

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

Agenda

Tuesday, September 13, 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.

Patricia C. Kastens, Clerk

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
2. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - a. Roll Call
 - b. Approval of Closed Minutes, June 13, 2022 - Regular Board of Education Meeting
 - c. Consideration of Student Transportation Contract §19.85 (1)(e)
 - d. Adjourn Closed Session
 - e. Convene Regular Session
3. Possible Action on Recommendation(s) From Closed Session
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, September 13, 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, August 16, 2022 - Special Board Meeting 10
 - b. Approval of Board of Education Meeting Minutes, August 29, 2022 - Special Board Meeting 13
 - c. Approval of Elementary/Middle School/High School Activity Accounts 14
 - d. Approval of Vouchers 15
 - e. Financial Report - *Ms. Kara Holden* 21
 - f. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
8. **Action Agenda**
 - a. Consideration and Approval of the following Board Policies and Administrative Rules: 22
 - 161 - Board Member Authority
 - 164 - Compensation and Expenses for School Board
 - 165 - Board of Education Code of Conduct
 - 181 - Rules of Order
 - 344 - Alternative Diploma Program
 - 830 - Key Control
 - 830.1 - Administrative Rule - Key Control
9. Adjourn

UNITY EAGLES

Unity Academy: Starting the Year Strong!



The 2022-2023 school year started off strong with another incredible Unity Academy. On Tuesday, August 30th, and Wednesday, August 31st, more than 100 students, seniors through freshmen, showed up to meet staff members, reconnect with classmates, get to know new students, and enjoy some fun and engaging activities. On Tuesday morning, students experienced 4 sessions that focused on leadership, health and well-being, finding success in high school, and teamwork. In the

afternoon, students got to have fun playing various game-show style games with different groups and in different settings. On Wednesday, the students started a new tradition. In the morning, students went on community service projects at various locations to give back to our great Unity community. In the afternoon, the students were able to go bowling at McKenzie Lanes, kayaking, golfing at 5 Flags, and other fun activities. Overall, it was an excellent way to start the year and there was a great turnout!

EXCITING EVENTS

Check out the Unity Website



Here are some awesome Unity students spending time at Sophie's Manor during the community service portion of Unity Academy. All of the students had a great time chatting, playing games, and spending time. 1



The High School Student Council put in a lot of time and energy getting things ready for Unity Academy. The Student Council is extremely involved and committed to making Unity High School great! 2



Unity junior, Piper Nelson, is pictured here crushing a winning point during her tennis match. The Unity Tennis Team has worked hard this year! Keep it up! 3



The seniors showed up to Unity Academy showing great enthusiasm and drive as they head into their senior year at Unity High School. It is going to be a fun year with a great group of senior leaders! 4



The Unity Farm 2 School program had another incredible year producing corn for the district. Community members showed great support throughout the corn harvest and purchased a ton of corn from the produce stand! 5

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

Welcome to the 2022-2023 School Year!

As the 2022-2023 school year is now underway, there are a few highlights that are worth discussing that are connected to ensuring a great school year for students, staff members, and community members alike. The Fall Sports Calendar is available in the High School Office for anyone interested in picking one up for planning purposes. We will work to

ensure that people have access to the season calendars as they are available. Homecoming will be the week of October 3rd through the 7th. Everyone is invited to stop on out and join in the festivities on Friday, October 7th. Information for the Veteran's Day Program will be coming out in the next few weeks. Make sure to stay tuned!

SEPTEMBER 2022 BOARD REPORT

UNITY MIDDLE SCHOOL

Eagle Academy

Middle level students attended Unity Academy on August 30 and 31, 2022. 71% of students attended, which is up 3% from last summer. Students participated in team building and problem solving activities. They met their teachers and classmates, set goals, received their schedules, and organized their lockers. All were set for a successful 2022-23 school year and it was great fun!



STAR and iREADY TESTING

Unity School District middle school students will participate in STAR and/or iReady testing in the fall, winter, and spring. Renaissance STAR is computer adaptive, measures growth over time, identifies at-risk and high-achieving students, available for both math and reading, may be used by staff to set student learning goals, tracks mastery of state standards, and provides detailed student reports.

iReady assessments are utilized in grades 6-8 as part of the math program. Based on individual results, students have access to personalized learning activities in the iReady computer program. The assessments are iPad friendly and administered by classroom teachers.

1:1 iPad Program

Unity School District is continuing the 1 to 1 iPad program for middle level students. Students in grades 5-8, who completed Online Registration via Infinite Campus, received their iPad during Unity Academy or the first days of school. iPads are for educational purposes to utilize at school and home. Student love the super cool cases with built in keyboards.

Unity
Elementary
September 2022

Elementary Principal’s Report



Eagle Academy

Students prepared to SOAR this school year at Eagle Academy. Our 2 day Orientation experience was high on learning, high on fun, and high on relationship building. Students and teachers are more prepared for a successful year of learning after these two full days of experiences. Of note, Ready, Set, Go Conferences take place during these days as well to prepare our youngest students in 4K and 5K for their year as well. The entire school places a high level of focus on our children earlier in the year than many area schools, and we feel it has proven helpful.

Curriculum Review Efforts Begun

Teachers, departments and teams are nearing the initial completion of our updated curriculum mapping project and planning effort in our Atlas mapping system. As of the time of this report, the administrative review of their work has begun, with feedback, and final adjustments planned for our first inservice day on September 23, 2022. Having a publicly viewable, accurate, well planned and thought out curriculum map will be instrumental in our student achievement improvement efforts. Thank you to Mrs. Jorgensen for her leadership in



this area. Also, we are excited to get started in the implementation of the new FOSS science curriculum with all of its hands on experiments!

Reading Collaborative Starts

The Elementary Reading Collaborative’s first course meeting begins this Tuesday, September 13, 2022. Mrs. Jillian Chell is infused into the collaborative, and we are beginning the development of a common language of the science of reading in the school known as the ‘Reading Continuum’. This work will be informed by the collaborative over the coming years, and the amount of expertise in reading instruction is planned to elevate our student’s achievement and experience in years to come.

District Administrator's Report

September 2022

Unity School District

Homecoming 2022!

Unity Homecoming will be Friday, October 7th. Friday will be an eventful day as students will participate in the Annual Unity Community Homecoming Parade at 10:30am. Milltown will be hosting the parade this year. Students will return to school for lunch and will have an early release at 1:00pm.

