

# UNITY SCHOOL DISTRICT BOARD OF EDUCATION

## Special Meeting

### Agenda

Tuesday, August 16, 2022 6:00 PM

Unity School Board Room, 1908 150th St., Balsam Lake, WI 54810

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. Summer Project Campus Tour
4. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, August 16, 2022. Such comments will be provided to the Board of Education for consideration and review.)
5. Board of Education Member Update
6. **Information**
  - a. Submitted Reports
    - 1) Principal Reports 2
  - b. District Administrator's Report - *Mr. Brandon Robinson* 6
7. **Consent Agenda**
  - a. Approval of Board of Education Meeting Minutes, July 12, 2022 - Regular Board Meeting 10
  - b. Approval of Elementary/Middle School/High School Activity Accounts 13
  - c. Approval of Vouchers 14
  - d. Financial Report - *Ms. Kara Holden* 15
  - e. Personnel
    - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
      - a. Beth Corazzo, New Hire - Middle School Special Education
      - b. Leslie Waggoner, New Hire - Middle School Social Studies and Language Arts
8. **Action Agenda**
  - a. Consideration and Approval of the following Board Policies and Administrative Rules: - *Mr. Brandon Robinson* 16
    - 131 - School Board Elections
    - 133 - Unexpired Term Fulfillment
    - 141 - Board Officers
    - 171 - Regular Board Meetings
    - 171.1 - Public Notification of Board Meetings and Other Governmental Bodies of the School District
    - 172 - Special Board Meetings
    - 253.3 - Student Handbooks
    - 533 - Hiring District Employees
    - Administrative Rule 535.2 - Activities Staffing
    - Administrative Rule 535.22 - Activity Staff Recruiting/Hiring
  - b. Board Action to Fill the Board Officer Vice-President Vacancy, and Any Subsequent or Resulting Vacancies of Remaining Officer Positions
  - c. Board Policy and Programming Committee Plans to Fill Board Vacancy
  - d. Board Action to Fill the CESA 11 Board Of Control Vacancy
9. Adjourn

Unity  
Elementary  
August 2022

## Elementary Principal's Report

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### Summer School

July was an enjoyable session of Summer School for all. Projects, bridge building, reading, math, and fun! We also were able to exercise our creativity in space use - we had classes in the cafeteria, gyms, labs, library, and all around to help get the new flooring project started. Thank you kids for your flexibility, and thank you teachers for providing such a great experience for our kids! We are looking forward to August with some more offerings in MS and HS Band, and additional offerings in Driver's Ed and Strength and Conditioning.



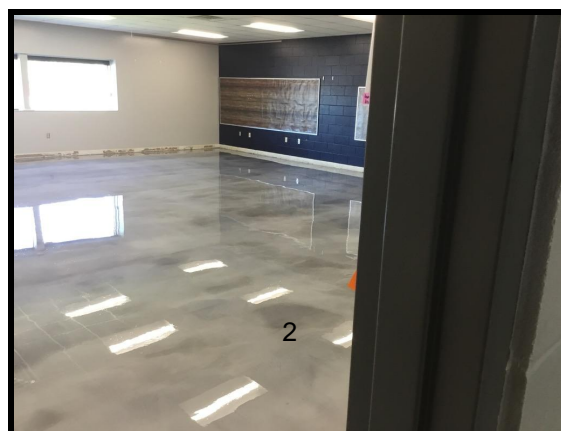
### Reading Corps

We welcome Mrs. Kate Delessio and Mr. Dave Muller to our school team! They are our new Reading Corps Tutors for the upcoming school year, they both bring a lot of experience with kids, and everyone is excited to have even more services and support to help kids read, read read!



### Flooring

Thank you for making the new flooring in the Elementary School Possible. Our children will enjoy coming into a fresh, clean, and upgraded learning environment. Many have complimented the style - it's an incredible look and feel!



### **Scheduling**

With our increases in services, we are placing a lot of time and emphasis into correct scheduling across the school. We hope to be completed soon, and are working closely with pupil services, support services, secondary schools, staffing, and student needs to design the best possible schedules and plans for all. This time of year also has us reviewing calendars, internal procedures, records, helping with the myriad of registrations over the summer, and all that goes into the start of a new year of school!

### **Curriculum Review and Reading Collaborative Planning**

A major planning and organizing effort has been occurring around curriculum and instruction. Thank you to the teachers, Mrs. Jorgensen, and folks in the district for their help in both. We are excited to have our curricular areas, maps and planning updated and continually improved this year. We are also excited to be starting the Unity Elementary Reading Teacher Collaborative and embarking on an intensive time of reading training for our staff over the next two years to increase the knowledge in our school around the science of reading to help all of our kids!

# Unity Middle School

## July 2022 Board Report

### Summer Music

Middle level students had the opportunity to take individual piano lessons throughout the summer with Unity music teachers. On August 5, students will show off their new skills with a Piano Recital at 3 pm in the Performing Arts Center.

Middle School Band Camp is August 15-19. Campers will work on sight reading skills, concert skills, and advancing note and rhythm skills. Students will rehearse as an ensemble with an afternoon concert at 1 pm on August 19th in the Performing Arts Center. Band camp is a great opportunity for all students to have fun and work with each other building lasting relationships within the middle school band program.



*Pictured: Middle School Band Camp 2021*

### Unity Eagle Academy

The first day of school for middle level students is August 30th! Unity School District is proud to announce the return of Unity Academy on August 30 and 31, 2022. The first two days of school will follow an engaging and exciting format this year. Students will participate in team building and problem solving activities. They will set goals, meet their teachers, decorate their lockers, and get organized for a successful 2022-23 school year. Students will report to homerooms on these days. These will be full school days. Normally scheduled bus routes will run during Unity Academy. Unity Food Service will also be serving breakfast and lunch starting these days. Beginning September 1, students will report to all their regularly scheduled classes.

