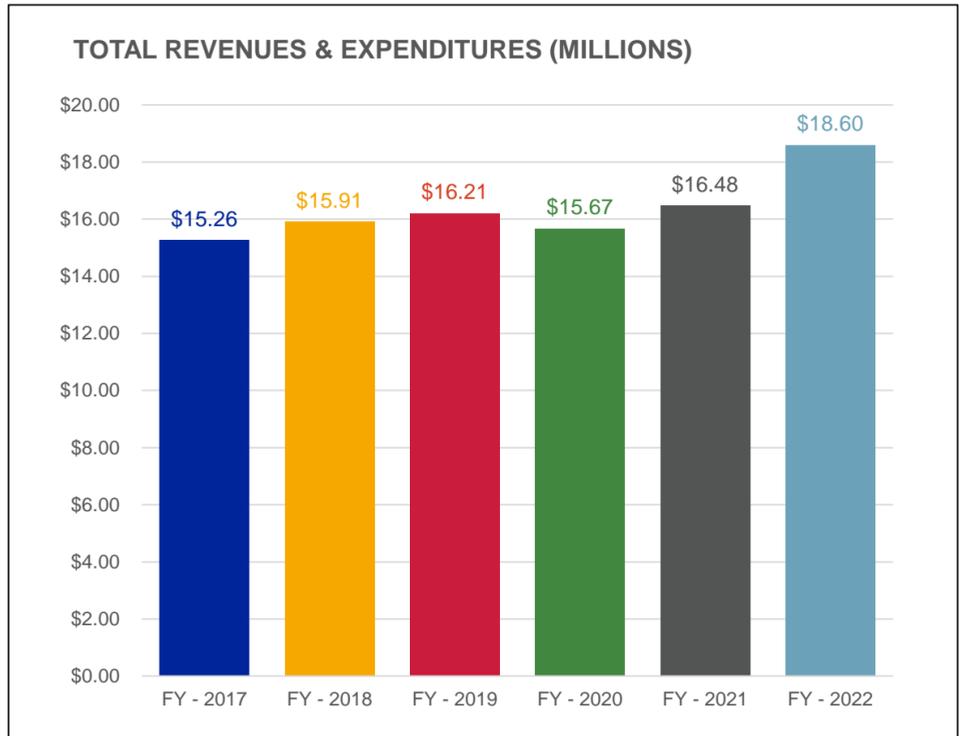
TOTAL EXPENDITURE PROJECTIONS (MILLIONS)



# Fund 27 - Special Education Fund - History Summary

Wausau School District | Fiscal Projection Model (1-24-22)

	ACTUAL REVENUES & EXPENDITURES								BUDGET		
	FY - 2017	FY - 2018	% Δ	FY - 2019	% Δ	FY - 2020	% Δ	FY - 2021	% Δ	FY - 2022	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$9,068,497	\$9,488,521	4.63%	\$9,852,050	3.83%	\$10,447,064	6.04%	\$9,854,823	-5.67%	\$10,143,142	2.93%
Inter-District Sources	\$145,637	\$150,308	3.21%	\$147,034	-2.18%	\$145,233	-1.22%	\$93,657	-35.51%	\$100,000	6.77%
Intermediate Sources	\$500	\$6,113	1122.61%	\$28,225	361.71%	\$0	-100.00%	\$0		\$0	
State Sources	\$3,414,317	\$3,356,971	-1.68%	\$3,421,792	1.93%	\$3,645,614	6.54%	\$4,180,839	14.68%	\$4,498,361	7.59%
Federal Sources	\$2,615,389	\$2,910,428	11.28%	\$2,761,142	-5.13%	\$1,429,845	-48.22%	\$2,351,255	64.44%	\$3,853,124	63.88%
Other Sources	\$14,475	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$15,258,816</b>	<b>\$15,912,341</b>	<b>4.28%</b>	<b>\$16,210,242</b>	<b>1.87%</b>	<b>\$15,667,756</b>	<b>-3.35%</b>	<b>\$16,480,574</b>	<b>5.19%</b>	<b>\$18,594,627</b>	<b>12.83%</b>
<b>EXPENDITURES</b>											
Salary and Benefits	\$13,833,092	\$14,516,495	4.94%	\$14,928,190	2.84%	\$14,103,084	-5.53%	\$15,046,871	6.69%	\$16,876,448	12.16%
Other Objects	\$1,425,724	\$1,395,846	-2.10%	\$1,282,052	-8.15%	\$1,564,672	22.04%	\$1,433,703	-8.37%	\$1,718,179	19.84%
<b>TOTAL EXPENDITURES</b>	<b>\$15,258,816</b>	<b>\$15,912,341</b>	<b>4.28%</b>	<b>\$16,210,242</b>	<b>1.87%</b>	<b>\$15,667,756</b>	<b>-3.35%</b>	<b>\$16,480,573</b>	<b>5.19%</b>	<b>\$18,594,627</b>	<b>12.83%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$1</b>	

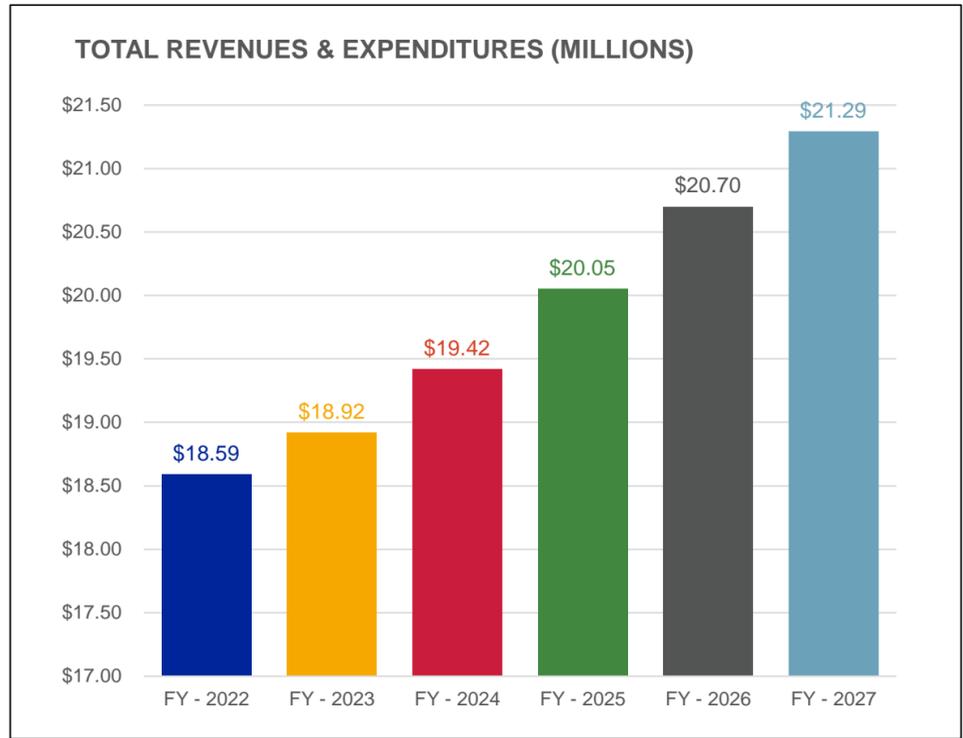


# Fund 27 - Special Education Fund - Projection Summary

Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET	REVENUE & EXPENDITURE PROJECTIONS									
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$10,143,142	\$9,937,410	-2.03%	\$10,348,009	4.13%	\$10,841,341	4.77%	\$11,320,461	4.42%	\$11,729,034	3.61%
Inter-District Sources	\$100,000	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%
Intermediate Sources	\$0	\$0		\$0		\$0		\$0		\$0	
State Sources	\$4,498,361	\$5,025,638	11.72%	\$5,115,257	1.78%	\$5,254,580	2.72%	\$5,430,338	3.34%	\$5,613,138	3.37%
Federal Sources	\$3,853,124	\$3,853,124	0.00%	\$3,853,124	0.00%	\$3,850,161	-0.08%	\$3,850,161	0.00%	\$3,850,161	0.00%
Other Sources	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$18,594,627</b>	<b>\$18,916,172</b>	<b>1.73%</b>	<b>\$19,416,389</b>	<b>2.64%</b>	<b>\$20,046,082</b>	<b>3.24%</b>	<b>\$20,700,959</b>	<b>3.27%</b>	<b>\$21,292,333</b>	<b>2.86%</b>
<b>EXPENDITURES</b>											
Salary and Benefits	\$16,876,448	\$17,177,541	1.78%	\$17,656,795	2.79%	\$18,243,512	3.32%	\$18,853,266	3.34%	\$19,397,259	2.89%
Other Objects	\$1,718,179	\$1,738,631	1.19%	\$1,759,595	1.21%	\$1,802,570	2.44%	\$1,847,694	2.50%	\$1,895,074	2.56%
<b>TOTAL EXPENDITURES</b>	<b>\$18,594,627</b>	<b>\$18,916,172</b>	<b>1.73%</b>	<b>\$19,416,389</b>	<b>2.64%</b>	<b>\$20,046,082</b>	<b>3.24%</b>	<b>\$20,700,959</b>	<b>3.27%</b>	<b>\$21,292,333</b>	<b>2.86%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$0</b>	<b>\$0</b>		<b>(\$0)</b>		<b>\$0</b>		<b>(\$0)</b>		<b>(\$0)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$1</b>		<b>\$1</b>		<b>\$1</b>		<b>\$1</b>		<b>\$1</b>	
<b>ENDING FUND BALANCE</b>	<b>\$1</b>	<b>\$1</b>		<b>\$1</b>		<b>\$1</b>		<b>\$1</b>		<b>\$1</b>	

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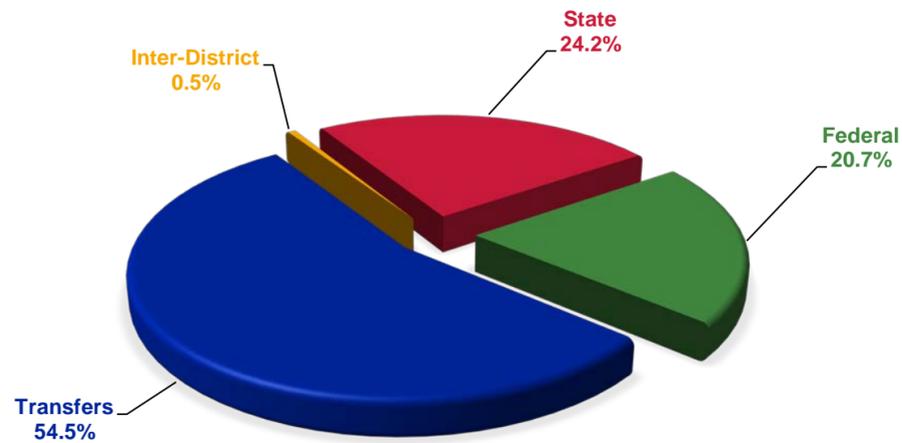


# Fund 27 - Special Education Fund - Revenue Analysis

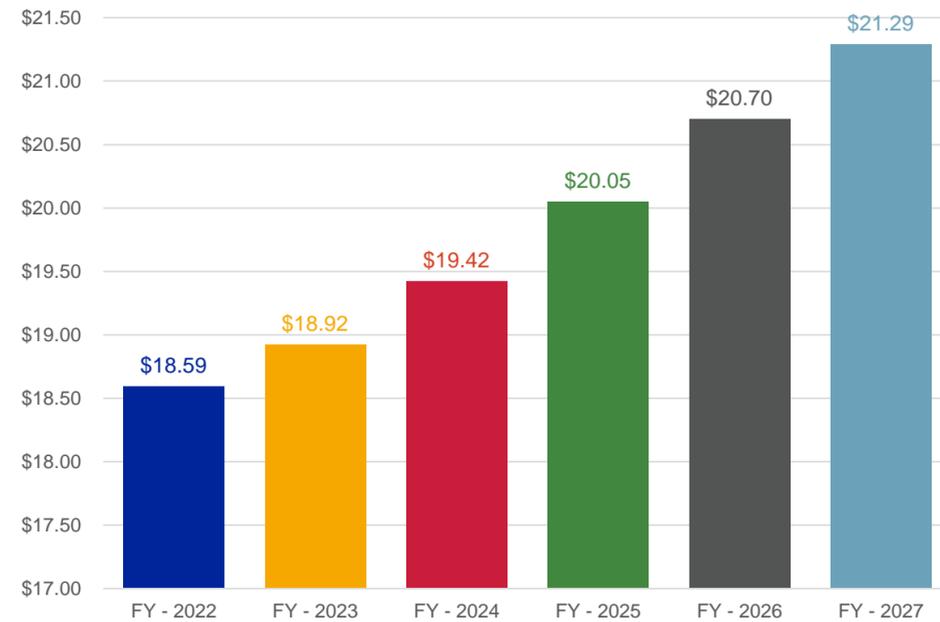
Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET	REVENUE PROJECTIONS									
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
OPERATING TRANSFERS IN	\$10,143,142	\$9,937,410	-2.03%	\$10,348,009	4.13%	\$10,841,341	4.77%	\$11,320,461	4.42%	\$11,729,034	3.61%
LOCAL SOURCES	\$0	\$0		\$0		\$0		\$0		\$0	
INTER-DISTRICT SOURCES	\$100,000	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%	\$100,000	0.00%
INTERMEDIATE SOURCES	\$0	\$0		\$0		\$0		\$0		\$0	
STATE											
Categorical Aid	\$4,423,361	\$4,950,638	11.92%	\$5,040,257	1.81%	\$5,179,580	2.76%	\$5,355,338	3.39%	\$5,538,138	3.41%
Other State Revenue	\$75,000	\$75,000	0.00%	\$75,000	0.00%	\$75,000	0.00%	\$75,000	0.00%	\$75,000	0.00%
TOTAL STATE REVENUE	\$4,498,361	\$5,025,638	11.72%	\$5,115,257	1.78%	\$5,254,580	2.72%	\$5,430,338	3.34%	\$5,613,138	3.37%
TOTAL FEDERAL REVENUE	\$3,853,124	\$3,853,124	0.00%	\$3,853,124	0.00%	\$3,850,161	-0.08%	\$3,850,161	0.00%	\$3,850,161	0.00%
OTHER REVENUE	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$18,594,627	\$18,916,172	1.73%	\$19,416,389	2.64%	\$20,046,082	3.24%	\$20,700,959	3.27%	\$21,292,333	2.86%

REVENUES BY SOURCE - FY2018-19



TOTAL REVENUE PROJECTIONS (MILLIONS)

