

# UNITY SCHOOL DISTRICT BOARD OF EDUCATION

## Regular Meeting

Tuesday, March 9, 2021 6:00 PM

Unity School District via Zoom, 1908 150th St., Balsam Lake, WI 54810

PUBLIC NOTICE: The health of District employees, School Board, and the community is our first priority. Therefore, the District will be taking precautionary measures consistent with CDC recommendations and the Governor's orders. Please consider joining the meeting remotely through the video conference.

### Join Zoom Meeting

<https://zoom.us/j/94660915617?pwd=NHk1dFBBTU5iME5WRXVCcEZPZGFZdz09>

Meeting ID: 946 6091 5617

Passcode: 186821

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is time for public participation, for items germane to the agenda, during the meeting as indicated on the agenda.

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Patricia C. Kastens, Clerk

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
2. Approval of the Agenda
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) in considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - a. Roll Call
  - b. Approval of Closed Minutes, January 12, 2021
  - c. Personnel §19.85 (1)(c)
  - d. Adjourn Closed Session
  - e. Convene Regular Session
4. Possible Action on Recommendation(s) From Closed Session
5. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Because this is a meeting streamed live via Zoom, no in-person comments will be permitted. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, March 9, 2021. Such comments will be provided to the Board of Education for consideration and review.)
6. Board of Education Member Update
  - a. Board Planning Session Location and Dates
7. **Information**
  - a. Standing Committee Reports- *Ms. Elizabeth Jorgensen*
    - 1) Curriculum Committee Report
  - b. Curriculum Reports - *Ms. Elizabeth Jorgensen*
    - 1) Career and Technical Education Report
  - c. District Administrator's Report - *Mr. Brandon Robinson* 3
8. **Consent Agenda**
  - a. Approval of Minutes, February 9, 2021 7
  - b. Approval of Elementary/Middle School/High School Activity Accounts 9
  - c. Approval of Vouchers 11
  - d. Financial Report - *Ms. Kara Holden* 16
  - e. Personnel
    - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
      - a. Spring 2021 Extra Duty Contracts
9. **Action Agenda**
  - a. Consideration and Approval of the 2021 Summer School Proposal - *Dr. William DeWitt*
  - b. Consideration and Approval of the 2021 Spring Events Plan - *Mr. Brandon Robinson* 17
    - 1) 2021 Prom Proposal - *Mr. Zachary Fugate*

- c. Consideration and Approval of the 2021-2022 WIAA Hockey Co-op - *Mr. Brandon Robinson*
- d. Consideration and Approval of the 2022 Music Trip - *Mr. Zachary Fugate*
- e. Consideration and Approval of the following Board Policies and Administrative Rules: 760, 760.1, 761, 763. 763.1 - *Mr. Brandon Robinson*

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10. Adjourn

# District Administrator's Report

February 2021

## Unity School District

### Expanding Mental Health Programming

#### Ripple Effects:

The Social Emotional Learning (SEL) Competencies are another component of a multi-level system of support for our students. Emotional strength is equally as important as academic strength in helping Unity students become college and career ready. Social Emotional Learning helps our students gain and apply knowledge, attitudes, and skills necessary to understand and manage their emotions, set and achieve goals, feel and show empathy, establish and maintain positive relationships, and make responsible decisions. The basis for these skills lies within the following 5 domains:

- Self-awareness
- Self-management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making



Unity will be utilizing the web-based program, Ripple Effects, to support personalized Social Emotional Learning (SEL) for students within the 5 domains. Ripple Effects differs from traditional classroom instruction in that teachers are able to customize learning activities for each student based on the student's unique needs and strengths. Additionally, the program provides students with the opportunity to independently and confidentially explore hundreds of learning modules on SEL topics of their own choosing. Topics range from school readiness skills (such as active listening, getting organized, and following instructions) to help with school-based challenges (such as bullying, gossip, and feeling left out) to out of school issues (such as grief, substance abuse, divorce, and sleep problems).

Ripple Effects will be utilized as a resource to promote Social Emotional Learning in a variety of settings this school year including, but not limited to:

- Group instruction for social skills classes (with learning activities and discussion led by a teacher)
- A behavioral intervention tool for students struggling with non-academic barriers to learning
- A resource for students to independently explore topics that are personally meaningful

For more information about Ripple Effects, visit <https://rippleeffects.com/>.

#### Closegap:

Closegap is a digital emotional wellness tool that helps students share their feelings and needs and enables educators to respond. Through a fun, daily check-in, and a library of self-guided activities, Closegap offers students an opportunity to practice emotional awareness, understanding, and regulation.

Closegap is utilized by teachers, administrators, school counselors and social workers to support the emotional wellbeing of their students throughout the school day. Using a fun, student-facing emotional health check-in, students share their emotions and needs. Educators access this data and use it to respond in real-time.



For more information, visit [www.closegap.org/](http://www.closegap.org/)

# District Administrator's Report

February 2021

## Unity School District



### SPEAK UP, SPEAK OUT (SUSO)

While the vast majority of students report Wisconsin schools as being safe, the SPEAK UP, SPEAK OUT (SUSO) threat reporting system aims to empower students to share their concerns safely and confidentially without fear of retaliation. We encourage parents to talk to their students about the importance of letting a trusted adult know about their safety concerns.

Next month, Unity School District will begin implementing the SPEAK UP, SPEAK OUT threat reporting system that the Wisconsin Department of Justice (DOJ) Office of School Safety (OSS) launched earlier this year.

Through the SPEAK UP, SPEAK OUT (SUSO) system, students, parents, school staff and community members can submit a school safety concern by downloading the SUSO app (Android and iOS), visiting [speakup.widoj.gov](http://speakup.widoj.gov) or by calling 1-800-MY-SUSO-1. There will also be a quick link available on our District website, [www.unity.k12.wi.us](http://www.unity.k12.wi.us). SUSO Resource Center staff work around-the-clock to respond to reports and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors.

### Statewide Internet Speed Survey

The Wisconsin Department of Public Instruction announced today it is seeking additional Wisconsin residents to take part in its initiative to collect information on internet connection speeds to improve access around the state.

In partnership with Measurement Lab, the DPI invites residents to test their home internet speeds using M-Lab's speed test. Data produced by the test provides broadband planning groups additional information to target improvements where internet performance is poor.

The speed test can be found at this link: [Measurement Lab Internet Speed Test](#).

"Expect Great Things"

# District Administrator's Report

## February 2021

### Student Open Enrollment Is Open For 2021–2022

#### What is Public School Open Enrollment?

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend a school district other than the one in which they live. Applications may be submitted to up to three nonresident school districts.

#### Who may participate in open enrollment?

Pupils in 5-year-old kindergarten to grade 12 may apply to participate in open enrollment. Open enrollment for prekindergarten, four-year-old kindergarten and early childhood education is limited. Parents should call their resident school districts to find out if their preschool-aged children qualify for open enrollment.

#### How and when may parents apply?

The open enrollment application period for the 2021-22 school year is from February 1- April 30, 2021. The application period closes at 4:00 p.m. on April 30, 2021.

Parents may apply online at <https://dpi.wi.gov/oe>.

### Check Out Unity's New Website!

Unity's website, located online at [www.unity.k12.wi.us](http://www.unity.k12.wi.us), has been redesigned. The change is intended to provide a more intuitive online experience for students, parents, and community members. The new website is easier to navigate with faster access to commonly sought information.