### Baseball News

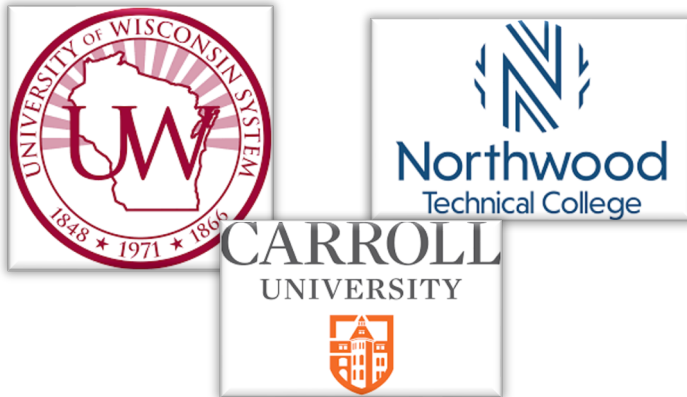


The 12U boys baseball team focus was all about family this year, and this team really took that to heart. Teammates worked together to help push each other to the best of their abilities and lift them up when things got tough. Through all of the blood and sweat, this team really knows how to get the job done.

Unity Baseball program future is bright!

# UNITY EAGLES

## College Credits: Unity ECCP and SCN Programs



While students in Wisconsin having an opportunity to pursue college credits during their high school years has been going on for a long time, the onset of the Early College Credit Program and Start College Now has impacted the lives of many Unity students over the last few years. Through the Early College Credit Program and the Start College Now program, Unity students have the potential to obtain up to 18 college credits during their high school years for free. The Early College Credit Program

provides students with an opportunity to earn credits from an extensive number of 4-year Wisconsin colleges. The Start College Now program allows students to obtain credits from numerous Wisconsin technical colleges. These programs and the incredible support offered in partnership with the Unity School District and Board of Education serve as an amazing resource for an increasing number of students each year. Congratulations to the students and staff members that make these programs possible!

## EXCITING EVENTS Check out the Unity Website



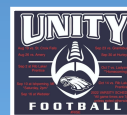
Unity School District continues to search for qualified candidates for several open positions within the District. As always, the goal is to ensure students receive quality education from highly qualified teachers. **1**



Congratulations to Jacob Erickson for winning a blue ribbon in every swine class he competed in at the Polk Co. Fair. He also won the title of Premier Showman as well as Reserve Champion Market Barrow! **2**



Congratulations to the Unity Eagles Volleyball teams that competed in the 2022 summer volleyball league in Barron, WI. The Varsity finished in third, and the JV team took second place! **3**



The Unity Eagles Football season kicked off on Tuesday, August 2<sup>nd</sup>. The Eagles have an exciting season ahead with some fun competition. The team has to most seniors in years, and will look to capitalize on their leadership. **4**



Congratulations to Cheyanne Knutson, Jacob Erickson, Gracie Davison, and Sam Volgren for their outstanding success at the 2022 Polk Co. Fair. The Unity FFA was showcased very well through all of the competitors' success! **5**

*"Practice like you have never won...compete like you have never lost."*

## Horizon ACT Prep and Pre ACT Resource

Unity High School is excited to implement a new ACT Prep and Pre ACT resource for students. The program, offered through Horizon Education, will allow students in grades 9-11 to prepare for successful completion of the ACT. The significance of the impact will be tracking student progress and growth over their freshmen and sophomore years as they head

into their junior year. During their junior year, students take the ACT, which is also the Wisconsin state assessment for all high school students. The goal is to see students increase their overall average composite score. Schools that have utilized this resource across the country have seen an average growth of 4-8 points on their composite scores!

# District Administrator's Report

*August 2022*

Unity School District

## **School Starts Soon: Fall Is Just Around the Corner!**

The first day of school is arriving soon! We are excited for students to return and have been busy this summer planning! The District Open House is on Monday, August 29th from 5:00pm-7:00pm. Eagle Academy is on August 30th and 31st. It is a great way for students to get ready for the school year by visiting with their friends, meeting their teachers, getting their lockers, and enjoying amazing learning and teamwork activities! The first day of school is Thursday, September 1st. A Welcome Back Letter will be sent to families this week, with grade-level specific details and additional District information about the start of the school year. Parents are encouraged to contact their child's school office with any questions. See you soon!

## **Food Service Meal Program Update**

Meal costs will return this year for school lunches. The U.S. Department of Agriculture is ceasing the free meal program that was implemented during COVID.

While lunch prices will return, Unity will be participating in the Free Universal Breakfast Program for the 2022-2023 school year. The program is beneficial for students to start their day with a balanced, nutritious meal at no cost.

The percentage of free/reduced, as determined by direct certification, is a qualifying factor for the District's eligibility for meal programs, as well as other programs. It will be important for families to complete the necessary free/reduced meal program applications and the direct certification process. Parents are encouraged to complete the Free/Reduced Meal Program Application, as they may qualify without realizing it.

Further information about the District's Food Service Program is available online at <https://www.unity.k12.wi.us/page/school-nutrition>.

"Expect Great Things"

# District Administrator’s Report

August 2022

## Summer Is A Time For Projects

### Summer 2022 Facilities Maintenance Projects:

- ★ LEAP Center Playground Completion (Completed)
- ★ LEAP Center Cleaning and Maintenance (Completed)
- ★ Parking Lot Crack Sealing and Patching (Completed)
- ★ Concrete Sidewalk Replacement (Completed)
- ★ Elementary School Flooring Replacement (In Progress)
- ★ Middle School Locker Room Renovation (In Progress)
- ★ Restroom Privacy Partitions (In Progress)
- ★ Replacement of Middle School Exterior Windows and Doors (In Progress)
- ★ Pool HVAC Unit Maintenance (TBD)
- ★ Pool Locker Room Flooring (Awaiting State Approval)
- ★ Middle School North Roof Replacement (Summer 2023)
- ★ Gym Floor Refinishing, HS Gym 2 and MS Gym (Summer 2023)

A Board Long-Range Planning and Facilities Committee meeting is being scheduled prior to the end of May to review the scope of the work, materials selection, and a general revision of the District Facilities Plan.

## School Day Schedule Changes for 2022-2023

The school day times will change slightly for the 2022-2023 School year. The changes will provide additional time for morning breakfast. There will also be a staggered end to the school day, to more efficiently exit elementary students at the end of the school day, during parent pick-up. The changes also add five minutes to the day, further ensuring compliance with DPI Rule PI 8.01(2)(f), regarding the required hours of instruction.