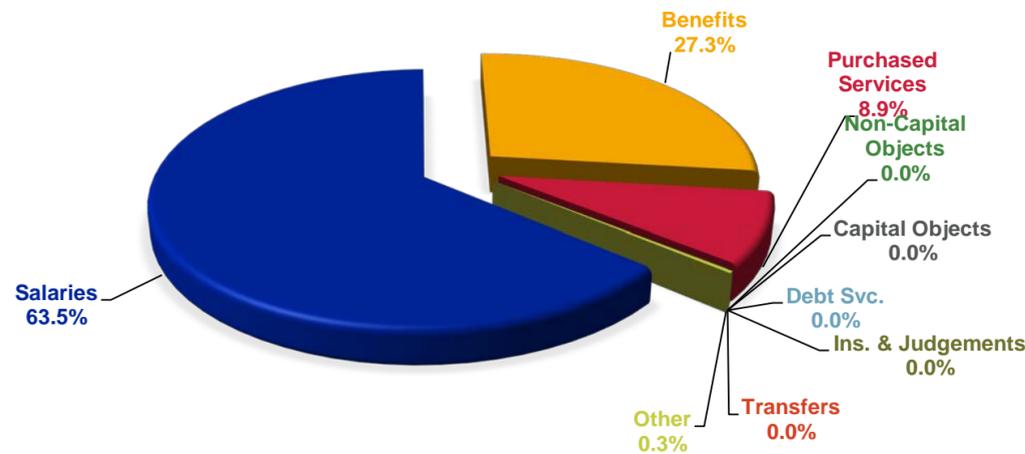


# Fund 27 - Special Education Fund - Expenditures Analysis

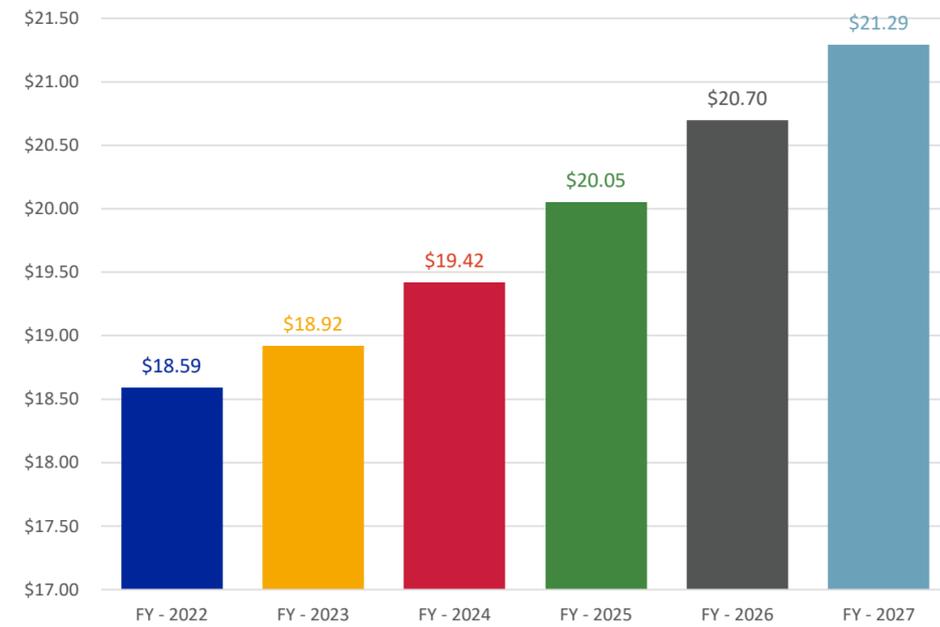
Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET		EXPENDITURE PROJECTIONS								
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>SALARY &amp; BENEFIT COSTS</b>											
Salaries	\$11,807,014	\$12,075,436	2.27%	\$12,403,757	2.72%	\$12,771,774	2.97%	\$13,150,833	2.97%	\$13,450,162	2.28%
Benefits	\$5,069,434	\$5,102,105	0.64%	\$5,253,038	2.96%	\$5,471,737	4.16%	\$5,702,433	4.22%	\$5,947,097	4.29%
<b>SALARIES &amp; BENEFITS TOTAL</b>	<b>\$16,876,448</b>	<b>\$17,177,541</b>	<b>1.78%</b>	<b>\$17,656,795</b>	<b>2.79%</b>	<b>\$18,243,512</b>	<b>3.32%</b>	<b>\$18,853,266</b>	<b>3.34%</b>	<b>\$19,397,259</b>	<b>2.89%</b>
<b>OTHER COSTS</b>											
Purchased Services	\$1,661,024	\$1,681,476	1.23%	\$1,702,440	1.25%	\$1,745,415	2.52%	\$1,790,539	2.59%	\$1,837,919	2.65%
Non-Capital Objects	\$7,199	\$7,199	0.00%	\$7,199	0.00%	\$7,199	0.00%	\$7,199	0.00%	\$7,199	0.00%
Capital Objects	\$0	\$0		\$0		\$0		\$0		\$0	
Debt Service	\$0	\$0		\$0		\$0		\$0		\$0	
Insurance & Judgement	\$0	\$0		\$0		\$0		\$0		\$0	
Transfers	\$0	\$0		\$0		\$0		\$0		\$0	
Other Expenditures	\$49,956	\$49,956	0.00%	\$49,956	0.00%	\$49,956	0.00%	\$49,956	0.00%	\$49,956	0.00%
<b>OTHER COSTS TOTAL</b>	<b>\$1,718,179</b>	<b>\$1,738,631</b>	<b>1.19%</b>	<b>\$1,759,595</b>	<b>1.21%</b>	<b>\$1,802,570</b>	<b>2.44%</b>	<b>\$1,847,694</b>	<b>2.50%</b>	<b>\$1,895,074</b>	<b>2.56%</b>
<b>TOTAL COSTS</b>	<b>\$18,594,627</b>	<b>\$18,916,172</b>	<b>1.73%</b>	<b>\$19,416,389</b>	<b>2.64%</b>	<b>\$20,046,082</b>	<b>3.24%</b>	<b>\$20,700,959</b>	<b>3.27%</b>	<b>\$21,292,333</b>	<b>2.86%</b>

EXPENDITURES BY OBJECT - FY2018-19



TOTAL EXPENDITURE PROJECTIONS (MILLIONS)

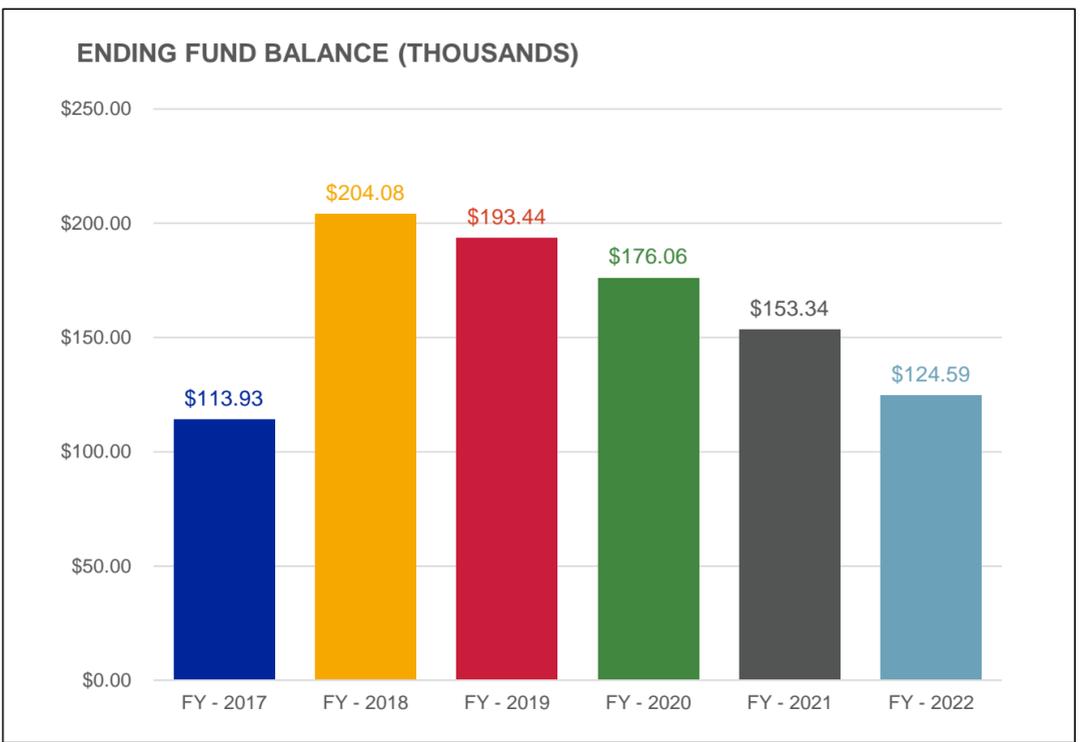
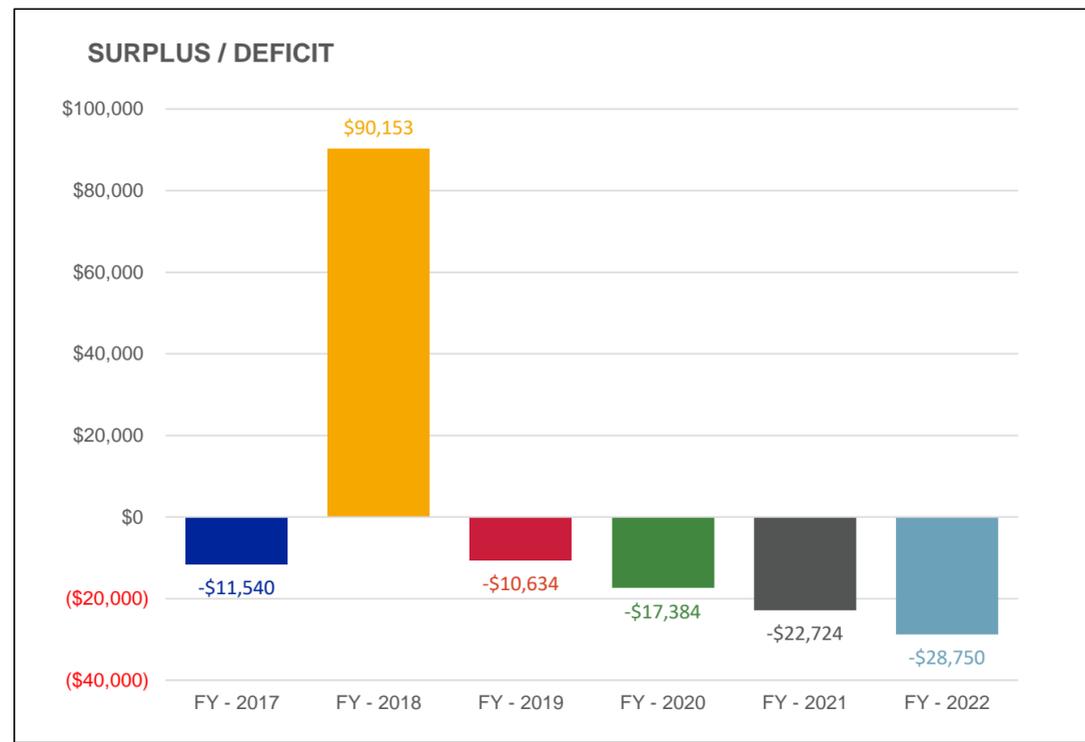


# Fund 38 - Non-Referendum Debt Service Fund - History Summary

Wausau School District | Fiscal Projection Model (1-24-22)

	ACTUAL REVENUES & EXPENDITURES								BUDGET		
	FY - 2017	FY - 2018	% Δ	FY - 2019	% Δ	FY - 2020	% Δ	FY - 2021	% Δ	FY - 2022	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$0	\$42,094		\$46,177	9.70%	\$48,024	4.00%	\$75,689	57.61%	\$78,717	4.00%
Property Tax Levy	\$1,560,400	\$1,848,110	18.44%	\$2,074,158	12.23%	\$2,077,636	0.17%	\$2,109,346	1.53%	\$2,109,168	-0.01%
Other Local	\$1,710	\$4,836	182.72%	\$6,816	40.95%	\$4,841	-28.97%	\$676	-86.04%	\$0	-100.00%
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Sources	\$0	\$137,079		\$0	-100.00%	\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$1,562,110</b>	<b>\$2,032,119</b>	<b>30.09%</b>	<b>\$2,127,151</b>	<b>4.68%</b>	<b>\$2,130,501</b>	<b>0.16%</b>	<b>\$2,185,711</b>	<b>2.59%</b>	<b>\$2,187,885</b>	<b>0.10%</b>
<b>EXPENDITURES</b>											
Principal	\$1,325,000	\$1,515,000	14.34%	\$1,745,000	15.18%	\$1,790,000	2.58%	\$1,895,000	5.87%	\$1,950,000	2.90%
Interest	\$248,650	\$353,316	42.09%	\$392,785	11.17%	\$357,885	-8.89%	\$313,435	-12.42%	\$266,635	-14.93%
Other Expenditures	\$0	\$73,650		\$0	-100.00%	\$0		\$0		\$0	
Transfers-Out	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,573,650</b>	<b>\$1,941,966</b>	<b>23.41%</b>	<b>\$2,137,785</b>	<b>10.08%</b>	<b>\$2,147,885</b>	<b>0.47%</b>	<b>\$2,208,435</b>	<b>2.82%</b>	<b>\$2,216,635</b>	<b>0.37%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$11,540)</b>	<b>\$90,153</b>		<b>(\$10,634)</b>		<b>(\$17,384)</b>		<b>(\$22,724)</b>		<b>(\$28,750)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$125,464</b>	<b>\$113,925</b>	<b>-9.20%</b>	<b>\$204,078</b>	<b>79.13%</b>	<b>\$193,443</b>	<b>-5.21%</b>	<b>\$176,060</b>	<b>-8.99%</b>	<b>\$153,335</b>	<b>-12.91%</b>
<b>ENDING FUND BALANCE</b>	<b>\$113,925</b>	<b>\$204,078</b>	<b>79.13%</b>	<b>\$193,443</b>	<b>-5.21%</b>	<b>\$176,060</b>	<b>-8.99%</b>	<b>\$153,335</b>	<b>-12.91%</b>	<b>\$124,585</b>	<b>-18.75%</b>

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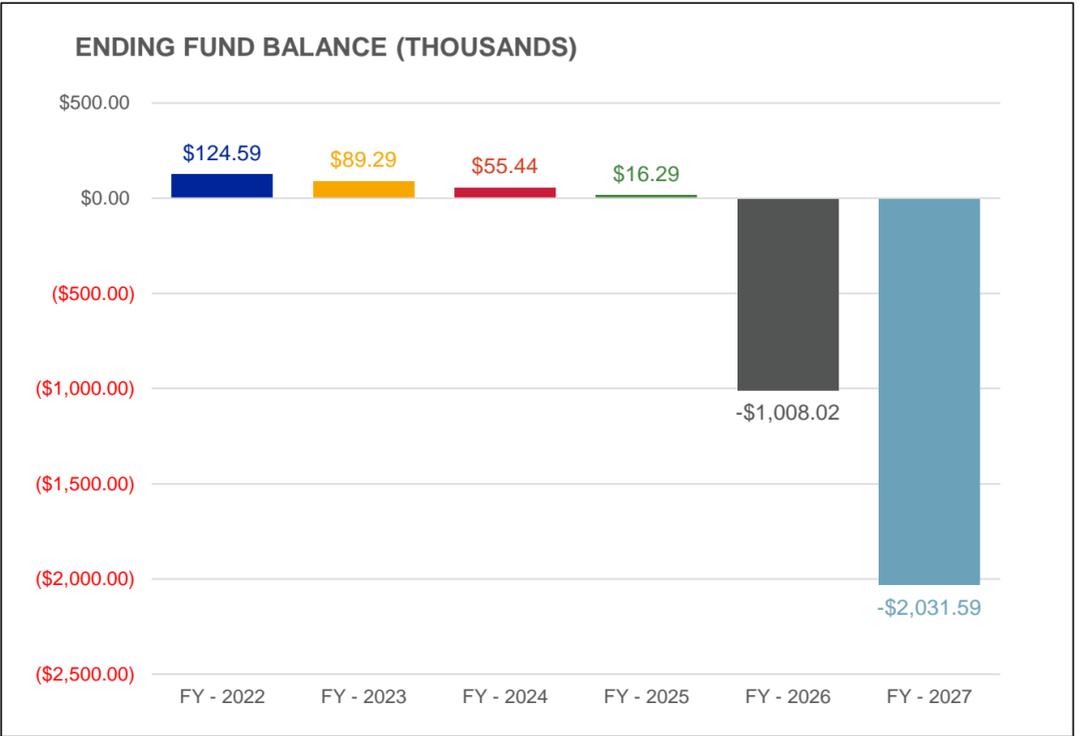
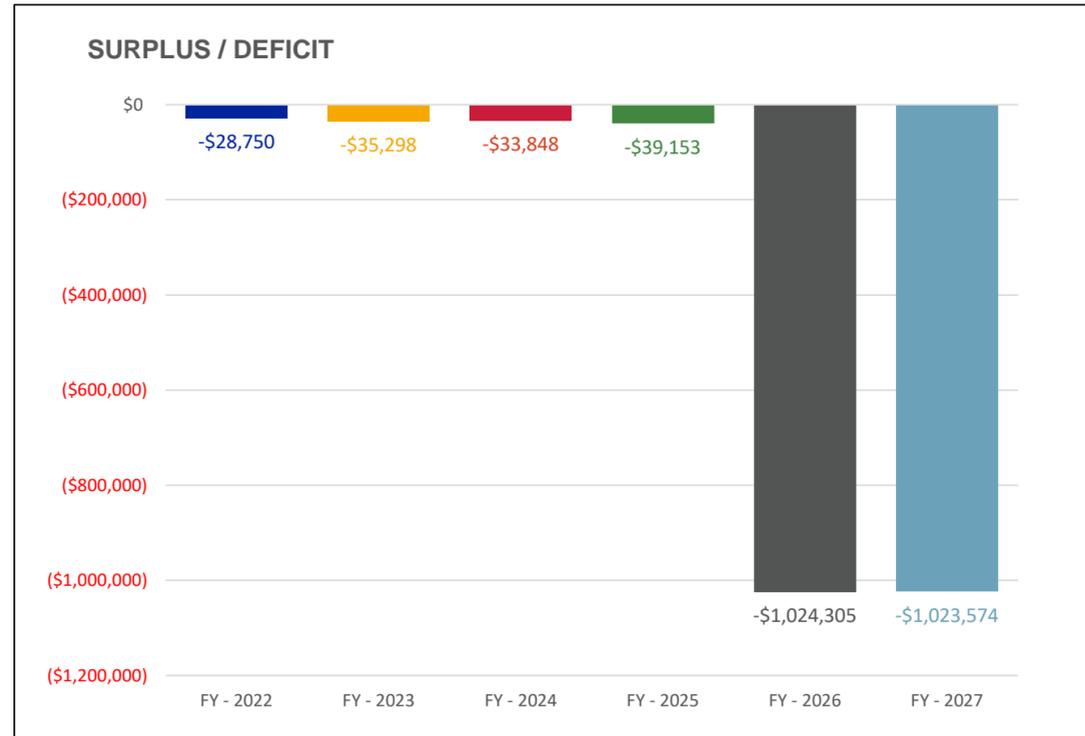


