

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF BOARD OF EDUCATION MEETING
District Administrative Offices Board Room
N104 W13840 Donges Bay Rd
Germantown, WI 53022**

**July 29, 2019
7:00 p.m.**

AGENDA

- I. Meeting Called to Order and Pledge of Allegiance
 - A. Official Meeting Notification
 - B. Roll Call
- II. Approval of Agenda
- III. Citizen Comments:
Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board will answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. **Comments which may be injurious to school district personnel or other individuals will not be allowed.**
- IV. Approval of Minutes
 - A. July 15, 2019 Board of Education
 - B. July 15, 2019 Closed Session
- V. Reports and Information Items
 - A. Special Education Parent Liaisons
 - B. Housing Development Update
 - C. PAC Update
- VI. Policy Committee
 - A. Discussion and action to approve new and revised Board Policies.
 - B. Update on remaining items from July 24, 2019 Policy Committee meeting.
- VII. Building Committee
 - A. Updates from July 25, 2019 buildings tour.
- VIII. Finance Committee
 - A. Discussion and action to select District Municipal Finance Advisor.
 - B. Discussion and action to approve purchases over \$15,000.
 - C. Update on remaining items from July 29, 2019 Finance Committee meeting.

- IX. New Business
- A. Discussion and action to approve facility use fee waiver requests.
 - B. Discussion and action to approve teacher contracts.
 - C. Discussion and action to approve Early Childhood staff FTE increase.
 - D. Discussion and action to approve new special education positions.
 - E. Discussion and action to approve extended contracts.
 - F. Discussion and possible action to approve moving designated Amy Belle kindergarteners to maintain 3-track status in relation to class size protocol.
- X. Closed Session: The Board will entertain a motion to convene in closed session pursuant to Section 19.85(1)(c), (e), (f) and (g), as appropriate or as implicated by anticipated Board discussion, to discuss specific employees' conducting related personnel issues, pending land sale negotiations, pending litigation, and negotiations for and legal issues related to third-party services with District legal counsel. The Board will also discuss next steps in hiring process for retiring administrators. The Board may take action in closed session, if necessary or appropriate.

Following the closed session, the Board will entertain a motion to reconvene into open session to take further action, if necessary and appropriate, and/or to entertain a motion to adjourn the meeting.

**GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
July 15, 2019**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Offices Board Room at 7:00 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes. Board member Loth was absent (excused).
2. Motion by Larson, second by Barney to approve the agenda. Motion carried.
3. Motion by Larson, second by Barney to approve the June 24, 2019 Board of Education and Closed Session meeting minutes.
4. Jeff Holmes recognized high school staff members Andrea Thomas and Chris Taylor who recently provided life-saving assistance to an adult that collapsed while playing basketball at the high school.
5. Director of Human Resources Mike Nowak provided an updated enrollment report.
6. Director of Business Ric Ericksen updated the Board on development of the 2019-2020 budget.
7. Building Committee Chair Brian Medved updated the Board on items discussed at the July 15, 2019 committee meeting including roofing projects, a new facilities tour scheduled for Thursday, July 25, 2019 at 5:00 p.m. starting at the high school and including Amy Belle, and the approval of several construction change orders.
8. Motion by Larson, second by Spies to approve the donation of \$300 from Weimer Bearing and Transmission, Inc. to County Line's Destination Imagination teams and approve the donation of wooden sparring swords and rubber knives valued at \$400 from Dave Vollmers to be used for theater productions. Motion carried.
9. Motion by Spies, second by Barney to approve the 1.0 FTE regular contract for Jacob Larabee at \$45,500, the 1.0 FTE regular contract for Michelle Bettin at \$41,500, the 1.0 FTE regular contract for Ashley Jors at \$52,250, the 1.0 FTE regular contract for Emily Schuch at \$48,400, and the 1.0 FTE regular contract for Beth Lassiter at \$51,500. Motion carried.
10. Motion by Barney, second by Spies to approve fall co-curricular contracts. Motion carried.
11. Motion Larson, second by Spies to approve the overnight travel request for the high school Pom and Dance team and advisors to travel to DePere, WI July 15-18, 2019 to attend the Badgerette Pom and Dance Camp with all costs paid through club funds, and if qualified, also travel to Schaumburg, IL August 8-10, 2019 to attend the Badgerette Midwest Competition with all costs also paid through club funds. Motion carried.
12. Motion by Larson, second by Spies to approve the overnight/overseas travel request for the high school Band and Choir students to perform and tour Vienna, Austria and Prague, Czech Republic during spring break 2021, with all costs paid by participants. Motion carried.
13. Motion by Larson, second by Spies to adopt the Governor's Council on Model Academic Standards as the Germantown School District student academic standards for the 2019-2020 school year and post the notice as required. Motion carried.

14. Motion by Spies, second by Larson to approve summer extended contracts. Motion carried.
15. Motion by Spies, second by Barney to approve the Occupational Therapy Services Agreement with OTC Therapy, LLC for the 2019-2022 school years at a beginning rate of \$48.25 per hour for services needed. Motion carried.
16. Motion by Spies, second by Larson to accept the resignation of Gina Ray assessing liquidation damages, and approve posting the vacant position. Motion carried.
17. Motion by Larson, second by Spies to enter into closed session pursuant to Section 19.85(1)(c), (e), (f) and (g), as appropriate or as implicated by anticipated Board discussion, to discuss specific employees' conducting related personnel issues, pending land sale negotiations, and negotiations for and legal issues related to third-party services with District legal counsel. Motion carried with a unanimous roll call vote.
18. The Board entered into closed session at 8:06 p.m. and did not return to open session, adjourning at 9:59 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Housing Developments
FROM: Jeff Holmes **BOARD MEETING:** July 29, 2019
DATE: July 26, 2019 **AGENDA ITEM:** V.B.

Both the Village of Germantown and Village of Richfield have provided the District with the following information regarding single/multi-family housing development within our boundary lines, which is excellent information to have ahead of the elementary attendance area determination for the 2020-21 school year. Additionally, Kevin Nash (local area realtor) will be in attendance at the July 29th meeting to provide trend data regarding home/condo sales within the District, which is more useful information for Board consideration:

Village of Germantown Activity

Approved
Harvest Hills – 37 single-family units
Wrenwood – 142 single-/60 multi-family units
Heritage Hills – 33 single-family units
Woodland Ponds South – 17 single-family units

Submitted and Under Review
Veridian – 24 single-family units
Blackstone – 260 multi-family units
The Kohl Farm – 200-300 mix of single-/multi-family units

Total Approved - Single-family = 256 - Multi-family = 60

Village of Richfield Activity

Approved
Lakeview Ridge - 12 single-family lots
Bridlewood Estates - 15 single-family lots

RECOMMENDATION: Informational only.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** PAC Update
FROM: Heather Pulkowski **BOARD MEETING:** July 29, 2019
DATE: July 25, 2019 **AGENDA ITEM:** V.C.

PAC Coordinator has provided the attached report for Board consideration and will be present at the July 29 Board meeting to discuss with the Board and answer any questions that may evolve from this report, which includes a proposal for volunteer recognition that will be brought back to the Board at the August 12 meeting for consideration.

RECOMMENDATION: **Informational only.**



Performing Arts Center Update

July 29th, 2019

Recent updates: The concessions area is now stocked and open for business. A monitor was installed on the box office back wall so guests can see what seats are available to purchase without turning around the box office computer screens. Marc Gabrysiak is currently working on getting a quote to properly run cables for this monitor. The second ticket printer also arrived, so we can officially have both lines open for purchases. This will help reduce wait times. The PAC website has been updated with all of next year's scheduled events and tickets are available for purchase now. The new logo that was approved is being featured on our social media and printed materials.

Since opening, the PAC has held 31 events, not including classes or rehearsals. This is represented by 87% school use to 13% rental use ratio. We were able to get in one outside rental in June, which held 4 dance performances in one day. So far, approximately 12,000 people have attended our events. Of that number, 4,754 people have purchased or reserved tickets for a featured performance. Since opening, the PAC has brought in about \$30,500 in ticket revenue and \$4,457 in rental revenue. (These figures are after ticketing fees, but before event expenses).

There are currently 56 events scheduled for next season, not including rehearsals or classes. This represents 75% school use, 5% community use, and 20% rentals. Please spread the news that our facility is ready for outside rentals and community use. Rental information can be found on the PAC website, and on the school district page under the "Community" tab.

Our Facebook page has grown to 483 pages likes and 493 followers and is steadily increasing. Each ticketed event currently reaches about 3,000 people, and we average about 60 ticket sales per event through Facebook. Please like and follow us @GtownPAC, and share our posts so we can continue to reach a wider audience.

Pages to Watch

Compare the performance of your Page and posts with similar Pages on Facebook

Add Pages					Reactions Comments & Shares	
Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week	
1	Milwaukee Repertory Th...	22.3K	▲ 0.9%	25	10.9K	
2	Sunset Playhouse	9.2K	▲ 0.3%	16	4K	
3	Sharon Lynne Wilson C...	4.8K	▲ 0.2%	5	1.2K	
4	Falls Patio Players	1.8K	▲ 0.1%	1	122	
YOU	Germantown Performin...	483	▲ 1.5%	1	63	
Keep up with the Pages you watch Get More Likes						
6	Hamilton Fine Arts Center	89	0%	5	0	
7	Cedarburg Performing ...	14	0%	0	0	
8	Tosa West Trojan Player...	1	0%	0	0	



The Grand Opening was a great success. I want to give a big thank you to those who stepped up and helped give tours with no prior notice. And also, a thank you to the sponsors who contributed to the event. Of the 695 registered attendees, 576 were from guests who used the ticketing system for the first time. At the Grand Opening we announced the piano campaign with the Noteworthy Contributors plaque. We are now accepting donations towards this cause. Information about this campaign is available on our website, and will be distributed through email marketing and in programs over the next several years.