### 2022-2023 School Day Schedule:

Early Student Dropoff:	7:55am
Students:	
Elementary:	8:15am – 3:15pm
MS and HS:	8:15am – 3:20pm
Teacher Work Schedule:	7:50am – 3:50pm

# District Administrator's Report


*August 2022*

## Unity School District

### **School Supplies: Let Us Help With That!**

Unity's School Supply Kits are available again this school year! The kits are affordably priced at \$20, convenient, and ensure that all classroom supplies are available. Online ordering and payment are available through the Infinite Campus Parent Portal, selecting the school store link.

*Updated! Through a generous donation, all elementary students will receive a backpack with their school supply kit purchase - at no additional cost!!*



**2022 - 2023  
UNITY SCHOOL DISTRICT  
GOALS**

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- 1. PREPARE STUDENTS FOR THEIR FUTURE BY INCREASING CAREER READINESS THROUGH THE EXPANSION OF YOUTH APPRENTICESHIP, ADVANCED PLACEMENT, EARLY COLLEGE CREDIT PROGRAM, START COLLEGE NOW, AND NEW PROGRAMS.**
- 2. IMPROVE READING ACHIEVEMENT AND LITERACY THROUGH IMPLEMENTATION OF A RIGOROUS CURRICULUM WITH FLEXIBLE AND PERSONALIZED LEARNING OPPORTUNITIES FOR STUDENTS.**
- 3. CONTINUE TO IMPLEMENT SUPPORTIVE MENTAL HEALTH PROGRAMMING FOR STUDENTS.**
- 4. PROMOTE LEADERSHIP DEVELOPMENT AND CHARACTER-BUILDING OPPORTUNITIES FOR ALL STUDENTS.**

8

APPROVED BY UNITY BOARD OF EDUCATION - JUNE 2022

# District Administrator's Report

## August 2022

### Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Tuesday, August 9	Board of Education Meeting	Board Room	6:00 PM
Monday, August 15	CESA 11 Supt. Networking Meeting	ZOOM	10:30 AM
Wednesday, August 17	Administrative Team Meeting	Board Room	1:00 PM
Monday, August 22	New Teacher Orientation	Library	8:00 AM
Tuesday, August 23	First Day Staff Breakfast	Cafeteria	7:30 AM
Tuesday, August 23	First Day of Teacher Inservice	District	7:30 AM
August 30, 31	Eagle Academy	District	
Thursday, September 1	First Day of School	District	8:00 AM
Friday, September 9	CESA 11 Superintendent Meeting	Turtle Lake	9:00 AM
Tuesday, September 13	Board of Education Meeting	Board Room	6:00 PM
Wednesday, September 14	Administrative Team Meeting	Board Room	1:00 PM
Friday, September 23	No School - Staff Inservice Day	District	



# Minutes of Regular Meeting

## July 12, 2022

### The Board of Education

### Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, July 12, 2022 beginning at 6:00 PM in the Unity School District Board Room.

1. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call  
**Members Present:** Debbie Ince-Peterson, James Beistle, Ryan Peterson, Victoria Studtmann, Sheryl Holmgren  
**Admin. Team Present:** Supt. Brandon Robinson  
**Members Absent:** Pat Kastens, Jeromy Cox
2. Approval of the Agenda  
Motion to Approve the Agenda by Ryan Peterson.  
Second by Victoria Studtmann.  
Motion carries by unanimous voice vote.
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.  
Motion to approve the agenda by Sheryl Holmgren.  
Second by Ryan Peterson.
  - a. Roll Call  
Roll Call: Debbie Ince-Peterson (yes), Sheryl Holmgren(yes), Ryan Peterson (yes), Victoria Studtmann(yes), Pat Kastens(no), James Beistle (yes), Jeromy Cox (no)
  - b. Approval of Closed Minutes June 14, 2022 – Regular Board of Education Meeting
  - c. Personnel § 19.85 (1)(c)
  - d. Adjourn Closed Session
  - e. Convene Regular Session
4. Possible Action on Recommendation(s) from Closed Session  
None.
5. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to [brobinson@unity.k12.wi.us](mailto:brobinson@unity.k12.wi.us) by NOON on Tuesday, July 12, 2022. Such comments will be provided to the Board of Education for consideration and review.)  
No comments received.
6. Board of Education Member Update
7. **Information**
  - a. Submitted Reports
  - b. District Administrator's Report – *Mr. Brandon Robinson*
8. **Consent Agenda**
  - a. Approval of Board of Education Meeting Minutes, June 14, 2022 – Regular Board Meeting
  - b. Approval of Board of Education Meeting Minutes, June 28, 2022 – Policy and Programming Meeting
  - c. Approval of Board of Education Meeting Minutes, June 29, 2022 – Budget and Finance Meeting
  - d. Approval of Elementary/Middle School/High School Activity Accounts

- e. Approval of Vouchers
- f. Financial Report – *Ms. Kara Holden*
- g. Personnel
  - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
    - a. Alyssa Johnson, Hire – Special Education Teacher
    - b. Sophie Peterson, Hire – Special Education Teacher
    - c. Errin Schleusner, Hire – Middle School ELA Teacher
    - d. Hannah Unruh, Hire – Pre-Kindergarten Teacher
    - e. Consideration and Approval of the 2022-2023 Fall Extra Duty Contracts  
 Motion to approve Consent Agenda Items 8.a-8.g, with the addition of approving new hire, Stephanie Lechman (Elementary Teacher), by James Beistle.  
 Second by Ryan Peterson.  
 Motion carries by unanimous voice vote. (Ryan Peterson Abstained.)