# Fund 38 - Non-Referendum Debt Service Fund - Projections Analysis

Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET			REVENUE & EXPENDITURE PROJECTIONS							
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$78,717	\$78,717	0.00%	\$78,717	0.00%	\$78,717	0.00%	\$78,717	0.00%	\$78,717	0.00%
Property Tax Levy	\$2,109,168	\$2,102,620	-0.31%	\$2,104,070	0.07%	\$2,098,765	-0.25%	\$1,113,613	-46.94%	\$1,114,344	0.07%
Other Local	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Sources	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$2,187,885</b>	<b>\$2,181,337</b>	<b>-0.30%</b>	<b>\$2,182,787</b>	<b>0.07%</b>	<b>\$2,177,482</b>	<b>-0.24%</b>	<b>\$1,192,330</b>	<b>-45.24%</b>	<b>\$1,193,061</b>	<b>0.06%</b>
<b>EXPENDITURES</b>											
Principal	\$1,950,000	\$1,950,000	0.00%	\$1,950,000	0.00%	\$1,950,000	0.00%	\$1,950,000	0.00%	\$1,950,000	0.00%
Interest	\$266,635	\$266,635	0.00%	\$266,635	0.00%	\$266,635	0.00%	\$266,635	0.00%	\$266,635	0.00%
Other Expenditures	\$0	\$0		\$0		\$0		\$0		\$0	
Transfers-Out	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$2,216,635</b>	<b>\$2,216,635</b>	<b>0.00%</b>	<b>\$2,216,635</b>	<b>0.00%</b>	<b>\$2,216,635</b>	<b>0.00%</b>	<b>\$2,216,635</b>	<b>0.00%</b>	<b>\$2,216,635</b>	<b>0.00%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$28,750)</b>	<b>(\$35,298)</b>		<b>(\$33,848)</b>		<b>(\$39,153)</b>		<b>(\$1,024,305)</b>		<b>(\$1,023,574)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$153,335</b>	<b>\$124,585</b>		<b>\$89,287</b>		<b>\$55,439</b>		<b>\$16,286</b>		<b>(\$1,008,019)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$124,585</b>	<b>\$89,287</b>		<b>\$55,439</b>		<b>\$16,286</b>		<b>(\$1,008,019)</b>		<b>(\$2,031,593)</b>	

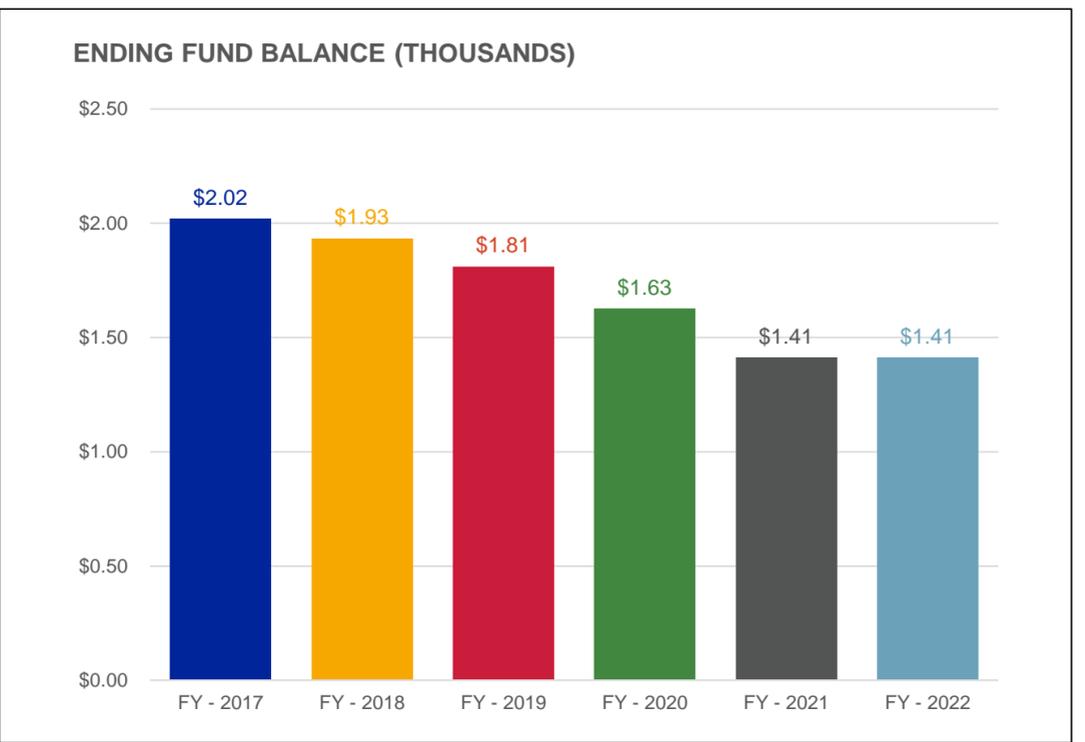
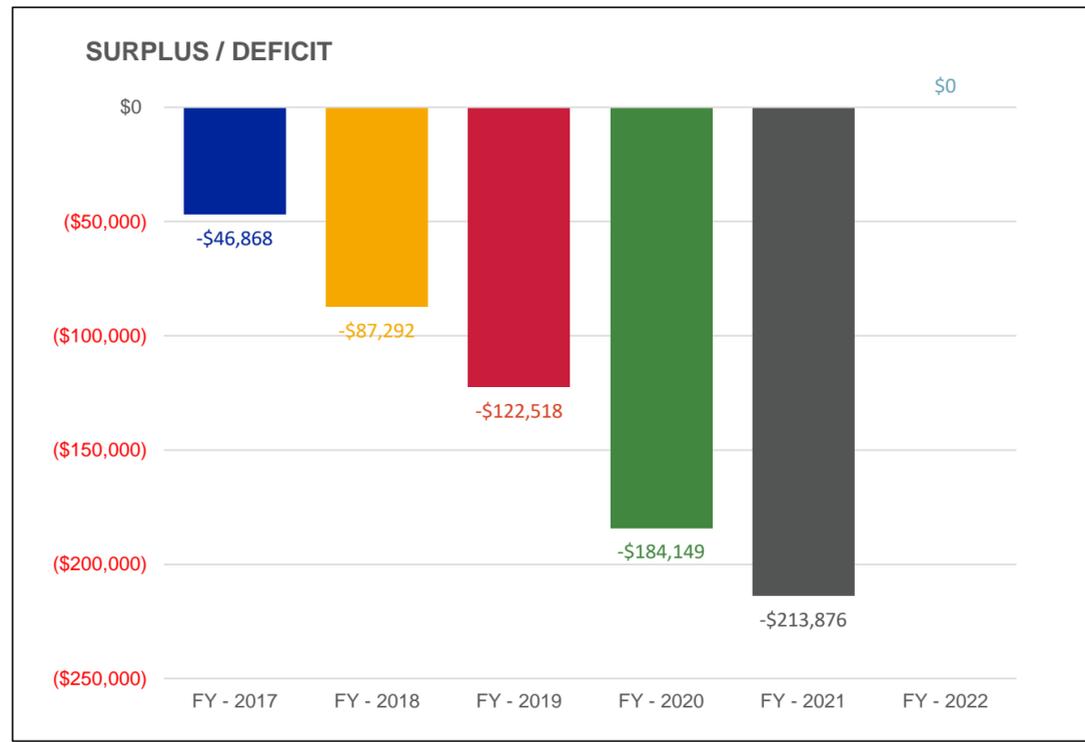
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# Fund 39 - Referendum Approved Debt Service - History Summary

Wausau School District | Fiscal Projection Model (1-24-22)

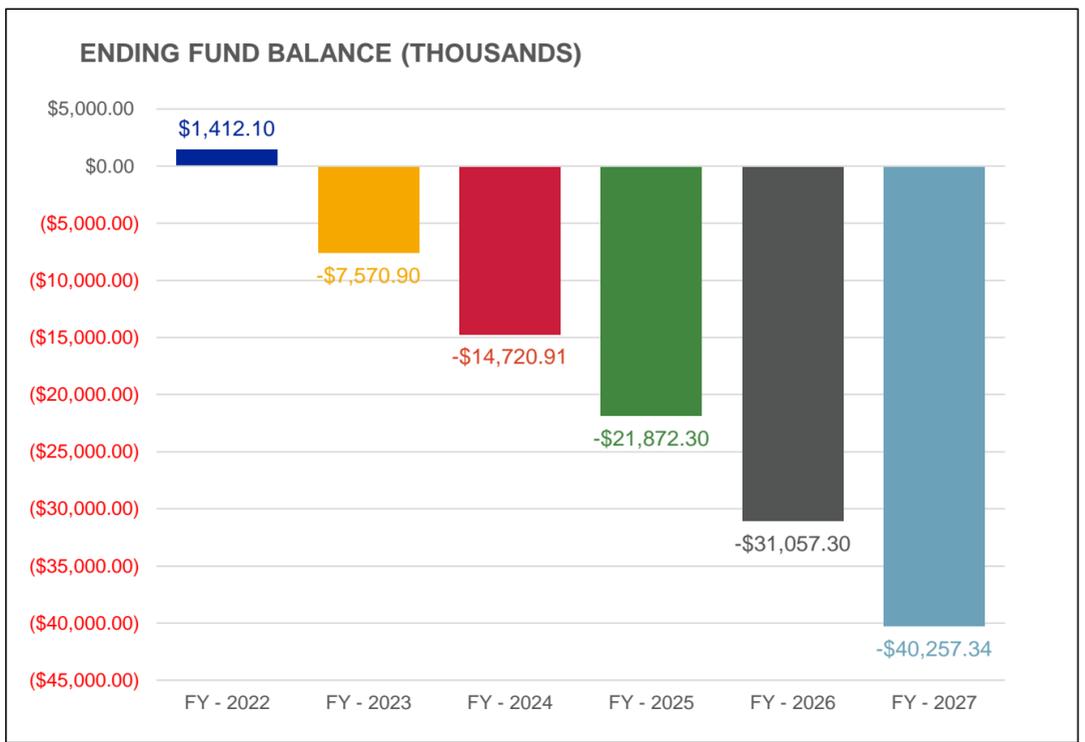
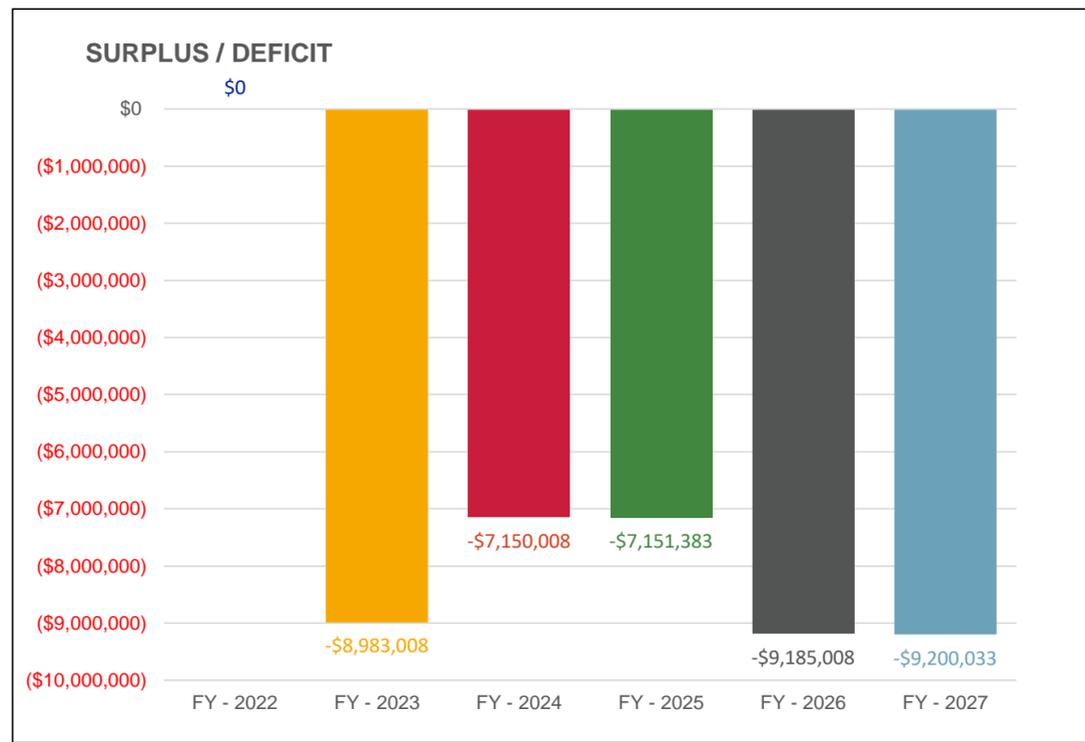
	ACTUAL REVENUES & EXPENDITURES								BUDGET		
	FY - 2017	FY - 2018	% Δ	FY - 2019	% Δ	FY - 2020	% Δ	FY - 2021	% Δ	FY - 2022	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$0	\$0		\$0		\$0		\$0		\$0	
Property Tax Levy	\$6,579,806	\$9,970,019	51.52%	\$12,982,057	30.21%	\$13,557,057	4.43%	\$14,055,000	3.67%	\$10,788,113	-23.24%
Other Local	\$14,582	\$50,847	248.70%	\$87,026	71.15%	\$74,016	-14.95%	\$3,684	-95.02%	\$0	-100.00%
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Sources	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$6,594,388</b>	<b>\$10,020,866</b>	<b>51.96%</b>	<b>\$13,069,083</b>	<b>30.42%</b>	<b>\$13,631,073</b>	<b>4.30%</b>	<b>\$14,058,684</b>	<b>3.14%</b>	<b>\$10,788,113</b>	<b>-23.26%</b>
<b>EXPENDITURES</b>											
Principal	\$4,325,000	\$7,790,000	80.12%	\$11,060,000	41.98%	\$11,830,000	6.96%	\$11,815,000	-0.13%	\$10,306,556	-12.77%
Interest	\$2,316,256	\$2,193,356	-5.31%	\$1,910,356	-12.90%	\$1,512,126	-20.85%	\$976,481	-35.42%	\$481,557	-50.68%
Other Expenditures	\$0	\$124,802		\$221,244	77.28%	\$473,096	113.83%	\$1,481,079	213.06%	\$0	-100.00%
Transfers-Out	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$6,641,256</b>	<b>\$10,108,158</b>	<b>52.20%</b>	<b>\$13,191,601</b>	<b>30.50%</b>	<b>\$13,815,221</b>	<b>4.73%</b>	<b>\$14,272,560</b>	<b>3.31%</b>	<b>\$10,788,113</b>	<b>-24.41%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$46,868)</b>	<b>(\$87,292)</b>		<b>(\$122,518)</b>		<b>(\$184,149)</b>		<b>(\$213,876)</b>		<b>\$0</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$2,066,807</b>	<b>\$2,019,938</b>	<b>-2.27%</b>	<b>\$1,932,647</b>	<b>-4.32%</b>	<b>\$1,810,129</b>	<b>-6.34%</b>	<b>\$1,625,980</b>	<b>-10.17%</b>	<b>\$1,412,104</b>	<b>-13.15%</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,019,938</b>	<b>\$1,932,647</b>	<b>-4.32%</b>	<b>\$1,810,129</b>	<b>-6.34%</b>	<b>\$1,625,980</b>	<b>-10.17%</b>	<b>\$1,412,104</b>	<b>-13.15%</b>	<b>\$1,412,104</b>	<b>0.00%</b>