### Community Education Update

Community Education still has offerings at this time. There are several remote activities that are available. Please visit the Unity website, the Community Education page, for additional information. In addition, the hours of the Fitness Center and Aquatics Center changed earlier this winter and are posted online.



# District Administrator's Report

## February 2021

# Unity School District

## Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
March 8 - 12	Spring Break - NO SCHOOL	District	
Tuesday, March 9	Board of Education Meeting	ZOOM	6:00 PM
Friday, March 12	CESA 11 Superintendent Meeting	ZOOM	9:00 AM
Tuesday, March 16	Lakeland Conference Superintendent Meeting	ZOOM	9:00 AM
Wednesday, March 17	Administrative Team Meeting	ZOOM	10:00 AM
Tuesday, March 23	ACT Exam: 11th Graders	HS Gym 1	
Wednesday, March 24	Administrative Team Meeting	ZOOM	10:00 AM
Thursday, March 25	Curriculum Committee Meeting	ZOOM	7:30 AM
Wednesday, March 31	Administrative Team Meeting	ZOOM	10:00 AM
Friday, April 2	No School - Good Friday	District	
Tuesday, April 6	School Board Election	District	
Wednesday, April 7	Administrative Team Meeting	ZOOM	10:00 AM
Tuesday, April 13	Board of Education Meeting	Library	6:00 PM

### School Closing Information



Unity School District Website, [www.unity.k12.wi.us](http://www.unity.k12.wi.us)  
 WCCO Channel 4, [www.wcco.com](http://www.wcco.com)  
 KSTP Channel 5, [www.kstp.com](http://www.kstp.com)  
 KMSP Channel 9, [www.myfox9.com](http://www.myfox9.com)  
 KARE Channel 11, [www.kare11.com](http://www.kare11.com)

### Unity School District Goals

*(Approved by the Unity Board of Education, April, 2019)*

- Nurture and promote a positive culture of respect, leadership, and character for all.
- Encourage career readiness through school and community partnerships.
- Promote and provide flexible accelerated, personalized learning opportunities for students.
- Encourage healthy students, staff, and community while continuing to address mental health needs through various programs and partnerships.

# Minutes of Regular Meeting

## February 9, 2021

### The Board of Education

### Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, February 9, 2021 beginning at 6:00 PM in the Library via Zoom.

1. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call

**Members Present:** Debbie Ince-Peterson, James Beistle, Ryan Peterson, Sheryl Holmgren, Pat Kastens, Jeromy Cox

**Admin. Team Present:** Supt. Brandon Robinson

**Members Absent:** Kelly Kamish

2. Approval of the Agenda

Motion to approve the agenda by Pat Kastens.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

3. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Because this is a virtual meeting via Zoom, no in-person comments will be permitted. Any written comment must be submitted by email to [brobinson@unity.k12.wi.us](mailto:brobinson@unity.k12.wi.us) by NOON on Tuesday, February 9, 2021. Such comments will be provided to the Board of Education for consideration and review.)

No comments were received.

4. Board of Education Member Update

5. **Information**

a. Standing Committee Reports

1) Curriculum Meeting – *Ms. Elizabeth Jorgenson*

b. District Administrator's Report – *Mr. Brandon Robinson*

6. **Consent Agenda**

a. Approval of Minutes, January 12, 2021

Motion to Approve Minutes from January 12, 2021 by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

b. Approval of Minutes, February 2, 2021 – Policy and Programming Committee Meeting

Motion to Approve February 2, 2021 – Policy and Programming Committee Meeting by Pat Kastens.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

c. Approval of Vouchers

Motion to Approve the January 2021 Vouchers by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote. (Ryan Peterson Abstained.)

d. Approval of Elementary/Middle School/High School Activity Accounts

Motion to Approve the January 2021 Activity Accounts by James Beistle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

e. Financial Report – *Ms. Kara Holden/Mr. Brandon Robinson.*

Motion to Receive the January 2021 Financial Report by Ryan Peterson.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

f. Personnel

1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:

- a. Dana Paulsen – Resignation, Middle and High School Choral Director  
Motion to approve the Resignation of Dana Paulsen (Middle and High School Choral Director) by Ryan Peterson.  
Second by Pat Kastens.  
Motion carries by unanimous voice vote.
- b. Monica Gillespie – New Hire, PT Educational Assistant
- c. Carly Holin – New Hire, PT Educational Assistant
- d. Lizzy Nobel – New Hire, PT Educational Assistant  
Motion to approve Personnel Items F.1.b-F.1.d by Ryan Peterson.  
Second by Sheryl Holmgren.  
Motion carries by unanimous voice vote.

**7. Action Agenda**

- a. Consideration and Approval of the 2021-2022 School District Calendar – *Mr. Brandon Robinson*  
Motion to approve the 2021-2022 School District Calendar by Ryan Peterson.  
Second by Pat Kastens.  
Motion carries by unanimous voice vote.
- b. AGR End of Semester School Board Review – *Dr. William DeWitt*  
Motion to approve the AGR End of Semester School Board Review by James Beistle.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote.
- c. Consideration and Approval of the 2021-2022 Unity High School Course Catalog – *Mr. Zack Fugate*  
Motion to approve the 2021-2022 Unity High School Course Catalog by Ryan Peterson.  
Second by James Beistle.  
Motion carries by unanimous voice vote.
- d. Consideration and Approval of Board Policy Updates: 171, 172, 345.1, 345.15, 461 – *Mr. Brandon Robinson*  
Motion to approve Board Policy Updates: 171, 172, 345.1, 345.15, 461 by Pat Kastens.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote.

10. Adjourn

Motion to adjourn by James Beistle.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote by 6:41 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

## UNITY SCHOOL DISTRICT

**ACTIVITY ACCOUNT SUMMARY AS OF February 28, 2021**

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
600416-General Account	\$3,029.85	\$93.99	\$54.87	\$3,068.97
600417-Basketball - Boys	1,751.39	0.00	0.00	1,751.39
600418-Baseball - HS	2,946.55	0.00	0.00	2,946.55
600425-FFA	4,269.97	515.00	1,530.82	3,254.15
600426-Grad Party	2,224.99	0.00	0.00	2,224.99
600427-Athletics	1,385.73	0.00	0.00	1,385.73
600428-Football	509.12	0.00	0.00	509.12
600429-Migizi Club	616.97	0.00	0.00	616.97
600430-Music Club	12,539.96	0.00	0.00	12,539.96
600431-Natnl Honor Societ	1,108.00	0.00	0.00	1,108.00
600432-Skills USA	2,707.74	0.00	41.99	2,665.75
600434-Student Council	3,536.42	0.00	0.00	3,536.42
600435-Theatre Arts	1,363.90	0.00	0.00	1,363.90
600436-Library	1,846.48	0.00	0.00	1,846.48
600437-Volleyball	936.33	0.00	0.00	936.33
600438-Basketball - Girls	281.98	0.00	0.00	281.98
600442-FBLA	3,970.44	111.33	201.19	3,880.58
600445-Class of 2021-202	5,783.09	0.00	0.00	5,783.09
600446-Softball	548.21	0.00	0.00	548.21
600447-Soccer Club	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>\$51,357.12</b>	<b>\$720.32</b>	<b>\$1,828.87</b>	<b>\$50,248.57</b>
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$1,385.32	\$1.39		\$1,386.71
Pop	1,346.37			1,346.37
Student Council	1,137.11			1,137.11
Nature Trail	3,717.48			3,717.48
Drama	747.76			747.76
Sopko	503.12		304.34	198.78
Target	511.13			511.13
PE Program	623.50			623.50
Athletics	537.52			537.52
Girls Traveling Bball	7,171.58			7,171.58
Wrestling	470.40			470.40
<b>TOTALS</b>	<b>\$18,151.29</b>	<b>\$1.39</b>	<b>\$304.34</b>	<b>\$17,848.34</b>
ELEMENTARY SCHOOL				