**9. Action Agenda**

- a. Consideration and Approval of the Unity Reopening Plan 2022– *Mr. Brandon Robinson*  
 Motion to approve the Unity Reopening Plan 2022 by James Beistle.  
 Second by Victoria Studtmann.  
 Motion carries by unanimous voice vote.
- b. Consideration and Approval of Grade Level Sections – *Dr. William DeWitt*  
 Motion to approve Grade Level Sections with flexibility for Administration to make changes as needed by Victoria Studtmann.  
 Second by Sheryl Holmgren.  
 Motion carries by unanimous voice vote.
- c. Consideration and Approval of the Early Learning Calendar 2022-2023 – *Dr. William DeWitt*  
 Motion to approve the Early Learning Calendar 2022-2023 by Victoria Studtmann.  
 Second by Ryan Peterson.  
 Motion carries by unanimous voice vote.
- d. Consideration and Approval of Proposed District Curriculum Purchases, as Defined by the District Long-Range Plan - *Mr. Brandon Robinson*  
 Motion to approve the Proposed District Curriculum Purchases, as Defined by the District Long-Range Plan by Ryan Peterson.  
 Second by Sheryl Holmgren.  
 Motion carries by unanimous voice vote.
- e. Consideration and Approval of the 2022-2023 District Employee Handbook Revisions – *Mr. Brandon Robinson*  
 Motion to approve the 2022-2023 District Employee Handbook Revisions by James Beistle.  
 Second by Ryan Peterson.  
 Motion carries by unanimous voice vote.
- f. Consideration and Approval of the 2022-2023 Student & Parent Handbooks – *Administration*  
 Motion by Ryan Peterson to approve the 2022-2023 Student & Parent Handbooks with the ability for Administration to make changes as needed.  
 Second by Sheryl Holmgren.  
 Motion carries by unanimous voice vote.

g. Consideration and Approval of the 2022-2023 Lunch Program and Prices – *Mr. Brandon Robinson/ Ms. Kara Holden*

Motion to approve the 2022-2023 Lunch Prices as presented by Ryan Peterson.

Second by James Beistle.

Motion carries by unanimous voice vote.

Motion by Victoria Studtmann to Approve the Universal Free Breakfast Program, with directive to continue to pursue eligibility for Universal Free Lunch Program.

Second by James Beistle.

Motion carries by unanimous voice vote.

h. Consideration and Approval of Food Service Account Balance Payoff – *Ms. Kara Holden*

Motion to Approve Food Service Account Balance Payoff by Victoria Studtmann.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

i. Approval by the Board of the annual declaration and parent notice of the District’s student academic standards that will be in effect for the 2022-2023 school year, pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes. – *Mr. Brandon Robinson*

Motion to approve the annual declaration and parent notice of the District’s student academic standards for the 2022-2023 school year by James Beistle.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

j. Consideration and Approval of the following Board Policies and Administrative Rules: - *Mr. Brandon Robinson*

- 370 – Extracurricular Activities (including Athletics)
- 453.1 – Emergency Nursing Services
- Administrative Rule 453.1 – Emergency Care Procedures
- Administrative Rule 453.14 – Sudden Cardiac Arrest in Youth Athletic Activities
- 453.43 – Administering Medications to Students
- Administrative Rule 723.1 – Emergency Drills Involving Students

Motion to approve Board Policies and Administrative Rules 370, 453.1, 453.14, 453.43, and 723.1 by James Beistle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

10. Adjourn

Motion to adjourn by James Besitle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote by 7:54 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

## UNITY SCHOOL DISTRICT

### ACTIVITY ACCOUNT SUMMARY AS OF July 31, 2022

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
164400-General Account	\$4,086.74	\$48.48		\$4,135.22
164401-Basketball - Boys	5,794.48		2,063.13	3,731.35
164402-Baseball - HS	3,342.09		598.00	2,744.09
164403-FFA	10,709.38			10,709.38
164404-FBLA	2,003.99			2,003.99
164405-Skills USA	3,609.13			3,609.13
164406-Athletics	1,143.77			1,143.77
164407-Football	3,337.63			3,337.63
164408-Volleyball	803.52			803.52
164409-Basketball - Girls	641.98			641.98
164410-Softball	573.21			573.21
164411-Soccer Club	0.00			0.00
164412-Grad Party	0.00			0.00
164413-Migizi Club	641.97			641.97
164414-Music Club	5,776.51			5,776.51
164415-Natnl Honor Society	914.40			914.40
164416-Student Council	3,165.14			3,165.14
164417-Theatre Arts	6,391.15			6,391.15
164418-Library	1,836.53			1,836.53
16419-Farm2School	708.00			708.00
164420-Tennis	4,527.69			4,527.69
164422-Class of 2022-2025	7,288.44			7,288.44
<b>TOTALS</b>	<b>\$67,295.75</b>	<b>\$48.48</b>	<b>\$2,661.13</b>	<b>\$64,683.10</b>
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$9,639.10	\$15.57		\$9,654.67
Student Council	1,137.11			1,137.11
Drama	747.76			747.76
Sopko	465.83			465.83
PE Program	623.50			623.50
MS Athletics	537.52			537.52
Girls Traveling Bball	8,409.31			8,409.31
Wrestling	375.40			375.40
<b>TOTALS</b>	<b>\$21,935.53</b>	<b>\$15.57</b>	<b>\$0.00</b>	<b>\$21,951.10</b>
ELEMENTARY SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
General	\$5,554.60	\$6.73		\$5,561.33
Yearbook	2,389.78			2,389.78
<b>TOTALS</b>	<b>\$7,944.38</b>	<b>\$6.73</b>	<b>\$0.00</b>	<b>\$7,951.11</b>