Brochures and posters for next season

Projects for the coming months will involve striving to recruit more community and professional events, improving outreach to a wider audience, and continuing to develop educational opportunity for students and other volunteers. Some of the school events last year attracted near or over capacity guest numbers, and next year there will be new rules in place that help prevent this from happening. We are also beginning work on the development of a mission statement.

Since February 90 different volunteers have contributed over 1000 hours of volunteering at the PAC. We would like to incorporate a volunteer appreciation program to help encourage continued support from both students and the community.

Volunteer appreciation proposal

Volunteer Appreciation Proposal:

The Germantown PAC appreciates its volunteers and wants to ensure they are recognized for their value. Volunteers are the key to establishing any healthy working theatre because they reduce the costs that would otherwise be spent on employees for the same duties. To promote a positive atmosphere and encourage volunteers to continue donating their time and skills, the Germantown PAC would like to offer the following incentives:

- Those who volunteer for PAC events are generally allowed to view the performance for free provided that seating is available and it does not interfere with their other duties. The PAC will not typically issue comps or provide tickets for alternative guests or performances in these cases.
- Every 25 hours of service accumulated by an individual will be rewarded with a PAC concessions punch card, to be redeemed for any 5 concessions items. These cards are transferable and will only be calculated for distribution at the end of each year in the summer. The PAC Coordinator must ensure that the number of these cards issued stays in balance with revenue generated from the PAC Concessions.
- Annually the student and adult who accrued the most volunteer hours over the previous year will be recognized. The student and adult who reach the most recorded hours will receive a PAC T-Shirt, or similar item of value. They may be recognized during an event if appropriate.

2018-2019

Student Volunteer of the Year: Mark Theys (Crew T-shirt and Free Subway Sandwich Coupon)

Adult Volunteer of the Year: Arlyn Collett (Grey T-shirt and Free Subway Sandwich Coupon)

Concessions Punch Cards:

- Jaden Finely
- Theresa Schneider
- Mark Theys
- Lindsey Voigt
- Emily Seigsmund
- Stephanie Piper
- Izzy Rowe
- Connor Lee
- Vedant Muthur
- Mitch Mahanke
- Arlyn Collett

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Policy Considerations
FROM: Jeff Holmes **BOARD MEETING:** July 29, 2019
DATE: July 26, 2019 **AGENDA ITEM:** VI.A.

The Policy Committee met on July 24, 2019 and is bringing the following recommendations forward for Board consideration:

- A. Allow the District Administrator to update staff contacts on an “as-needed” basis.
- B. Have NEOLA update the staff contacts in the following policies to reflect the appropriate personnel: 1422, 1623, 1662, 2260, 2260.01, 3122, 3123, 3362, 4122, 4123, and 4362.
- C. Approve the following new and revised policies as recommended by the Policy Committee (see attached documentation):
 - 6150, 6152, 6220, 6235, 6330, 6440, 6470, 6510, 6520, 6610, 6630, 6700, 6830, 7300, 7310, 7434, 7440, 7455, 7540.01, 8146, 8210, 8310, 8330, 8340, 8405, 8407, 8462, 8500, 8660, 8760, 9130, 9150, 9160, and 9600.

RECOMMENDATION: Approve as presented.

REASONS FOR POLICY REVISIONS/ADDITIONS

6150	The terminology in this policy has been clarified for better consistency with the statutes, and the revisions are recommended for that purpose.
6152	The policy has been revised to place additional controls on the collection and accounting of monies collected to better protect against fraud or loss of such funds. These revisions are recommended but not required.
6220	As DPI currently provides a format for the preparation of the proposed budget, the detailed components in the policy are not necessary and could lead to confusion. The revisions are recommended for consistency with current DPI budget preparation formats.
6235	This policy is revised so that it more accurately reflects the accounting practices, and incorporates the descriptions of different fund balance designations directly in this policy. Adoption of this revision is recommended, but not required.
6330	Language which has expired with the passage of time is now removed from the policy and a clarifying clause has been added due to the different powers of common and unified school districts. A legal reference pertaining to unified districts has been added. These revisions are recommended for consistency with current law.
6440	The language has been modified to acknowledge current practices of purchasing via the state contract administered by the Wisconsin Department of Administration or through CESA joint purchasing contracts. The revisions are recommended for consistency with current practices.
6470	This policy has been revised to more accurately address the process of paying invoices and to account more accurately for the use of electronic means of paying invoices. These revisions are recommended but not required.
6510	This policy is revised to remove reference to collective bargaining agreements. Likewise, language is added to account for the common practice of incorporating school year payroll elections in the individual teaching contracts or, for other employees, providing a District-specific form.
6520	Language regarding withholding has been clarified and a drafting note added to explain that even though Act 10 and the recent Supreme Court decision prohibit mandatory dues deductions or fair share payments to unions, if a district does not allow voluntary payments to a labor organization when it allows voluntary payments to other outside parties, the district might be alleged to be acting in a discriminatory manner toward union affiliation. Thus, that remains as a voluntary option.
6610	Minor revisions are made to the policy to reference appropriate regulations and restrictions on the handling of those funds. These revisions are recommended but not required.
6630	This policy is provided as an option to govern the handling of cash received in the course of various District operations. Specifically, the policy requires secure storage and retention of sufficient documentation to audit and verify the proper handling of such funds. This policy is recommended but not required.

REASONS FOR POLICY REVISIONS/ADDITIONS

6700	This policy is revised to eliminate the requirement that the policy be distributed annually. The law requires posting notices concerning the FLSA, but not distributing the policy every year. Note as well that this policy provides the Board an opportunity to authorize the use of compensatory time off or to delegate such authority to the District Administrator. In either case, compensatory time off, in lieu of cash overtime payments, may be used only when agreement exists between the specific employee and either the District Administrator or the Board, as selected. Previously, the use of comp time was authorized through collective bargaining to an entire classification of employees. The absence of CBA's covering that issue requires that its continued use be subject to individual agreements. This revision is recommended for consistency with the law.
6830	The policy has been modified to reflect that Section 120.14 Wis. Stat. and PI 14 do not require a school board to "approve" the audit. The auditor submits its report to the Board and to DPI, and while Board minutes may reflect that the Board has received or discussed the audit, the Board does not approve or disapprove of the audit, as it is an independent work product of the auditor. The modifications also better reflect the required components of the audit, and PI14 has been added to the legal references. The revisions are recommended for closer consistency with statute and regulations.
7300	This policy is revised to separate policy concerning real and personal property (See Policy 7310, below). The policy is also revised to remove reference to a "public" board meeting in order to avoid confusion that this policy requires that all offers to purchase involving a potential real estate transaction must be reviewed in open session. While such offers are considered at a board meeting subject to the open meetings law, in most cases at least initial discussion will likely occur in an authorized closed session for competitive bargaining purposes. Adoption of this revision is recommended.
7310	This policy is revised to reflect that it applies only to personal property, and to cross-reference District policy concerning the disposition of real property in Policy 7300. Additional clarification is included to better apply to the various types of personal property owned by a District that it may wish to dispose of in some fashion.
7434	This policy is revised to reflect that the District prohibits the use of tobacco products at outdoor facilities as well as indoor facilities. Adoption of this policy revision is recommended.
7440	This policy has been revised to identify that any parent visiting the District are required to comply with Policy 9150 - School Visitors and any other relevant policies and administrative guidelines. Further, additional grammatical changes have been made. This revision is recommended for consistency with law and other policies.
7455	This policy is revised to incorporate reference to Policies 7300 - Disposition of Real Property and 7310 - Disposition of Personal Property which deal directly with the sale of District property. Adoption of this revision is recommended.

REASONS FOR POLICY REVISIONS/ADDITIONS

7540.01	The two versions have been merged into a single version for ease of decision making as it relates to technology privacy and how technology can be used. These revisions are strongly recommended.
8146	This policy has been revised to reflect the changes to the terminology used regarding Educational Options. This revision is recommended for consistency with law and other policies.
8210	Language has been added to this policy for inclusion of the virtual instruction option to supplement school hours and the requirements for that option, along with a legal reference to PI 8.01. The revisions are recommended for closer consistency with statute and regulations.
8310	The policy has been revised to add clarity to the "personal use" exception related to "notes" under the Wisconsin Public Records Law. The Wisconsin Court of Appeals recently issued an unpublished decision interpreting the personal use exception. The analysis of whether a record falls under this exception is fact-intensive, and must be analyzed on a case-by-case basis, but generally the analysis relies on two considerations: (1) was the creation of the notes part of the creator's job responsibilities, or merely as a means to assist in recollection at a later time; and (2) even if originally created for personal usage and not in the discharge of a job duty, were the notes shared with others so as to change the nature of their usage to something other than personal? Other general updates were also made to the policy language.
8330	This policy has been revised to reference terminology used in Wisconsin law, specifically "adult student," in addition to the term "eligible student" used in Federal law. Likewise, the policy has been revised to reference the adult student's right to restrict parental access to his/her records by providing written notice to the District. Adoption of these revisions is recommended to assure compliance with applicable law.
8340	The policy was revised to include options for providing employment references. Importantly, Policy 8340 also addresses the ESSA's prohibition on aiding and abetting sexual abuse. More specifically, School Districts should have policies in place prohibiting school employees from providing references in situations where the employee knows, or has probable cause to believe, that the former employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. These revisions are recommended for clarity and consistency with current law.
8405	This policy was revised to incorporate the options regarding establishment of a District safety committee. Additionally, options regarding indoor environmental quality plan were incorporated. This revision is recommended for consistency with law and other policies.
8407	Although there are references to a District's interaction with law enforcement in a variety of policies and guidelines, this new policy is designed to acknowledge the existence of a School Resource Officer Program itself, and provide a framework for establishing the written agreement between a law enforcement agency and the Board. This policy is recommended for Districts with a School Resource Officer program.
8462	The policy has been revised to reflect the mandatory reporting requirement in the context of a threats of violence targeting the school. This requirement was put in place as part of the school