<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General #108	\$2,628.79	\$425.84	\$70.00	\$2,984.63
Elem Student Cncl #101	1.08			\$1.08
Yearbook #102	1,271.67			\$1,271.67
Pencils #103	193.82			\$193.82
Fund Raisers #104	4,550.29			\$4,550.29
U.P.W.A.R.D. #105	18.37			\$18.37
Youth Sports #106	1,000.00			\$1,000.00
Mentoring Grant #107	589.11			\$589.11
<b>TOTALS</b>	<b>\$10,253.13</b>	<b>\$425.84</b>	<b>\$70.00</b>	<b>\$10,608.97</b>

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
143641	ROBINSON, ALEXANDER	02/01/2021	-46.41
144259	AMAZON/SYNCB	02/11/2021	33,357.93
144336	STANDARD INSURANCE COMPANY	02/01/2021	4,029.91
144337	VISION SERVICE PLAN	02/01/2021	768.92
144340	BJORNSTAD, ADAM	02/02/2021	95.00
144341	ECKARDT, CASEY	02/02/2021	95.00
144342	PAULSEN, GREGORY	02/02/2021	150.00
144343	RUCK, JACOB	02/02/2021	150.00
144344	TAPPE, COLE	02/02/2021	95.00
144346	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	27.37
144347	HUEBSCH SERVICES	02/11/2021	4,145.47
144348	CHASE CARD SERVICES	02/22/2021	534.88
144353	AMERY FREE PRESS	02/05/2021	482.00
144354	AMUNDSON SERVICES LLC	02/05/2021	750.00
144355	APPELQUIST, GERALD	02/05/2021	125.00
144356	APPLE INC	02/05/2021	447.95
144357	BARTINGALE MECHANICAL	02/05/2021	1,760.60
144358	BERGER CUSTOM HARDWOODS LLC	02/05/2021	1,971.20
144359	BISHOP FIXTURE & MILLWORK	02/05/2021	899.32
144360	BOSS EQUIPMENT CO.	02/05/2021	150.00
144361	CESA #11	02/05/2021	2,367.20
144362	CHETEK-WEYERHAEUSER AREA SCHOOL DISTRICT	02/05/2021	50.00
144363	CHIPPEWA VALLEY SPORTING GOODS	02/05/2021	1,791.89
144364	CONFIDENTIAL RECORDS, INC	02/05/2021	125.00
144365	DALCO	02/05/2021	1,588.45
144366	DELTA DENTAL	02/05/2021	9,058.04
144367	DEMCO	02/05/2021	2,090.28
144368	DEPARTMENT OF ADMINISTRATION	02/05/2021	1,500.00
144369	DON JOHNSON'S CUMBERLAND MOTORS LLC	02/05/2021	2,089.08
144370	DYNAMIC SIGNS DESIGN	02/05/2021	1,200.00
144371	E.O. JOHNSON	02/05/2021	3,208.84
144372	EARTHGRAINS BAKING CO'S INC	02/05/2021	105.75
144373	ECKROTH MUSIC	02/05/2021	103.80
144374	ECOLAB	02/05/2021	58.60
144375	EDUCERE	02/05/2021	748.50
144376	GENERAL PARTS LLC	02/05/2021	169.24
144377	GOPHER	02/05/2021	381.69
144378	GRAINGER, INC	02/05/2021	431.00
144379	HORIZON COMMERCIAL POOL SUPPLY	02/05/2021	1,347.79
144380	ICCPA	02/05/2021	37.62
144381	INDIANHEAD FOODSERVICE DIST.	02/05/2021	9,384.41
144382	J.W. PEPPER & SON, INC	02/05/2021	187.73
144383	JET CITY DEVICE REPAIR	02/05/2021	800.00
144384	KEMPS	02/05/2021	4,008.69
144385	LEARNING A-Z	02/05/2021	578.00
144386	MCKESSON MEDICAL SURGICAL MOORE MEDICAL	02/05/2021	1.33
144387	MEDICA	02/05/2021	359.00
144388	MENARDS-SCF	02/05/2021	0.00
144389	MENARDS-SCF	02/05/2021	1,800.93
144390	MIKE'S COMMERCIAL KITCHEN SERV	02/05/2021	770.00
144391	NASCO	02/05/2021	386.52
144392	NEHER ELECTRIC SUPPLY	02/05/2021	2,640.00
144393	NELCO	02/05/2021	538.55
144394	NELSON AND PADE INC	02/05/2021	8,153.20
144395	NORTHWIND BOOK AND FIBER	02/05/2021	713.60
144396	OAK RIDGE CHEMICAL INC	02/05/2021	216.10

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
144397	OFFICE DEPOT	02/05/2021	347.29
144398	ORIENTAL TRADING CO, INC	02/05/2021	28.07
144399	OSCEOLA MEDICAL CENTER	02/05/2021	1,250.00
144400	PITSCO	02/05/2021	1,490.00
144401	POLK COUNTY HWY DEPT	02/05/2021	178.26
144402	POLK BURNETT ELECTRIC COOP.	02/05/2021	5,095.00
144403	RASSBACH COMMUNICATIONS SERVIC	02/05/2021	1,078.60
144404	RAYMOND GEDDES & COMPANY	02/05/2021	226.32
144405	RMM SOLUTIONS	02/05/2021	0.00
144406	RMM SOLUTIONS	02/05/2021	7,496.76
144407	ROBINSON, ALEXANDER	02/05/2021	46.41
144408	SCHOLASTIC, INC	02/05/2021	365.20
144409	SCHOOL DISTRICT OF CUMBERLAND	02/05/2021	105.00
144410	SECURITY CHECK ME	02/05/2021	42.00
144411	SOCIAL THINKING	02/05/2021	76.64
144412	ST CROIX REGIONAL MEDICAL CTR	02/05/2021	3,383.50
144413	STAPLES ADVANTAGE	02/05/2021	0.00
144414	STAPLES ADVANTAGE	02/05/2021	1,439.35
144415	STRANG, PATTESON, RENNING, LEWIS & LACY	02/05/2021	1,680.00
144416	TEACHER DIRECT	02/05/2021	70.16
144417	TRIO SUPPLY COMPANY	02/05/2021	229.63
144418	TUMBLEBOOKS	02/05/2021	799.00
144419	UNEMPLOYMENT INSURANCE	02/05/2021	1,429.84
144420	UNITY CUSTOM SERVICES	02/05/2021	630.00
144421	VERIZON WIRELESS	02/05/2021	184.84
144422	VIKING ELECTRIC SUPPLY	02/05/2021	2,057.38
144423	WI DEPT OF JUSTICE	02/05/2021	21.00
144424	WI DEPT OF PUBLIC INSTRUCTION	02/05/2021	6,960.00
144425	WORTHINGTON DIRECT	02/05/2021	1,407.87
144426	ELECTRONIC FEDERAL TAX PAYMENT	02/05/2021	65,640.57
144427	WEA TAX SHELTERED ANNUITY TRUST	02/05/2021	4,008.41
144428	WISCONSIN DEPARTMENT OF REV	02/05/2021	12,938.73
144429	UNITY FOOD SERVICE	02/08/2021	177.50
144430	ALLEVA, WILLIAM	02/08/2021	120.00
144431	PAULSEN, GREGORY	02/08/2021	120.00
144432	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	32.78
144433	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	691.15
144434	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	2,138.31
144435	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	6,640.74
144436	NORTHWESTERN WIS ELECTRIC CO	02/16/2021	9,668.28
144437	ALLEVA, WILLIAM	02/11/2021	120.00
144438	KLINGER, JOSH	02/11/2021	84.00
144439	MCGINLEY, JOHN	02/11/2021	84.00
144440	RAMICH, MADDIE	02/11/2021	120.00
144441	SWANEPOEL, ADAM	02/11/2021	84.00
144442	USPS	02/16/2021	474.62
144443	BALSAM LAKE HARDWARE	02/17/2021	247.93
144444	BARTINGALE MECHANICAL	02/17/2021	1,682.50
144445	CAROLINA BIOLOGICAL SUPPLY CO	02/17/2021	541.53
144446	CAROUSEL DIGITAL SIGNAGE	02/17/2021	2,250.00
144447	CDW GOVERNMENT	02/17/2021	3,408.00
144448	CLIFTON LARSON ALLEN, LLP	02/17/2021	6,889.99
144449	DALCO	02/17/2021	429.93
144450	DASHR	02/17/2021	895.00
144451	DCF	02/17/2021	10.00
144452	E.O. JOHNSON	02/17/2021	2,957.49