CHECK #	VENDOR	CHECK DATE	AMOUNT
16963	DYNAMIC MEDIA	7/14/2022	\$ 383.88
16964	SOUTHWEST WI TECHNICAL COLLEGE	7/14/2022	\$ 1,404.54
16965	USPS	7/14/2022	\$ 593.20
16966-16968	AMAZON CAPITAL SERVICES	7/15/2022	\$ 20,398.64
16969	AWSA	7/15/2022	\$ 765.00
16970	BALSAM LAKE HARDWARE	7/15/2022	\$ 1,431.81
16971	BALSAM LAKE WATER/SEWR COMMIS.	7/15/2022	\$ 5,266.28
16972	CESA #11	7/15/2022	\$ 250.00
16973	CHIPPEWA VALLEY SPORTING GOODS	7/15/2022	\$ 1,290.00
16974	DALCO	7/15/2022	\$ 3,251.00
16975	EQUAL RIGHTS DIVISION	7/15/2022	\$ 22.50
16976	ICCPA	7/15/2022	\$ 329.40
16977	JOHNS REFRIGERATION INC.	7/15/2022	\$ 8,329.00
16978	KEMPS	7/15/2022	\$ 2,095.97
16979	KOBUSSEN BUSES LTD	7/15/2022	\$ 24,162.69
16980	NASCO	7/15/2022	\$ 32.16
16981	SCHOLASTIC EQUIPMENT COMPANY, LLC	7/15/2022	\$ 25,964.00
16982	SECURITY CHECK ME	7/15/2022	\$ 28.00
16983	SPOONER WINDOW AND DOOR	7/15/2022	\$ 22,752.00
16984	STAPLES ADVANTAGE	7/15/2022	\$ 10,901.20
16985	WATERMAN RECYCLING AND DISPOSAL LLC	7/15/2022	\$ 570.00
16986	INDIANHEAD GLASS, INC.	7/15/2022	\$ 44,960.50
16987	ELECTRONIC FEDERAL TAX PAYMENT	7/5/2022	\$ 61,930.98
16988	WEA TAX SHELTERED ANNUITY TRUST	7/5/2022	\$ 3,341.67
16989	WISCONSIN DEPARTMENT OF REV	7/5/2022	\$ 10,237.54
16990	ELECTRONIC FEDERAL TAX PAYMENT	7/20/2022	\$ 61,320.34
16991	WEA TAX SHELTERED ANNUITY TRUST	7/20/2022	\$ 3,787.50
16992	WISCONSIN DEPARTMENT OF REV	7/20/2022	\$ 10,144.40
16993-16994	STANDARD INSURANCE COMPANY	7/19/2022	\$ 4,110.54
16995	HORACE MANN LIFE INSURANCE COM	7/19/2022	\$ 1,100.00
16996	UNITY EDUCATION SCHOLARSHIP	7/19/2022	\$ 15.00
16997	UNITY FOOD SERVICE	7/19/2022	\$ 180.30
16998	DELTA DENTAL	7/25/2022	\$ 10,512.15
16999	POLK BURNETT ELECTRIC COOP.	7/25/2022	\$ 4,350.00
17000	WEA INSURANCE	7/25/2022	\$ 109,829.86
17001	CONNECTING POINT	7/26/2022	\$ 46,991.00
17002	JENSEN FURNITURE	7/26/2022	\$ 14,199.50
17003	AFLAC GROUP INSURANCE	7/27/2022	\$ 700.14
17004	WISCONSIN RETIREMENT SYSTEM	7/29/2022	\$ 101,942.56
17005	BREMER BANK	7/28/2022	\$ 300,000.00
17006	BMO MASTERCARD	7/12/2022	\$ 23,667.24
17007	CHASE CARD SERVICES	7/21/2022	\$ 17,558.74
17008	COWBELL CYBER	7/14/2022	\$ 7,735.00
17009	HUEBSCH SERVICES	7/12/2022	\$ 1,344.92
17010	NORTHWESTERN WIS ELECTRIC CO	7/18/2022	\$ 20,317.16
17011	WE ENERGIES	7/11/2022	\$ 5,365.92
17039	PAYROLL ACCOUNT	7/20/2022	\$ 419,330.45
<b>Total</b>			<b>\$ 1,415,194.68</b>

July, 2022  
 UNITY SCHOOL DISTRICT  
 ALL FUNDS

PROOF OF CASH

BANK	BALANCE June 30, 2022	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	BALANCE July 31, 2022
<b>BALANCE PER BANK:</b>				
Bank of Baldwin - 4034 General Checking	\$ -	\$ 1,892,153.86	\$ 1,892,153.86	\$ -
Bank of Baldwin - 3781 Sweep	3,312,002.34	272,901.65	2,311,674.25	1,273,229.74
Bank of Baldwin - 9458 Debt Service	6,012.44	4.27		6,016.71
LGIP - #1 - Debt Service	47,663.14	62.65		47,725.79
LGIP - #2 - General	1,812.43	2.38		1,814.81
Matrix Bank - 4217 - OPEB	924,201.33	1,068.57		925,269.90
Bremer Bank - 0907 Capital Improvement	80,480.55	300,000.93		380,481.48
Bank of Baldwin - 3863 ES Activity	9,484.58	6.73		9,491.31
Bank of Baldwin - 8579 MS Activity	21,935.53	15.57		21,951.10
Bank of Baldwin - 3894 HS Activity	70,901.78	48.48	3,066.81	67,883.45
Bank of Baldwin- 7068 Scholarship Milltown CC	35,445.33			35,445.33
Bank of Baldwin- 1817 Scholarship Lumsden	33,038.20			33,038.20
Bank of Baldwin- 2643 Scholarship Amery Farmers	15,406.26			15,406.26
Bank of Baldwin- 7799 Scholarship Checking	50,191.62	35.62		50,227.24
Bank of Baldwin - 1217 Scholarship G Melby Am Legion	12,005.13			12,005.13
	\$ 4,620,580.66	\$ 2,466,300.71	\$ 4,206,894.92	\$ 2,879,986.45

**Unity School District - Board of Education**  
**Board Policy 131**  
**Election of School Board** **School Board Elections**  
Last Revised 8/16/2022

~~The Board of Education shall consist of seven members as prescribed by the voters of the District at a special meeting on February 24, 1957. Members are elected to a three year term.~~

~~The members of the School Board shall be elected by ballot on the day of the spring election as prescribed by law under Section 120.06.~~

~~In the event of a vacancy on the Board of Education, the policy concerning appointment of a successor shall be referred to: Policy 133 UNEXPIRED TERM FULFILLMENT.~~

School Board members are public officials who are elected or appointed to office as provided under state law. In order for an otherwise-eligible candidate's name to appear on a ballot for a Board seat at a spring election, a candidate must complete and file all of the required ballot access forms in a timely fashion.

The Office of the District Administrator shall be the designated filing location for all forms, petitions, oaths of office, and other filings related to Board elections.

A regular term of office for a Board member is three years, commencing on the 4<sup>th</sup> Monday of April.