The Homecoming football game will be played on Friday night at ROK stadium on campus. Preceding the game will be the Unity Community Picnic, which will be free for the Unity Community and will feature a grill-out. Food will be available around 5:00pm.

Parade:	10:30am, Milltown
Community Picnic:	5:00pm, Unity Playground
Football Game:	7:00pm, ROK Stadium
Homecoming Dance/Fire:	9:30pm, Unity Tennis Courts

* All Homecoming Plans are subject to change due to weather, pandemic precautions, or other factors. Every effort will be made to communicate any changes as soon as possible.

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

September 2022

Unity: A Great Place to Live, Learn, and Work!

Check Out Some Amazing Career Opportunities!

Join the team! Unity School District is seeking team members in a variety of different positions.

Consider becoming an employee of an amazing school district! Career opportunities are accessible at <https://www.unity.k12.wi.us/o/unity-school-district/page/employment>.

Current Openings include: Grade 5-12 Choir Teacher, LEAP Childcare Teachers and Assistants, Educational Assistants, Custodians, and substitute employees in all positions.

Consider Driving a School Bus!

Kobussen, our student transportation provider, has continued staffing issues. We are working creatively to resolve these issues, but staffing remains a problem. If you are willing to obtain your CDL or know someone who has one, Kobussen is offering paid training and sign-on incentives. Kobussen is currently offering up to \$1500 as a sign-on bonus!

Please communicate with Kobussen at 715-330-4234 if you are interested in driving school bus or need assistance with training and obtaining your licensure.

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

September 2022

Unity School District


SAVE THE DATE(S)

BACK-TO-SCHOOL 2022-2023

MONDAY AUGUST 29 OPEN HOUSE 5:00PM-7:00PM	TUESDAY AUGUST 30 EAGLE ACADEMY DAY 1 8:15AM-3:20PM	WEDNESDAY AUGUST 31 EAGLE ACADEMY DAY 2 8:15AM-3:20PM	THURSDAY SEPTEMBER 1 1ST DAY OF SCHOOL 8:45AM-3:20PM	FRIDAY SEPTEMBER 23 NO SCHOOL TEACHER IN-SERVICE	FRIDAY OCTOBER 7 EARLY RELEASE 1PM HOMECOMING COMMUNITY PICNIC HOMECOMING FOOTBALL GAME
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*SEPTEMBER 15 - PICTURE DAY FOR ELEMENTARY
SEPTEMBER 16 - PICTURE DAY FOR MIDDLE & HIGH SCHOOL

~~WELCOME LETTERS WITH ADDITIONAL DETAILS COMING SOON!
WE CANNOT WAIT TO HAVE OUR UNITY STUDENTS BACK AT SCHOOL!~~



2022 - 2023 UNITY SCHOOL DISTRICT GOALS

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.

District Administrator's Report

September 2022

Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
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 16	Third Friday Count - District Enrollment	District	
Tuesday, September 20	Lakeland Conference Superintendent Meeting	Turtle Lake	10:00 AM
Wednesday, September 21	Administrative Team Meeting	Board Room	1:00 PM
Friday, September 23	No School - Staff Inservice Day	District	
Friday, October 7	Early Release: Homecoming and Staff Preparation	District	1:00 PM
Tuesday, October 11	Board of Education Meeting	Board Room	6:00 PM
Wednesday, October 12	WASB Region 1 Meeting	Rice Lake	6:00 PM
Friday, October 14	CESA 11 Superintendents Meeting	Turtle Lake	9:00 AM
Monday, October 17	Parent-Teacher Conferences	District	4:00 PM - 8:00 PM
Tuesday, October 18	Lakeland Conference Superintendent Meeting	Turtle Lake	10:00 AM
Monday, October 24	District Annual Meeting	Elementary Cafeteria	7:00 PM



Minutes of Special Meeting

August 16, 2022

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Tuesday, August 16, 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, Ryan Peterson, Victoria Studtmann, Sheryl Holmgren, Pat Kastens, Jeromy Cox
Admin. Team Present: Supt. Brandon Robinson
Members Absent:
2. Approval of the Agenda
Motion to Approve Agenda by Ryan Peterson.
Second by Pat Kastens.
Motion carries by unanimous voice vote.
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.)
No comments received.
5. Board of Education Member Update
6. **Information**
 - a. Submitted Reports
 - 1) Principal Reports
 - b. District Administrator's Report – *Mr. Brandon Robinson*
7. **Consent Agenda**
 - a. Approval of Board of Education Meeting Minutes, July 12, 2022 – Regular Board Meeting
Motion to Approve the Board of Education Meeting Minutes, July 12, 2022 by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.
 - b. Approval of Elementary/Middle School/High School Activity Accounts
Motion to Approve the July 2022 Activity Accounts by Pat Kastens.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
 - c. Approval of Vouchers
Motion to Approve the July 2022 Vouchers by Victoria Studtmann.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
 - d. Financial Report – *Ms. Kara Holden*
Motion to Receive the July 2022 Financial Report by Jeromy Cox.
Second by Pat Kastens.
Motion carries by unanimous voice vote.

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

Motion to approve Personnel Items 7.e.1.a-7.e.1.b by Ryan Peterson.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

Ryan Peterson made a motion to approve the additional resignation of Grant Singer, Choral Director, and the hire of the following:

○ Taylor Mathias, New Hire – High School Language Arts Teacher

○ Katelyn Hendricks, New Hire - .5FTE Elementary Teacher

○ Doug Ramich, New Hire – Athletic Director

○ Cory Nelson, New Hire – Assistant Athletic Director

Second by Victoria Studtmann.

Motion carries by unanimous voice vote.

8. Action Agenda

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

● 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

● 253.3 – Student Handbooks

● 533 – Hiring District Employees

● Administrative Rule 535.2 – Activities Staffing

● Administrative Rule 533.2 – Activity Staff Recruiting/Hiring

Motion to approve the Board Policies 131, 133, 141, 171, 171.1, 253.3, 533, and Administrative Rules 535.2 and 533.2 by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

b. Board Action to Fill the Board Officer Vice-President Vacancy, and Any Subsequent or Resulting Vacancies of Remaining Officer Positions.