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
144453	EARTHGRAINS BAKING CO'S INC	02/17/2021	346.10
144454	ECOLAB	02/17/2021	2,911.40
144455	EMC INSURANCE COMPANIES	02/17/2021	19.00
144456	EQUAL RIGHTS DIVISION	02/17/2021	7.50
144457	GILLESPIE, KENNETH	02/17/2021	125.00
144458	HOLIN, CARLY	02/17/2021	125.00
144459	ICCPA	02/17/2021	73.85
144460	INDIANHEAD FOODSERVICE DIST.	02/17/2021	17,563.50
144461	INT'L CHEMTEX CORP.	02/17/2021	1,770.11
144462	JOHN DEERE FINANCIAL	02/17/2021	45.13
144463	KEMPS	02/17/2021	3,579.55
144464	KOBUSSEN BUSES LTD	02/17/2021	198,394.24
144465	LAKELAND COMMUNICATIONS	02/17/2021	3,030.36
144466	MIKE'S COMMERCIAL KITCHEN SERV	02/17/2021	1,640.00
144467	MILLTOWN HARDWARE	02/17/2021	57.62
144468	MOBERG ELECTRIC	02/17/2021	117.45
144469	NAPA AUTO PARTS	02/17/2021	252.21
144470	NICK'S TRUCKING & EXCAVATING LLC	02/17/2021	700.00
144471	OAK RIDGE CHEMICAL INC	02/17/2021	521.26
144472	OSCEOLA MEDICAL CENTER	02/17/2021	1,250.00
144473	PAPCO, INC	02/17/2021	449.89
144474	POLK COUNTY HWY DEPT	02/17/2021	983.19
144475	POLK COUNTY SHERIFF'S DEPT	02/17/2021	2,214.44
144476	POLK BURNETT ELECTRIC COOP.	02/17/2021	748.23
144477	POWER SYSTEMS	02/17/2021	540.83
144478	QUADIENT LEASING USA INC	02/17/2021	650.25
144479	RMM SOLUTIONS	02/17/2021	1,558.00
144480	SCHOOL FIX CATALOG	02/17/2021	182.44
144481	SD OF ST CROIX FALLS	02/17/2021	20.00
144482	SKILLS USA	02/17/2021	210.00
144483	SKOGLUND OIL CO., INC	02/17/2021	2,603.90
144484	ST CROIX REGIONAL MEDICAL CTR	02/17/2021	3,173.50
144485	SWEETWATER SOUND INC	02/17/2021	2,738.65
144486	TRIO SUPPLY COMPANY	02/17/2021	481.20
144487	UNEMPLOYMENT INSURANCE	02/17/2021	373.32
144488	VIKING ELECTRIC SUPPLY	02/17/2021	661.82
144489	WATERMAN RECYCLING AND DISPOSAL LLC	02/17/2021	1,387.60
144490	WI DEPT OF JUSTICE	02/17/2021	42.00
144491	REED, SOPHIE	02/17/2021	250.00
144492	HORACE MANN LIFE INSURANCE COM	02/19/2021	850.00
144493	HORACE MANN LIFE INSURANCE	02/19/2021	50.00
144494	THRIVENT FINANCIAL FOR LUTHERANS	02/19/2021	200.00
144495	UNITY EDUCATION SCHOLARSHIP	02/19/2021	15.00
144496	UNITY FOOD SERVICE	02/19/2021	177.50
144497	STANDARD INSURANCE COMPANY	02/22/2021	3,969.07
144498	TRANSAMERICA LIFE INSURANCE	02/22/2021	19.66
144499	ELECTRONIC FEDERAL TAX PAYMENT	02/19/2021	67,572.92
144500	WEA TAX SHELTERED ANNUITY TRUST	02/19/2021	4,008.41
144501	WISCONSIN DEPARTMENT OF REV	02/19/2021	13,178.13
144502	WISCONSIN RETIREMENT SYSTEM	02/26/2021	77,584.63
144503	AFLAC	02/15/2021	1,129.56
144504	VISION SERVICE PLAN	02/22/2021	788.45
144505	ST CROIX FALLS DAIRY QUEEN	02/24/2021	94.30
144506	OLD HICKORY BUILDINGS	02/25/2021	4,016.38
144507	ALLEVA, WILLIAM	02/18/2021	75.00
144508	RAMICH, MADDIE	02/18/2021	75.00

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>AMOUNT</u>
144509	VIV'S KITCHEN AND CATER	02/18/2021	867.90
144510	CENTRICITY	02/25/2021	96.00
144511	DELTA DENTAL	02/25/2021	9,258.22
144512	WEA INSURANCE	02/25/2021	224,312.94
144513	BMO MASTERCARD	02/16/2021	4,093.03
144514	HIGHER STANDARDS INC.	02/08/2021	55.00
144515	PAYROLL ACCOUNT	02/18/2021	471,420.44
144516	REVTRAK, INC.	02/05/2021	33.20
144517	VANCO PAYMENT SOLUTIONS	02/08/2021	24.06
144518	AFLAC	02/19/2021	1,129.56
		Totals for RCUG	1,406,446.45
		Totals for checks	1,406,446.45