REASONS FOR POLICY REVISIONS/ADDITIONS

	<p>safety legislation passed early this year by the Wisconsin legislature. In addition, reference to mandatory training requirements and procedural options concerning both the training as well as the District's efforts to combat child abuse, neglect, and threats of school violence are added. Some of the revisions, specifically those requiring reporting of threats of violence, as well as information pertaining to training efforts are required. Other revisions are recommended to make the policy more robust and more user-friendly, but are not required.</p>
8500	<p>This policy has been revised to include language regarding the timeframe for forwarding complaints to the Civil Rights Division of the USDA Food and Nutrition Service. Note that this requirement comes from a DPI audit of a District's policies. There is no regulatory basis for the 3-day requirement and correspondence with both USDA representatives and DPI representatives confirms that the source of this expectation is unclear, but believed to be the function of an MOU between the USDA and DPI. Requests for the MOU are pending. At this time, it is recommended that the revision be made and adhered to (i.e. training needs to be provided to the staff member responsible for coordinating any complaints) to assure successful audit. Likewise, an optional revision to the circumstances justifying characterizing unpaid meal account balances as bad debt has been made, per one auditor's suggestion, to provide greater flexibility to the administration to continue efforts to collect the funds beyond the end of the school year in which incurred if the administrator feels it appropriate and worthwhile. Note that this is not required and may place additional responsibilities on the administration to affirmatively determine that further efforts are unnecessary. Finally, the policy template includes some corrections to the placement of and description of options relative to the provision of alternate meals. Alternate meals may be provided or not provided to paid or reduced price lunch students with negative account balances and no current funds per the District's decision. The USDA recommends and encourages the provision of alternate meals, as does DPI, but ultimately it is the local School Food Authority that makes the determination as to how to handle it. Programs that do provide such lunches, are expected to do so in a way that minimizes the distress placed on the student as a function of being identified as not having sufficient funds to pay for lunch. Revision is recommended and, according to current DPI audit expectations, required.</p>
8660	<p>This policy is revised to more accurately reflect the statutory language governing the transportation of students using vehicles that are not classified as school buses. The transportation requirements are less stringent but do still require some oversight if authorized by a District. Adoption of these revisions is recommended to more fully incorporate legal requirements.</p>
8760	<p>Revisions to this policy are made to allow the District to select whether to require insurance. There is no such requirement in the law, and for some Districts, this may present a concern of a disparate impact on groups based on protected classification. It is recommended that any District intending to require proof of insurance for extracurricular participation consult with local counsel prior to doing so.</p>

REASONS FOR POLICY REVISIONS/ADDITIONS

9130	Modifications have been made to the policy to clarify appeal steps and the temporary vs. permanent withdrawal of materials pending committee recommendations. The revisions are recommended but not required.
9150	A statutory citation has been added to the policy to expressly reference Section 120.13(35), Wis. Stats., which grants school boards the authority to control the presence of persons on school grounds.
9160	This policy has been revised to add a cross reference to Policy 7217 - Weapons. It requires that persons attending school events will be subject to the provisions to the Districts adopted Weapons policy.
9600	The policy is revised to remove reference to administrative guidelines. There presently is not such a guideline. Upon consideration, the diversity of community activities and events makes it difficult to adequately set guidelines without creating exposure to the district in terms of allegations of censorship or the promotion of certain beliefs.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - TUITION INCOME
Code	po6150
Status	Up for Revision
Adopted	August 22, 2011

6150 - TUITION INCOME

The Board ~~of Education~~ shall assess tuition for attendance in District schools by students who are not entitled to receive a free, public education in this District and whose enrollment has been approved by the Board.

Tuition charges must be based on a statutory formula or other methods approved by DPI. ~~Tuition rates shall be determined in accordance with 121.83 (-) and reviewed annually by the Board.~~ Rates will be available before the beginning of the school year or before the student's attendance commences. ~~(-) Charges shall be the maximum permitted by law.~~

The Director of Business and Auxiliary Services shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed daily in advance of the period for which the billing is made.

121.75 et seq., Wis. Stats.

121.76(2)(a), Wis. Stats.

121.83, Wis. Stats.

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Legal	121.75 et seq., Wis. Stats.
	121.76(2)(a), Wis. Stats.
	121.83, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - STUDENT FEES, FINES, AND CHARGES
Code	po6152
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	July 10, 2017

REVISED POLICY - VOL. 28, NO. 2

6152 - STUDENT FEES, FINES, AND CHARGES

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

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

Fines

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

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

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

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

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

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Book Policy Manual

Section Ready for PoC Review

Title REVISED POLICY - BUDGET PREPARATION

Code po6220

Status Proposed

Adopted August 22, 2011

REVISED POLICY - VOL. 28, NO. 1

6220 - BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board will cause to have prepared and then review and approve the following Fund budgets:

() General Fund

(x) All Funds

() _____

() _____

() _____

Each budget shall be designed to carry out District goals and operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the fund equity shall not fall below 12 % of the preceding year's expenditures.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Director of Business and Auxiliary Services to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall be presented as prescribed by State law, and in the format provided by the Wisconsin Department of Public Instruction. include, as appropriate:

- A. ~~the proposed expenditure and revenue in each financial category for the ensuing year;~~
- B. ~~the actual expenditure, the approved budget, and the revenue in each financial category for the previous year and the first six (6) months of the current year;~~
- C. ~~the estimated expenditures and revenue in each financial category for the second six (6) months of the current year;~~
- D. ~~the anticipated unexpended or unappropriated balances or surpluses in the current year for each fund;~~

- E. ~~(-) the amount of fund equity anticipated at the end of the current year;~~
- F. ~~(-) the number and category of staff members for the current and the ensuing year;~~
- G. ~~(-) an estimate of the student enrollment by grades for the ensuing year;~~
- H. ~~(-) an appropriations resolution.~~

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Legal

65.90, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - FUND BALANCE
Code	po6235
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	January 12, 2015

REVISED POLICY - VOL. 28, NO. 1

6235 - FUND BALANCE

[NOTE: Review with the District Auditor and Treasurer prior to adoption]

The Board ~~of Education~~ places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to minimize or avoid short term borrowing for cash flow purposes.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the Fund 10 fund balance shall not fall below 12 % of the preceding year's Fund 10 expenditures. Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors () and ~~Business Manager~~~~Treasurer~~. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor () and ~~Business Manager~~~~Treasurer~~. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board intends to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

[x] The Board discourages the maintenance of unassigned fund balances.

If, during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Government Accounting Standards Board Statement 54



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - LEASING SCHOOL PROPERTY
Code	po6330
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 27, NO. 2

6330 - LEASING SCHOOL PROPERTY

The Board ~~of Education~~ is authorized to lease ~~for a term exceeding fifteen (15) years~~ school sites, buildings, and equipment, not needed for school purposes to any person for any lawful use at a reasonable rental fee.

[NOTE: The following sentence must be added for common school districts]

Such action must be approved at an annual or special Sschool District meeting of the electorate.~~in a common school district. Lease agreements entered into, modified or extended before April 17, 2004, may not exceed fifteen (15) years.~~

120.13(25), Wis. Stats.

120.44(2) Wis. Stats.

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Legal	120.13(25), Wis. Stats.
	120.44(2), Wis. Stats.



Book Policy Manual
 Section Ready for PoC Review
 Title REVISED POLICY - COOPERATIVE PURCHASING
 Code po6440
 Status Up for Revision
 Adopted August 22, 2011

REVISED POLICY - VOL. 28, NO. 1

6440 - COOPERATIVE PURCHASING

The Board ~~of Education~~ recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units, including purchasing off the State Contract administered by the Wisconsin Department of Administration and/or a CESA joint purchasing contract.

The Board authorizes the

- ☐ Board President
- ☐ Business Manager
- ☒ District Administrator
- ☒ and Director of Business and Auxiliary Services

to ~~enter into negotiate such~~ joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies).

~~1.1 Such purchasing agreements which shall specify~~

- ~~() the categories of equipment and supplies to be purchased;~~
- ~~() the manner of advertising for bids and of awarding contracts;~~
- ~~() the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement.~~
- ~~()~~

Such agreements are subject to all legal bidding requirements.

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Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PAYMENT OF INVOICES
Code	po6470
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

6470 - PAYMENT OF INVOICES~~CLAIMS~~

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

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

When an invoice is received, the Business Office shall verify that a check voucher or record of electronic payment is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

Each verified invoice~~claim~~ is to be paid within thirty (30) days. Exceptions may occur with Finance Committee approval only.

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

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Legal 66.0607, 66.0135, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PAYROLL AUTHORIZATION
Code	po6510
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	March 26, 2012

REVISED POLICY - VOL. 28, NO. 2

6510 - PAYROLL AUTHORIZATION

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

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board.