Any qualified elector who resides anywhere within the territory of the District may hold any of the Board seats. In any three-year cycle of consecutive spring elections, the following number of Board seats are up for election at the spring election as regular terms:

- Year 1: The terms of three (3) seats expire and are up for election as regular terms in April of 2016, 2019, 2022, and 2025.
- Year 2: The terms of two (2) seats expire and are up for election as regular terms in April of 2017, 2020, 2023, and 2026.
- Year 3: The terms of two (2) seats expire and are up for election as regular terms in April of 2018, 2021, 2024, and 2027.

## Unity School District - Board of Education Board Policy 133

### ~~Unexpired Term Fulfillment~~ **Filling Board Vacancies**

Last Revised 8/16/2022

~~School Board members may resign or be removed from office as provided by Wisconsin Statute 17.26. When resignation or removal from office does occur, the remaining members of the Board shall appoint a replacement in accordance with Wisconsin State Statutes. The appointment will be made within five weeks of the acceptance of the resignation with the Board Policy and Programming committee acting as a nominating committee.~~

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he/she has taken and filed the oath of office. The oath shall be filed on or before any deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

### **APPOINTMENT GUIDELINES**

During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

1. The District Administrator, or his/her designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 7 days after the date that the notice is first placed on the District website.
2. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application (addressing qualifications and interest) to the office of the District Administrator. If no applications are received by the deadline, the Board President may direct the District Administrator to re-issue the solicitation of interest with the deadline extended by up to an additional 7 days. The Board President shall ensure that all Board members are informed of any such extension.
3. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
4. If multiple candidates express interest and submit notice as defined by Board policy, the Board Policy and Programming Committee may interview all interested candidates to ascertain their qualifications at a properly noticed meeting and make recommendations to the Board of Education at a properly noticed meeting.

6. Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

7. Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board.

8. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the Board President shall fill the vacancy by appointment.

# Unity School District - Board of Education

## Board Policy 141

### Board Officers

Last Revised 8/16/2022

#### Officers

~~The Board of Education shall consist of a president, a first vice president, a second vice president, a clerk, a treasurer and two directors.~~

~~The School Board members shall hold an organizational meeting in May following the annual spring election to select the above officers of the Board for a one year term.~~

~~Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.~~

#### Duties of Officers

~~The president of the Board shall have specific powers according to WI Statute 120.15. The president shall appoint all committee representatives unless otherwise ordered by the Board. The first vice president, followed by the second vice president, shall perform the duties of the president in the president's absence.~~

~~The treasurer, or the treasurer's designee, shall receive, hold in custody, and expend all funds as directed by the Board of Education. The treasurer shall furnish a bond in compliance with the State law as provided for in WI Statute 120.16.~~

~~The clerk, or the clerk's designee, shall keep records of all meetings, post all legal notices, prepare and sign all legal documents, and perform such other duties as may be prescribed in WI Statute 120.17.~~

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by secret ballot, roll call vote, or voice vote. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk. Voting for any of the officers shall continue until a majority vote is received.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

Board officers shall perform the following duties:

- Duties of the President - The President shall:

1. Prepare the agenda for all regular and special Board meetings, in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all Board meetings and see that the minutes are properly recorded, approved and signed.
4. Countersign all checks and other orders for the disbursement of District funds.
5. Defend the District from actions brought against it and prosecute actions brought by the District.
6. Serve as spokesperson for the Board.
7. Appoint standing Board committees and any other committees as determined necessary by the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

- Duties of the Vice President – The Vice President shall:

1. Carry out the duties and responsibilities of the President in his/her absence, including presiding at regular or special Board meetings.
2. Perform such other duties as assigned by the Board.

- Duties of the Clerk - The Clerk shall:

1. Be responsible for recording the proceedings of school district and school board meetings and entering them, together with copies of all reports to municipal clerks, in the District's official records.
2. Carry out school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed Board members.
4. Report the name and address of all Board members to the clerk and treasurer of each municipality in which the District is located within 10 days of their election or appointment.
5. Draw orders on the school district treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of his/her contract with the Board.
8. Annually on or before November 10, deliver to the clerk of each municipality within the District a certified statement of the amount of taxes to be collected.
9. File a timely and verified annual school district report with the Department of Public Instruction.
10. Perform such other duties as required by law or assigned by the Board.

- Duties of the Treasurer - The Treasurer shall:

1. Receive and deposit promptly in the officially designated District depository(ies) all monies paid to the District, and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with state law.
3. See that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to sue for all monies due the District.
7. Perform such other duties as required by law or assigned by the Board.

To the extent consistent with applicable law, the Board authorizes the Board officers to delegate the actual performance of delegable duties to District employees. The individual officer shall coordinate all such delegation of the performance of specific actions through the District Administrator. In the event the officer and the District Administrator are unable to resolve to their mutual satisfaction any concerns about such delegated actions, the officer or the District Administrator shall arrange for the Board to consider and attempt to resolve the concerns. Board officers should be aware that the delegation of the performance of a legal duty does not transfer all legal responsibility and liability to the delegee.

For purposes of illustration applicable to the Clerk, delegable duties related to elections include the ministerial duties of accepting elections-related filings and petitions, accepting elections materials provided by municipal clerks, preparing and issuing mandatory election notices, and mailing finance reporting forms to registrants.

## Unity School District - Board of Education

### Board Policy 171

#### School Board Meeting Date - Regular **Regular Board Meeting**

Last Revised 8/16/2022

~~In order for the Board of Education to conduct general business meetings to facilitate the operations of the school district, the Board recognizes the need to establish a firm date, time and place to meet on a regular basis; therefore, the Board of Education establishes the following policy:~~

~~The policy of the Board of Education shall establish the second Tuesday of each month at 6 p.m. with closed session first, followed by the regular meeting.~~

~~Board meetings will be held in the Unity School District Board Room at 1908 150<sup>th</sup> Street/ Highway 46 North, Balsam Lake, WI. The meeting may also be held virtually in compliance with other Board policies and state statute. Except as otherwise directed by a decision of the Board, the presiding officer who is responsible for issuing public notice of a regular meeting, or a person acting as his/her designee, is authorized to determine an appropriate location within the District for each regular meeting.~~

~~Legal Ref: WI Stat. 120.11~~

A regular meeting of the School Board is any Board meeting that is scheduled (or rescheduled) by a formal action of the Board, including any vote that directs the holding of a Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more Board meetings.