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	336,870.70	336,870.70
21	Special Revenue Trust Fund	0.00	0.00	2,000.00	2,000.00
27	SPECIAL EDUCATION	0.00	0.00	26,806.62	26,806.62
50	FOOD SERVICE FUND	0.00	0.00	44,858.67	44,858.67
72	TRUST FUND	0.00	0.00	250.00	250.00
80	COMMUNITY SERVICE FUND	0.00	0.00	2,068.17	2,068.17
83	DRIVERS EDUCATION	0.00	0.00	2,089.08	2,089.08
84	COMMUNITY POOL	0.00	0.00	848.44	848.44
85	AFTER SCHOOL PROGRAM	0.00	0.00	12,429.42	12,429.42
86	CHILD CARE	0.00	0.00	5,579.78	5,579.78
98	PAYROLL ACCRUAL	972,645.57	0.00	0.00	972,645.57
***	Fund Summary Totals ***	972,645.57	0.00	433,800.88	1,406,446.45

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

**UNITY SCHOOL DISTRICT**  
**Bank Reconciliation**  
**February, 2021**

<b>BALANCE PER BANK</b>	<b>BEGINNING BALANCE</b> January 31, 2021	<b>DEPOSITS/ RECEIPTS</b>	<b>WITHDRAWALS/ DISBURSEMENTS</b>	<b>ENDING BALANCE</b> February 28, 2021
6223 - RCU Scholarship Account	55,107.19	4.23	0.00	55,111.42
2737 - RCU Scholarship CD	21,845.13	41.75	0.00	21,886.88
6098 - RCU General Checking		874,489.47	874,489.47	0.00
7149 - RCU Sweep Checking	1,787,308.17	4,424,438.59	2,283,946.04	3,927,800.72
0419 - RCU Debt Service	5,972.09	942,034.55	942,033.40	5,973.24
0001 - LGIP Debt Service	47,551.99	2.77	0.00	47,554.76
0002 - LGIP General	1,808.20	0.11	0.00	1,808.31
4217 - Matrix Trust Fund	697,981.06	204.43	0.00	698,185.49
9849 - MidWestOne Bank Scholarship	44,557.36	3.42	0.00	44,560.78
0907 - Bremer Capital Improvement Trust	75,469.44	0.57	0.00	75,470.01
	<b>\$ 2,737,600.63</b>	<b>\$ 6,241,219.89</b>	<b>\$ 4,100,468.91</b>	<b>\$ 4,878,351.61</b>

<b>BALANCE PER BOOK</b>	<b>BEGINNING BALANCE</b> January 31, 2021	<b>DEPOSITS/ RECEIPTS</b>	<b>WITHDRAWALS/ DISBURSEMENTS</b>	<b>ENDING BALANCE</b> February 28, 2021
Beginning Balance	2,505,650.37			2,505,650.37
Receipts - Actual		4,428,778.35	0.00	4,428,778.35
Receipts - Journal Entries		0.00	2,000.00	(2,000.00)
Disbursements - Accounts Payable		0.00	933,026.01	(933,026.01)
Disbursements - Journal Entry			944,578.40	(944,578.40)
Disbursements - Payroll		0.00	471,420.44	(471,420.44)
Transfers/Reclass Entries		5,253.56	5,253.56	0.00
<b>FUND TOTALS</b>	<b>\$ 2,505,650.37</b>	<b>\$ 4,434,031.91</b>	<b>\$ 2,356,278.41</b>	<b>\$ 4,583,403.87</b>

<b>RECONCILED BANK TO BOOK</b>	
Ending Bank Balance	\$ 4,878,351.61
Deposits in Transit	-
Outstanding Checks	(294,947.74)
Payroll Adjustment	-
Accounts Payable Adjustme	-
Bank Adjustment	-
Bank Charge	-
<b>BANK ADJUSTED</b>	<b>\$ 4,583,403.87</b>
<b>BALANCE PER BOOK</b>	<b>\$ 4,583,403.87</b>
<b>VARIATION</b>	<b>-</b>

<b>BALANCE SHEET ACCOUNTS</b>	<b>February 28, 2021</b>
FUND 10 - General Fund	2,961,617.68
FUND 21 - Special Projects	49,977.85
FUND 27 - Special Education	(588,813.70)
FUND 29 - Title VII, Indian Education	(6,691.15)
FUND 38 - Non-Referendum Debt Srvc	108,827.59
FUND 39 - Referendum Approved Debt	507,104.84
FUND 46 - Capital Improvement Fund	75,475.30
FUND 49 - Capital Projects Bond	-
FUND 50 - Food Service	112,895.90
FUND 72 - Scholarship Trust	82,723.83
FUND 73 - Employee Benefit Trust	698,185.49
FUND 80 - Community Service	296,266.44
FUND 83 - Drivers Education	55,510.12
FUND 84 - Community Pool	133,435.38
FUND 85 - Alternative Diploma Program	103,444.90
FUND 86 - Childcare	(9,780.92)
FUND 98 - Payroll Accrual	3,224.32
<b>TOTAL</b>	<b>\$ 4,583,403.87</b>
<b>CASH PER BOOKS</b>	<b>\$ 4,583,403.87</b>
<b>VARIATION</b>	<b>-</b>



# SPRING 2021 EVENTS

UPDATE  
**COVID 2021**

## SPRING 2021 EVENTS

Event	Date	Information
<b>Prom</b>	Saturday, May 1 Coronation - 6:30pm Grand March - 7:30pm	<ul style="list-style-type: none"> <li>• 11th and 12th Grade, 10th Grade by invitation only. Unity Students only.</li> <li>• Coronation - Limited to 4 family members to each Court Member.</li> <li>• Grand March - Unity Students and Staff only.</li> </ul>
<b>Scholarship and Awards Night</b>	Wednesday, May 12 7pm	Senior Only Event. Each Senior will be allowed 4 immediate family members. In addition, a video of the event will be posted to the District's social media accounts.
<b>Senior Check Out</b>	May 26, 27	Graduating seniors will return their iPads and other school materials. They will also receive their cap and gown.
<b>Final Virtual Work Completion</b>	May 27, 28	For virtual students in grades PK-12, this week is the last time to turn in assignments and visit with teachers virtually. Online year-end meetings between students, parents, teachers.
<b>Last Day of Activities - Virtual School</b>	Friday, May 28	Last Virtual Learning Work Day
<b>Graduation</b>	Friday, May 28 7pm	<ul style="list-style-type: none"> <li>• ROK Stadium - Outdoor Ceremony. Up to 8 attendees per graduate.</li> <li>• Inclement Weather Plan - TBD</li> </ul>
<b>Kindergarten Graduation</b>	Wednesday, June 2nd 10am	Virtual Event, live streamed to parents.
<b>Grades Posted/ Mailed</b>	June 2, 3	Grades will be posted online in Infinite Campus. A report card will also be mailed on this date.
<b>Teacher In-Service</b>	Thursday, June 3	<ul style="list-style-type: none"> <li>• Teachers will ready their classrooms for summer.</li> <li>• Summer School Preparation.</li> </ul>
<b>Summer School</b>	June 7-11 June 14-18 June 21-25 June 28 - July 2	Information will be provided soon. Summer school to be In-Person.

Updated 3/9/2021

Expect Great Things!

▶These dates are subject to change based upon the status of the Health Emergency Orders.

▶At all events, appropriate social distancing and the wearing of face coverings is required.