☒ except where the authority to appoint certain personnel of the District has been delegated to the District Administrator.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual, the position title, ☒ and the compensation to be paid in accordance with base wage, salary, and/or compensation guidelines as prescribed in a negotiated, collective-bargained agreement, or determined by a wage guideline. **[End of Option]**

☒ Eligible District personnel employed on a school year basis may voluntarily request payment over a twelve (12) month period for service performed during the school year, pursuant to 109.03, Wis. Stats. ~~unless such payment is prohibited by a valid collective bargaining agreement.~~ School year Employees who that wish to receive their compensation over a twelve (12) month period must complete ☒ the appropriate District form or section of the employee's contract if applicable () Form 6510 F6 **[END OF OPTION].**

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Legal 109.03, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PAYROLL DEDUCTIONS
Code	po6520
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 1

6520 - PAYROLL DEDUCTIONS

The Board directs the District Administrator to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, ~~and~~ employment taxes, garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. ☒ Wisconsin Retirement System (Standard Contribution)
- B. ☒ Wisconsin Retirement System (Voluntary Additional Contribution)
- C. ☒ Section 125 deductions (cafeteria plans)
- D. ☒ U.S. Savings Bonds
- E. ☐ political contributions
- F. ☒ savings in a chartered credit union
- G. ☒ contributions to charitable corporations, not-for-profit and community fund organizations
- H. ☒ payment of group insurance premiums for a plan in which District employees participate
- I. ☒ payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- J. ☒ voluntary payment to a labor organization [NOTE: IF OTHER NON-MANDATORY DEDUCTIONS FROM EMPLOYEE PAYCHECKS ARE ALLOWED, THEN VOLUNTARY DEDUCTIONS FOR LABOR ORGANIZATIONS MAY ALSO NEED TO BE PERMITTED TO AVOID ALLEGATIONS OF ANTI-UNION DISCRIMINATION.]

Any such deduction must be expressly authorized in writing by the employee () on an annual basis.

☒ The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) or 457 of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the District Administrator's Office in writing if they wish to participate in such a program.



Book Policy Manual

Section Ready for PoC Review

Title REVISED POLICY - STUDENT ACTIVITY FUND

Code po6610

Status Up for Revision

Adopted August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

6610 - STUDENT ACTIVITY FUND

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

Each activity fund covered by this policy must be recognized by the () District Administrator (x) Board of Education **[END OF OPTIONS]** before monies can be collected or disbursed in the name of said activity.

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

[x] The Board will review the list upon submission to determine if the objective of each fund serves a continuing District need.

~~The Board authorizes the maintenance of approved student activity funds.~~

All activities shall be on a self-sustaining basis.

The District Comptroller shall be the Treasurer of the student activities fund. S/He may delegate responsibility to

() the principal.

() a financial secretary.

(x) a Bookkeeper **[other].**

[] There shall be established in the fund(s) an account for the use of needy students to be disbursed at the discretion of the _____.

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

[] Interest earned on the account of a specific class or activity will be credited to that class or activity.

[x] Interest earned on the activity account will be allocated to each class or activity.

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

[Administrative Guideline Clients]

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

~~[Policy Only Clients]~~

~~[] Following graduation, the unexpended funds of the Senior Class will be transferred to the Freshman Class.~~

~~After one (1) year of inactivity, the unexpended funds of discontinued student organizations shall, on the recommendation of the~~

~~() District Administrator and the approval of the Board,~~

~~() principal and the approval of the District Administrator,~~

~~be transferred to the General Fund.~~

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120.16(2) Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	NEW - CASH HANDLING AND DEPOSITS
Code	po6630
Status	Proposed

NEW POLICY - VOL. 28, NO. 2

6630 - CASH HANDLING AND DEPOSITS

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

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

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

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

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

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Legal 120.14, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 27, NO. 2

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board ~~of Education~~'s policy to comply with the provisions of State and Federal Law and their respective implementing regulations, relating to minimum wages and overtime. To that end, the Board shall pay at least the minimum wage to all employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

CHOOSE ONE (1) OF THE FOLLOWING:

☐ Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty-four (24) hour period).

☒ Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. (or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.)

[NOTE: END OF CHOICE]

Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. () Payment will be in the form of wages or, if the employee and the () District Administrator or Board () Board agree, in the form of compensatory time off in the amount of one and one-half (1 1/2) times the number of overtime hours worked.

The District Administrator or his/her designee shall determine the necessity and availability of overtime work.

☒ Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the District Administrator or a supervisor will be subject to disciplinary action, up to and including termination.

~~☐ Non-exempt employees who perform compensable work that they are not authorized to perform, will be compensated for any actual worktime, but will be subject to disciplinary action.~~

[NOTE: END OF CHOICE]

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed in a bona fide executive, administrative, administrative academic, or professional capacity, and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis. The salary requirement does not apply to teachers. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis.

Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

The Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the

☐ District Administrator,

☐ or his/her immediate supervisor.

☒ Business Manager,

☐ _____,

☐ or his/her immediate supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

~~The District Administrator shall distribute this policy [to all employees upon initial hire and on an annual basis.]~~

***[DRAFTING NOTE: The regular salary basis rate is set by regulation as a minimum weekly salary amount or, in the case of an exempt administrative academic employee, the same as the starting teacher salary in the District.]**

[* * DRAFTING NOTE: Job titles do not determine exempt status, nor does receipt of a particular salary. If an employee does not meet all of the applicable criteria for a specific exemption, the employee will be covered by the FLSA and entitled to overtime if s/he works more than forty (40) hours in a week, regardless of whether the individual is paid a salary. Under the standard duties test, an employee's primary duty (i.e., principal, main, major, or most important duty) – based on all of the facts in a particular case – must be that of an exempt executive, administrative, administrative academic, or professional employee, or an exempt computer employee.]

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Legal 29 U.S.C. 201 et seq.
 29 C.F.R. Part 541
 104.01, Wis. Stats.
 DWD 274.03, Wis. Admin. Code



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - AUDIT
Code	po6830
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

6830 - AUDIT

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

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

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

The District Administrator shall assure that the audit report is completed timely and submitted prior to the deadline established by DPI.

[x.] The Board minutes shall reflect receipt of the annual audit report by the Board (x) and compliance with the above submission.

120.14, Wis. Stats.

PI 14

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Legal	120.14, Wis. Stats.
	PI 14



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - DISPOSITION OF REAL PROPERTY
Code	po7300
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

7300 - DISPOSITION OF REAL PROPERTY

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

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

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

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

- A. ☒ All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a ~~public~~ Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. ☒ Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- C. ☒ All property considered for (sale) disposition
 - ☒ may
 - ☐ shall
 be subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- D. ☒ All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- E. ☒ The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the District Administrator, the Director of Business and Auxiliary Services, and the Board Finance Committee. The Board shall give final approval of all contracts.

- F. ☒ In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- G. ☒ Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- H. ☒ Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Legal 120.10(12), Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - DISPOSITION OF PERSONAL PROPERTY
Code	po7310
Status	Up for Revision

REVISED POLICY - VOL. 28, NO. 2

7310 - DISPOSITION OF ~~PERSONAL~~SURPLUS** PROPERTY**

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

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

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

A. Instructional Material

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

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

B. Equipment

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

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

5. creates a safety or environmental hazard

C. Disposition

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

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

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



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	February 13, 2012

REVISED POLICY - VOL. 28, NO. 2

7434 - USE OF TOBACCO ON SCHOOL PREMISES

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

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

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



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - FACILITY SECURITY
Code	po7440
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 27, NO. 2

7440 - FACILITY SECURITY

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

[x] Appropriate authorities may be contacted in the case of serious offenses.

[] The District Administrator is authorized to install ~~metal detectors and~~ video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons:

() in school buildings;

(x) on District property.

[x] The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

OPTION #1

[For those with intercom systems and door buzzers to admit visitors remotely]:

- A. ☒ All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

OPTION #2

[For those without intercom systems or door buzzers]:

- A. ☐ The building administrator shall designate one (1) entry into the school for use by visitors. This entry shall be the entry closest to the main office. All other exterior doors on the building shall be locked during the instructional day.

[END OF OPTIONS]

- B. ☒ All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. ☒ Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. Main office staff must contact the classroom teacher to verify that the visitor is expected.
- D. ☒ All visitors are expected to sign out prior to departing the building.
- E. ☒ Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace, may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. ☒ Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. ☒ Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently expel a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school

facility, the ~~B~~uilding ~~A~~ administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the main office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator ~~or designee~~ of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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Legal 120.13(35), Wis. Stats.
 301.475, Wis. Stat.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS

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

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

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

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

Fixed assets shall be classified as follows:

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

I. construction-in-progress

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

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

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the Building Principals and require the prior written approval of the Director of Business and Auxiliary Services. An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property ~~which has a current value in excess of \$_____ shall be sold at auction. An auction shall be held at the discretion of the _____ when sufficient assets have accumulated to warrant the cost. The _____ shall establish minimum acceptable prices for assets sold at auction.~~

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

~~Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the District Administrator, principals, and _____.~~

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

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

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Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - TECHNOLOGY PRIVACY
Code	po7540.01
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

VERSION-2

7540.01V2 - TECHNOLOGY PRIVACY

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

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

Review of such information may be done by the ~~() Board~~ ~~(x) District~~ **[END OF OPTIONS]** with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. ~~(x)~~ All passwords or security codes for access to District technology resources must be registered with the Board. **[END OF OPTION]** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

~~District technology resources are to be used only for business and educational purposes.~~

Choose Option #1 or Option #2

Option #1

~~[] No personal messages should be exchanged via Board-owned technology. Because District technology resources are to be used () District's () Board's [END OF OPTION] interests have been compromised solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages. Any information discovered will be limited to those who have a specific need to know that information.~~

~~Staff members are encouraged to keep their personal records and personal business at home.~~

Option #2

~~[] Personal messages via Board-owned technology should be limited in accordance with the District Administrator's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District technology~~

~~resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

~~[END OF OPTIONS]~~

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

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

All District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on () District technology resources (x) the Board's computers/servers **[END OF OPTION]** without the express permission of the District Administrator or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Director of Technology. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

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



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - NOTIFICATION OF EDUCATIONAL OPTIONS
Code	po8146
Status	Up for Revision
Adopted	July 23, 2018

REVISED POLICY - VOL. 27, NO. 2

8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board ~~of Education~~ recognizes the need to provide alternative means by which students achieve the goals of the District.