Motion by Pat Kastens to appoint Ryan Peterson to the Vice-President Vacancy and Victoria Studtmann to the Subsequent Treasurer Vacancy.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

c. Board policy and Programming Committee Plans to Fill Board Vacancy.

d. Board Action to Fill the CESA 11 Board of Control Vacancy.

Motion by Victoria Studtmann to nominate Debbie Ince-Peterson to the CESA 11 Board of Control.

Second by Sheryl Holmgren.

Hearing no other nominations, motion by Ryan Peterson to close nominations and cast a unanimous ballot for Debbie Ince-Peterson..

Second by Pat Kastens.

Motion carries by unanimous voice vote.

10. Adjourn

Motion to adjourn by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote by 7:41 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

Minutes of Special Meeting

August 29, 2022

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Monday, August 29, 2022 beginning at 7:00 PM in the Unity School District Board Room.

1. Call to Order/Notice of Meeting/Roll Call

Members Present: Debbie Ince-Peterson, Ryan Peterson, Victoria Studtmann, Sheryl Holmgren, Pat Kastens, Jeromy Cox

Admin. Team Present: Supt. Brandon Robinson

Members Absent:

2 Discussion and potential action to fill a board vacancy in accordance with Board Policy 133, Filling Board Vacancies

Members of the Board conducted an interview with candidate Andrea Jerrick. After the interview, the Board President asked members if they were ready to make a decision, or if they had more questions.

Motion by Pat Kastens to approve Andrea Jerrick to fill the board vacancy in accordance with Board Policy 133, Filling Board Vacancies.

Second by Ryan Peterson.

Roll Call Vote: Debbie Ince-Peterson (yes), Ryan Peterson (yes), Pat Kastens (yes), Jeromy Cox (yes), Victoria Studtmann (yes), Sheryl Holmgren (yes)

Motion Carried.

3. Adjourn

Motion to adjourn by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

Andrea Jerrick was issued the Oath of Office and sworn in as a member of the Unity Board of Education after the meeting was adjourned.

Respectfully Submitted,

Pat Kastens, School Board Clerk

STUDENT ACTIVITY ACCOUNTS – AUGUST 2022

ELEMENTARY

Description: SBAA Account Activity Report - Activity Report
 Account: 21 A 100 000 711002 000 CASH ACTIVITY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,951.11	
08/31/2022	Receipt		1686 GENERAL DEPOSIT - 100	August Interest	10.27	7,961.38	R 280 164108 000
				Ending balance		7,961.38	

MIDDLE SCHOOL

Account: 21 A 200 000 711002 000 CASH ACTIVITY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		21,951.10	
08/25/2022	Check		1488 TL ENTERPRISE	SUMMER LEAGUE T-SHIRTS	300.00CR	21,651.10	E 310 164213 000
08/26/2022	Check		1489 ANDERSON MINDI	REFUND SUMMER LEAGUE BASKETBALL	15.00CR	21,636.10	E 310 164213 000
08/26/2022	Check		1490 WILHELM MELISSA R	REFUND - GBB SUMMER LEAGUE	15.00CR	21,621.10	E 310 164213 000
08/26/2022	Check		1491 CROWE REBECCA	REFUND GBB SUMMER LEAGUE	30.00CR	21,591.10	E 310 164213 000
08/26/2022	Check		1492 HOUMAN BRANDY	REFUND FOR GBB SUMMER LEAGUE	15.00CR	21,576.10	E 310 164213 000
08/26/2022	Check		1493 JERRICK JOE	REFUND GBB SUMMER LEAGUE	50.00CR	21,526.10	E 310 164213 000
08/26/2022	Check		1494 BABCOCK MATTHEW	REFUND GBB SUMMER LEAGUE	15.00CR	21,511.10	E 310 164213 000
08/26/2022	Check		1495 HILL HEATHER L	REFUND GBB SUMMER LEAGUE	15.00CR	21,496.10	E 310 164213 000
08/31/2022	JE	000008462		CASH ON HAND	78.06CR	21,418.04	A 000 711002 000
08/31/2022	Receipt		1690 GENERAL DEPOSIT - 200	CREDIT MONTHLY BANK INTEREST - AUGUST 2022	25.26	21,443.30	R 262 164200 000
				Ending balance		21,443.30	

14

HIGH SCHOOL

Account: 21 A 400 000 711002 000 CASH ACTIVITY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		64,683.10	
08/19/2022	Check		2715 CASH	BOOK FAIR CASH BOX	550.00CR	64,133.10	E 411 164418 000
08/19/2022	Check		2716 SALVATION ARMY POLK COUNTY	BACKPACK PROGRAM DONATION	375.00CR	63,758.10	E 411 164400 000
08/19/2022	Check		2717 UNITY SCHOOL DISTRICT	STATE VB SHIRTS	305.61CR	63,452.49	L 000 812100 000
08/19/2022	Check		2717 UNITY SCHOOL DISTRICT	FFA LODGING/SUPPLIES	459.64CR	62,992.85	L 000 812100 000
08/19/2022	Check		2717 UNITY SCHOOL DISTRICT	NHS SUPPLY ORDER	117.00CR	62,875.85	L 000 812100 000
08/19/2022	Check		2717 UNITY SCHOOL DISTRICT	STUDENT COUNCIL SUPPLIES	336.29CR	62,539.56	L 000 812100 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	SKILLS DONATION	100.00	62,639.56	R 291 164405 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	SCRAP	252.60	62,892.16	R 279 164405 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	BACKPACK PROGRAM DONATION	375.00	63,267.16	R 291 164400 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	DONATION	28.00	63,295.16	R 291 164400 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	YOUTH SOFTBALL FEES	285.24	63,580.40	R 279 164410 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	YOUTH VOLLEYBALL REGISTRATOINS	1,214.64	64,795.04	R 279 164408 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	BASEBALL TOURNEY FEES	60.00	64,855.04	R 279 164402 000
08/19/2022	Receipt		2026 GENERAL DEPOSIT - 400	TRANSFER FROM CE YOUTH BASEBALL FEES	204.99	65,060.03	R 279 164402 000
08/31/2022	Receipt		2027 GENERAL DEPOSIT - 400	AUGUST INTEREST	75.77	65,135.80	R 280 164400 000
				Ending balance		65,135.80	