# Unity School District - Board of Education

## Board Policy 760

### Food Service **Food Services Management**

Last Revised 3/9/2021

In order to help insure that all Unity School District students receive proper nourishment so that students are at their best physical and mental condition for learning, the Unity Board of Education establishes the following policy:

~~The Unity School District shall take part, as feasible, in the National School Lunch and other food programs which may become available to assure that all children in the District receive proper nourishment. No student will be denied participation in these programs based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.~~

#### ~~I. FREE AND REDUCED LUNCHES~~

##### ~~A. Application~~

~~By the first day of school each year all students of the Unity School District shall receive application materials for free and reduced lunches.~~

~~In making individual determinations and providing the free or reduced priced meals, every effort shall be made to avoid identification to their peers of students receiving such meals. No student shall be required to work for a free or reduced lunch.~~

- ~~1) The superintendent or designee shall determine the individual children who are eligible for free or reduced priced meals under established criteria. All applications shall be reviewed and evidence sought if necessary.~~
- ~~2) Application forms shall be available to parents or guardians of children who may request free and reduced priced meals, and a file for applications and/or authorization shall be maintained.~~
- ~~3) The superintendent and food service director shall maintain a system of collecting payment from children and accounting for free and reduced priced meals in a manner which will protect the anonymity of students receiving free and reduced priced meals.~~

##### ~~B. Appeal~~

~~Any appeal of the decision by the determining official shall be referred to the Board of Education President or his/her designee.~~

#### ~~II. MEAL PRICES~~

~~In order for the Board of Education to give the direction in setting meal prices, it is necessary for the superintendent to have a clear definition of a break-even food service budget. Prices charged and reimbursed meals should cover the following costs: Food, labor, replacement and repair of preparation and storage equipment. Prices shall not include costs that are associated with general fund 10 function numbers 253000 operations, and 254000 maintenance. Further, the Board believes that all children can participate in the food service program due to the federal programs providing assistance to families or children that have financial need.~~

~~The Board of Education will set meal prices in accordance with this policy. At any time meal prices do not meet the requirements of this policy, the Board is required to review the prices charged for lunches.~~

~~The Board may also adjust prices due to changes in state and federal law and funding that increase or decrease state or federal funding for the food service program.~~

~~A. **Meal Accounting**~~

~~The Unity School District Board of Education shall have an automated accounting system to: Eliminate the use of tickets in line for students, staff and visitors; reduce time needed in collection of money; establish family accounts for all meals and ala carte items; provide families with detailed information to charges and receipts the district has recorded; and only charge for meals served.~~

~~B. **Account Carry-Over**~~

~~At the end of each year, families may carry over unused balances in the family account to the next school year, or request a refund of the remaining balance after the last day of regular or summer school. Requests for refunds must be made in writing to the Food Service Department.~~

~~C. **Collection**~~

~~1) The superintendent or food service director may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within thirty days of the actual restriction of access to food service programs, unless an alternative payment plan has been approved by the superintendent. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District.~~

~~2) Low and Delinquent Account Balances~~

~~Payment reminders will be generated using the parent notification phone system when the family account balance is below \$5.00. When a family account balance is completely exhausted, a letter will be mailed to the parents/guardians to inform them of the situation and the need to remedy it. If a family account has a \$50.00 negative balance, no further credit will be extended to the family.~~

~~3) An attempt will be made to personally contact families who will be denied access to school food service the school day prior to the actual termination of service. Parents will be reminded to send a bag lunch with their child(ren) the next school day.~~

~~4) If the parents do not provide lunch for the child, bread and peanut butter and a carton of milk or alternative will be provided with a charge of \$ .50 for the bread and peanut butter and \$ .25 for the carton of milk or alternative (charged to the already negative account). After five days, their account will be denied completely and social services may be contacted.~~

~~5) As soon as payment is made into a family meal account that has been closed, the child(ren) that are in the account can once again receive a school meal.~~

## FOOD SERVICE ACCOUNT LEVELS

Account Balance	Action Taken
\$20.00	First letter notice written, sent home with student
\$5.00	Automated reminder phone call made
(\$50.00)	Bread and peanut butter, no further credit, notice mailed certified/return receipt
(\$100.00)	Collection agency or repayment plan; account closed

Legal Ref: PI 9.03 (1) (i) WI Administrative Code

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including Wisconsin School Day Milk Program and the FFVP.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's Director of Food Services shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the Director of Food Services include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's Finance Director to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.
5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring the proper dissemination and processing of free and reduced-price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.

7. Ensuring that students who participate in the free or reduced-price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (a) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (b) the distribution of information letters to households with children attending schools in the District; (c) the appropriate posting of the most recent food safety inspection report; (d) the appropriate posting of the mandatory federal nondiscrimination poster; and (e) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
10. Establishing a system to collect and report program ethnic and racial data, as required by the WI DPI, on an annual basis.

#### District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 97.33](#) [school lunchroom management food protection practices certificate]

requirement]

[Section 97.59](#) [restrictions on handling foods]

[Sections 115.34 to 115.347](#) [school nutrition programs generally]

[Section 118.13](#) [student nondiscrimination]

[Section 120.10\(16\)](#) [annual meeting authority to direct the board to provide student lunches]

[Section 120.13\(10\)](#) [authority to expend funds for a food service program and to charge students and employees for such meals]

### **Administrative Regulations**

[PI 1.11](#) [appeals by individuals or institutions adversely affected by actions taken by the DPI regarding federally-funded food and nutrition programs]

[PI 9.03\(1\)\(i\)](#) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

### **Federal Laws**

[National School Lunch Act](#), as amended [school lunch program provisions and requirements]

[Child Nutrition Act](#), as amended [school breakfast and special milk program provisions and requirements]

### **USDA Nondiscrimination Statement and Complaint Information:**

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, audiotope, 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:

(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) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Unity School District - Board of Education**

### **Administrative Rule 761**

#### **Free and Reduced- Price Benefits in School Food Service Programs**

Last Revised 3/9/2021

The District participates in the National School Lunch Program, the federal School Breakfast Program, and the Wisconsin School Day Milk Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals, including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals are:

1. Through the annual submission of an application for the free or reduced-price benefits;
- or
2. Through direct certification, which is based on a match to state-provided data that confirms an individual child's status as a child in foster care or that confirms a household's participation in a qualifying means-tested benefit program, including Wisconsin's version of the Supplemental Nutrition Assistance Program (SNAP, also called FoodShare) and Wisconsin Works (also called W-2) cash assistance.

For any individual child or household whose eligibility for free or reduced-price benefits is based on the application process, the District is required to conduct a variety of verification procedures on a sub-set of all applications. The purpose of verification is to ensure overall quality control and to confirm the eligibility of specific applicants. The Director of Food Services has primary administrative responsibility for ensuring that appropriate verification occurs on a timely basis.

The Finance Director in consultation with the Director of Food Services as needed, shall designate the staff positions that are authorized to make eligibility determinations and to serve as confirming and verifying officials on behalf of the District. The individuals who hold the designated positions, whether employees of the District or contracted service providers, shall have such authority.

The District Administrator shall likewise designate one or more individuals who are authorized to serve as a fair hearing official to address appeals of eligibility for, or the discontinuation of, free or reduced-price benefits.