On an annual basis, a list of all educational options available to children who reside in the District, including public school, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, ~~youth-options~~, Start College Now Program, part-time open enrollment, ~~course-options~~, and options for students enrolled in a home-based private education program, will be provided to parents.

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Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - SCHOOL CALENDAR
Code	po8210
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	October 8, 2012

REVISED POLICY - VOL. 28, NO. 2

8210 - SCHOOL CALENDAR

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

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

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

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

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the (x) District Administrator () Board **[END OF OPTION]** shall determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time shall be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made up at the discretion of the (x) Board () District Administrator.

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

115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.

PI 8.01

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Legal 115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.
PI 8.01



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PUBLIC RECORDS
Code	po8310
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	July 23, 2018

REVISED POLICY - VOL. 27, NO. 2

8310 - PUBLIC RECORDS

The Board ~~of Education~~ recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

~~The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include notes for the personal use of the author, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.~~

Any person may make an oral or written request for any public records of the District. The person may inspect ~~copy~~, or receive copies of the public record requested. The District will ~~shall~~ respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform ~~to the requestor providing the requested documents or informing the requestor of the District's decision to deny the request intent to deny access providing specific explanation regarding the decision to deny access.~~

The District will comply with the ~~No public records, including, but not limited to, personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. Such public records and student records shall only contain the address designated by the Wisconsin Department of Justice to serve as~~

~~the student's, parent's, or employee's address.~~ (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of \$0.15 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

~~A resident may purchase copies of the District's public records upon payment of a fee. () In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the District Administrator may require advance payment of the estimated cost from the requester prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employee's hourly rate for salary and benefits, as well as a reproduction cost of _____ per page. The District may also charge the requester for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.~~

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

[x] Records Retention Schedule

The District ~~has adopted~~ will follow the Wisconsin Department of ~~Public Instruction~~ Administration's guidelines on School District record retention.

~~The most recent edition of the guidelines is dated May, 2010.~~ It may be accessed at the following web address:

<http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>

19.21, Wis. Stats.

19.31-39, Wis. Stats.

120.13(12), Wis. Stats.

~~29 C.F.R. Part 1635~~

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

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	120.13(12), Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - STUDENT RECORDS
Code	po8330
Status	Up for Revision
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Last Revised	July 23, 2018

REVISED POLICY - VOL. 28, NO. 2

8330 - STUDENT RECORDS

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

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

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

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

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

Address Confidentiality Program

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

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

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

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

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

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

The Board authorizes the administration to:

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

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the

student;

- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

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

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

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

[Option A – the following sentence should be selected by districts with AGs]

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

~~**[Option B – the following two paragraphs should be selected by districts without AGs]**~~

~~This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.~~

~~Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally~~

~~Identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.~~

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

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

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

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. ☒ a student's name;
- B. ☒ address;
- C. ☒ telephone number;
- D. ☐ date and place of birth;
- E. ☐ photograph;
- F. ☐ major field of study;
- G. ☒ participation in officially recognized activities and sports;
- H. ☒ height and/or weight, if a member of an athletic team;
- I. ☒ dates of attendance;
- J. ☒ date of graduation;
- K. ☒ degrees and awards received;
- L. ☐ name of the school most recently previously attended.

[NOTE: The options selected above would be the "directory information" that the District must also follow in such situations as releasing teaching rosters, publishing honor roll, etc.]

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete Form 2431 F1 - Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

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

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

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazine, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

~~1. The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:~~

- ~~A. inspect and review the student's education records;~~
- ~~B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;~~
- ~~C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;~~

- ~~D. challenge Board noncompliance with a parent's request to amend the records through a hearing;~~
- ~~E. file a complaint with the United States Department of Education;~~
- ~~F. obtain a copy of the Board's policy and administrative guidelines on student records.~~

~~1.1 The District Administrator shall also develop guidelines for:~~

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

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

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

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

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



Book Policy Manual

Section Ready for PoC Review

Title REVISED POLICY - PROVIDING A REFERENCE

Code po8340

Status Up for Revision

Adopted August 22, 2011

REVISED POLICY - VOL. 27, NO. 2

8340 - PROVIDING A REFERENCE

[SELECT ONE OF THE 3 OPTIONS]

☐ [OPTION 1] Administrators who choose to provide a letter of reference, when asked, for any District employee or former employee shall limit their response to the employee's dates of employment, position held, and wage rate.

☒ [OPTION 2] An administrator may choose whether to provide a letter of reference or to respond to requests for verification of employment. Any such letter or response shall be consistent with the provisions below.

☐ [Option 3] Pursuant to State law, an administrator responding to a reference request is presumed to be acting in good faith and is immune from all civil liability that may result from providing the reference to a prospective employer. The presumption may be rebutted upon a showing by clear and convincing evidence that the administrator knowingly provided false information or made the reference maliciously or in violation of Wisconsin's blacklisting statute.

[END OF OPTIONS]

~~Therefore, A~~ administrators who choose to provide a letter of reference, when asked, for any District employee or former employee shall adhere to the following when preparing such a letter:

A. The request should be reduced to writing and submitted with enough lead time to allow a timely response.

☐ The request shall be submitted on Form 8340 F1-~~()~~ () or in another written request format.

☐ The request shall include the name and title to whom the reference is to be directed, and the complete mailing address to which the letter is to be mailed.

B. The letter of reference shall include only statements that are truthful and factual, and substantiated by the administrator's first-hand knowledge of the employee or former employee and/or the employee or former employee's personnel file. When drafting the letter, the administrator should include the following:

1. A description of the position that the administrator holds as well as the position to which the employee or former employee is or was assigned in the District, and the period of time upon which the administrator's comments are based.
2. The duties assigned to the employee or former employee, and the manner in which s/he performed those duties and responsibilities. Any and all comments pertaining to the employee or former employee's job performance shall be based upon direct knowledge by the administrator and/or comments contained within employee or former employee's performance evaluations.

3. If appropriate, the letter may also describe any additional duties or assignments of the employee or former employee, such as extra-curricular or co-curricular assignment, and the manner in which the employee or former employee performed those duties and responsibilities.

(x) the employee's dates of employment, positions held, whether the employee worked part-time or full-time, and rate of pay. The administrator may include a statement that the employee resigned if appropriate or may state whether the employee would be considered for rehire.

C. ~~The letter of reference shall not include any of the following:~~

1. ~~(+) statements that the administrator knows to be untrue;~~
2. ~~(+) statements made in bad faith;~~
3. ~~(+) statements that are motivated by anger, grudges, jealousy, resentment, or ill will toward the employee or former employee;~~
4. ~~(+) statements that include exaggerations; or~~
5. ~~(+) statements that are based upon incomplete investigations involving the employee or former employee;~~

D. In all cases a copy of any letter of reference provided by an administrator for a District employee or former employee shall be filed in the employee or former employee's personnel file.

An administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, is prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

Telephone References

~~[] An administrator who chooses to provide a reference by phone for a District employee or former employee shall adhere to the guidelines delineated in B and C above, as well as the prohibition for assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law.~~

~~[] Furthermore, the administrator shall document the date, time, name, title and District affiliation of the individual requesting the reference and include this information in the employee or former employee's personnel file.~~

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Legal

Section 8546 of the Every Student Succeeds Act (ESSA)
895.487(2), Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	October 8, 2012

REVISED POLICY - VOL. 27, NO. 2

8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

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

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

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

- A. an employee designated to serve as the IEQ Coordinator for the District;
- (X) Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.
- B. () designate an IEQ committee consisting of at least one member of the administration, teaching staff, educational support staff and custodial or maintenance staff;
- C. the following strategies shall be delineated by the IEQ Coordinator ~~()~~ and the IEQ committee [END OF OPTION] in the plan:
 - 1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;
 - 2. a complaint procedure for IEQ concerns of parents, students, or employees;
 - 3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;
 - 4. at least annually review the management plan and provide an update to the Board; and

5. Identify additional Board policies governing IEQ issues for consideration.

- D. provides for training on environmental quality standards for maintenance employees and for the IEQ District coordinator (x) and IEQ school coordinators (-) and committee members;
- E. develops a schedule of and standards for routine maintenance of District properties.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

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

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, ~~the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District (-) and the establishment of a District safety committee (-) and school safety committees.~~
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

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

~~(-) INDOOR AIR QUALITY — MICROBIAL ABATEMENT~~

~~The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbes on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.~~

~~Contributing factors to excessive moisture levels include the following:~~

- A. ~~roof leaks~~
- B. ~~structural defects in the building~~
- C. ~~improperly controlled humidity levels~~
- D. ~~faulty HVAC systems~~

~~As preventative measures, the District shall do the following:~~

- ~~A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination~~
- ~~B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards~~
- ~~C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment~~
- ~~D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.~~

~~In addition, the District Administrator shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plan when, and if, problems with IEQ are identified.~~

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The District Administrator shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).