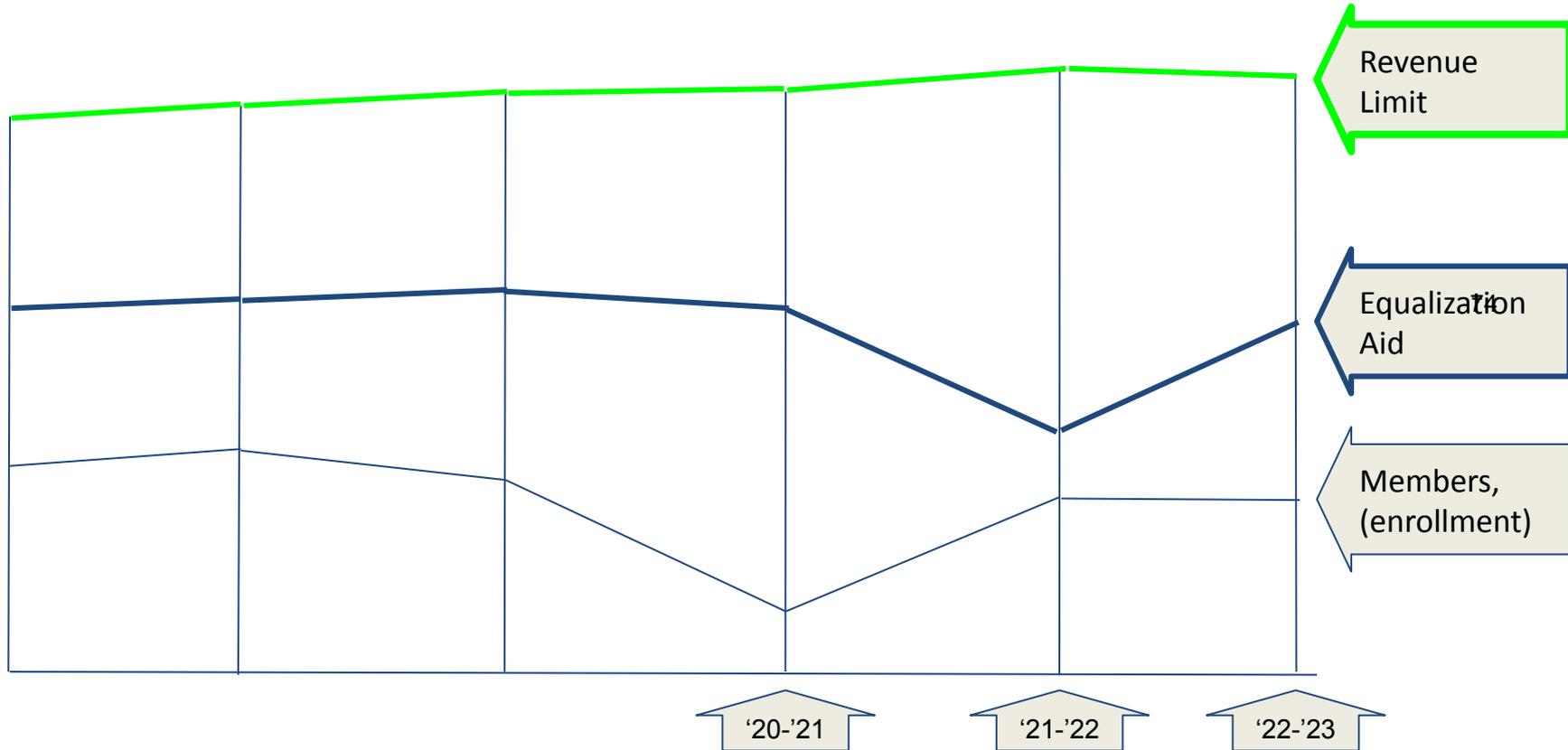
# Fund 39 - Referendum Approved Debt Service - Projections Analysis

Wausau School District | Fiscal Projection Model (1-24-22)

	BUDGET			REVENUE & EXPENDITURE PROJECTIONS							
	FY - 2022	FY - 2023	% Δ	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ
<b>REVENUE</b>											
Operating Transfers-In	\$0	\$0		\$0		\$0		\$0		\$0	
Property Tax Levy	\$10,788,113	\$538,113	-95.01%	\$2,371,113	340.63%	\$2,369,738	-0.06%	\$336,113	-85.82%	\$321,088	-4.47%
Other Local	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Sources	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$10,788,113</b>	<b>\$538,113</b>	<b>-95.01%</b>	<b>\$2,371,113</b>	<b>340.63%</b>	<b>\$2,369,738</b>	<b>-0.06%</b>	<b>\$336,113</b>	<b>-85.82%</b>	<b>\$321,088</b>	<b>-4.47%</b>
<b>EXPENDITURES</b>											
Principal	\$10,306,556	\$9,096,120	-11.74%	\$9,096,120	0.00%	\$9,096,120	0.00%	\$9,096,120	0.00%	\$9,096,120	0.00%
Interest	\$481,557	\$425,001	-11.74%	\$425,001	0.00%	\$425,001	0.00%	\$425,001	0.00%	\$425,001	0.00%
Other Expenditures	\$0	\$0		\$0		\$0		\$0		\$0	
Transfers-Out	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$10,788,113</b>	<b>\$9,521,121</b>	<b>-11.74%</b>	<b>\$9,521,121</b>	<b>0.00%</b>	<b>\$9,521,121</b>	<b>0.00%</b>	<b>\$9,521,121</b>	<b>0.00%</b>	<b>\$9,521,121</b>	<b>0.00%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$0</b>	<b>(\$8,983,008)</b>		<b>(\$7,150,008)</b>		<b>(\$7,151,383)</b>		<b>(\$9,185,008)</b>		<b>(\$9,200,033)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$1,412,104</b>	<b>\$1,412,104</b>	<b>0.00%</b>	<b>(\$7,570,904)</b>	<b>-636.14%</b>	<b>(\$14,720,912)</b>	<b>94.44%</b>	<b>(\$21,872,295)</b>	<b>48.58%</b>	<b>(\$31,057,303)</b>	<b>41.99%</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,412,104</b>	<b>(\$7,570,904)</b>	<b>-636.14%</b>	<b>(\$14,720,912)</b>	<b>94.44%</b>	<b>(\$21,872,295)</b>	<b>48.58%</b>	<b>(\$31,057,303)</b>	<b>41.99%</b>	<b>(\$40,257,336)</b>	<b>29.62%</b>



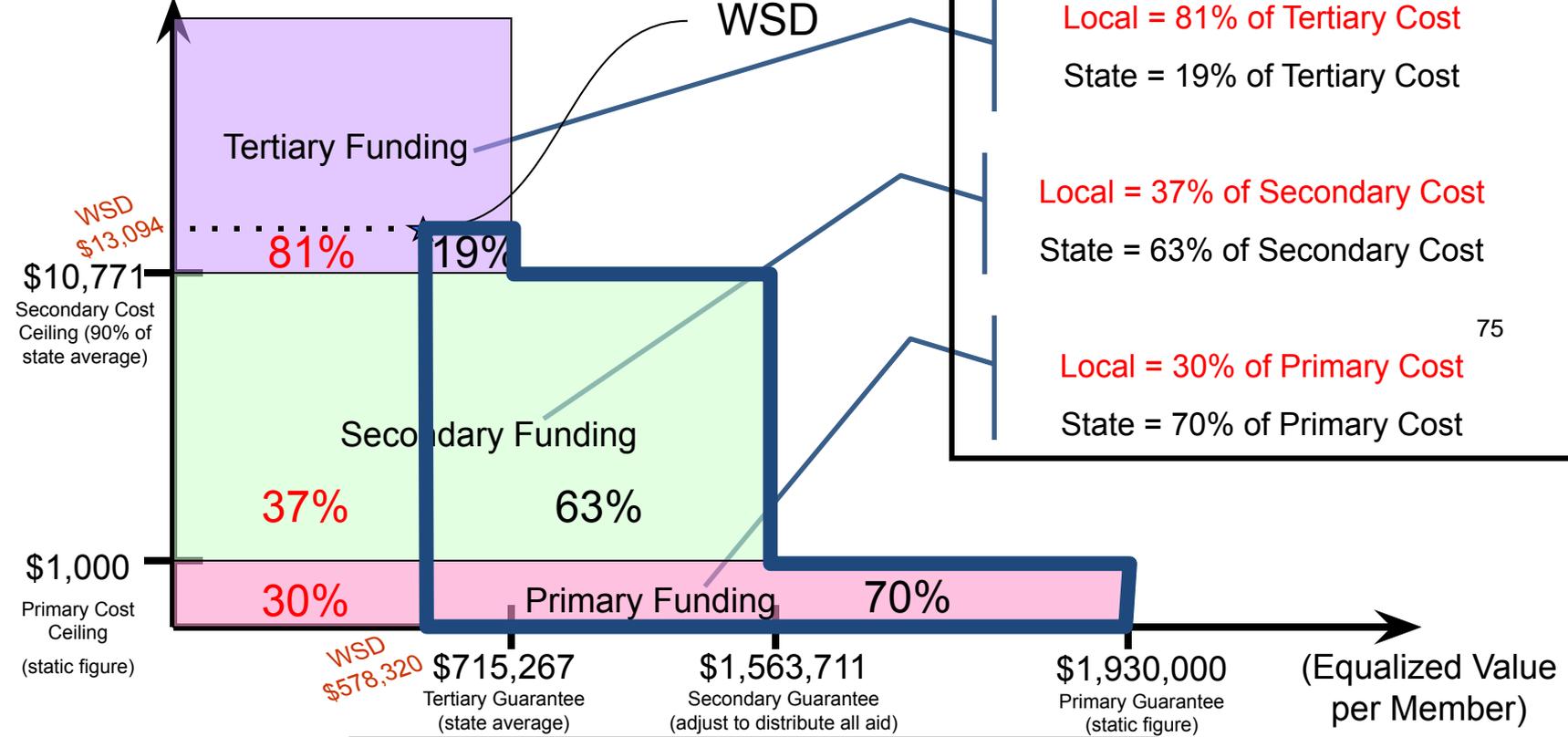
# Fluctuations in Enrollment Causes Fluctuations in Equalization Aid



# 2021-22 Equalization Aid Formula

District Spending  
(Measure of How Much District Spends)

(Shared Cost per Member)



District Valuation  
(Measure of Wealth and Ability to Fund Schools)

# Wisconsin Interscholastic Athletic Association

Email Completed Application to: Dorothy Sankey [dsankey@wiaawi.org](mailto:dsankey@wiaawi.org)

## APPLICATION FOR COOPERATIVE TEAM RENEWAL

Fall Sports – February 1, 2022

Winter Sports – April 1, 2022

Spring Sports – June 1, 2022

1. We are applying to renew our cooperative agreement in Hockey for the school years of 2022-2023 & 2023-2024.  
(one sport per application)  boys  girls

**NOTE: GYMNASTICS 2022-2023 -- CO-OP APPLICATION IS DUE ANNUALLY**

2. Contact School (WIAA contact, where materials are sent, etc.)  
LIST ALL SCHOOLS INVOLVED IN CO-OP

Merrill High School  
Wausau East High School  
Newman Catholic High School

3. With the signatures below, we agree to continue this co-op agreement for the school years indicated based on the stipulations of the initial co-op agreement drafted between all involved schools. All schools involved in this agreement agree to continue the agreement. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op.

We further confirm that all school districts will provide the same level of institutional oversight to this program as to other sports sponsored by their district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Contact School

Merrill

Board of Ed or Governing Body President Signature

Board of Ed or Governing Body President Signature

District Administrator Signature

District Administrator Signature

List Non-Contact School/s

Newman Catholic  
Wausau East H.S.

Name of Conference

WVC

Conference Approval Signature

Conference Position

**NOTE: If at any time your co-op is discontinued or not renewed, BOTH (ALL) SCHOOLS MUST RE-APPLY FOR TOURNAMENT ELIGIBILITY for the following season by the appropriate deadline.**

<https://www.wiaawi.org/Portals/0/PDF/Forms/Tournament%20Series%20Application%20%28Non-Football%29.pdf>

Date submitted to WIAA \_\_\_\_\_

You may check the Board of Control action status March 10, 2022, April 29, 2022, July 1, 2022  
- Login to [wiaawi.org](http://wiaawi.org) - schools/manage your school/school name/teams/season (2022-2023)/click co-op app

### OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted, and must continue, for the school years indicated above. Application must be made again in the event any or all schools are interested in continuing agreement beyond the school year(s) indicated.

# Co-Op Renewal Requests



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WIAA Golf & Hockey  
January 24, 2022

# Our Mission...

## Advance Student Learning, Achievement, & Success



### Create Opportunities, Limit Barriers

*According to the National College and Career Readiness Indicators - Career Ready - Data from the National Center for Educational Statistics, participants in extracurricular activities were more likely than nonparticipants to aspire to higher education; 2 / 3 of participants are expected to complete at least a bachelor's degree while only about half of non-participants were expected to do so.*

# WIAA Co-Op Approval Process

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Schools

School Board(s)

Athletic Conference

WIAA

- “No Cut” Policy
- Total School Enrollment
- Deadlines

Considerations

- What is the minimum required number of participants for the activity to exist?
- Does the Wausau School District have enough participants to run the activity without a cooperative agreement? <sup>79</sup>
- Will Wausau School District students be displaced in a cooperative agreement?
- Will the participating schools eventually be able to sustain their own activity?

# Renewal Request: Girls Golf

- Existing, Successful Co-Op
- Created New Opportunity for Students
- Supported by East, West, Conference, and WIAA

Wausau's Bruner, SPASH's Pechinski excited, motivated for State Golf



# Renewal Request: Boys Hockey (East/Merrill/Newman)

- Existing, Successful Co-Op
- Preserves Student Opportunities at East, West, and Other Schools
- Supported by East, West, Conference, and WIAA



# What if...

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## East/West WIAA Co-Op?

- Student & Team Impact
  - “No Cut” Policy
  - Playing Time
  - Scheduling
  - # Conference Teams
  - Total Student Enrollment
- Conference Does Not Support
- WIAA Likely Will Not Support

## East/West Independent Team?

- Student & Team Impact
  - No Conference Membership
  - No Opportunity for Conference Championship<sup>82</sup>
  - Risk Tournament Play (2 Yrs)
  - Playing Time
  - Scheduling

**Neither East nor West can Support Options  
that Create Barriers & Limit Student Opportunities**



# Recommendation...

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To Sustain Student Opportunities & Limit Student Barriers, please consider each of these suggested motions:

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- Renew the current **Girls Golf Co-Op** (East/West) for two years\*
- Renew the current **Boys Hockey Co-Op** (East/Merrill/Newman) for two years\*

*\*According to WIAA, "The agreement for a cooperative team must specify two school years, but that agreement may be terminated by the Board of Control for documented extenuating circumstances."*

# Wisconsin Interscholastic Athletic Association

Email Completed Application to: Dorothy Sankey [dsankey@wiaawi.org](mailto:dsankey@wiaawi.org)

## APPLICATION FOR COOPERATIVE TEAM RENEWAL

### NOT FOR FOOTBALL – SEE SEPARATE APPLICATION

Fall Sports – February 1, 2022

Winter Sports – April 1, 2022

Spring Sports – June 1, 2022

1. We are applying to renew our cooperative agreement in Golf for the school years of 2022-2023 & 2023-2024.  
(one sport per application) \_\_\_\_\_ boys  girls

### NOTE: GYMNASTICS 2022-2023 -- CO-OP APPLICATION IS DUE ANNUALLY

2. Contact School (WIAA contact, where materials are sent, etc.) \_\_\_\_\_

LIST ALL SCHOOLS INVOLVED IN CO-OP

Wausau East  
Wausau West

3. With the signatures below, we agree to continue this co-op agreement for the school years indicated based on the stipulations of the initial co-op agreement drafted between all involved schools. All schools involved in this agreement agree to continue the agreement. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op.

We further confirm that all school districts will provide the same level of institutional oversight to this program as to other sports sponsored by their district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Contact School <u>Wausau East</u>	Board of Ed or Governing Body President Signature _____	District Administrator Signature _____
List Non-Contact School/s <u>Wausau West</u>	Board of Ed or Governing Body President Signature _____	District Administrator Signature _____
_____	_____	_____
_____	_____	_____
Name of Conference <u>WVC</u>	Conference Approval Signature _____	Conference Position _____

**NOTE: If at any time your co-op is discontinued or not renewed, BOTH (ALL) SCHOOLS MUST RE-APPLY FOR TOURNAMENT ELIGIBILITY for the following season by the appropriate deadline.**

<https://www.wiaawi.org/Portals/0/PDF/Forms/Tournament%20Series%20Application%20%28Non-Football%29.pdf>

Date submitted to WIAA \_\_\_\_\_

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### OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted, and must continue, for the school years indicated above. Application must be made again in the event any or all schools are interested in continuing agreement beyond the school year(s) indicated.