CHECK #	VENDOR	CHECK DATE	AMOUNT
17012	AMAZON CAPITAL SERVICES	8/4/2022	\$ 591.84
17013	ASSOCIATED TRUST COMPANY FEE ADMIN	8/4/2022	\$ 475.00
17014	AWSA	8/4/2022	\$ 774.00
17015	BETHEL UNIVERSITY BUSINESS OFFICE	8/4/2022	\$ 649.80
17016	CENTRICITY	8/4/2022	\$ 104.00
17017	CENTURIA UTILITIES	8/4/2022	\$ 92.83
17018	CHRISTIENSEN, ASHTEN	8/4/2022	\$ 60.00
17019	CURRICULUM ASSOCIATES, LLC	8/4/2022	\$ 3,500.00
17020	EL STINKO PORTABLE TOILETS LLC	8/4/2022	\$ 955.00
17021	FERN, JEFF	8/4/2022	\$ 60.00
17021	FERN, JEFF	8/9/2022	\$ (60.00)
17022	GRAMS, JACOB	8/4/2022	\$ 360.00
17023	GRAMS, JESSICA	8/4/2022	\$ 120.00
17024	HORIZON EDUCATION	8/4/2022	\$ 13,415.00
17025	INT'L CHEMTEX CORP.	8/4/2022	\$ 1,422.80
17026	JOHN DEERE FINANCIAL	8/4/2022	\$ 160.53
17027	KOBUSSEN BUSES LTD	8/4/2022	\$ 161.86
17028	MIDWEST MACHINERY CO.	8/4/2022	\$ 1,365.42
17029	PAULSEN, NICK	8/4/2022	\$ 480.00
17030	POLK BURNETT ELECTRIC COOP.	8/4/2022	\$ 513.17
17031	QUADIENT FINANCE USA INC	8/4/2022	\$ 700.00
17032	RENNING, LEWIS & LACY, S.C.	8/4/2022	\$ 1,207.50
17033	SCHMIDT, DOUG	8/4/2022	\$ 280.00
17034	SCHMIDT, GIDEON	8/4/2022	\$ 60.00
17035	SCHOLASTIC EQUIPMENT COMPANY, LLC	8/4/2022	\$ 24,329.98
17036	STAPLES ADVANTAGE	8/4/2022	\$ 69.19
17037	THOEN COUNSELING SERVICES	8/4/2022	\$ 740.00
17038	VERIZON WIRELESS	8/4/2022	\$ 138.63
17040	ELECTRONIC FEDERAL TAX PAYMENT	8/5/2022	\$ 64,738.61
17041	WEA TAX SHELTERED ANNUITY TRUST	8/5/2022	\$ 3,412.50
17042	WISCONSIN DEPARTMENT OF REV	8/5/2022	\$ 10,437.92
17043	UNITY FOOD SERVICE	8/9/2022	\$ 82.50
17044	EMC INSURANCE COMPANIES	8/11/2022	\$ 86,003.00
17045	POLK BURNETT ELECTRIC COOP.	8/11/2022	\$ 4,500.00
17046	AMAZON CAPITAL SERVICES	8/12/2022	\$ 4,632.63
17047-17048	APPLE INC	8/12/2022	\$ 2,239.75
17049	ARTHUR J. GALLAGHER, FIRST AGENCY BRANCH	8/12/2022	\$ 12,084.00
17050	AWSA	8/12/2022	\$ 774.00
17051	BALSAM LAKE HARDWARE	8/12/2022	\$ 1,941.24
17052	BALSAM LAKE PRO LAWN, INC	8/12/2022	\$ 60.00
17053	BIMBO BAKERIES USA, INC	8/12/2022	\$ 94.80
17054	CDW GOVERNMENT	8/12/2022	\$ 8,139.60

17055 CESA #5	8/12/2022	\$	6,695.34
17056 CLIFTON LARSON ALLEN, LLP	8/12/2022	\$	5,775.00
17057 CONFIDENTIAL RECORDS, INC	8/12/2022	\$	163.00
17058 CWS SECURITY WATCH	8/12/2022	\$	146.23
17059 DON JOHNSON'S CUMBERLAND MOTORS LLC	8/12/2022	\$	2,094.54
17060 E.O. JOHNSON	8/12/2022	\$	4,392.88
17061 EO JOHNSON	8/12/2022	\$	671.00
17062 FRONTLINE TECHNOLOGIES	8/12/2022	\$	4,270.87
17063 FROST, INC.	8/12/2022	\$	128.25
17064 HILLYARD	8/12/2022	\$	134.07
17065 HOLDTS DISPOSAL, LLC	8/12/2022	\$	1,650.00
17066 HORIZON COMMERCIAL POOL SUPPLY	8/12/2022	\$	5,253.11
17067 ICCPA	8/12/2022	\$	2,351.13
17068 ILLUMINATE EDUCATION	8/12/2022	\$	7,725.00
17069 INDIANHEAD FOODSERVICE DIST.	8/12/2022	\$	4,607.66
17070 INFINITE CAMPUS	8/12/2022	\$	19,880.35
17071 INSTRUCTURE	8/12/2022	\$	19,421.30
17072 INT'L CHEMTEX CORP.	8/12/2022	\$	1,846.34
17073 ISCORP	8/12/2022	\$	3,000.00
17074 IXL LEARNING	8/12/2022	\$	13,555.00
17075 JEFFS SMALL ENGINE REPAIR	8/12/2022	\$	65.09
17076 JOHNS REFRIGERATION INC.	8/12/2022	\$	5,421.37
17077 KEMPS	8/12/2022	\$	780.51
17078 KOMPAS CARE	8/12/2022	\$	4,480.50
17079 LAKE SERVICE UNLIMITED	8/12/2022	\$	1,176.86
17080-17081 LAKELAND COMMUNICATIONS	8/12/2022	\$	4,648.94
17082 LAKELAND CONFERENCE	8/12/2022	\$	1,900.00
17083 LEARNING A-Z	8/12/2022	\$	1,559.00
17084 MEDICA	8/12/2022	\$	369.00
17085 MEDICA	8/12/2022	\$	369.00
17086-17087 MENARDS-SCF	8/12/2022	\$	5,320.13
17088 MINNESOTA CHEMICAL CO.	8/12/2022	\$	91.12
17089 NASSP	8/12/2022	\$	95.00
17090 OAK RIDGE CHEMICAL INC	8/12/2022	\$	84.48
17091 PAR, INC.	8/12/2022	\$	729.00
17092 PIPE PROS LLC	8/12/2022	\$	1,250.00
17093 POLK BURNETT ELECTRIC COOP.	8/12/2022	\$	555.96
17094 REGISTRATION FEE TRUST	8/12/2022	\$	169.50
17095 RMM SOLUTIONS	8/12/2022	\$	11,925.80
17096 ROCHESTER 100 INC	8/12/2022	\$	810.00
17097 SAVVAS LEARNING COMPANY LLC	8/12/2022	\$	11,885.62
17098 SCHILLING SUPPLY COMPANY	8/12/2022	\$	1,350.32
17099 SECURITY CHECK ME	8/12/2022	\$	56.00