POLLUTION CONTROL AND PREVENTION

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

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

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

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

SEE ALSO THE FOLLOWING RELATED POLICIES:

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

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



Book	Policy Manual
Section	Ready for PoC Review
Title	NEW - SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407
Status	Proposed

NEW POLICY - VOL. 27, NO. 2

8407 - SCHOOL RESOURCE OFFICER PROGRAM

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services, and the District's and the law enforcement agency's(ies') duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. ~~() placement of a designated School Resource Officer in specific schools on specific days and times;~~
- B. **(x)** development of positive law enforcement officer/student relationships;
- C. **(x)** investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. **(x)** educational presentations/discussions;
- E. **(x)** preventative and/or informational discussions with students/parents;
- F. **(x)** patrol and supervision of various school functions;
- G. **(x)** creation and implementation of crime prevention and safety programs; and
- H. **(x)** performance of duties of regular patrol officers that pertain to school resource matters;
- I. **(x)** a requirement the law enforcement agency(ies) to provide the **()** District Administrator **(x)** Board **[END OF OPTIONS]** with an annual report regarding the SRO Program.

~~() This report shall summarize activities conducted throughout the previous school year and shall include recommendations for the upcoming school year. [END OF OPTION] (x) The Board may request additional updates or reports. [END OF OPTION]~~

The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services. Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.

~~() The agreement between the District and the law enforcement agency shall require the law enforcement agency(ies) to provide the () District Administrator () Board with an annual report regarding the SRO Program. [END OF OPTION] This~~

~~report shall summarize activities conducted throughout the previous school year and shall include recommendations for the upcoming school year. The () District Administrator () Board may request additional updates or reports.~~

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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Legal	Wis. Stat. §§ 968.07(1)(d), (2)
	Wis. Stat. § 165.85(2)(c)
	Wis. Stat. § 121.02(1)(i)
	Wis. Stat. § 120.44 (unified school districts)
	Wis. Stat. § 120.13
	Wis. Stat. § 118.257
	Wis. Stat. § 118.127
	Wis. Stat. § 118.125
	Wis. Stat. § 118.001
	Wis. Stat. § 66.0301



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - MANDATORY REPORTING OF STUDENT ABUSE AND NEGLECT AND THREATS OF VIOLENCE
Code	po8462
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	October 8, 2012

REVISED POLICY - VOL. 27, NO. 2

8462 - MANDATORY REPORTING OF STUDENT ABUSE AND NEGLECT AND THREATS OF VIOLENCE

The Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity. Likewise, the Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report in the following instances:

- A. when the staff member has reasonable cause to suspect that a child seen in the course of the staff member performance of their job duties has been abused or neglected, or has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator;

The report shall be made to local law enforcement or social services.

- B. when the staff member believes in good faith based on a threat made by any person regarding violence targeted at a school, that the health and safety of any person is in serious or imminent threat. Any such threats shall be immediately reported to law enforcement as described in policy.

~~The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.~~

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide detail concerning the basis for the report.

Training

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training. The District Administrator shall coordinate all training (-) and shall prepare administrative guidelines that provide information concerning the prevention of child abuse or neglect and threats of school violence, as well the signs that a student may be a victim of or at risk of becoming a victim of abuse or neglect.

The required training shall also include training on the laws governing the reporting of threats of violence in or targeted at a school.

~~Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means~~

Procedures for Reporting - Child Abuse and Neglect

The employee shall immediately call the local office of the Child Welfare Department, social services department, or local law enforcement agency () and shall secure prompt medical attention if pertinent ~~for any such injuries reported~~.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and Threats of Violence.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order, or as otherwise compelled by law. A reporting employee shall not be dismissed or otherwise penalized for making a good faith report of child abuse or neglect. The details of any reported incident, including the identities of the individuals involved or noted in the report, shall be kept confidential to the extent permitted. Any staff member who disseminates such information other than as permitted or required by policy or legal obligation may be subject to disciplinary action. Any staff member who reports suspected child abuse or neglect will not be subject to disciplinary action and is immune from civil liability to the extent provided for by law.

~~Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.~~

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, who receives a threat or hears a threat of violence in or targeted at a school shall immediately inform law enforcement. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator. If a threat is reported to the building administrator, s/he shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report a threat may result in disciplinary action.

49.981, Wis. Stats.
118.07(5), Wis. Stats.
175.32, Wis. Stats.

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Legal 48.981, Wis. Stats.
 118.07(5), Wis. Stats.
 175.32, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - FOOD SERVICES; forward to Shelley for input
Code	po8500
Status	Proposed
Adopted	August 22, 2011
Last Revised	July 23, 2018

REVISED POLICY - VOL. 27, NO. 2

8500 - FOOD SERVICES

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

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

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

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

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

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

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

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical

condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

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

{Optional Provision}

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

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

{End Optional Provision}

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

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

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

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

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

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

~~[+] Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred () and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to these charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).~~

Negative Account Balances

[DRAFTING NOTE: USDA regulations provide local control with respect to permitting negative lunch account balances, including prohibiting it altogether. The Wisconsin Department of Public Instruction's current position is that it does not intend to issue model policy language or guidelines concerning this issue. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each School District does have the choice to prohibit a negative balance without any exceptions].

OPTION #1

No student will be permitted to purchase any meals for which the student does not have sufficient balance in his/her food service account or sufficient cash on his/her person to purchase the food items.

Students receiving ~~paid or~~ reduced-price lunch who do not have sufficient account balance or cash on hand to purchase a meal ~~() will not be provided an alternative meal (x)~~ will be provided an alternative meal that meets the USDA guidelines applicable to alternative meal options. The District Administrator shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.

OPTION #2

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

~~Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student () shall be () shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. () Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring his/her account current.~~

[END OF OPTIONS]

~~() A student who that has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be provided an alternative meal, subject to USDA guidelines applicable to alternative meals. The District Administrator shall, in coordination with the District's food services, assure that any alternative meals provided to any student receiving paid or reduced price meals that is either claimed for reimbursement or charged to the student account, meets all of the requisite USDA guidelines for alternative meals.~~

[END OF OPTIONS]

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

[Drafting Note: posting to the website is not sufficient to meet the notice requirement, but could be supplemental]

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

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

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

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually. ~~(x)~~ The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

Nondiscrimination Statement

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

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

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

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

- A. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

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

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

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

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

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

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - TRANSPORTATION BY PRIVATE VEHICLE
Code	po8660
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

8660 - TRANSPORTATION BY PRIVATE VEHICLE

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

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

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

No person shall be approved for the transportation of students in a private vehicle who is not

- ☒ an employee of this Board,
- ☒ an approved volunteer,
- ☒ the parent of a student enrolled in this District,

the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

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

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

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

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

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

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Legal 121.52, 121.53, Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - STUDENT ACCIDENT INSURANCE
Code	po8760
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 27, NO. 2

8760 - STUDENT ACCIDENT INSURANCE

The Board ~~of Education~~ recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance

☒ at the expense of the parents.

☐ paid for by the District, which shall be approved at the annual meeting.

~~() A signed statement of insurance coverage on the part of the student's parent shall be a prerequisite for student registration in any school activity having a potential for personal injury. [NOTE: This option should only be selected with the approval of the District's legal counsel, after consideration of discriminatory impact concerns.]~~

~~The District Administrator shall recommend suitable and qualified insurance carriers and notify all parents of their availability.~~

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Legal 120.13(2)(a), Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	July 23, 2018

REVISED POLICY - VOL. 28, NO. 1

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122.

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Professional Staff Member

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

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

[x] As appropriate, the staff member shall report the matter and whatever action may have been taken to the Building Principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District

Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. ☒ the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. ☒ the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. ☒ the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted () promptly after ☒ within 5 business days of the latest attempt to resolve the matter, ~~receiving the District Administrator's written response.~~

The Board, after reviewing all material relating to the matter, shall

☒ provide the individual(s) with a written response;

() grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law

() before the Board.

() before a committee of the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than 3 business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

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

☒ Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding District Services or Operations

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

Guidelines for Matters Regarding Enrollment Disputes

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

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Building Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to provide that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for

completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

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

A. ☒ The criticism is to be addressed to the Building Principal, in writing, and shall include:

1. ☒ author;
2. ☒ title;
3. ☒ publisher;
4. ☒ the complainant's familiarity with the material objected to;
5. ☒ sections objected to by page and item;
6. ☒ reasons for objection.

B. ☒ Upon receipt of the information, the Building Principal (shall) (may),

() after advising the _____ of the complaint,

() and upon the _____'s approval,

☒ refer the matter to the District Administrator for resolution

() appoint a review committee, which shall comply with the open meetings law, consisting of:

1. () one (1) or more professional staff members including _____;
2. () one (1) or more Board members **[Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.];**
3. () one (1) or more laypersons knowledgeable in the area.

C. ☒ If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).

D. () The District Administrator shall be an ex officio member of the committee.

E. () The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. () the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. () the accuracy of the material
3. () the objectivity of the material
4. () the use being made of the material

F. ☒ The material in question

() may be

☒ may not be

temporarily withdrawn from use pending final resolution of the matter ~~the committee's recommendation to the District Administrator.~~

- G. () The committee's recommendation shall be reported to the District Administrator in writing within _____ business days following the formation of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.
- H. (x) The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) ~~thirty (30)~~ business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. (x) The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the () Committee (x) District Administrator.

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

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



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - SCHOOL VISITORS
Code	po9150
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	February 13, 2012

REVISED POLICY - VOL. 28, NO. 1

9150 - SCHOOL VISITORS

The Board ~~of Education~~ welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

[x] Except as set forth in District Policy 8390 or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

In accordance with 120.13(35), Wis. Stats., ~~the~~ District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the any District staff member is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

[x] Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such

(x) by the Board.

() by the President.

() by a committee chairman.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first

(☒) with the Principal

() with the District Administrator

as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

[☒] If the Board member believes the situation or condition serious enough, s/he may wish to also inform the District Administrator.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

120.13(35), Wis. Stats.

301.475(3)(c). Wis. Stats.

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120.13(35), Wis. Stats.

301.475(3)(c). Wis. Stats.