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS ACCEPT
Code	po5630.01
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

#### 5630.01 - **USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS**

It is the policy of the Board to permit the use of seclusion and restraint only when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention feasible.
- B. **The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.**  
~~The seclusion lasts only as long as necessary to resolve the risk to physical safety of the student and others.~~
- C. A covered individual maintains constant supervision of the student.
- D. The seclusion room or area is free of objects or fixtures that may injure the student.
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked or has a lock on it.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move their torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention feasible.

- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint.
- D. None of the following maneuvers or techniques are used:
  1. those that do not give adequate attention and care to protecting the student's head
  2. those that cause chest compression
  3. those that place pressure or weight on the student's neck or throat
  4. it does not constitute corporal punishment
  5. those that place the student in a prone position

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

- A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;
- B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which they are physically prevented from leaving; 2) directing a disruptive student to temporarily separate themselves from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

### **Parental Notice and Written Report Requirements**

A parent is specifically defined as parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint with or on a student, the Principal or their designee shall notify the student's parent as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

Written notification to the parent and documentation to the student official school record shall include the following:

- A. the name of the student;
- B. name of the staff member(s), any law enforcement officers present for and/or administering the seclusion or physical restraint;
- C. date of the seclusion or physical restraint and the time that the restraint began and ended;
- D. location of the seclusion or physical restraint;
- E. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to seclusion or physical restraint that were attempted; and
- F. documentation of all parental contact and notification efforts.

The Principal shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident.

The Principal shall meet with the individuals who participated in the incident to discuss the following:

- A. the events preceding, during and following the use of seclusion or physical restraint;
- B. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;

C. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district and within three (3) business days of the incident, and the report shall be sent to the student's parent by 1<sup>st</sup> class mail, or by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the Board, by October 1, of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

### **Individual Education Program (IEP) Requirements**

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the second time that seclusion or physical restraint is used on a "child with a disability," within the same school year, that does not currently include CPI in the IEP, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) school days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

### **Mandatory Training for Staff**

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the District Administrator shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint.

### **Limited Training Requirement Exception**

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

### **Disciplinary Action for a Violation of This Policy**

In addition to any penalty prescribed by law, the District Administrator is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when they engages in the conduct, it is their conscious objective to do so. A Board employee engages in conduct "knowingly" if, when they engage in the conduct, they are aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

### **Retaliation for Fully Implementing or Reporting Violations**

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

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Legal  
Individuals with Disabilities Education Act, as amended  
Wis. Stats. Chapter 115 and 118 (115.787 and 118.305)

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of WEAPONS ACCEPT
Code	po5772
Status	
Adopted	December 9, 2019

## 5772 - **WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law and without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, [chemical agents](#), ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion.

This policy excludes

weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

- A. theatrical props used in appropriate settings;
- B. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.
- C. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

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Legal	120.13(1), Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151



Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of DEBT MANAGEMENT ACCEPT
Code	po6147
Status	
Adopted	December 14, 2020

## 6147 - **DEBT MANAGEMENT**

### **Statement of Purpose**

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

### **Scope**

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

### **Objective**

The primary objective is to ensure prudent debt management practices which:

- A. maintain financial stability
- B. preserve public trust
- C. minimize or stabilize costs to taxpayers Preserve access to financial markets
- D. demonstrate adequate administrative oversight of debt program to credit rating agencies

### **Types of Authorized Debt**

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

### **Bond or Note Anticipation Notes**

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

### **General Obligation Bonds**

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrevocable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

**Refunding Bonds**

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

**Promissory Notes**

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such outstanding notes.

**Temporary Borrowing**

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

**Debt Limit**

The District has the power to contract indebtedness for purposes specified by statute.

**Procedures for Borrowing**

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, including short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the Chief Finance and Business Services Officer to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

~~66.0606~~, 67.12, Wis. Stats.

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66.0606, 67.12, Wis. Stats.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of WEAPONS ACCEPT
Code	po7217
Status	
Adopted	December 9, 2019

## 7217 - **WEAPONS**

The Board prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the District Administrator. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

No volunteer, including those who possess a concealed carry permit, may carry a weapon, concealed or open, if they transport students for school sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

### **Concealed Carry Permit Holders**

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

### **Definition of "Weapon"**

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events; and
- E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.
- F. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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Legal

- 120.13(1), Wis. Stats.
- 175.60, Wis. Stats.
- 943.13, Wis. Stats.
- 948.605, Wis. Stats.
- 948.61, Wis. Stats.
- 18 U.S.C. 921(a)(3)
- 18 U.S.C. 922
- 20 U.S.C. 7151

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of SCHOOL SAFETY accept
Code	po8420
Status	
Adopted	December 9, 2019

#### 8420 - **SCHOOL SAFETY**

The Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed every three (3) years by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year: :

- A. A copy of its school safety plan.
- B. The date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year.
- C. Certification that the Board reviewed a required written evaluation of the drill or drills.
- D. The date of the most recent school training on school safety and the number of attendees.
- E. The most recent date the Board reviewed and approved the school safety plan.
- F. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to Wis. Stats. § 48.981 (2) (a). The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to Wis. Stats. § 175.32(2) and (3). If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

The District Administrator shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:

- A. Assess life/safety issues immediately.
- B. Provide immediate emergency medical care.

- C. Call 911 and notify police/rescue first. Call the District Administrator second.
- D. Convene the crisis team to assess the situation and implement the crisis response procedures.
- E. Evaluate available and needed resources.
- F. Alert school staff to the situation.
- G. Activate the crisis communication procedure and system of verification.
- H. Secure all areas.
- I. Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- J. Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
- K. Contact appropriate community agencies and the District's Communications Coordinator, if appropriate.
- L. Implement post-crisis procedures.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

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118.07, 121.02(1)(i)(g)(i), 175.32(2), (3), 48.981(2)(a), Wis. Stats.

Legal 118.07, 121.02(g)(i), 175.32(2), (3), 48.981(2)(a), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of AUTOMATED EXTERNAL DEFIBRILLATORS (AED) ACCEPT
Code	po8452
Status	
Adopted	December 9, 2019

#### 8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.

An AED is a heart monitor and defibrillator that:

- A. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;
- B. charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

The District Administrator shall develop guidelines that govern AEDs, including the use of the AED, placement of the AED, training and oversight by a medical director or by the local EMS Medical Director. The Board also directs the District Administrator, in conjunction with the Medical Director, to review the guidelines, as appropriate. The AED device(s) will be located at school buildings for use by individuals with proper AED training.

In accordance with Wisconsin Statute 118.076(3)(b), students in grades seven (7) to twelve (12) will be provided instruction about automated external defibrillators (see Policy 2413 - Health Education).

118.076 Wis. Stats.

~~895.48~~~~146.50(8)(g)~~, Wis. Stats.

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Legal	118.076 Wis. Stats.
	146.50(8)(g), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of FOOD SERVICES ACCEPT
Code	po8500
Status	
Adopted	December 9, 2019

## 8500 - **FOOD SERVICES**

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

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

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

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

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

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

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

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

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

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

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

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

### **Negative Account Balances**

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

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

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

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

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

### **Nondiscrimination Statement**

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

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

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

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

A. ~~Mail: U.S. Department of Agriculture~~

~~Office of the Assistant Secretary for Civil Rights~~

~~1400 Independence Avenue, SW~~

~~Washington, D.C. 20250-9410;~~

B. ~~Fax: (202) 690-7442; or~~

C. ~~E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).~~

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

-  
 2. Fax: (202) 690-7442; or

-  
 3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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

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## Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of FREE AND REDUCED-PRICE MEALS ACCEPT
Code	po8531
Status	
Adopted	December 9, 2019

### 8531 - **FREE AND REDUCED-PRICE MEALS**

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction.

The Board designates the School Nutrition Services Director to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

#### **Nondiscrimination Statement**

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

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

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

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

A. ~~Mail: U.S. Department of Agriculture~~

~~Office of the Assistant Secretary for Civil Rights~~

~~1400 Independence Avenue, SW~~

~~Washington, D.C. 20250-9410;~~

B. ~~Fax: (202) 690-7442; or~~

C. ~~E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).~~



Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE ACCEPT
Code	po8660
Status	
Adopted	December 9, 2019

#### 8660 - **TRANSPORTATION BY PRIVATE VEHICLE**

The Board 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.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Principal in accordance with the District Administrator'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.

**A**No person ~~may shall~~ be approved for the transportation of students in a private vehicle **if they are if s/he is who is not** an employee of this Board, the parent of a student enrolled in this District, 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. The District Administrator 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.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

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Legal	121.52, 121.53, Wis. Stats.
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Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES ACCEPT
Code	po8800
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

## 8800 - RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well-intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate and must not intrude on others' rights

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

**In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions**~~treated according to proper flag protocol.~~

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

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Legal

118.06(2), Wis. Stats.

20 U.S.C. 4071 et seq.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of ADMINISTRATIVE GUIDELINES ACCEPT
Code	po0132.2
Status	
Adopted	December 9, 2019

#### 0132.2 - **ADMINISTRATIVE GUIDELINES**

The Board shall delegate to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the **District school** will be operated. These detailed arrangements shall constitute the administrative guidelines governing the **District schools** which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this Board. (See Policy 1230.01)

The District Administrator shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of CONFLICT OF INTEREST ACCEPT
Code	po0144.3
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

#### 0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he is associated;
- B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency.

Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.

**19.42(7), Wis. Stats.**

**19.59, Wis. Stats.**

**946.13, Wis. Stats.**

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Legal 19.42(7), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of JOB DESCRIPTIONS ACCEPT
Code	po1400
Status	
Adopted	December 9, 2019

#### 1400 - **JOB DESCRIPTIONS**

The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions, and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional and support staff positions. Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained by the Human Resources Department.

The job description of the District Administrator shall be included in the Board policy manual.

All ~~other~~ job descriptions **of non-licensed administrator** shall be approved and maintained by the Director of Human Resources or their designee.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

**[X ] Each job description shall include a statement that reserves the authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.**

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions for support staff positions.

During the revision of a job description, the District Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who are affected by that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

**[ ] The District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.**

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Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02 considerable variance with the Neola template, REJECT
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

### **~~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, 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.~~

#### ~~A. Identification of English Learners~~

- ~~1. In order to accurately and efficiently identify students who are potential English Learners (ELs), the District shall administer the standardized State of Wisconsin Home Language Survey (HLS) to all newly enrolling students. The requirement that this be given to all students is to prevent discrimination and to create a unified entry procedure that will be more likely to identify potential ELs.~~
- ~~2. When the HLS indicates that a student is exposed to languages other than English at home, the District must administer an English Language Proficiency (ELP) screener permissible for use in Wisconsin, as referenced in the Department of Public Instruction's (DPI's) English Learner Policy Handbook. If the student has taken the ACCESS for ELLs® assessment the previous year at the transferring school, the District may use that English Proficiency (EP) score as the student's current EP.~~
  - ~~a. Students who have not been administered a HLS are not eligible for ELP screening.~~
  - ~~b. Additionally, students whom the HLS indicated should not be screened are also not eligible for screening.~~
  - ~~c. Only District employees who have gone through the screener training and who have passed any required quizzes may administer the screener.~~
- ~~3. The overall composite score from an ELP screener is used to determine if a student is likely an EL. The final determination of EL status may include an ELP screener result, observational data as outlined in the DPI English Learner Handbook, the student's available academic history and any input provided by the parent(s)/guardian(s).~~
- ~~4. Parent(s)/Guardian(s) rights and responsibilities.~~
  - ~~a. Parent(s)/Guardian(s) shall be notified of identification, assessed ELP, placement recommendation and other information as required by law.~~
  - ~~b. Parent(s)/Guardian(s) consent for placement in a formal bilingual-bicultural program shall be obtained as required by law.~~

- c. ~~Parent(s)/Guardian(s) may withdraw their child from offered supports and services at any time.~~

## B. ~~Assessing English Proficiency~~

1. ~~On or before March 1 of each year, District staff shall conduct a count of all ELs enrolled in District schools, assess the ELP of such students and classify such students by language group, grade level, age and ELP. EL students shall be assessed to determine their ELP using the DPI-approved English proficiency assessment—ACCESS for ELLs® (or Alternate ACCESS for ELLs for qualifying students with significant cognitive disabilities). The assessment shall be administered by any District employee, provided they have completed the training and have passed the required quizzes.~~
2. ~~EL students assessed shall be classified and reclassified as appropriate, according to their ELP level as outlined in state rules (Level 1—Beginning Preproduction through Level 6—Former English Learner, Now Full English Proficient).~~
3. ~~Student ELP assessment records shall be maintained by the District in accordance with state and federal laws and District student record policies and procedures. Reports regarding EL students shall be made to the DPI as legally required.~~

## C. ~~EL Students and State-wide Academic Assessments~~

1. ~~As used in this section, state-wide academic assessments are all State-mandated assessments that are expressly covered by Chapter PI 13 of the Wisconsin Administrative Code and all of the annual State-wide academic assessments required under the Federal Elementary and Secondary Education Act to which the District may lawfully apply the Chapter PI 13 standards regarding testing accommodations and testing exemptions.~~
2. ~~Decisions relating to the administration of State-wide academic assessments to EL students shall be made on an individualized basis. Information and data on the student's academic progress and English proficiency shall be documented and considered.~~
3. ~~The District shall administer a State-wide academic assessment to an EL student unless an individualized determination has been made that the results of the assessment, with allowable accommodations made for the student as needed, or as otherwise provided by State, will not be a valid and reliable indicator of the student's academic knowledge and skills. For example, any student with a qualifying significant cognitive disability and who, as a result is unable to meaningfully participate in state-wide academic assessments shall be administered a DPI-approved alternative test (Dynamic Learning Maps—DLM). In no case may the District exempt an EL student from any statewide academic assessment based solely on the student's EL status.~~
  - a. ~~Before making decisions regarding State-wide academic assessments for any EL student, the District will first determine if the student has recently arrived in the United States. "Recently arrived" refers to a student that has attended a U.S. school for less than twelve (12) months.~~
  - b. ~~A recently arrived EL student with limited English language proficiency (classified as ACCESS level 1 or 2) may be exempted from one (1) required administration of the State's English/Language Arts assessment. EL students for whom this exemption is claimed must take the ACCESS for ELLs during the school year of the exemption, which counts for participation on the English/Language Arts section(s) exempted. EL students arriving in the small window between the end of ACCESS testing and the end of the academic content testing are exempted from this requirement.~~
  - c. ~~Unless lawfully exempted for reasons other than solely their EL or recently arrived status, recently arrived students must participate in all other content areas of the applicable State-wide assessments (with or without accommodations).~~
4. ~~The District shall provide assessment accommodations for an EL student if they are needed. As required by DPI regulations, any approved accommodation must maintain the validity of the assessment. Assessment accommodations may include, but are not limited to, one or more of the following:~~
  - a. ~~for assessments that do not assess English language competency, providing translations in a student's native language or the assistance of a qualified translator to translate instruction or read test items;~~

- b. ~~providing small group or individual testing opportunities;~~
  - c. ~~providing more practice assessments or examples before the actual assessment is administered;~~
  - d. ~~allowing EL students to use dictionaries or other educational aids while taking the test unless this use would invalidate the assessment;~~
  - e. ~~allowing EL students as much time as necessary to complete the assessment;~~
  - f. ~~and any other accommodation approved by the DPI.~~
5. ~~The District shall document the accommodations that are approved for any EL student in connection with the administration of State-wide academic assessments. To the extent applicable for EL students with disabilities, such support and accommodations shall be coordinated with decisions that are made by the student's individualized education program (IEP) or Section 504 team.~~
  6. ~~Separate from any lawful assessment exemptions that are based on a student's newly arrived status or the validity and reliability of the assessment results, if the parent(s)/guardian(s) of an EL student decides to opt their student out of taking a State-wide assessment, the District will accept such decisions to the same extent that State law or Board policy allows parent/guardian-initiated opt-out decisions for students who are not English Learners.~~
  7. ~~School personnel shall make reasonable efforts to consult with a student's parent(s)/guardian(s) regarding the planned approach to the student's State-wide academic assessments.~~
  8. ~~The results of State-wide academic assessments that are given to an EL student shall be used in a manner that is consistent with District policies in making instructional, promotion and graduation decisions. In addition, the results of such assessments may not be used as the sole criterion in reclassifying 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 participation in post-secondary education opportunities. Similarly, if a student has been exempted from taking any State-wide academic assessment, the exemption may not be used as the sole criterion for making such determinations.~~
  9. ~~Student assessment results shall be communicated to the student's parent(s)/guardian(s) and to the DPI as required by law.~~