17100 SKOGLUND OIL CO.,INC	8/12/2022	\$	5,707.16
17101 STRAND, TRINA	8/12/2022	\$	51.70
17102 SUNBURST DIGITAL INC.	8/12/2022	\$	876.00
17103 THE VITALITY GROUP, LLC	8/12/2022	\$	60.00
17104 TK ELEVATOR CORPORATION	8/12/2022	\$	242.20
17105 TREJO, ANA	8/12/2022	\$	36.00
17106 WASB	8/12/2022	\$	4,514.00
17107 WASDA	8/12/2022	\$	1,625.00
17108 WATERMAN RECYCLING AND DISPOSAL LLC	8/12/2022	\$	1,790.70
17109 WIRSA	8/12/2022	\$	500.00
17110 XENITH, LLC	8/12/2022	\$	3,498.00
17111 ASSOCIATED BANK	8/19/2022	\$	161,583.40
17112 BCI CAPITAL INC	8/19/2022	\$	68,349.29
17113 CASH	8/19/2022	\$	1,250.00
17114 MEDICA	8/19/2022	\$	369.00
17115 MEDICA	8/19/2022	\$	369.00
17116 PAULSON, RAYANNON	8/19/2022	\$	568.00
17117 POLK BURNETT ELECTRIC COOP.	8/19/2022	\$	508.94
17118 SKYWARD	8/19/2022	\$	17,658.00
17119 THOEN COUNSELING SERVICES	8/19/2022	\$	740.00
17120 UNITY M.S. ACTIVITY ACCT	8/19/2022	\$	53.41
17121 UNITY HIGH SCHOOL ACTIVITY	8/19/2022	\$	1,704.87
17122 WEA INSURANCE	8/19/2022	\$	119,984.12
17123 BRINE, MARK	8/19/2022	\$	95.00
17124 ELLING, MIKE	8/19/2022	\$	95.00
17125 LINEHAN, JEFF	8/19/2022	\$	95.00
17126 VRIEZE, PETER	8/19/2022	\$	95.00
17127 ZAHRADKA, ROBERT	8/19/2022	\$	95.00
17128 SUBWAY	8/23/2022	\$	1,007.80
17129 ATKINSON, MATT	8/25/2022	\$	95.00
17130 LOKKEN, CHRIS	8/25/2022	\$	95.00
17131 MAREK-TILTON, ELIZABETH	8/25/2022	\$	500.00
17132 MILSON, KEITH	8/25/2022	\$	95.00
17133 MINNESOTA STATE COLLEGE SOUTHEAST	8/25/2022	\$	500.00
17134 MOSINEE SCHOOL DISTRICT	8/25/2022	\$	3,000.00
17135 PAULSEN, GREGORY	8/25/2022	\$	75.00
17136 PEARSON, KEN	8/25/2022	\$	95.00
17137 RAMICH, MADDIE	8/25/2022	\$	75.00
17138 RENBERG, KEVIN	8/25/2022	\$	95.00
17139 UW EAU CLAIRE	8/25/2022	\$	1,000.00
17140 WCA GROUP HEALTH TRUST	8/25/2022	\$	118,415.92
17141 WESTER, CECELIA	8/25/2022	\$	750.00
17142 3 CHIEFS FRY BREAD	8/25/2022	\$	1,680.00

17143 PAPA MURPHY'S TAKE N BAKE	8/29/2022	\$	540.00
17144 ELECTRONIC FEDERAL TAX PAYMENT	8/19/2022	\$	67,921.56
17145 WEA TAX SHELTERED ANNUITY TRUST	8/19/2022	\$	3,412.50
17146 WISCONSIN DEPARTMENT OF REV	8/19/2022	\$	10,410.91
17149 WISCONSIN RETIREMENT SYSTEM	8/31/2022	\$	72,613.36
17221 PAYROLL ACCOUNT	8/20/2022	\$	470,188.61
17222 BMO MASTERCARD	8/11/2022	\$	2,079.95
17223 CHASE CARD SERVICES	8/22/2022	\$	5,090.83
17224 HUEBSCH SERVICES	8/10/2022	\$	1,089.71
17225 NORTHWESTERN WIS ELECTRIC CO	8/16/2022	\$	33,129.11
17226 WE ENERGIES	8/9/2022	\$	2,593.23
		\$	1,599,783.65

August, 2022
 UNITY SCHOOL DISTRICT
 ALL FUNDS

PROOF OF CASH

BANK	BALANCE July 31, 2022	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	BALANCE August 31, 2022
BALANCE PER BANK:				
Bank of Baldwin - 4034 General Checking	\$ -	\$ 1,191,152.85	\$ 1,191,152.85	\$ -
Bank of Baldwin - 3781 Sweep	1,273,229.74	4,934,080.71	1,622,863.53	4,584,446.92
Bank of Baldwin - 9458 Debt Service	6,016.71	6.93		6,023.64
LGIP - #1 - Debt Service	47,725.79	87.14		47,812.93
LGIP - #2 - General	1,814.81	3.31		1,818.12
Matrix Bank - 4217 - OPEB	925,269.90	(633.35)		924,636.55
Bremer Bank - 0907 Capital Improvement	380,481.48	35.33		380,516.81
Bank Baldwin - 3863 ES Activity	9,491.31	10.27	1,540.20	7,961.38
Bank Baldwin - 8579 MS Activity	21,951.10	25.26	83.23	21,893.13
Bank Baldwin - 3894 HS Activity	67,883.45	2,596.24	4,718.76	65,760.93
Bank Baldwin- 7068 Scholarship Milltown CC	35,445.33			35,445.33
Bank Baldwin- 1817 Scholarship Lumsden	33,038.20			33,038.20
Bank Baldwin- 2643 Scholarship Amery Farmers	15,406.26			15,406.26
Bank Baldwin- 7799 Scholarship Checking	50,227.24	207.90		50,435.14
Bank Baldwin - 1217 Scholarship G Melby Am Legion	12,005.13			12,005.13
	\$ 2,879,986.45	\$ 6,127,572.59	\$ 2,820,358.57	\$ 6,187,200.47