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	Up for Revision
Adopted	August 22, 2011
Last Revised	October 8, 2012

REVISED POLICY - VOL. 27, NO. 2

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board ~~of Education~~ welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

☒ The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed

☒ nor any betting occur

☐ at any function sponsored by the District.

☒ at any function occurring on District premises.

☒ Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. Any person who believes s/he has been discriminated against due to a disability should refer to the complaint procedure set forth in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

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

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption on District property or at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave District property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student, a non-enrolled minor, or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 – Use of Tobacco on School Premises.

Persons attending school events are subject to the provisions of Policy 7217 - Weapons.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the District Administrator to establish rules and procedures governing the use of non-district audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the District Administrator.

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"Upon request to the Building Principal _____, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."

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29 CFR Part 35

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

34 C.F.R. Part 104

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



Book	Policy Manual
Section	Ready for PoC Review
Title	REVISED POLICY - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Code	po9600
Status	Up for Revision
Adopted	August 22, 2011

REVISED POLICY - VOL. 28, NO. 2

9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

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

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

~~The District Administrator shall develop administrative guidelines which will better ensure: [x] The Board supports and encourages staff participation in:~~

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

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GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Municipal Finance Advisory Services

FROM: Ric Ericksen

BOARD MEETING: July 29, 2019

DATE: July 23, 2019

AGENDA ITEM: VIII.A.

FC Date: July 29, 2019

FC Agenda Item(s): VI. B.

Recommendation to the Board of Education and Finance Committee:

Bring forward to the Board of Education with a positive recommendation to engage Ehlers and associates for Municipal Advisory services for the 2019/2020 & 2020/2021 fiscal years and apply legal counsel's recommendation to the engagement agreement as recommended.

Background:

Please review the April 29 and May 20 backgrounds on this subject.

May 20th Follow Up:

Committee members asked for a couple of follow responses:

Springsted Existing Agreement

In 2013 Springsted services were retained for general advisory matters. Subsequently, an agreement was executed April 11, 2016 prior to the 2016 referendum. It is called an Agreement for Municipal Financial Advisor Services. It contains a 30 day termination clause. This agreement, as well as in 2013, is essentially a “letter of commitment”. It is similar to commitments for companies which provide risk management consulting, legal advice, roofing consulting, etc. Conversely, the Board of Education takes official action on agreements for companies which provide services for employee benefit consulting, audit, OPEB study, etc. The former does not require any annual fee – charges accrued on a time and materials basis; the later requires an annual fee/contract.

Legal Review of Conflict of Interest

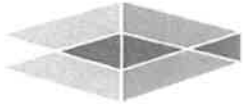
Committee members expressed concern over potential conflict of interest relative to Ehlers providing services to both the Village of Germantown and the Germantown School District simultaneously. As of this writing the opinion as not yet been received by legal.

Additional Information:

It was formally announced early last month that Mr. Jerry Dudzik has joined Ehlers. It could not be disclosed “prior to” because of his “blackout” agreement with Springsted (*which has now expired*). I was informed by Ehlers officials that while Mr. Dudzik would not be the lead with Germantown School District, he would in fact play a significant supporting role. This can be advantageous given his history in the community of Germantown as a resident as well providing advisory services on debt financial matters.

A legal review has been completed and is attached.

ATTACHMENT(S): Legal Review.



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July 9, 2019

VIA ELECTRONIC MAIL

Germantown School District
Finance Committee

RE: Bond Consulting Firm

Members of the Finance Committee:

We understand that the Germantown School District's Finance Committee is evaluating two potential resources to engage for Municipal Finance Advisory Services. The District has heard presentations from two vendors: Springsted and Ehlers. The District has used Springsted in the past for prior bond issues. Both vendors present circumstances which the committee desires to evaluate for purposes of potential conflicts of interest should they be engaged.

With respect to Springsted, the company has recently been acquired by the accounting firm Baker Tilly. Baker Tilly is the District's auditing firm. The other vendor, Ehlers, is currently providing consulting services for the Village of Germantown.

The question of whether these firms are unable to provide advisory services to the district due to a conflict of interest is an inquiry that raises three separate, but inter-related, concepts of a conflict: (a) legal conflicts, (b) ethical conflicts, and (c) business conflicts. At the outset, my opinion is that neither firm is legally conflicted so as to prohibit them from providing consulting services to the District. Specifically, I have found no statutory or regulatory provision that directly prohibits receipt of advisory services from an organization that also performs the audit or from an organization that provides similar services to a municipality within the school district's boundaries.

The remaining analysis focuses on conflicts arising out of professional ethics and out of competing business interests. These conflict concerns are potentially present as to the former with respect to Springsted and as to the latter with respect to Ehlers.

Professional Ethics - Springsted

Should the District elect to engage Springsted's services, I recommend that it secure a letter from the company stating that the scope of services it provides to the District are not in conflict with its obligations to objectivity in the performance of the parent company's auditing services. Specifically, this should reference the Generally Accepted Government Accounting Standards (GAGAO) and that consulting services will not involve making management decisions and will not be services which are themselves subject to the audit process. Finally, the letter should address the firm's ability to maintain recognition as an objective auditor in the performance of its auditing services notwithstanding its contemporaneous engagement for consulting services.

The GAGAO imposes certain expectations on the part of auditors, one of which is that the auditor maintain independence in the performance of its auditing functions. This independence is both as to appearance – i.e. the firm must be recognized as independent in order to maintain public confidence as to delivery of the auditing services (referred to as "independence of mind"); and as to conflicts in fact, namely, that the non-auditing services being provided do not implicate management controls or related factors that are part of the audit process. Notably, in reviewing prior audit reports, the audit includes discussion, albeit brief, of the District's long-term debt obligations. The extent to which those obligations, and corresponding management decisions related to them, are evaluated by the audit is unclear. If the auditor evaluates management decision-making process relative to long term debt obligations, then consulting services advising on long term debt instruments is likely to close in kind for the auditor to maintain independence.

In short, provided that Baker Tilly is willing to address in writing these issues, so as to advise the District of its professional opinion that it can maintain independence in performance of its audit functions notwithstanding the delivery of non-audit services, then the Committee and ultimately the Board may engage Springsted subject to its comfort level with the same issue.

Business Conflicts: Ehlers

Much like the concept of independence of mind in the delivery of auditing services, the, district ought to be comfortable that advice given by consultants is not compromised by competing interests of the consulting firms other clients. The District and the Village interact frequently on issues of public finance, e.g. in the management of tax incremental districts and in collaboration regarding facilities' usage. These interactions can create political conflicts between the two municipalities. If contemplated advisory services involve such matters (i.e. topics that involve disagreements between the two organizations) the District may feel that its consultants are in a position of managing advice in an effort to manage those differences, rather than objectively providing advice to the District.

As part of the engagement letter with Ehlers, I recommend that, if not already included, the agreement specify Ehler's consultant's obligation to maintain independence from those providing similar services to the Village, and, at all times, to provide advice independently and objectively in the best interests of the District. I would also recommend that the consultants assigned discuss with appropriate District officials how they would handle circumstances in which the advice the consultant deems to be in the best interest of the District recommends a course of action which may be contrary to the interests or preferences of the Village. Finally, I recommend that such engagement contain an unqualified right to terminate the engagement in the event that, in the District's sole opinion, the District is not able to confidently rely upon

consulting advice due to conflicting interests within the consulting organization or due to circumstances between the District and the Village.

In short, Ehlers is not prohibited at this point from engaging in finance advisory services based on its similar engagement by the Village of Germantown. It may be the case; however, that those services could impact areas in which the District and the Village interact with one another. As such, this presents a pure business interest type conflict. The appearance of competing interests within the same firm may, in the determination of the finance committee and/or board, compromise confidence in the advice provided.

It must be noted too that the current business conflict, real or perceived, could become more significant and ultimately disqualify Ehlers. This could occur in the event of a disagreement and/or direct conflict, including formal disputes, between the District and the Village in matters implicating public financing decisions of the respective organizations. Should this type of situation arise, both parties may find themselves calling on the advisory services of the same organization in support of their relative position. This type of scenario would disqualify Ehlers from working with either municipality. At the time of this correspondence, I am not aware of any such actual disputes. District officials are in the best position of determining whether such a dispute is likely to occur, although the present absence of such conflict does not preclude the development of one in the future.

Conclusion

In my opinion, subject to the provisions of assurances as discussed herein, either firm can provide the services desired without disqualifying conflicts. It is further my opinion that the potential for conflicts is greater with Springsted, but that conflict arises with respect to the firm's delivery of auditing services (i.e. with Baker Tilly's services, not specifically with the consulting services proposed by Springsted) as described above. Selecting a different auditing firm is one option to eliminate that concern, alternatively, the Board may rely on the representation by the auditors that the non-auditing services do not interfere with its independence. Finally, as noted, the District ought to assure it has authority to dis-engage from the services of either firm it selects in the event that conflicts or the appearance of conflicts do arise or become apparent during the course of the engagement.

Please feel free to contact me should you have any further questions.

Respectfully submitted,

Strang, Patteson, Renning, Lewis & Lacy, s.c.

A handwritten signature in black ink, appearing to read 'G. A. Lacy', with a stylized flourish at the end.

Geoffrey A. Lacy

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Purchases Over \$15,000
FROM: Ric Ericksen **BOARD MEETING:** July 29, 2019
DATE: July 23, 2019 **AGENDA ITEM:** VIII.B.

FC Date: July 29, 2019
FC Agenda Item(s): VII. A.