#### D. ~~Educational Program Assistance~~

1. ~~An EL student will be provided educational program assistance and/or services as appropriate and necessary to help the student improve his/her English language proficiency and academic performance. The degree of curricular and instructional modification, type of support or other program services and their duration shall be determined individually, based on student need.~~
2. ~~Bilingual-Bicultural Programs~~
  - a. ~~Parent(s)/Guardian(s) consent for placement in a formal bilingual-bicultural program shall be obtained as required by law.~~
  - b. ~~The District will provide each EL student who is participating in a District bilingual-bicultural program with an effective instructional program and supportive services appropriate to meet the needs of the student.~~
  - c. ~~The District shall provide each EL student with full access to supportive services, such as language development and speech therapy, as are available to other students in the District and as are appropriate to the individual needs of the students.~~
  - d. ~~The District shall provide programs and services that reflect the cultural background of the EL students. In appropriate instances, some instruction may be provided that is intended to improve the proficiency of an EL student in the use of his/her primary language for the purpose of enabling the student to become proficient or advanced in all subject areas.~~

#### E. ~~Students Exiting EL Status Based on Proficiency~~

1. ~~Whenever an EL student is considered or evaluated for exiting from EL status (i.e., possible reclassification as a former EL student), the relevant data and other information used in the process,~~

~~along with resulting determination, shall be maintained as part of the student's academic record.~~

- ~~2. An EL student must be exited from EL status when the student achieves an overall composite score of 5.0 or greater on the ACCESS for ELLs®.~~
- ~~3. An EL student may also be eligible for exiting EL status if all of the following conditions are met:~~
  - ~~a. The student has attained an overall composite score of 4.5 or above on the ACCESS for ELLs®.~~
  - ~~b. Additional pieces of evidence, as gathered using a Multiple Indicator Protocol (MIP), demonstrate that the student has become fully English language proficient. Evidence should include a demonstration of the student's reading, writing, speaking and listening proficiency in English through observation of student language use in classroom activities. District staff will utilize the Classroom Observation MIP or Language Artifact Portfolio MIP and related forms, found in DPI's English Learner Policy Handbook when gathering this evidence and demonstrating a student's ELP.~~
  - ~~c. The District shall notify the student's parent(s)/guardian of the MIP process used to make the discretionary decisions regarding exiting EL status and of the resulting determination.~~
- ~~4. Once a decision is made to exit a student from EL status based on current year ACCESS for ELLs® test results and any current year MIP results:~~
  - ~~a. The District will notify the student's parent(s)/guardian of the reclassification decision and communicate information about any changes in programming or supports.~~
  - ~~b. The student will maintain EL status through the remainder of the current school year and begin the next year as a former EL student.~~
- ~~5. Once students have exited from EL status:~~
  - ~~a. They shall no longer be tested on their ELP or receive accommodations for EL students when taking state-required academic assessments.~~
  - ~~b. The District will continue to monitor the exiting student for two additional years through teacher observation and by documenting adequate progress/classroom performance. If it is determined that the student was exited from EL status prematurely, he/she shall have their EL status restored through the reclassification process within DPI's EL Policy Handbook.~~
  - ~~c. The District will continue to report the academic progress of students that have exited EL status to the DPI for four (4) years after the reclassification occurs, as required by the DPI.~~

#### ~~F. Notices and Other Communications with Parent(s)/Guardian(s)~~

~~District personnel are expected to make reasonable efforts to present formal notices and other information to parent(s)/guardian(s) in an understandable format and in a language parents and guardians can understand. Notices and communications may be provided in the primary language of the parent(s)/guardian(s) (preferred when practical, and required by law in some instances), in English with additional explanation, or via other means that sufficiently convey the required information (e.g., using direct translation assistance if available and if necessary).~~

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

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Legal P.I. 13 Wis. Admin Code  
115, Wis. Stats.  
118.13, Wis. Stats.  
118.30(2), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of TITLE I SERVICES ACCEPT
Code	po2261
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

## 2261 - **TITLE I SERVICES**

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Elementary and Secondary Education Act of 1965, as amended.

The District Administrator shall prepare and present to the Department of Public Instruction (**DPI**) a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.

### A. **Assessment**

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

### B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school, in Title I schools that qualify as schoolwide schools, and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

### C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, and other appropriate school personnel involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1116 of the Act.

### D. **Supplement Not Supplant and Comparability of Services**

Title I funds will be used only to supplement, not supplant, State and local funds. The District will document its compliance with the supplement not supplant provisions by using ~~a written~~ methodology **provided by the Wisconsin DPI** that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding.

The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District. The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year.

In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary

personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

#### **E. Professional Development**

Members of the professional staff participate in the design and implementation of staff development activities that:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
  - a. fostering gender-equitable education
  - b. meeting children's special needs
  - c. early childhood education
  - d. working effectively with parents
  - e. use of technology
  - f. performance-based student assessment
  - g. provide opportunities for paraprofessionals to work toward certification as professional educators.

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Legal                                    20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965  
    34 C.F.R. Part 200, et seq.

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE) ACCEPT
Code	po2460.03
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

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

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

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

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
  2. The examiner must be located within 100 miles of the District and must conduct the evaluation within District boundaries.
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
  4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.

5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
  6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Special Education IEE that exceeds the maximum allowable, the cost of the evaluation will not exceed \$400 unless the parents provide documentation of unique circumstances that justify the extra cost. In the unusual event the examiner is one ~~(1)~~ not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. **If the parents** ~~The District will permit parents to~~ show that unique circumstances justify an IEE that exceeds the maximum allowable cost, **the Board may approve additional expenditures**. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.

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

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Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of WEAPONS ACCEPT
Code	po3217
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

### 3217 - **WEAPONS**

The Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

#### **Concealed Carry Permit Holders**

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school-sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

#### **Definition of "Weapon"**

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, **chemical agents**, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items approved by a Principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events; and

- E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

TC 12/14/20

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of EMPLOYMENT OF SUPPORT STAFF ACCEPT
Code	po4120
Status	
Adopted	December 9, 2019

#### 4120 - EMPLOYMENT OF SUPPORT STAFF

The Board ~~of Education~~ recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the District Administrator or Professional Staff Members (Policy 0100 – Definitions) are considered Classified or Support Employees.

The District Administrator shall approve the employment and establish the term of employment for each support staff member employed by this District. Compensation shall be fixed by an established compensation structure or Board action.

**[X ] The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement may ~~will~~ result in disciplinary action, up to and including termination from employment."**

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

The District Administrator shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

#### REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
  2. knowledge of and the ability to assist in instructing) <sup>119</sup> reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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20 U.S.C. 6319

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of WEAPONS ACCEPT
Code	po4217
Status	
Adopted	December 9, 2019

#### 4217 - **WEAPONS**

The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

#### **Concealed Carry Permit Holders**

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

#### **Definition of "Weapon"**

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items approved by a Principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education course, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events; and
- E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for Keith Hiltz, 30-1 Technical Corrections
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE ACCEPT
Code	po5330
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 5330 - **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, chiropractor, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any, staff member or volunteer, authorized in writing by, the District Administrator is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

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.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **Epinephrine Auto-Injectors**

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

All students and staff are prohibited from using essential oils at school.

**[118.29, Wis. Stats.](#)**  
**[118.291, Wis. Stats.](#)**  
**[118.292, Wis. Stats.](#)**  
**[118.2925, Wis. Stats.](#)**  
**[121.02, Wis. Stats.](#)**  
**[PI 8.01\(2\)\(g\)](#)**

**Wis. Admin. Code N 6.03**  
**2009 Wisconsin Act 160**

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Legal                    118.29, Wis. Stats.  
                              118.291, Wis. Stats.  
                              121.02, Wis. Stats.  
                              PI 8.01(2)(g)  
                              Wis. Admin. Code N 6.03  
                              2009 Wisconsin Act 160

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT FUND-RAISING (Jennifer, Bob) JR,BT Accepts
Code	po5830
Status	
Adopted	December 9, 2019

### 5830 - STUDENT FUND-RAISING

The Board 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.

#### Student-Led Fundraising for School-Related Organizations

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, of to students~~ food ~~items~~ and/or beverage ~~items~~ 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 during instructional hours. 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. 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 District Administrator.

~~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 District Administrator.~~

~~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 District Administrator.~~

~~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 District Administrator. If the fund-raising activity will involve students under 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 District Administrator 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.

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Wis. Stat. 103.23

Book Policy Manual

Section Policies for LAT, Vol 30-1

Title REVISED POLICY - VOL. 30, NO. 1 - STUDENT EMPLOYMENT (Jennifer, Pupil Services (WC&MC Reviewed-Questions))JR Selected Option & Accepted

Code po5895 reconsider? Angie to review as a new policy for Wausau

Status

### **REVISED POLICY - VOL. 30, NO. 1**

#### **5895 - STUDENT EMPLOYMENT**

The Board ~~of Education~~ believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student~~occupy a student's full attention and should take precedence over nonschool-related employment.~~

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) eighteen (18) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student ~~must~~ works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.

~~[ ] The District Administrator shall prepare guidelines which will ensure that all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the student assuming out-of-school work commitments.~~

#### **Permit Officer**

##### **[ ] OPTION 1**

The District opts not to serve as a permit officer for the purpose of issuing employment permits to minors.

##### **[x] OPTION 2**

Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates high school administrative assistants \_\_\_\_\_ (insert title) to serve as the permit officer.

The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.

103.70 et seq., Wis. Stats.

**Wis. Admin. Code DWD 270**

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103.70 et seq., Wis. Stats.

Wis. Admin. Code DWD 270

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of CROWDFUNDING (Bob) ACCEPT
Code	po6605
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

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 District Administrator.

**Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District.**

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies (x ) and District administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District-personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT ACTIVITY FUND (Bob, Jennifer (Accepted by BT & JR))
Code	po6610
Status	
Adopted	December 9, 2019

#### 6610 - **STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations.

-

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

-

Each activity covered by this policy must be recognized by the District Administrator before monies can be collected or disbursed in the name of said activity.

The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

All activities shall be on a self-sustaining basis.

The Supervisor of Financial Services shall maintain oversight of the student activities fund. S/He shall delegate responsibility for individual accounts to the principal.

Fund-raising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

Interest earned on the activity account will be allocated to activity accounts by the Principal.

Misappropriation of activity funds, which includes theft or any other misuse of funds, may result in discipline up to and including suspension, expulsion and/or termination.

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

All monies accumulated in the account of a specific class or activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the District Administrator.

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Legal	120.16(2) Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of GIFTS, GRANTS, AND BEQUESTS (Bob) EDIT COMPLETE
Code	po7230
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

### 7230 - GIFTS, GRANTS, AND BEQUESTS

The Board is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

All gifts, grants, or bequests that are approved by the Board~~accepted~~ will be formally acknowledged~~by the Board~~ at a Board meeting.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation~~along with a good faith estimate of the value of such non-cash donation.~~

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

~~Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event with a value of \$250 or more shall be submitted to the District Administrator for approval, prior to purchase, so it can determine if the District would incur any liability by its use.~~

Any equipment with a value of \$250 or more proposed to be purchased by a parent organization or non-District entity for use in the school, on District property, or at a District-related event shall be submitted to the District Administrator for analysis prior to the purchase (-) and recommendation to the Board for consideration of approval.

The Board reserves the right to refuse to accept ~~such liability~~ and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

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Legal

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of COOPERATION WITH LOCAL GOVERNMENTS (Keith)ACCEPT
Code	po7550
Status	
Adopted	December 9, 2019

7550 - **COOPERATION WITH LOCAL GOVERNMENTS**~~INTER-LIBRARY LOANS~~

The Board will consider collaboration between the District and other local minicipal or county governments for joint facilities, services, or programs from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall evaluate and consider, as either opportunity or need arises, and as it is entitled to do so by law, whether to pursue joint projects with other governmental entities in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

~~also authorizes District participation in Inter-Library Loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that school district.~~

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Legal	43.72, Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM (Keith, Pupil Services)ACCEPT
Code	po8405
Status	
Adopted	December 9, 2019

#### 8405 - **ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

#### **INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)**

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator shall develop guidelines to provide for IEQ monitoring and maintenance. The following must be included in the plan the District establishes:

- A. an employee designated to serve as the IEQ Coordinator for the District;
- B. the following strategies shall be delineated by the IEQ Coordinator in the plan:
  - 1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;
  - 2. a complaint procedure for IEQ concerns of parents, students, or employees;
  - 3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;
- C. provides for training on environmental quality standards for maintenance employees and for the IEQ District coordinator
- D. develops a schedule of and standards for routine maintenance of District properties.

**The District shall provide a copy of the plan implemented to any person upon request.**

#### **STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY**

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of a program of regular communication with students,

employees, and stakeholders about pertinent safety and health issues through available mediums in the District

- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

### **PHASE-OUT/BANNED PRODUCTS**

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

### **POLLUTION CONTROL AND PREVENTION**

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

### **USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS**

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

### **SEE ALSO THE FOLLOWING RELATED POLICIES:**

Policy 7420 - Hygienic Management  
 Policy 7430 - Safety Standards  
 Policy 8410 - School Safety and Crisis Intervention  
 Policy 8420 - Emergency Preparedness  
 Policy 8431 - Preparedness for Toxic Hazards  
 Policy 8431.01 - Asbestos Management  
 Policy 8442 - Reporting Accidents  
 Policy 8450 - Control of Casual-Contact Communicable Diseases Policy 8453 - Direct Contact Communicable Diseases  
 Policy 8453.01 - Control of Blood-Borne Pathogens

### **© Neola 2018**

Legal                      101.11, Wis. Stats.  
                                  118.07, Wis. Stats.  
                                  Chapter 32, Wis. Admin. Code  
                                  29 C.F.R. Part 1910

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of PEDICULOSIS (HEAD LICE) (Pupil Services) ACCEPT
Code	po8451 Matt & Wendy reviewed
Status	
Adopted	December 9, 2019

#### 8451 - PEDICULOSIS (HEAD LICE)

Head lice are present in the community at all times and can be~~is a universal problem and is~~ particularly prevalent among preschool and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice~~Parents need to continually observe their child for this potential problem~~ and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits,  
[Choose one of the following options]

-  
{Option #1}

-  
~~(-) school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.~~

=  
{Option #2}

-  
(x) school staff will notify the parent and ask the parent to pick the child up at the end of the school day and administer an FDA-approved lice treatment (pediculicide/ovicide) but the child will remain in the classroom until the end of the day.

-  
{Option #3}

=  
~~(-) school staff will notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA-approved lice treatment (pediculicide/ovicide). The child will remain in the classroom until able to be picked up by the parent.~~

-  
{END OF OPTIONS}

-  
{DRAFTING NOTE: It is recommended by the Center for Disease Control, National School Nurses Association and the American Academy of Pediatrics that students found to have live lice or nites should be allowed to remain in the classroom until the end of the day and return to school after appropriate use of an FDA approved pediculicide/ovicide treatment has been completed and no live lice are found.}

-  
Students may return to the classroom after the appropriate use of an FDA-approved pediculicide/ovicide treatment. (x) After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. (-) The District practices a policy of "no live lice" as a criterion for return to school.

~~the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school.~~

**Centers for Disease Control and Prevention. (2019). *Head lice general information*. [http://www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html)  
<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>**

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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS (Keith, Diana)ACCEPT
Code	po9130
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board **reserves the ~~has a~~** right to protect District staff and the students from inappropriate harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. **The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy.** The Board reserves the right to **reverse the District Administrator's decision to** dismiss any item raised **and to fully investigate or review the matter if it is not appropriate for consideration under this policy.**

#### **Guidelines for Consideration of Matters Brought Forward Under this Policy ~~Regarding a Staff Member~~**

##### A. First Level

Generally, if the matter **raised involves concerns** a staff member the individual(s) should discuss the matter with the staff member, **if appropriate**. The **individual staff member** shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. **Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).**

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

##### B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. **If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.**

**Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.**

## C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, **if at all, or an explanation of other adverse results or impact of the matter;**
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request shall be submitted promptly after discussion with the staff member's supervisor.