Unity School District - Board of Education

Board Policy 161

Board Member Authority

Last Revised 9/13/2022

~~No member of the Board shall have power to act in the name of the Board unless so designated at an official meeting of the Board.~~

Except as expressly provided by state law or as expressly authorized by the School Board (including through the Board's duly-adopted policies), the members of the Board exercise the duties and powers of the Board as a collective body through motions, resolutions, and other official actions taken at Board meetings. Accordingly, the primary power held by individual Board members is the power to actively participate in and vote on matters that come before the Board, provided that the Board member is not abstaining from such participation and voting. The primary purpose of this policy is to identify the Board's expectations and the role and authority of individual Board members in several scenarios in which questions are likely to arise.

Authority to Make Statements on Behalf of the Board and District

The Board reserves the right to determine the Board's position on matters affecting the District and to designate and authorize one or more spokespersons to convey its positions and certain other District information. Accordingly, except as otherwise authorized by the Board, individual Board members do not speak on behalf of the Board as a collective body or on behalf of the District as an entity. In the absence of any other designation, the Board President and District Administrator are the default spokespersons for the Board and District. In addition:

- Individual board members may not make unauthorized statements that purport to commit, or that another person would reasonably interpret as committing, the Board/District to a particular course of action or to an expenditure of District funds. This includes statements that indicate or imply that a formal decision has been made when the matter in question remains under consideration or is otherwise undecided.
- When stating or explaining individual views, opinions, or positions on District-related matters, individual board members are encouraged to expressly clarify that they are speaking for themselves and not on behalf of the Board or the District — particularly in the context of written communications, comments made to the media, or comments in public forums.

Unity School District - Board of Education Board Policy 164

~~Compensation and Expenses for Board Members~~ Board Member Compensation and Reimbursement

Last Revised 9/13/2022

As voted at the Annual District Meeting, each individual serving on the Board of Education shall receive compensation for services as a member or as an officer.

Board members annual salary shall be compensation for regularly scheduled monthly board meetings. Such salary may be pro-rated (1/12th) due to unexcused absences as determined by the Board president.

~~Board members shall receive a per diem* as set at the Annual District Meeting, for participating at special called meetings of the Board and/or meetings of committees on which board members have been appointed to serve.~~

~~Board members shall be compensated in the same amount for attendance at conventions, workshops, hearings, negotiating team meetings, and other school-related business.~~

~~A board member shall be entitled to only one per-diem reimbursement per day.~~

~~Board members will be responsible for submitting to the District Business Office a list of meetings or other board business attended, with the date and title of the functions, prior to receiving compensation.~~

~~Members of the Board of Education shall be reimbursed for mileage and expenses when on school business authorized by the Board according to 120.10 of State Statutes.~~

The District shall directly pay or reimburse a School Board member (or Board-member elect, to the extent applicable) for the following actual and necessary expenses incurred in relation to a Board member's (1) authorized participation in an orientation or continuing education activity, such as a seminar, conference, or similar event; (2) a Board member's authorized attendance at a meeting of an organization of Wisconsin school boards; and (3) other travel necessitated by the performance of official duties.

1. The actual amount of event registration fees and the cost of any associated resource materials that are reasonably necessary for participation in the event.
2. When overnight travel is reasonably required, the actual cost of a hotel room.
3. The actual cost of meals necessitated by travel outside of the District.
4. Actual and necessary mileage driven in a personal vehicle.

7. Other actual and necessary expenses that may be approved at the discretion of the Board. Requests to use atypical travel arrangements may be submitted.

Unity School District - Board of Education

Board Policy 165

Board of Education Code of Conduct

Last Revised 9/13/2022

The Board of Education functions as a collective body. In an effort to govern with excellence, each individual member shall exercise responsibility by adhering to the following code of conduct.

I. PROCEDURE

- A. Use Robert's Rules
- B. Give feedback to presenters
- C. Inform **the Board** President of absences
- D. Strive for consensus and teamwork
- E. Allow all **Board** members to speak on an issue

II. DISCUSSION

- A. Be honest
- B. Listen carefully
- C. Contribute your ideas
- D. Discuss reasons for "NO" votes
- E. Speak to issues relevant to **the** agenda item
- F. Affirm ideas you agree with by adding new information rather than repetition

III. BEHAVIOR

- A. Respect diverse opinions
- B. Be prepared for meetings
- C. Pay attention to speakers
- D. Maintain a professional decorum
- E. Focus on issues, not personalities
- F. Respect differences in communication style
- G. Respect the confidentiality of other **Board** members' views
- H. Respect the confidentiality of information that is privileged
- I. Be respectful to Board members, administrators and presenters
- J. **Exercise good** Board member ethics

IV. ATTITUDE

- A. Maintain a sense of humor
- B. Keep an open mind to new ideas
- C. Learn and practice the art of compromise
- D. Listen objectively to constructive criticism
- E. Seek first to understand, then to be understood
- F. Base your decisions on available facts and independent judgment

Unity School District - Board of Education

Board Policy ~~180~~ 181

Rules of Order

Last Revised 9/13/2022

~~The rules of parliamentary procedure comprised in Robert's "Rules of Order" shall govern the Board in its deliberations in all cases in which it is consistent with statute. Rules may be amended at any meeting by a majority vote of those present.~~

The Board President, or in his/her absence the Vice President, shall preside at all regular and special School Board meetings and call the meetings to order. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

It shall be the duty of the presiding officer to preserve order and decorum at the meeting and to decide questions of rules and order, subject to an appeal to the Board as a whole that is supported by any two individual members. The presiding officer, like any other Board member, votes on all matters coming before the Board in the absence of a valid reason to abstain from voting (e.g., a conflict of interest). The presiding officer has authority to make motions and vote just as other Board members do.