#### **Initial Eligibility and Carryover and Transfer Eligibility**

For any child whose eligibility for benefits is not established through direct certification, the District must make an eligibility determination based on an application. Applications may be submitted at any time during the school year. Once the District makes a determination of eligibility based on an application, the effective date of the child's eligibility for free or reduced-price meals is the date of the District's eligibility determination/approval.

If the District determines that any child is eligible for free or reduced-price meals, the determination is

generally valid within the District for the entire remainder of the current school year, even if the household's circumstances change after the initial application and determination of eligibility. At the start of the subsequent school year, such children retain their previous year's eligibility status for 30 operating days or until a new determination is made, whichever comes first.

When a student transfers or transitions between two schools within the District and the previous school had determined that the student was federally-eligible for free or reduced-price meals, the District automatically transfers the prior eligibility determination. However, students who change schools within the District are still required to re-establish their eligibility on an annual basis and when otherwise required by law.

When a student transfers into the District from a school outside the District and there is documentation that the non-district school determined that the student was federally-eligible for free or reduced-price meals, the District accepts a previous school's valid eligibility determination for the maximum period of time required or permitted under applicable federal regulations and state procedures. However, in order to avoid the expiration of such carryover/transfer eligibility, households with students who are transferring into the District should pursue a District determination of eligibility (e.g., by submitting a completed application) as soon as possible.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 115.34](#)

[Section 115.341](#)

[Section 115.343](#)

[Section 115.347](#)

#### **Federal Law**

[42 U.S.C. §1758\(b\)\(2\)\(A\)](#)

[42 U.S.C. §1758\(b\)\(6\)](#)

[7 C.F.R. §210.12](#)

[7 C.F.R. Part 245](#)

#### ***USDA Nondiscrimination Statement:***

This institution is an equal opportunity provider.

## **Unity School District - Board of Education**

### **Administrative Rule 760.1**

#### **Accommodations and Modifications in School Food Service Programs**

Last Revised 3/9/2021

The District has obligations under a variety of state and federal laws to ensure that its programs and services, including its food service program, do not unlawfully discriminate on the basis of a person's disability. These obligations include ensuring that individuals with disabilities have an equal opportunity to participate in the program and appropriate access to the program, including appropriate access to the facilities and areas where meals are provided. The District's legal obligations also include making reasonable modifications to accommodate individuals with disabilities, including reasonable modifications to meals and the meal service.

Requests for modifications and accommodations within the District's food service program due to a student's disability, including meal modifications, should normally be submitted in writing to the District's Section 504 Coordinator for student matters. The Section 504 Coordinator has primary responsibility for coordinating compliance with disability requirements within the food service program. Grievances and complaints related to any such requests or to another disability-related matter within the District's food services program may be submitted to the Section 504 Coordinator. The contact for the District's Section 504 Coordinator for student matters is as follows:

*Carol Kline  
Unity School District  
1908 150th St  
Balsam Lake, WI 54810  
715-825-3515 x 3050*

If the designated Section 504 Coordinator is temporarily unavailable or is personally accused of improper conduct, requests or complaints may be submitted to the District Administrator.

Complaints and grievances involving students will be processed using the same procedures that are used to process other Section 504 and student discrimination complaints, including an opportunity for a hearing and a review via appeal.

In some cases, a student with a disability may have an individualized education program (IEP), that expressly requires specific instruction, services, or modifications related to the student's nutritional needs. To the extent a parent or guardian is satisfied that a child's food-service-related needs are adequately addressed and specified within the IEP, a separate Section 504 plan or food-service accommodation request is not required. The District will simply implement the IEP as required by law, seeking a clarifying medical statement if necessary. Complaints and grievances regarding the content or implementation of the IEP will be addressed through the district's special education procedures, which include opportunities for an impartial hearing and a procedure for review.

#### **Modified Meals**

Federal laws and regulations governing Child Nutrition Programs expressly require the District to provide a modified meal, at no extra charge, for a student who has a disability that restricts the student's diet whenever the need is supported by a sufficient written statement signed by a state-licensed healthcare professional who is authorized to write medical prescriptions. The written statement from the qualified healthcare professional must include the following:

1. A description of the child’s physical or mental impairment that is sufficient to allow the District to understand how the impairment restricts the child’s diet; and
2. An explanation of what must be done to accommodate the disability (for example, identifying the food(s) or ingredient(s) to be avoided, and, to the extent applicable, identifying the choice of foods or ingredients that may be reasonably substituted).

If a medical statement is unclear or lacks sufficient detail, District staff will seek appropriate clarification from the parent or guardian and/or the healthcare practitioner so that a proper and safe meal can be provided.

Even when the need for a modification is supported by a medical statement, the District is not necessarily obligated to (1) prepare a specific meal or provide a specific food item that is chosen by the family, or (2) use a particular brand of food or food ingredient. Rather, the District’s obligation is to offer a reasonable modification that effectively accommodates the child’s disability, while also taking into account factors such as cost and efficiency.

When a request for an individualized meal modification is not supported by adequate documentation (i.e., a qualifying medical statement and/or a sufficiently explicit IEP requirement), the District may not provide modified meals that do not comply with applicable federal meal pattern requirements and nutrition standards. Further, the District has no legal obligation to accommodate a student’s or a parent’s or guardian’s general food or dietary preferences or general concerns about health, nutrition, or certain foods.

***USDA Nondiscrimination Statement:***

This institution is an equal opportunity provider.

**Legal References:**

**Wisconsin Statutes**

[Section 118.13](#)

**Wisconsin Administrative Code**

[PI 9.03\(1\)\(i\)](#)

**Federal Laws**

[7 C.F.R. Part 15b](#)

[7 C.F.R. §210.10\(m\)\(1\)](#)

[7 C.F.R. §210.10\(m\)\(2\)](#)

[7 C.F.R. §220.8](#)

[Section 504 of the Rehabilitation Act of 1973](#)

[Individuals with Disabilities Education Act](#)

[Title II of the Americans with Disabilities Act](#)

## **Unity School District - Board of Education**

### **Administrative Rule 763.1**

#### **Meal Account Charges and Collections**

Last Revised 3/9/2021

These procedures describe how the District approaches charges and payments for meals and other items that are offered for sale within the District's food service program.

#### **Access to School Meals and Other Food Service Items**

When a student purchases a school meal or other food-service items, the general rule is that payment is due no later than at the time of service. However, a student may occasionally wish to receive a school-prepared meal or other food-service item that the student does not have enough money to pay for, either in hand or in a pre-paid account balance. Unless the student's parent or guardian has made alternative arrangements with the school, these situations will normally be handled as follows:

1. Students may charge the cost of school meals and other food service items up to a total negative balance of \$-50.00 before the District will take steps to restrict the student's food choices.

Students who are not permitted to charge meals or other items and who do not bring food from home will be offered an alternate lunch meal at a charge of \$.50 for the meal and \$.25 for milk. The alternate meal normally consists of the following: peanut butter sandwich, apple sauce, and milk.

In addition, even if a student's household owes a debt within the food service program, a student will always be permitted to select and receive a regular school meal at the time of meal service if either (1) the student is currently eligible to receive free meals at school, or (2) the student brings in funds to pay for the meal on the day the that meal is purchased.

School officials will address any possible abuse of the privilege of charging food service costs and any overuse of the alternate meal option with the student's parent or guardian. The District may suspend one or both of these privileges if the District determines that there has been an abuse of the privilege. Indicators of possible abuse include the following: (1) a student has received 5 days of alternative meals in a row, or receives alternative meals multiple times throughout the year; or (2) a household has repeatedly neglected to pay a negative balance upon reasonable notice.