## D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written or verbal request to the Board to address the matter. Any such request shall be submitted promptly after the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, **will provide a written response or** may, at its discretion, **provide the individual(s) with a written response; grant an opportunity to address the Board or a committee of the Board prior to making a final decision on the matter.**

~~The individual(s) shall be advised, in writing, of the Board's decision or action taken, if any, prior to the next regular meeting.~~ The Board's decision, **or the decision of the committee of the Board to which the matter was referred,** will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member ~~shall inform the individual that s/he has no authority to act in his/her individual capacity and~~ shall refer the individual(s) to this policy or the District Administrator for further assistance.

~~**Guidelines for Matters Regarding District Finance, Transportation or Operations**~~

~~If the matter relates to a District procedure or operation, it should be addressed, initially, to the Chief Finance and Business Services Officer and then in subsequently higher levels as prescribed and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".~~

~~**Guidelines for Matters Regarding Enrollment Disputes**~~

~~If the matter relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Pupil Services Director, and then to the Third Level of the process for "Matters Regarding a Staff Member".~~

~~**Guidelines for Matters Regarding the Secondary /Elementary Educational Program**~~

~~If the matter relates to a District Middle School or High School/Elementary program, it should be addressed, initially, to the Director of Secondary/Teaching, Learning and Leadership Integration Education and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".~~

**Guidelines for Matters Regarding Instructional Materials**

The District Administrator shall ~~prepare administrative guidelines to provide that students and parents are adequately informed~~ **students and parents** each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2416, AG 9130A.

If the request, suggestion, or complaint relates to instructional materials such as technology, textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

## A. The criticism is to be addressed to the Director of Technology and Media Services, verbally or in writing, and shall include:

1. author;
2. title;
3. sections objected to by page and item;

## 4. reasons for objection.

- B. If the request, suggestion or complaint relates to library materials, see Policy 2521D - **LIBRARY SELECTION POLICY**.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the Director of Secondary Education and the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).
- D. The material in question may be temporarily withdrawn from use pending final resolution of the matter.
- E. The committee's recommendation shall be reported to the District Administrator in writing within 30 business days following the first meeting of the committee, unless extended time is granted by the District Administrator. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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Legal                      118.01, Wis. Stats.  
                                  118.019, Wis. Stats.  
                                  20 U.S.C. 1232h

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES (Keith, Diana, Bob (BT, Diana Accept))
Code	po9700.01
Status	
Adopted	December 9, 2019

## 9700 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board ~~of Education~~ may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

### A. **Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

### B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

### C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

If requested, the films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

**No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the ~~( )~~ Board ( x ) District Administrator.** It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the **specific written permission of the ~~( )~~ Board ( x ) District Administrator approval of the Board or its designee.**

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

### **General Advertising Guidelines**

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"), and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses.
- N. The District Administrator is responsible for screening all advertising.
- O. The District Administrator may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.
- R. The advertiser must conform with all applicable laws and ordinances pertaining to signage and provide proof of having acquired the appropriate permits from local municipalities having jurisdiction.

### **Accounting**

Advertising revenues must be properly reported and accounted for <sup>143</sup>



Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS (Keith, Diana)ACCEPT
Code	po9700
Status	
Adopted	December 9, 2019

#### 9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the Board ~~of Education~~ that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the District Administrator or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

**No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the ~~( )~~ Board ( x ) District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the ~~( )~~ Board ( x ) District Administrator.**

#### School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

#### A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the District Administrator on the basis of the proposed activities or materials educational contribution to part or all of the school program, benefit to students and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

#### B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;

4. involve any direct cost to the District unless the student body as a whole derives benefit from such activities;

5. cause the participants to leave the School District, unless:

the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;

### C. Distribution/Posting of Literature

The District Administrator shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - School-Sponsored Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the District Administrator;
4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

### D. Solicitation of Funds

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

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 District Administrator.

**OR**

E. All crowdfunding activities are subject to the procedures/guidelines in AG 6605 - Crowdfunding.

**OR**

### F. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations ~~that which~~ offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")

The District will periodically review ~~its their~~ procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

### G. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

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Legal

118.125, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of BYLAWS AND POLICIES (Keith)ACCEPT
Code	po0131.1
Status	
Adopted	December 9, 2019

#### 0131.1 - BYLAWS AND POLICIES

The Board ~~of Education~~ shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any regular or special meeting of the Board.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	NEW BYLAW - VOL. 30, NO. 1 - BOARD MEMBER INFORMATION REQUESTS (Keith) ACCEPT
Code	po0143.2 compare to Board referral process to determine if taking this new policy
Status	

### **NEW BYLAW - VOL. 30, NO. 1**

#### **0143.2 - BOARD MEMBER INFORMATION REQUESTS**

It is important for the Board members to be informed about the operation of the District. The administrative team will provide information to keep Board members informed of District operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual Board members for documents which would be exempt from disclosure to the general public will be presented to the Board for review. The Board will review the request and make a determination as to whether or not the documents will be released to the Board member, consistent with State law.
- B. When a Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the District Administrator, who will distribute copies to the Board. The request(s) will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.
- C. The District Administrator will discuss with the Board President the validity of any requests as deemed necessary. In making requests for information, data, etc., Board members will make all such requests through Board action unless the request meets the criteria given below:
  1. Individual Board members may request and obtain statistics and reports, etc., that are readily available. All such requests will be submitted to the District Administrator who will have his/her staff gather the information or material.
    - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet their needs.
    - b. Individual Board members may request that materials obtained be disseminated to all Board members.
  2. Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the District Administrator, who will distribute copies to the Board. The requests will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent references.
  3. Release of documents to individual Board members will comply with applicable State laws.
  4. The District Administrator will discuss with the Board President the number of requests and legality of requests. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.

Book Policy Manual  
Section Policies for LAT, Vol 30-1  
Title Copy of INDEMNIFICATION (Keith, Bob, Tabatha) (ACCEPT)  
Code po0144.4  
Status  
Adopted December 9, 2019

0144.4 - **INDEMNIFICATION**

After consultation with appropriate legal counsel, the~~The~~ Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member or employee to the extent allowed under the law.

**895.35, 895.46, Wis. Stats.**

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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	NEW BYLAW - VOL. 30, NO. 1 - BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT (Keith)
Code	po0144.5
Status	

### **NEW BYLAW - VOL. 30, NO. 1**

#### **0144.5 - BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

#### **General Expectations of All Board Members**

- A. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- B. Be familiar with and comply with Board policies, including policies governing Board member conduct and ethics (see Bylaw 0144.2) and Board member conflicts of interest (see Bylaw 0144.3).
- C. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- D. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- E. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- F. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- G. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

#### **Board Member Communication**

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual

interpretation or editorializing.

- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether s/he is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

#### **~~(-) Board Member Use of Electronic Communication Devices Prohibited~~**

~~An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or lap top computer, is prohibited during Board meetings. Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.~~

#### **Board Member Interaction with Staff**

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

#### **Board Member Records and Confidentiality**

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records s/he creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

#### **Enforcement**

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether s/he can investigate the matter or contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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17.13, Wis. Stats.

Book Policy Manual

Section Policies for LAT, Vol 30-1

Title Copy of SEXUAL AND OTHER FORMS OF HARASSMENT (Keith, Tabatha) ACCEPT

Code po0145

Status

Adopted December 9, 2019

#### 0145 - SEXUAL AND OTHER FORMS OF HARASSMENT

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board ~~of Education~~ believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. ~~Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.~~ (See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. ~~111.36(1) Wis. Stats.~~ (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities. (x) (See Bylaw 0144.5 - Board Member Behavior and Code of Conduct)

Legal

118.13, 120.13(1) 111.32(13) Wis. Stats.

P.I. 9, Wis. Adm. Code

Title IX Education Amendments of 1972, Chapter 227

Book Policy Manual  
Section Policies for LAT, Vol 30-1  
Title NEW POLICY - VOL. 30, NO. 1 - WHISTLEBLOWER PROTECTION (Tabatha) ACCEPT  
Code po1211  
Status

### **NEW POLICY - VOL. 30, NO. 1**

#### **1211 - WHISTLEBLOWER PROTECTION**

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board expects administrators to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, administrators are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an administrator who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the administrator's immediate supervisor is not responsive or is the employee whose behavior is in question, the administrator should report the alleged misconduct to the District Administrator.

After such a report is made by the administrator, the immediate supervisor or the District Administrator will ask that the report be put in writing.

Any administrator making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the administrator made such a report based on a reasonable and good faith belief that the report is accurate and not based on the administrator's intent to harm, harass, intimidate, or retaliate against another individual.

Administrators are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or to the District Administrator, as appropriate.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the administrator shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT SUPERVISION AND WELFARE (Keith)ACCEPT
Code	po1213
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.  
  
This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.

- I. Administrators are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. **This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal                      48.981, Wis. Stats.  
                                  948, Wis. Stats.  
                                  948.095, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING (Jennifer, Wendy(WC & JR accept))
Code	po2411
Status	
Adopted	December 9, 2019

#### 2411 - **SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING**

The Board requires that a planned program of school 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. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- D. 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 District shall inform parents in each school year about what academic and career planning services their child receives.**

The District Administrator shall implement the school program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. 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.

Legal

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

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Jennifer, Julie, Wendy, Jon (JE, WC, JR, MC accept))
Code	po2416
Status	
Adopted	December 9, 2019

#### 2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board ~~of Education~~ respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall ~~establish~~ ~~ensure that~~ procedures ~~to provide~~ ~~are established whereby~~ parents ~~with the opportunity to~~ ~~may~~ inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

~~Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.~~

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

~~The Board will not allow 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).~~

**The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.**

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

**The notice shall provide the following:**

1. **Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:**
  1. **activities involving 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).**
  2. **the administration of any survey by a third party that contains one or more of the items described in A through H above**
2. **The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.**

**Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.**

**The term "personal information" means 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; and a Social Security identification number.**

**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, student or educational institutions, such as the following:**

1. **college or other postsecondary education recruitment, or military recruitment**
2. **book clubs, magazines, and programs providing access to low-cost literary products**
3. **curricular and instructional materials used by elementary and secondary schools**
4. **tests and assessments used by elementary schools 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**
5. **the sale by students of products or services to raise funds for school-related or education-related activities**
6. **student recognition programs**

**Parent Rights - Inspection of Materials**

**Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.**

For purposes of this policy, the term "parent" includes a legal

guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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Legal

20 U.S.C. 1232g, 20 U.S.C. 1232h

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of PARENTAL/POLICE ACCESS TO LIBRARY MEDIA CENTER INFORMATION (Jon) - Accept
Code	po2416.01
Status	
Adopted	December 9, 2019

**~~2416.01—PARENTAL/POLICE ACCESS TO LIBRARY MEDIA CENTER INFORMATION~~**

~~The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the instructional material, resources and services students choose to use at the District's library media centers.~~

~~Parents of a student under the age of sixteen (16) have the right to review, upon request (see Form 2416.01 F1), library media center records relating to the use of the library media center's documents or other materials, resources or services by the student.~~

~~Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library media center shall disclose to the officer records produced by a surveillance device under the control of the library media center that are pertinent to the alleged criminal conduct.~~

~~Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.~~

~~© Neola 2016~~

Legal	Sec. 43.30 (1m), Wis. Stats. 43.30(5), Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Jennifer, Bob) ACCEPT BT, JR
Code	po2430
Status	
Adopted	December 9, 2019

#### 2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board ~~of Education~~ believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name, **logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies** ~~of the School District or any other name which would associate an activity with the District.~~

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must be in good standing based on the criteria set forth in the school activity code.

An exception may be made by the principal or activities director.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

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Legal                      120.12(23), Wis. Stats.  
                                  P.L. 98-377

Book Policy Manual

Section Policies for LAT, Vol 30-1

Title NEW POLICY - VOL. 30, NO. 1 - INSTRUCTIONAL MEDIA CENTERS (Jon) Accept

Code po2522

Status

### **NEW POLICY - VOL. 30, NO. 1**

2522 - (  ) **INSTRUCTIONAL LIBRARY**-MEDIA CENTERS (  ) ~~INSTRUCTIONAL MATERIAL CENTERS~~ (  ) ~~LIBRARIES~~

The Board believes that school (  ) **instructional library**-media centers (  ) ~~instructional material centers~~ (  ) ~~libraries~~ **[END OF OPTION]** are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a (  ) **instructional library**-media center (  ) ~~instructional material centers~~ (  ) ~~libraries~~ **[END OF OPTION]** in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school (  ) **instructional library**-media centers (  ) ~~instructional material centers~~ (  ) ~~libraries~~ **[END OF OPTION]** are:

- A. (  ) To support and enrich the District's standards and benchmarks; ~~;~~
- B. (  ) To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature; ~~;~~
- C. (  ) To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media; ~~;~~
- D. (  ) To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use; ~~;~~
- E. (  ) To promote and support the appropriate use of technology for interpreting and communicating intellectual content; ~~;~~
- F. (  ) To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources; ~~;~~
- G. (  ) To provide equitable and timely access to resources that support students' personal, academic, and life-long learning; ~~;~~
- H. (  ) To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator shall establish procedures (  ) consistent with the District's long range plan for library services development **[END OF OPTION]** related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

#### **Gifts and Donations**

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

#### **Requests, Suggestions, or Complaints**

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests Suggestions, or Complaints.

**Parental/Police Access to ~~( ) Library Information~~ (  ) Instructional Media Material Center Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's ~~( ) libraries~~ (  ) instructional media material centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request ~~(see Form 2416.01 F1), ( ) library~~ (  ) instruction media material center ~~[END-OF-OPTION]~~ records relating to the use of the ~~( ) library's~~ (  ) instructional media center's ~~[END-OF-OPTION]~~ documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the ~~( ) library~~ (  ) instructional media material center ~~[END-OF-OPTION]~~ shall disclose to the officer records produced by a surveillance device under the control of the ~~( ) library~~ (  ) instructional media center ~~[END-OF-OPTION]~~ that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

**Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

**Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges ~~( ) and the Student Handbook.~~

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.  
PI 6, 8

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of BOARD-STAFF COMMUNICATIONS (Keith, Tabatha) ACCEPT
Code	po3112
Status	
Adopted	December 9, 2019

### 3112 - BOARD-STAFF COMMUNICATIONS

The Board ~~of Education~~ has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns ensuring effective organizational communication by directing that employee communications to the ~~School~~ Board move initially through the chain of communication ~~from employee to supervisor(s) and~~ to the District Administrator. Employees are encouraged expected to will follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

The basic lines of communication include: employee to immediate supervisor, employee to district level director and, finally, employee to District Administrator.

#### A. Staff Communications to the Board

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the chain of communication This procedure is not intended to deny any staff member the right to raise matters of concern regarding the District operations appeal to the Board ~~on important matters~~ through established procedures when no resolution is reached by the administration. Board members have no individual authority and will redirect employees back through the chain of communication if that process has not been followed.

#### B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. (x ) Board member communications with staff shall also be consistent with the expectations in Board Bylaw 0144.5 - Board Member Behavior and Code of Conduct.

#### C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities may be are inappropriate violations of the chain of communication. ;

Legal	Garcetti v. Ceballos, 547 U.S. 410 (2006)
	Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT SUPERVISION AND WELFARE (Keith)ACCEPT
Code	po3213
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.

- I. A student shall not be required to perform work or services that may be detrimental to his/her health.
- J. Staff members are discouraged from engaging students in social media (see also Policy 7544) and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. **This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal                                      48.981, 948, 948.095 Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STAFF EVALUATION AND EDUCATOR EFFECTIVENESS (Tabatha/Chris) CN & TG ACCEPT
Code	po3220 HR will review
Status	
Adopted	December 9, 2019

### 3220 - STAFF EVALUATION AND EDUCATOR EFFECTIVENESS

The Board ~~of Education~~ is responsible for the employment ~~and discharge~~ of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of ~~developing establishing and implementing~~ professional staff job descriptions ~~for Board approval ( ) in accordance with Policy 3120.01 – Job Descriptions [END OF OPTION]. [DRAFTING NOTE: Select this option if Policy 3120.01 has been adopted by the Board.] The District Administrator is responsible for implementing approved job descriptions, and~~ a program of personnel assessment that identifies specific criteria, and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principals in the District.

**\*\*\*Note from Tim B: variance with active policy 3120.01 (HR Director approves licensed staff job descriptions) versus Neola template (Board approves those job descriptions). Current policy 3120.01 also conflicts with the update "for Board approval" in this policy, as seen in above paragraph. How do you want to align these 2 policies?**

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. evaluate the renewal or non-renewal of individual contracts and to assist in staff assignments;

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

#### Licensed Teachers and Principals

Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

Evaluations shall be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.