To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the only official Board action that may be taken is to end the meeting (unless, in a very rare circumstance, some specific legal exception applies).

Except where a statute or Board policy requires any proposed official action to be supported by other than a standard majority vote, a majority vote of a lawfully-assembled quorum is sufficient to take official action. The Board may take official action at meetings by motions and votes thereon or, where permitted by law, by a showing of unanimous consent that is sufficiently documented in the meeting minutes. The term "motion" is intended to include any resolutions of the Board.

To the extent consistent with applicable law and established procedures, the Board may consider the approval of a group of items of business under a single motion as a consent agenda. However, prior to any vote on a consent agenda, any individual Board member may insist on the removal of one or more items from the consent agenda, and the Board will give such separated item(s) stand-alone consideration.

In the absence of any specific legal requirement or any local rule of order or procedure that has been established by the Board, the Board directs the presiding officer to rely on *Robert's Rules of Order* (including the procedures and procedural flexibility that *Robert's Rules* allows for small boards) to conduct Board meetings, and the presiding officer and Board will refer to *Robert's Rules* or their knowledge thereof to resolve procedural inquiries, points of order, objections, and appeals during Board meetings. However, any

misapplication of or failure to precisely follow *Robert's Rules* or any other local discretionary procedural rule(s) shall not, standing alone, be construed to render any decision made by the Board void, voidable, or otherwise invalid. Such rules are intended for the benefit of the Board and its members, and individual members are expected to raise procedural inquiries, points of order, objections, and appeals at meetings on a timely basis.

Unity School District - Board of Education

Board Policy 344

ADP - Alternative Diploma Program

Last Revised 7/14/2020

The Unity Alternative Diploma Program (ADP) is designed for students (ages 16-20) who want to earn a diploma but are at-risk of not doing so through the regular Unity High School program. Those who are 21 or older are not eligible for the program. School Board Policy has established at-risk circumstances: potential drop out, truants, school-age parents, adjudicated delinquents, credit deficiencies, students who may benefit from a non-traditional learning setting, and students who are more than one year behind their age group in the number of credits attained or in the basic skill areas. Enrollment priority is given to 11th and 12th grade students, but 9th and 10th grade students may be considered on a case by case basis. Failing a given class the previous semester does not automatically allow a student to be admitted.

Students/Parents must complete an ADP Placement Request Form prior to being considered for the program due to there being a limited number of students in the program. Prospective student applications are then reviewed by the members of the High School Principal ADP faculty committee. If selected, students and parents are required to sign a contract agreeing to the terms and expectations of the Alternative Diploma Program.

Students enrolled in ADP must attend 17.5 hours per week. ~~that are scheduled by the program director.~~ Students under the age of 18 who do not complete their 17.5 hours weekly **may be considered truant. will be subject to truancy proceedings.** Program participants with continual poor attendance may be removed from the program at the discretion of the high school principal and ADP Director. **The program schedule, both daily and weekly, may be determined by the District Administrator. Hours of attendance may be a combination of onsite and virtual setting.** ~~Program hours will be from 12:00 p.m. to 3:25 p.m. Monday through Friday. Monday, Wednesday, and Friday will be virtual learning days, while Tuesday and Thursday will be on-site learning days.~~

The ADP allows students to work on improving their knowledge and skills in the areas of language arts, math, science, social studies, and study skills. Students must earn a minimum of 21.5 credits in order to receive their Alternative Diploma. Credits are earned through completion of individual tutorial/curriculum packets, direct instruction, courses offered thru the Wisconsin Virtual School, and work experience.

- Credit requirements (totaling 21.5) for ADP graduation include:
- Four credits (4.0) of language arts which incorporate instruction in written communication, oral communication, grammar, and usage of the English language and literature.
- Three credits (3.0) of social studies which incorporates instruction in state and local government.
- Three credits (3.0) of mathematics which incorporate instruction in the properties, processes, and symbols of arithmetic and elements of algebra, geometry, and statistics.
- Three credits (3.0) of science, engineering, or technology with at least two of the credits being traditional science courses.
- One and one-half credits (1.5) of physical education which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use.

- One-half credit (0.5) of health education which incorporates instruction in personal, family, community, and environmental health.
- Six and one-half credits (6.5) of electives in career and technical education, foreign language(s), fine arts, and other courses offered.

The maximum credits a student can earn for their work experience is one (1.0) credits per trimester. These work experience credits can be applied towards the “electives” requirement. One-half credit (0.5) can be earned for each 90 hours of work during a trimester. Transportation to and from work is the responsibility of the student. If a student is unemployed for more than two weeks a quarter, they will not receive credit for that quarter. Work experience grading will be done on a satisfactory (S) / unsatisfactory (U) basis. ~~Regular letter grades will not be given.~~

The Unity Board of Education authorizes the District Administrator to implement a proficiency pathway for graduation from the Alternative Diploma Program (ADP). In these specific instances a student may be awarded credit or be eligible for graduation if the student is able to meet the proficiency requirements as defined by the Wisconsin Department of Public Instruction and the rules as set forth by the District Administrator. ~~At the discretion of the ADP Director,~~ **In this circumstance,** the student may receive credit for the passing of a proficiency exam or displaying proficiency in a project. The combination of displayed proficiency and earned credits may be allowed. The District Administrator shall be authorized to make any final decisions regarding whether a student has met the proficiency requirements for graduation and whether any previously earned credits are to be considered. The District Administrator’s decision is final.

Some other information regarding the Alternative Diploma Program includes:

1. Students are required to report to the ADP center unless ~~told~~ **informed** otherwise by the ADP Director.
2. ADP students may not participate in the regular UHS graduation ceremony. Instead, they will have a separate ceremony for their program.
3. ADP students must request permission from the high school principal to attend UHS events/activities, such as homecoming and prom. Attendance at school events, including athletic events, during the ADP hours is not permissible.
4. All school district rules apply to ADP students.
5. ADP students who finish their coursework prior to their graduating class exiting may graduate early at the discretion of the District Administrator.
6. Grades will **follow the High School Grading Policy.** ~~be calculated on a Satisfactory/Unsatisfactory basis. Regular letter grades (A, B, C, D, and F) will not be given. Grade point averages will not be calculated.~~
- ~~7. Grades will be calculated each trimester and additional ADP progress reports will be sent out periodically.~~
7. **ADP students may not participate in high school extra-curricular and co-curricular activities, except to the extent permitted by law.**

~~The ADP faculty committee consists of:~~

- ~~● High School Teacher~~
- ~~● High School Counselor~~

- HS Principal
- Special Education Teacher
- ADP Director

Unity School District - Board of Education

Board Policy 830

Key Control

Last Revised 9/13/2022

The Unity Board of Education authorizes the District Administrator to develop procedures and policies necessary for the distribution of keys and access to the District facilities. Such procedures and policies shall be focused on student and staff safety, as well as security of District property.