Except as otherwise determined or modified by the Board, the Board will hold regular meeting(s) at least once a month as follows: on the second Tuesday of each month at 6:00 pm.

Except as otherwise directed by a decision of the Board, the presiding officer who is responsible for issuing public notice of a regular meeting, or a person acting as his/her designee, is authorized to determine an appropriate location within the District for each regular meeting.

The Board President may, at his/her discretion, reschedule a regular meeting of the Board of Education due to extenuating circumstances. In such an instance, the regular meeting shall be held within the same calendar month to comply with state statute. Such a change requires adequate public notice.



## Unity School District - Board of Education

### Board Policy 171.1

#### Public Notification of Board Meetings and Other Governmental Bodies of the School District

Last Revised 8/16/2022

Subject to the limited exceptions identified in this policy, when notice of a meeting of the School Board or any subunit committee of the Board is being given under and for purposes of compliance with the Open Meetings Law, such notice shall be given as follows:

1. As expressly required by any statute that is applicable to the specific body or specific meeting; and
2. By communication from the chief presiding officer of the governmental body or such person's designee to **all** of the following:
  - a. To the news media who have filed a written request for such notice;
  - b. To the public by:
    - i. Placing an electronic copy of the meeting notice on the Unity School District's Internet site; **and**
    - ii. Posting a physical copy of the notice at least at the School District Office at 1908 150th Street, Balsam Lake, WI 54810.

Notice of a meeting issued for purposes of compliance with the Open Meetings Law shall be given at least as far in advance of the commencement of the meeting as is minimally required under state law.

**Internet Site(s) for Notice.** The District Administrator shall ensure that the Board and each subunit committee of the Board has sufficient access, through such body's presiding officer or such officer's designee, to an Internet account, application, or web page (whether shared or exclusive) that is under the direction and control of the District and that may appropriately be considered the Internet site of the body for purposes of placing meeting notices.

**Exceptions.** The following are exceptions to the above-specified methods of giving notice of meetings:

1. If the presiding officer of the governmental body or such officer's designee determines that the normal physical posting location specified above is closed or insufficiently accessible, the first alternate location for the physical posting of the meeting notice shall be Balsam Lake Post Office.
2. If the presiding officer of the governmental body or such officer's designee determines that a technical, staffing, or other access issue prevents giving timely notice to the public via the applicable Internet site, then such person may give notice of a meeting to the public by physically posting the notice in at least three public places. Provided the locations are open and sufficiently accessible, the posting locations shall include at least the following: Milltown Post Office. If any of these posting locations is closed or insufficiently accessible, the next alternate location to be substituted for any unavailable location shall be Centuria Post Office.

3. If, pursuant to a statutory requirement, notice of the meeting was given as a Class 1 or Class 2 legal notice, and such legal notice also meets the requirements for giving notice to the public under the Open Meetings law, this policy shall not be interpreted to require any additional method of giving notice to the public.

**Amended Notices.** If it is necessary to amend any meeting notice that has already been issued in a manner that is material to the requirements of the Open Meetings Law, notice of the amendment(s) should normally be given in the same manner as the original notice, but at least in conformance with minimum applicable statutory requirements.

**Supplemental Notice.** The presiding officer of any governmental body of the District, the presiding officer's designee, or other District official or employee may provide supplemental notice of a meeting through other means that exceed the minimum requirements of the Open Meetings Law and this policy. Unless otherwise required by law, the giving of any such supplemental notice shall not be binding on the body or commit any officer, designee, or governmental body of the District to the future use of such supplemental form(s) of notice.

# Unity School District - Board of Education

## Board Policy 172

### Special Board Meetings

Last Revised 8/16/2022

~~In order for the Board of Education to conduct business that cannot be delayed until the next regular Board, the Board of Education establishes the following policy:~~

~~A special meeting of the Board of Education may be called by the President, or any two members. No business shall be transacted except that for which the meeting is called, and which shall be stated in the agenda. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.~~

~~Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board-related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.~~

~~All meetings of the Board of Education shall be held in the Unity School District Board of Education Room, Highway 46 North, Balsam Lake, Wisconsin, unless a different place shall be designated by resolution or in the notice of a special meeting place. The meeting may also be held virtually in compliance with other Board Policies and state statutes.~~

~~Posted notices of all special Board of Education meetings will be placed online at the school website in such a way that they will be clearly visible at least twenty-four hours prior to all meetings. This posting is in addition to notifying the press. The press will be notified by telephone or email of meetings of the Board of Education.~~

### **Requesting, Calling, and Holding a Special Meeting**

A special meeting of the School Board is a meeting initiated by an individual Board member as further provided under state law and this policy.

1. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President.
  - a. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer.
  - b. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.

a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member. Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board-related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.

b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives, or could reasonably be received, at least 24 hours prior to the start of the meeting.

c. In lieu of providing adequate prior notice to all Board members, a special meeting may still be held with the consent of **all** Board members, as further provided in state law. Specifically, the advance notice requirement or any defect in giving such notice to any Board member(s) is waived if all Board members consent to holding the special meeting by either:

(1) Personally attending the special meeting and consenting; or

(2) Providing written consent even though the Board member does not personally attend the special meeting.

## Unity School District - Board of Education

### Board Policy 256.3

#### Student Handbooks

Last Revised 8/16/2022

The District's student handbooks are intended to provide information for the benefit of students, parents and guardians, staff and other interested persons in the school community. Student handbooks serve a variety of purposes including the following:

1. Giving notice of certain policies, rules, rights, responsibilities, and obligations;
2. Serving as a reference document for various school-related practices, procedures, and expectations; and
3. Establishing the District's compliance with certain legal requirements.

The District Administrator shall be responsible for ensuring that the District maintains, updates, and periodically reviews student handbooks for each of the District's schools in each school year.

Student handbook provisions are subordinate to conflicting provisions of any applicable state or federal law or regulation, and shall be consistent with applicable Board-adopted policies, rules, and directives. Within these parameters, the District Administrator, or his/her administrative-level designee, has authority to approve and implement changes to the content of student handbooks without seeking advance approval from the School Board.