The administration is authorized to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

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Legal

P.I. 8.01(2q), P.I. 47 Wis. Adm. Code  
118.225, 118.30, 121.02 (1) (q) Wis Stats  
20 USC 6311

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of GRIEVANCE PROCEDURE (Tabatha) APPROVE (I do believe I approved these changes during the last round?)
Code	po3340 HR to review section A
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

### 3340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

#### A. **Principal/Supervisor:**

**Any employee who believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) working days, inform the employee in writing of his/her decision. To support effective organizational communication and productive working relationships, it is strongly encouraged that any employee who has concerns about their working situation attempt to address the situation with their immediate supervisor before beginning the grievance process. If applicable, the employee shall perform the assigned task and address the concern later. The Principal/Supervisor shall attempt to reconcile the situation as quickly as practical.**

#### B. **District Administrator:**

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's/Supervisor's written decisions is issued, present his/her grievance in writing to the District

Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

### C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.

Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be (x) paid by the District ~~(-)~~ split evenly between the grievant and the District. **[DRAFTING NOTE: Neola suggests that the option that requires the District to pay the fees or costs charged by the impartial hearing officer be selected to avoid Due Process issues.]**

### D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall review the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be by majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by the administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats. ~~, nor does it include position elimination due to a reduction in force under Policy 3131.~~
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

Legal

66.0509(1m), 118.22, 118.24 Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of UNAUTHORIZED WORK STOPPAGE (Tabatha, Bob(BT & TG accepts))
Code	po3531
Status	
Adopted	December 9, 2019

### 3531 - **UNAUTHORIZED WORK STOPPAGE**

The Board **of Education** is obligated and committed to provide certain basic services to students participating in District programs. ~~Therefore, if the schools are open and the students are in attendance, those basic services will be provided.~~

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools ~~and will fulfill its obligations to operate the schools when possible.~~

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

Legal	110.70(4)(l), Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of STUDENT SUPERVISION AND WELFARE (Keith)ACCEPT
Code	po4213
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

#### 4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
  - B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
  - C. A support staff member shall not send students on any personal errands.
  - D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.
- This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
  - F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the support staff member's family member.
  - G. A student shall not be required to perform work or services that may be detrimental to his/her health.
  - H. Staff members are discouraged from engaging students in social media (see also Policy 7544), and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.

- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. **This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of GRIEVANCE PROCEDURE (Tabatha)
Code	po4340
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

#### 4340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

#### A. **Principal/ Supervisor:**

**Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to the Principal/Supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) working days, inform the employee in writing of his/her decision. To support effective organizational communication and productive working relationships, it is strongly encouraged that any employee who has concerns about their working situation attempt to address the situation with their immediate supervisor before beginning the grievance process. If applicable, the employee shall perform the assigned task and address the concern later. The Principal/Supervisor shall attempt to reconcile the situation as quickly as practical.**

#### B. **District Administrator:**

In the event the Principal's/Supervisor decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's/Supervisor's written decisions is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator

shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

### C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline, or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.

Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be ( x ) paid by the District ~~( - ) split evenly between the grievant and the District.~~ **[DRAFTING NOTE: Neola suggests that the option that requires the District to pay the fees or costs charged by the impartial hearing officer be selected to avoid Due Process issues.]**

### D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall review the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be by majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, ~~nor does it include reduction in force under Policy 4131.~~
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

Legal

66.0509(1m), 118.22, 118.24, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of UNAUTHORIZED WORK STOPPAGE (Tabatha, Bob (BT accepts))
Code	po4531
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

#### 4531 - **UNAUTHORIZED WORK STOPPAGE**

The Board is obligated and committed to provide certain basic services to students participating in District programs. ~~Therefore, if the schools are open and students are in attendance, those basic services will be provided.~~

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services ~~to the schools and will fulfill its obligations to operate the schools when possible.~~

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

TC 12/14/20

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Legal 110.70(4)(l), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of OPEN ENROLLMENT PROGRAM (INTER-DISTRICT) (Keith, Pupil Services)ACCEPT
Code	po5113
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

### 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 District Administrator.

##### **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 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.

The District will establish a waiting list of all applicants. Applicants will be placed on the list in the order received.

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. Whether the Board has determined that there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. 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 (3m)(a) and are already attending public school in the District.

Other factors the District Administrator may consider in determining the availability of space includes:

- 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. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to his/her resident board under Wis. Stat. 115.777(1) or identified by his/her resident school board under Wis. Stat. 115.77(1m)(a), 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, after complying with the requirements of PI 36.09(2).

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

#### C. Reapplication Procedures

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

#### 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 permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The bus spot for a non-resident student may be revoked if an increase in resident students creates a full bus. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by his/her IEP.

- E. The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district. The District Administrator shall develop procedures for implementing this provision.

### 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. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for 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.

### 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.
- C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
  - 1. participation in interscholastic athletics
  - 2. District transportation services
  - 3. transfer of academic credit
  - 4. assignment within the District
  - 5. payment of fees and other charges

### **Application of Emergency Orders**

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

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

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of DRESS AND GROOMING (Jennifer, Julie, Pupil Services (MC &WC accepts, Ed Team Accepts)
Code	po5511
Status	
Adopted	December 9, 2019

## 5511 - DRESS AND GROOMING

The Board ~~of Education~~ recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. **Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.**

### In enforcing the dress code, the following procedures shall be used:

#### ~~The District Administrator shall develop administrative guidelines to implement this policy which:~~

- A. ~~designate~~ the principal shall serve as the initial ~~as the~~ arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation. ~~provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;~~

### Expressive dress may not be protected speech if it involves:

1. Obscenity
2. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

~~No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).~~

~~[ ] Development of ( ) dress code ( ) uniform requirements~~

~~Each school shall engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building specific dress expectations. The development of the dress code shall be completed using the following guidelines:~~

~~1. ( ) invite the participation of~~

~~( ) staff~~

~~( ) parents~~

~~( ) students~~

~~in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;~~

~~2. ( ) instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;~~

~~3. ( ) ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality;~~

~~[ ] Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.~~

If the clothing cannot be removed **or concealed**, and other clothing options are not available for the student, the student may be sent home after contact is made with the student's parent/guardian. The school will make attempts to collaborate with the guardian to provide alternative clothing so the student can remain within the educational environment.

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Legal

120.13(1), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of BULLYING
Code	po5517.01 Keith to review; District Specific; Neola update includes how to file complaint against Board member or the DA ACCEPT
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

## 5517.01 - **BULLYING**

### **STATEMENT OF PURPOSE**

The Wausau School District prohibits bullying, hazing, discrimination and harassment or the threat of such activities by a student or group of students against other students or personnel in any form it may take. The Board of Education considers these actions to be a violation of its obligation and Shared Key Interest to provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning, and determines them to be disruptive to the academic atmosphere. All reports of bullying will be taken seriously.

### **DEFINITIONS:**

- A. Aggressive behavior: physical or verbal behavior described as leading to self-assertion; it is often angry and destructive and intended to be injurious, physically or emotionally, and aimed at domination of one person by another.
- B. Cyberbullying: Sending, posting, or sharing negative, harmful, false or mean content about someone else through use of digital devices, occurring through text message, apps, social media, online forums, blogs, gaming or e-mail.
- C. Discrimination: the prejudicial treatment of people based on protected categories.
- D. Harassment. persistent and unwelcome conduct, advances, gestures, or words that are based on any legally protected categories.
- E. Power: the capacity or ability to direct or influence the behavior of others or the course of events., including, but not limited to, through use of physical strength, access to embarrassing information, popularity.

### **BULLYING**

Bullying is defined as the unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The behavior is repeated, or has the potential to be repeated, over time and can be physical, verbal, or indirect. Both students who are bullied and students who bully others may have serious, lasting problems. Bullying may consist of the real or threatened infliction of physical, verbal, non-verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Such conduct based on race, ethnicity, disability, gender, or sexual orientation, physical ability or disability; and social, economic, or family status." may contribute to harassment and discrimination in the school environment. Bullying may include, but is not limited to:

- A. Verbal taunts;
- B. Spreading rumors, name-calling, and put-downs;
- C. Extortion of money or possessions;
- D. Exclusion from peer groups within the school;
- E. Threatening another person;

- F. Manipulating friendships;
- G. Posting or sending negative, harmful, false or mean-spirited messages about someone using cell phones, electronic mail, internet-based communications, texting, websites, blogs, social media etc. (also known as cyberbullying); **including hacking into another's account and posing as that person.**
- H. Organizing others to threaten, tease, or exclude a targeted individual, or any of the above;
- I. Retaliation against individuals who report or cooperate in an investigation conducted pursuant to this policy.

In order to be considered bullying, the behavior must be aggressive and include:

- A. **An imbalance of power:** Students who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
- B. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District (whether it is held on school premises or not), or while enroute to or from school (whether it is by District sponsored transportation or walking) are subject to disciplinary action up to and including suspension or expulsion. In addition, cyberbullying can result in discipline whether it occurs on or off school property, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment.

## TRAINING/EDUCATION

Students, parents, and employees shall be informed annually, and additionally as the need arises, of this prohibition via the parent/student handbook, employee handbook, other such publications, and through age-appropriate training at the building level. Parent education is seen as a critical component and addressed on an ongoing basis through when opportunities arise at events such as PTO meetings, open houses, scheduling meetings, orientations, and other venues as appropriate. Additionally, this policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

## HAZING

Hazing is defined as:

- A. any intentional, knowing, or reckless act meant to
  1. induce physical pain, embarrassment, humiliation, deprivation of rights; or
  2. create physical or mental discomfort; or
  3. result in property damage or theft; and
- B. is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in an organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District

Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society. Examples of prohibited hazing include, but are not limited to:

- A. Requiring a behavior for people to "earn" their way onto a team or activity;
- B. Physically or verbally abusing someone as a way of "initiation."

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

## REPORTING

The School Board shall comply with Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels targeted by acts of bullying or hazing should

contact the building principal designee. Students who file false reports of bullying or hazing will be subject to discipline, up to and including expulsion.

**Complaints against a school board member shall be filed with the Board president or, if the complaint is against the Board president, the Board vice president.**

**RETALIATION**

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline consistent with District policies and procedures, up to and including suspension or expulsion, and may be referred to law enforcement.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action as per the Employee Handbook.

Furthermore, students may be referred to law enforcement for bullying, cyberbullying, or hazing incidents, and shall be referred to law enforcement where required by law.

**SUPPORT**

Students who Administration has identified as bullied, cyberbullied, or hazed will be supported by:

- A. Being offered an opportunity to discuss the incident with a Pupil Services' staff member or other staff of their choice;
- B. Being offered on-going support with the goal of restoring self-esteem, confidence, and a feeling of safety in the school environment;
- C. Being offered encouragement to report further incidents.

Students who Administration has identified as bullying, cyberbullying, or hazing others by will be supported by:

- A. Being offered an opportunity to discuss the incident with an administrator, Pupil Services' staff member, or other staff member;
- B. Identifying the bullying behavior, the need to change, and support to change;
- C. Working to discover why the student became involved in the act of bullying;
- D. Enlisting the assistance of the parents/guardians or other supportive adult to assist in changing the behavior/attitude of the student.

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Legal

Wis. Stat. 118.46

Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of THE SCHOOLS AND GOVERNMENTAL AGENCIES (Keith, Pupil Services)ACCEPT
Code	po5540
Status	
Adopted	December 9, 2019

#### 5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

**(x ) The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.**

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration may maintain the lead role in the investigation and shall be present. If the situation requires law enforcement to lead to investigation and/or an administrator is not present, the officer will contact a parent to be present for any interview to the extent reasonable based on the immediate situation.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

#### **A. By law enforcement personnel, on request of school authorities**

1. An administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a disciplinary incident, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the law enforcement agency. The administrator or law enforcement officer shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. If building level administration leads the investigation, with an officer present, prior parent contact is not required and administration will contact parents after completing the investigation (case specific - some may warrant prior parent contact). A decision whether to take a student into custody is the decision of the law enforcement officer.
3. If the investigation focuses on a particular student<sup>192</sup> as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law



Book	Policy Manual
Section	Policies for LAT, Vol 30-1
Title	Copy of INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE (Keith, Pupil Services)ACCEPT
Code	po5540.01
Status	
Adopted	December 9, 2019

#### 5540.01 - **INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE**

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental contact will not impede their investigation. Because such investigations may involve allegations against the student's **parent and/or guardian caretaker(s)**, **and** the **investigating law enforcement agency may instruct** administration **must** not **to** contact the parents unless authorized to do so by the investigating agency. **The administration shall cooperate with such a request.**

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Legal	Wis. Stats. 48.981
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Book	Policy Manual
Section	Policies for Keith Hilts, 30-1 Technical Corrections
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING KH approved
Code	po7440.01
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

#### 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the District Administrator is directed to annually notify parents and students ~~through via school newsletters and~~ the Student Handbook, ~~(-) and school newsletters~~ and staff via the Staff Handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include video footage, audio recording, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fifteen (15) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after twenty (20) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access,). The building principal shall approve requests for access to recorded and stored video images. The building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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Legal                            19.31 – 19.39, 118.125 Wis. Stats.  
                                       FERPA 20 U.S.C. 1232g  
                                       34 C.F.R. 99.1-99.67  
                                       Title I of the Electronic Communication Privacy Act of 1986  
                                       18 U.S.C. 2510-2521



# MEMO

TO: Operations Committee

FROM: Bob Tess, Chief Finance and Business Services Officer

DATE: January 24, 2022

RE: Legal Expenses for 2<sup>nd</sup> Quarter of 2021-22

In an effort to inform the Board of all legal expenses incurred during the fiscal year, the following report captures all legal costs separated by category and law firm. This summary report represents a quarterly review for all legal expenses incurred during the second quarter of 2021-22 for which the District was billed.

10/1/21 to 12/31/21	2021 - 2022 WSD 2nd Quarter Legal Expenses											
	FIRM	Student Services	HR Management and Administration	HR Personnel Issues	Contract Review	Audit Related	Tax Sheltered Annuities	Board of Education	Insurance Issues	Open Records	Misc.	TOTAL
	BOARDMAN & CLARK LLP											-
	BUELOW VETTER BUIKEMA		952	4,362	420					1,713		7,447
	QUARLES AND BRADY											-
	RUDER WARE											-
	WISCONSIN ASSOCIATION OF SCHOOL BOARDS											-
	VON BRIESEN & ROPER											-
	STRANG, PATTESON, RENNING, LEWIS & LACY						2,058					2,058
	RENNING, LEWIS & LACY	1,325										1,325
	STRANG LAW						2,308					2,308
	<b>TOTAL</b>	<b>1,325</b>	<b>952</b>	<b>4,362</b>	<b>420</b>	<b>-</b>	<b>-</b>	<b>4,366</b>	<b>-</b>	<b>1,713</b>	<b>-</b>	<b>13,138</b>

7/1/21 to 12/31/21	2021 - 2022 Year to Date Legal Expenses											
	FIRM	Student Services	HR Management and Administration	HR Personnel Issues	Contract Review	Audit Related	Tax Sheltered Annuities	Board of Education	Insurance Issues	Open Records	Misc.	TOTAL
	BOARDMAN & CLARK LLP	876	-	-	-	-	-	-	-	-	-	876
	BUELOW VETTER BUIKEMA	-	1,447	17,428	420	-	-	250	-	1,713	-	21,258
	QUARLES AND BRADY	-	-	-	-	-	-	-	-	-	-	-
	RUDER WARE	-	-	-	-	-	-	-	-	-	-	-
	WISCONSIN ASSOCIATION OF SCHOOL BOARDS	-	-	-	-	-	-	-	-	-	-	-
	VON BRIESEN & ROPER	-	-	-	-	-	-	-	-	-	-	-
	STRANG, PATTESON, RENNING, LEWIS & LACY	106	-	-	-	-	-	11,949	-	-	-	12,055
	RENNING, LEWIS & LACY	1,325	-	-	-	-	-	-	-	-	-	1,325
	STRANG LAW	-	-	-	-	-	-	2,308	-	-	-	2,308
	<b>TOTAL</b>	<b>2,307</b>	<b>1,447</b>	<b>17,428</b>	<b>420</b>	<b>-</b>	<b>-</b>	<b>14,507</b>	<b>-</b>	<b>1,713</b>	<b>-</b>	<b>37,822</b>