Unity School District - Board of Education

Board Policy ~~Administrative Rule~~ 830.1

Key Control

Last Revised 9/13/2022

PURPOSE

1. Provide manageable controls for the distribution and accountability of keys, to insure and maintain the integrity of the lock & key system.
2. Minimize financial losses to the District resulting from unauthorized entry.

POLICY

It is the policy of Unity School District to promote the security of students, personnel, and appropriate access to District property. This policy describes the control of, the use, and possession of keys to District facilities, equipment, and vehicles, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

APPLICATION

1. The following persons shall be responsible for the issuance, maintenance, and return of all keys under their jurisdiction:
 - a Superintendent
 - b Principals
 - c ~~Maintenance and Operations~~ Facilities Director
 - d ~~Director of Food Service~~ Director
2. The principal or administrator may delegate the procedures involved in administering this policy, but they cannot delegate the responsibility.
3. In the event of a suspected or known loss, theft, or unauthorized use of keys, the principal or administrator shall notify the ~~Maintenance & Operations Department~~ Facilities Director immediately.
4. The ~~principal or administrator~~ District Office shall keep key records and provide updated copies to the Superintendent.
5. All authorized substitute keys for use by substitute custodians, substitute teachers shall be kept by the ~~supervisor~~ principal or administrator in a secure and safe location.
 - a. Non-Master Keys are issued by the principal at the facility to designated temporary personnel or subs. All facilities shall have keys in stock for this situation. These keys are to be returned at the end of the assignment/days.
 - b. Facility Master Keys are maintained at the District Office for substitute custodian use. These are to be turned in to the Lead Custodian or ~~Maintenance and Operations~~ Facilities Director at the end of the shift to be locked in an approved secure location. These key sets are not to leave the facility for any reason.

- c. Master Keys are not issued to temporary or substitute personnel.
- 6. The District shall be reimbursed by the person to whom the key was issued, for the loss of any key issued under this policy.
- 7. Persons issued keys shall at all times take reasonable precautions to prevent their loss or theft. Damage suffered by the District resulting from the loan of a key or loss of a key through negligence is the direct responsibility of the person to whom the key was issued.

KEY SECURITY

- 1. No keys are to be duplicated except by the Maintenance Department. Only authorized personnel of the School District are authorized to duplicate keys. Duplication by anyone else is in willful violation of this policy. The employee will be held financially liable where damage or loss to District property results from such action, and may be denied the privilege of having a key.
- 2. All keys issued to any employee must be accounted for before clearance is granted upon separation from the District or final check issued at the end of the year.
- 3. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks, lock changes and additions within a department shall be procured only through the Maintenance Department. Facilities, used in this policy, shall include door locks, alarm locks, desk locks, district vehicles, gates, etc., including lockers.
- 4. All keys held by persons on less than an ~~eleven (11)~~ **ten (10)** month basis shall be turned in as part of the checkout procedures at the end of each school year. Keys no longer needed shall be returned to the ~~Maintenance and Operations~~ **Facilities** Director. An annual audit of the key ~~issuance~~/record form by the Principal or ~~site~~ **facilities** administrator shall be performed.
- 5. The schedule of reimbursement for a lost or missing key shall be as indicated under lost or missing keys. A key shall not be replaced without payment.
- 6. The key system is designed to correspond to room and equipment numbers. No changes are to be made to the assigned room numbers, as this will affect the records and inventories in the Maintenance Department.
- 7. Loaning of Keys is Expressly Prohibited
 - a. Keys are not to be issued, loaned or used by students at any time. Keys found with students will be collected and turned over to the administrator.
 - b. Keys are not to be left in desk drawers, mailboxes, etc., day or night.
- 8. No individual shall use personal locking devices, nor may locks be changed or re-keyed without approval from the Maintenance Department.

KEY ISSUANCE PROCEDURES

- 1. The responsible principal or supervisor will make requests for keys on the Key Request Form **to the District Office.** (~~see sample form Appendix A~~).

2. Keys may be requested for regularly appointed District employees for the duration of employment.
3. Receive and sign for authorized keys at Building or Department Offices.
4. Turn in keys when no longer needed or prior to **termination of employment**. ~~issuance of final pay warrant. Periodic auditing of issued keys may be requested. Keys to be returned to Building Principal or Supervisor.~~

DISTRIBUTION OF KEYS

1. Principals, district office staff, and maintenance employees, may have master keys.
2. Teachers, Sub-Teachers, and Educational Assistants are to have individual room keys.
3. Only one key per classroom shall be issued to the assigned teacher. ~~except where due to double use or double sessions, more than one teacher is assigned.~~
4. The cafeteria and food service storerooms are to be on an individual key, available only to Food Services personnel.
5. Gate keys are assigned by the Maintenance Department and can be requested through building principals.
6. All non-employee use of keys will be processed through the Maintenance Department upon approval of Facility Use Forms from the Community Education Program.

LOST OR MISSING KEYS

1. Send complete Lost or Missing Keys Form (~~see sample Appendix B~~) and copy of Receipt of Payment for Lost or Missing Keys **to the Facilities Director**. ~~by facsimile to the building principal or supervisor. This will initiate a Work Order to replace keys. Keys will be available for distribution within seventy-two (72) hours.~~
2. Charges:
 - a. Master Key ~~\$200~~ **\$500**
 - b. Submaster Key ~~\$100~~ **\$200**
 - c. Single lock/classroom/office \$30
 - d. Gate Key ~~\$25~~ **\$50**
 - e. File cabinets, desk, vehicles \$10
 - f. Electronic FOB ~~\$15~~ **\$10**
3. If the lock must be changed for security reasons, actual costs of re-keying may be charged to the department/school originally authorizing the keys and/or the individual to whom the keys were issued.