Where a student handbook provision represents the entirety of, an excerpted portion of, or a direct summary of a separately-maintained Board policy or Board-adopted rule, any Board-adopted change to the associated policy or rule shall simultaneously amend the applicable student handbook provision(s).

The current version of the District's student handbook(s) shall be accessible to the public on the District's website.

**Unity School District - Board of Education**  
**Board Policy 533**  
**Recruitment and Hiring of School District Employees**  
Last Revised 8/16/2022

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for all positions of employment in the District, except for the position of District Administrator, shall be conducted in accordance with provisions of this policy.

The District Administrator shall ensure that the District's core practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different core practices and procedures may be defined for different types of positions. The Board of Education directs the District Administrator to establish a procedure for the effective selection of personnel.

The District Administrator shall have the **authority power**, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where the School Board will make the final decision to approve, or not approve, the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual. Should the recommended candidate be rejected by the Board, it will be the duty of the District Administrator to bring forth another candidate.

If the District Administrator determines there is an urgent need **or extenuating circumstances** to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by, e.g., shortening the standard application period, **forgoing the posting process**, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

1. Participating in a personal interview;
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion;
3. For all positions, either of the following:
  - a. The District has completed licensure (where applicable), reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of

employment is made; or

b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable; and

4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:

a. be made following Board approval of the hiring decision and the terms of any employment contract; or

b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

The District Administrator **has the authority to** ~~may~~ fill or recommend filling a position with an internal candidate without seeking external candidates. ~~The administration shall (1) inform the Board when any non-contractual and non-supervisory position was filled in this manner; (2) inform the Board when any contractual, non-administrative position was filled in this manner, provided that the change in position or assignment does not necessitate an amendment to the employee's current contract; or (3) in connection with any other contractual or supervisory position, present this recommendation and the supporting rationale to the Board for approval. The requirements of this paragraph do not apply to routine changes in assigned duties or work schedules, or to reassignments or lateral transfers between materially similar positions.~~

#### Additional Provisions Applicable to Most Contracted Positions

Professional staff who are required to be licensed or certified by law must provide the District with a copy of the current license or certificate. Such employees are expected to remain licensed in good standing, including knowing the expiration date of their license/certification and meeting the requirements for maintenance/renewal in a timely manner. A contract with any person not legally authorized to hold the licensed position identified in his/her contract shall be (1) deemed materially breached by the individual holding the contract; and/or (2) void by operation of law. All teaching contracts shall terminate if, and when, the authority to teach terminates.

To the extent required by state law, teachers and administrators may be employed in or dismissed from their contracted positions only by a majority vote of the full membership of the Board. To the extent prohibited by state law, the District shall not enter into a contract of employment with any teacher or administrator for any period of time that the individual is then under a contract of employment with another board.

**Exceptions:** The District Administrator is authorized by the Board of Education to hire and make continued employment decisions for specific positions.

The positions that the District Administrator is authorized exclusively to hire are:

1. Employees that are classified as temporary, seasonal, <sup>30</sup>project specific, casual, occasional, student, and

long-term.

2. Substitute employees in all capacities.
3. Specific advisory positions are also exempt and include; auditors, consultants, attorneys, architects, guest speakers, or engineers for opinions or recommendations and other similar professionals.
4. Workers employed by outside agencies such as CESA, concentrated employment programs, U.S. conservation corps, AmeriCorps or other contractors for regular maintenance or emergencies are considered exceptions in the hiring policy.
5. Professional advisory positions are filled at the discretion of the District Administrator. Such positions may include: mentors, committee chairpersons, library board positions, high school advisory, PBIS, Rtl, and technology coaches.
6. LEAP Child Care Program employees in all categories.
7. District support staff employees considered at-will, compensated hourly, and provided a letter of appointment.

## Unity School District - Board of Education

### Board Policy Administrative Rule 535.2

#### Activities Staffing

Last Revised 8/16/2022

The Unity School District recognizes that the ratio of students to advisors/coaches is an integral factor to consider in attempting to provide a sound learning environment for students. It is also important that a safe and well-supervised environment exists for all activities.

Each head coach, advisor, and athletic director may make recommendations to the building principal for the addition/deletion of staff ~~and~~ for their activity programs. The administrative review will detail considerations involved in participation, facilities, equipment, scheduling and cost factors.

Guidelines for staffing activities include but are not limited to:

1. Number of participants
2. Nature of the activity/sport
- ~~3. Coed activity~~
4. Safety of participants
5. Age of participants
6. Facilities involved
7. Instructional objectives
8. Travel requirements/arrangements
9. Season of the school year
10. Number of teams/groups involved

Proposals for any additional Staffing for activities will be presented to the District Administrator, who shall have the authority to make the final determination. ~~and Board.~~

## Unity School District - Board of Education

### Board Policy **Administrative Rule 535.22**

#### Activity Staff Recruiting/Hiring

Last Revised 8/16/2022

#### RECRUITING

The Board of Education has a commitment to securing the best personnel possible. Professionally trained individuals who meet the state certification requirements and who satisfy the district's standards will be first considered in filling activity staff positions.

The District may receive emergency relief for unusual circumstances to employ other than certified teachers for coaching or supervision.

The school district will follow Article XVII ("Coaches Qualifications") as stated in the WIAA Constitution Bylaws for WIAA-sponsored sports.

~~Vacancy notices will be posted on the district website. A search for qualified applicants shall extend to new personnel filling a teacher vacancy. If necessary, candidates will be solicited from qualified non-faculty candidates.~~

#### SELECTION

Candidates will be selected on the basis of character, professional qualifications and background. **The selection process shall be defined by Board Policy 535, and the discretion of the District Administrator.** Candidates will be selected and interviewed where applicable by the ~~district administrator,~~ principal, athletic director, head coach or designee. A recommendation will be made to the district administrator.

The District Administrator shall be responsible for the final recommendation of a candidate to the Board of Education.

#### RESPONSIBILITIES

Activity staff members are under the direction and supervision of the athletic director and the building principal in which the activity takes place.

Faculty and non-faculty coaches or advisors must meet state and district certification requirements.