#### **Negative Account Balances and Collection Procedures**

A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student). The District does not charge interest or impose a monetary penalty for past-due amounts owed in a student's food service account.

Once a student's account has a negative balance, the District will make an initial and follow-up attempt to collect the debt by providing the student's parent or guardian with notice (e.g., by mail, email, telephone, or similar methods) of the amount owed. Payment is due immediately upon notice. If these attempts are not successful, a school official will attempt to make a person-to-person telephone contact or schedule an in-person meeting with a parent or guardian. The District and the parent or guardian may discuss payment plan options.

If a negative balance still has not been paid after the collection efforts described in the previous paragraph, parents and guardians should be aware of the following:

1. At its discretion, the District may continue to pursue collection efforts.
2. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drops-out, etc.).
3. Debts owed to the District's food service program will result in the denial of certain school-related privileges including participation in graduation.
4. At its discretion and to the extent permitted by law, the District may attempt to achieve collection of a food-service-program debt by placing a lien, referring the debt to a collection service, or initiating an action in small claims court. However, before the District takes any of the steps identified in this paragraph, the District will communicate the intended course of action to a person responsible for payment with a final notice of the amount due.

### **Payments and Account Management**

For any meals and other food service items (i.e., food or drinks) that are available for purchase and that a student is not entitled to receive for free, it is ultimately the responsibility of each student's parent or guardian to pay for the items that their child receives.

The District offers an online system through Infinite Campus that a parent or guardian can use to monitor and manage each child's school food service account, including making payments. There is no fee associated with making an online payment. The District strongly encourages school families to regularly fund a prepaid school food service account for each student in the household.

In addition to using the online account system to make payments, a person who needs or wishes to make a payment for a student's meals or food service account may (1) present a payment of cash or check during normal school hours at any school office, (2) mail payment to Unity School District, Attn: Food Services (3) Set up regular payments to Unity School District Food Service through your online banking bill pay service (4) provide a student with cash to pay for items on the day of service, or (5) request consideration of other methods by contacting the Food Service Director at 715-825-3515, x1530.

A person making a payment to a student food service account who wishes to designate specific amounts as either repayment of a debt or prepayment of future charges should contact the Food Service Director at 715-825-3515, x1530 to establish how the specific payment should be applied to the account. Except for any money that is brought to school for the specific purpose of purchasing a meal at the time of service, general payments that are directed to a student's food service account default to payment of any outstanding balance first, with any remaining amount treated as a prepayment.

The District charges a fee of \$25.00 for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.

### **Additional Information and Assistance**

For assistance with all issues and questions related to the District's food service program, including eligibility and applications for free or reduced-price meals, student food service accounts, the District's online account management system, as well as the specific issues addressed in these procedures, school families can contact any of the following:

715-825-3515, x1530 - Food Service Director

715-825-3515 x5030 – Finance Director

***USDA Nondiscrimination Statement:***  
*This institution is an equal opportunity provider.*

## **Unity School District - Board of Education**

### **Board Policy 763**

#### **Meal Account Charges and Collections**

**Last Revised 3/9/2021**

The School Board wishes to maintain the fiscal integrity of the District's food service program and to incentivize appropriate household responsibility for the payment of costs that a student incurs in the use of the program, while also pursuing the critically important goals of providing students with adequate nutrition and minimizing the extent to which any student is stigmatized because he/she has insufficient funds to pay for a meal or because the student's household owes a debt within the food service program.

In accordance with requirements established by federal and state oversight agencies, the administration shall adopt, maintain, implement, and clearly communicate a written administrative rule on the subject of meal charges and the collection of funds within the District's food service program. With respect to meal charges, the rule must particularly identify how children who pay the full-price (paid rate) or reduced price for a federally-reimbursable meal are affected by not having enough money (either in hand or in their student food service account) to cover the cost of a meal at the time of the meal service. The administrative rule and any future revisions to the rule are subject to the final approval of the District Administrator, who, at his/her discretion, may elect to seek Board approval of the rule.

The administrative rule shall be consistent with this policy, including the following parameters:

1. The District Administrator shall ensure that the Finance Director, the Director of Food Services, and school principals are consulted in the process of developing and, as needed, revising the written administrative rule regarding meal charges and collections.
2. The rule may differentiate meal charge and collection procedures by school level or by particular grade spans.
3. The rule may permit students to charge (i.e., incur a negative balance as a debt) a limited amount of meals or other food service items that are offered for sale. The rule may also set other relevant restrictions and conditions on any such negative balances.
4. The rule may provide for one or more alternate meal options that may be made available to some or all students (with or without a charge to the student's account), and the rule may also set other relevant restrictions and conditions on the provision and receipt of alternate meals.
5. The rule shall provide that balances owed within a student's or household's food service account at the end of a school year are generally carried over from one school year to the next, for at least as long as active collection efforts are being made.
6. The District may need to inform a student of his/her current account balance and any restrictions that apply to his/her food selections and charges. However, the District's preferred means of addressing any issues with a student's food service account, meal payments, and access to sufficient food while at school shall be direct and timely communication with a parent or guardian (via automated messages, personal contact, or other methods).
7. When a student's meal account has an unused, positive balance at the time of graduation, or change in enrollment status, and the student has not received free or reduced-price meals during the year, the Board authorizes food service program personnel to offer such families the option of voluntarily donating the unused balance to the District to be used to repay negative balances owed by other

students and families within a student food service account.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may charge items that would result in a negative balance, however, this balance must be paid in full at the end of the school year. Staff may request payroll deductions for their food service account.

**Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA).**

In consultation with the District’s financial auditors as needed, the Finance Director shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within 3 years shall normally be reclassified as bad debt for purposes of the District’s NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District’s NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

**Donations to pay debts in student food service accounts.** When donations of money are accepted and used for the specific purpose of covering unpaid balances (in full or in part) in student food service accounts, the District shall consider the debt repaid and discharged to the extent covered by the donation(s). Except as provided in any terms or contingencies that are attached to a specific gift and that have been accepted by the District, or except as otherwise approved by the Board, food service program personnel shall normally aggregate (e.g., annually or more often) any donations that have been received for the purpose of covering unpaid balances and then apply the total amount on a pro-rata basis (either equal dollars per student or an equal percentage of the amount owed) across the negative-balance account(s) of households that the District has identified as being in financial need of such assistance. Where the amount of such donations makes this preferred approach impractical, the Finance Director may approve an alternative approach that still prioritizes applying the available funds to the food service accounts of one or more households in financial need.

**Legal References:**

**Wisconsin Statutes**

- [Section 115.34](#)
- [Section 115.341](#)
- [Section 115.343](#)
- [Section 115.347](#)

## Federal Law

[42 U.S.C. §1758\(b\)\(2\)\(A\)](#)

[42 U.S.C. §1758\(b\)\(6\)](#)

[7 C.F.R. §210.12](#)

[7 C.F.R. §245.5](#)

[7 C.F.R. §245.6](#)

[2 C.F.R. §200, Subpart E](#)

[2 C.F.R. §200.426](#)

## Cross References:

### *USDA Nondiscrimination Statement:*

**This institution is an equal opportunity provider.**