-- The intent is to review due diligence with respect to seeking competitive bids/quotes when possible.
Vetting for the purpose of the purchases may have occurred at other committees. --

Window Replacements/Purchase(s):

Recommendation to the Board of Education and Finance Committee:

Bring forward to the Board of Education with a positive recommendation awarding the County Line and Rockfield Elementary school's window replacements to Milwaukee Plate Glass as presented below in an amount not to exceed \$22,100.00 and charge to the appropriate buildings & ground account(s) in the general fund.

From Director of Buildings & Grounds, Don Erickson

Background:

County Line and Rockfield Window Replacements

VerHalen and Milwaukee Plate Glass provided quotes, shown below, to replace a library window at County Line and windows in rooms 115, 117 and 205 at Rockfield. Wingspan in Menomonee Falls declined to provide a quote. VerHalen would install Pella wood clad direct replacement windows. VerHalen did not include room 205 at Rockfield in the quote. Milwaukee Plate Glass would be installing storefront windows. Storefront windows will not need replacement in the future. The recommendation for this reason is to move forward installing the storefront windows by Milwaukee Plate Glass not to exceed \$22,100 to be funded out of the maintenance budget.

	County Line	Rockfield
VerHalen	\$2,965.31	\$12,187.16
Milwaukee Plate Glass	\$3,500.00	\$18,600.00

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Facility Use Fee Waiver Request:

FROM: Ric Ericksen

BOARD MEETING: July 29, 2019

DATE: July 24, 2019

AGENDA ITEM: IX.A.

The following group(s) is/are requesting a fee waiver for facility use.

Wisconsin Test Prep – This Organization provides prep and prep tutoring for Germantown School District students at Germantown High School. This group has used the facilities in the past without fees charged.

Germantown Baseball & Fastpitch – This Organization is requesting use for a baseball fundraising tournament and use at the JV & Dream Fields at Germantown High School. This group has used the facilities in the past without fees charged.

Autism Society of Southeastern Wisconsin – This Organization is requesting use of the Main Gym at Germantown High School for a week long bike camp. They are also requesting use of some parking lot space later in the week to give kids more experience with riding a two wheeled bike. This group has used the facilities in the past without fees charged. A Certificate of Liability will be provided.

Anita Heisl, on behalf of StepUp4Kids & The MACC Fund – This request will only be needed if there is inclement weather. The event is planned for Spassland Park. 100% of the proceeds raised are to benefit The MACC Fund

Germantown American Legion Post 1 – The Germantown American Legion is creating a baseball team and they are requesting use of Germantown High School's JV Field for their try outs. At the start of the season, in June of 2020, they are requesting use of both the JV & Dream Fields at Germantown High School for their program.

Attachment: Germantown School District Waiver request forms & Fee Sheets

Recommendation: At the Will of the Board of Education.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Teacher Contracts

FROM: Michael Nowak

BOARD MEETING: July 29, 2019

DATE: July 24, 2019

AGENDA ITEM: IX.B.

The administration is recommending the approval of the following full-time regular contracts and part-time contracts for the 2019-2020 school year.

Employee Assignment/Location	Rationale	FTE	Contract Type	Salary
<i>Catherine Benson</i> English Teacher Germantown High School	Catherine is filling the vacancy occurring due to the resignation of Erin Tautges	1.0	Regular	\$46,500
<i>Amanda Kaminski</i> Fourth Grade Teacher Amy Belle Elementary School	Amanda will be filling the vacancy occurring due to the retirement of Susan Byschenk	1.0	Regular	\$41,500
<i>Christine Trainor</i> English Teacher Germantown High School	Christine is filling the vacancy created by the resignation of Megan Hoy	1.0	Regular	\$56,250
<i>Amanda Laatsch</i> Special Education Teacher Rockfield Elementary School	Amanda is filling the vacancy created by increased needs based on student enrollment	1.0	Regular	\$46,000
<i>Taylor Sherry</i> Physical Education Teacher Germantown High School	Taylor is filling the vacancy created by the resignation of Steven Tennies	1.0	Regular	\$42,500
<i>Hayley Kutz</i> English Teacher Germantown High School	Hayley is filling the vacancy created by the resignation of Harris Jones	1.0	Regular	\$47,750
<i>Jill Lehn</i> Speech and Language Pathologist Germantown School District	Jill is filling the vacancy created by increased needs based on student enrollments	.8	Part-time	\$57,600

RECOMMENDATION: Approve the 1.0 FTE regular contract for Catherine Benson at \$46,500, the 1.0 FTE regular contract for Amanda Kaminski at \$41,500, the 1.0 FTE regular contract for Christine Trainor at \$56,250, the 1.0 FTE regular contract for Amanda Laatsch at \$46,000, the 1.0 FTE regular contract for Taylor Sherry at \$42,500, the 1.0 FTE regular contract for Hayley Kutz at \$47,750 and the .8 FTE part-time contract for Jill Lehn at \$57,600

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Early Childhood Teacher Increase
FROM: Michael Nowak, Todd Lamb **BOARD MEETING:** July 29, 2019
DATE: July 24, 2019 **AGENDA ITEM:** IX.C.

Consistent with the information presented during November 2018, preschool-aged students often become eligible for Early Childhood services at the time of their third birthdays when referred by county birth-to-three service providers and / or following evaluations requested by parents between the ages of 3 and 5 years. As a result, student eligibility occurs throughout the school year and cannot be predicted on an annual basis. Services are provided in students' natural environments whenever appropriate to be compliant with DPI Indicators. Therefore, students may receive services at Rockfield School, the Germantown Community Library, venues of the Germantown Park and Recreation Department, as well as an increasing number of local preschools, depending upon their individual goals and service needs; some students receive services in more than one setting.

Given that there was no remaining flexibility in their schedules to cover the needs and locations of initially eligible students, a 0.25 Early Childhood Teacher position was created during November 2018. Historically, the number of Early Childhood staff have increased during many school years and then decreased in the following falls as Early Childhood students transition into Kindergarten. The upcoming school year was already an exception to historical trends. In addition, there are currently 17 students in the evaluation process for Early Childhood, most of whom are anticipated to be found eligible to begin receiving services at the start of the upcoming school year. In order to support the needs of additional preschool-aged students enrolling into Early Childhood for the 2019-2020 school year, it is recommended that Early Childhood teaching staff be increased by 0.15 FTE.

FUNDING SOURCE: IDEA Flow-Through

RECOMMENDATION: Approve the Early Childhood teaching staff 0.15 FTE increase.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: IEP Service Provider Positions

FROM: Todd Lamb, Michael Nowak

BOARD MEETING: July 29, 2019

DATE: July 24, 2019

AGENDA ITEM: IX.D.

Given the recently identified individual needs of students, additional specialized staff are necessary to hire in order to meet those needs, including an Educational Interpreter and a Special Education Intervener.

The Educational Interpreter will provide a visual language, usually sign language, interpretation of auditory communication for a student with a hearing impairment. The interpreter will be a language model for the student and may also work with the other children supporting group and peer-to-peer communication and play. Interpretation may occur in a variety of settings beyond the classroom including, but not limited to, field trips, assemblies, and other school sponsored events. The position would be 6.5 hours per student-contact day.

The Special Education Intervener will provide auditory, visual and tactile stimulation and support the development of communication as well as interactive behaviors so that a student who is deaf-blind may meaningfully participate in educational activities. The position would be 9.0 hours per student week.

These services were both determined to be necessary by IEP teams in order to meet Special Education needs and are both committed in student IEPs.

FUNDING SOURCE: IDEA Flow-Through

RECOMMENDATION: Approve the Educational Interpreter position for 6.5 hours per day and approve the Special Education Intervener position for 9.0 hours per week.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members **TOPIC:** Summer Diagnostic/IEP Development Contracts
FROM: Todd Lamb/Mike Nowak **BOARD MEETING:** July 29, 2019
DATE: July 24, 2019 **AGENDA ITEM:** IX.E.

The following contracts are being recommended for approval based in accordance with Wisconsin Department of Public Instruction IDEA Compliance for Diagnostic/IEP Development.

First and Last Name	Hours Not to Exceed
Danielle Gonzalez	4 Hours per assigned case
Barb Krupo	4 Hours per assigned case
Amy Kreuser	4 Hours per assigned case
Alissa Schneider	4 Hours per assigned case
Jennifer Sturm	4 Hours per assigned case
Erica Van Serke	4 Hours per assigned case
Shawn Burns	2 Hours per assigned case
Dawn Books Kosanke	2 Hours per assigned case
Kristin Hillshafer	2 Hours per assigned case
Brenda Ripplinger	2 Hours per assigned case

RECOMMENDATION: Approve the above listed contracts.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Amy Belle Kindergarten
FROM: Jeff Holmes **BOARD MEETING:** July 29, 2019
DATE: July 26, 2019 **AGENDA ITEM:** IX.F.

The incoming kindergarten class for Amy Belle Elementary School has now reached a total of 74 students...and it is not August yet. Given that the number of students well exceeds the recommended class size for that age/grade group, the District Administrator is recommending that, by Board Policy, selected Amy Belle kindergarten students who live nearer to County Line Elementary and Rockfield Elementary and do not have siblings already attending Amy Belle Elementary be shifted to either County Line Elementary or Rockfield Elementary.

Even with the ability to maintain 3-track status at Amy Belle Elementary, it is apparent that an influx of students is taking shape within their attendance area. Administration believes that shifting these students now is in their best interest. Given everything that we currently know about housing developments in the Villages of Germantown and Richfield and the impending changes to elementary attendance areas for the 2020-21 school year, it makes the most feasible sense for this action at this time.

Those families impacted by the Board's decision will be contacted by school officials via phone, email, and postal mail to ensure that they have the month of August to prepare for the switch.

RECOMMENDATION: Approve shifting of Amy Belle Elementary School kindergarten students to other District elementary schools as presented.