

**GERMANTOWN SCHOOL DISTRICT
NOTICE OF BOARD OF EDUCATION MEETING**

**District Administrative Offices - Board Room
N104 W13840 Donges Bay Road
Germantown, WI 53022**

**July 10, 2017
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. June 12, 2017 Board Meeting

- V. Correspondence, Reports, and Information Items
 - A. Construction Update
 - B. School District Gmail
 - C. PEAK Training Update
 - D. Running Records Update
 - E. Discovery Textbook Purchase
 - F. Enrollment Update

- VI. Policy Committee
 - A. Discussion and action to approve new and revised policies.
 - B. Update on remaining items discussed at June 21, 2017 committee meeting.

- VII. Finance Committee
 - A. Discussion and action to approve purchases over \$15,000.
 - B. Update on remaining items discussed in July 10, 2017 committee meeting.

- VIII. Building Committee
 - A. Update on items discussed at July 10, 2017 committee meeting.

- IX. New Business
 - A. Discussion and action to approve donations.
 - B. Discussion and action to approve notice of academic standards for 2017-2018.
 - C. Discussion and action to approve high school Poms travel requests.
 - D. Discussion and action to approve staff resignation.
 - E. Discussion and action to approve new contracts.
 - F. Discussion and action to approve 2017-2018 Chapter 220 Transfer Agreement.

- X. Closed Session: The Board will enter into closed session pursuant to Section 19.85(1)(e) and Section 19.85(1)(g).
 - A. Approval of June 12, 2017 closed session meeting minutes.
 - B. Discussion regarding negotiations for purchase and sale of property.
 - C. Discussion regarding employee retirement.

- XI. Open Session:
 - A. Discussion and action to approve employee retirement.
 - B. Discussion and action regarding purchase and sale of property.

- XII. Adjourn

GERMANTOWN SCHOOL DISTRICT
GERMANTOWN, WISCONSIN 53022
MINUTES OF THE BOARD OF EDUCATION
June 12, 2017

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:00 p.m. District Administrator Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved - yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes.
2. Motion by Larson, second by Borden to approve the agenda. Motion carried.
3. Motion by Larson, second by Barney to approve the May 22, 2017 meeting minutes. Motion carried (Barney abstained).
4. District teachers Tammy Kiesling, Chelsea Hammett, Allison Wandrey, and Joe Woger gave presentations on their powerful learning experiences with students as part of the District Initiative.
5. Dr. Rick Grothaus updated the Board on Academic and Career Planning (ACP) State mandates.
6. A draft Board meeting schedule was distributed and Board members will notify the superintendent's office with desired changes.
7. Board President Soderberg indicated that Board members had recently attended the employee recognition and awards event and that a jury ruled in favor of the school district on June 12, 2017 regarding the four year long-term care insurance litigation.
8. Recommendation from Finance Committee to approve the three-year renewal of the Waste Management contract in an amount not to exceed \$22,656.48 to be funded out of the appropriate buildings and grounds budgets. Motion carried.
9. Recommendation from Finance Committee to approve the Spectrum internet and WAN network contract in an amount not to exceed \$64,512 (net of eRate \$38,707) to be funded out of the appropriate information technology budgets. Motion carried.
10. Recommendation from Finance Committee to approve the 2017-2018 school lunch prices with high school price increasing from \$2.80 to \$3.00, middle school increasing from \$2.60 to \$2.75, and elementary schools increasing from \$2.45 to \$2.55. Motion carried.
11. Finance Committee Chair Michael Loth updated the Board on remaining items discussed in Finance Committee including referendum funds, end of year finances, the fund balance, and funding of Destination Imagination, Skills USA, DECA, and other clubs and activities.
12. Building Committee Chair Brian Medved updated the Board on items discussed in Building Committee including Fund 41 projects. Director of Business Ric Ericksen will provide a list to Board members.

13. Motion by Larson, second by Barney to approve the donation of \$1000 from Randy and Sue Hollister in recognition of Karen Borden's advocacy for special needs students to be used to benefit them at her direction and thank the Hollister family for their generous donation. Motion carried (Borden abstained).
14. Motion by Spies, second by Barney to accept the resignation of Jennifer Collings, thank her for her service to the students, families, and district, and approve posting and filling the vacancy. Motion carried.
15. Motion by Spies, second by Larson to approve adding AP Human Geography in the 2018-2019 school year. Motion carried.
16. Motion by Barney, second by Spies to approve summer school contracts. Motion carried.
17. Motion by Larson, second by Medved to adopt the District Initiative Action Plan. Motion carried.
18. Motion by Spies, second by Barney to approve the 1.0 FTE contract for Carrie Berg at \$42,000 and the 1.0 FTE contract for Carly Rubnitz at \$41,300. Motion carried.
19. Motion by Spies, second by Larson to approve the ratification of the 2016-2017 Germantown Education Association and Board of Education Agreement with the correction to the date in Paragraph 3 on page 2. Motion carried.
20. Motion by Larson, second by Spies to enter into closed session pursuant to Sections 19.81(1)(e), 19.81(1)(f), and 19.81(1)(g). Roll call vote: Soderberg – yes, Medved - yes, Loth – yes, Borden – yes, Barney – yes, Spies – yes, Larson – yes. Motion carried.
21. The Board entered into closed session at 8:04 p.m. and did not return to open session, adjourning at 8:52 p.m.

Jayne Borst
Recording Secretary

Lester Spies
School Board Clerk

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: Gmail Conversion

FROM: Marc Gabrysiak

BOARD MEETING: July 10, 2017

DATE: July 8, 2017

AGENDA ITEM: V.B.

An informational update will be provided regarding a proposed conversion to Gmail as the new school district email system. Additional information will be available by Monday, July 10th and will be brought back to the Board for final approval at the July 24th meeting.

RECOMMENDATION: Information item only. No action necessary.

GERMANTOWN SCHOOL DISTRICT

TO: All Board Members

TOPIC: Running Records

FROM: Brenda O'Brien

BOARD MEETING: July 10, 2017

DATE: June 28, 2017

AGENDA ITEM: V.D.

Fountas & Pinnell Benchmark Assessment System (Running Records) provides materials and procedures for observing and assessing the reading levels and behaviors of students. In Running Records, the “level” is determined by the “Benchmark Assessment” books that a student reads aloud and talks about during a one-on-one assessment conference. These books have been written to ensure they reflect the characteristics of texts and demands on the reader at each specific reading level. Finding an appropriate instructional level allows the teacher to teach the student at the edge of his/her current understanding and then to reach and go beyond it. The “Benchmark Assessment” conferences provide information to the teacher to help them:

- determine three reading levels for each student: Independent, Instructional, and Hard;
- form initial groups for reading instruction;
- select texts that will be productive for a student’s instruction;
- select texts that will be productive for a student’s instruction;
- plan efficient and effective instruction;
- identify students who need intervention and extra help; and diagnose particular areas of reading difficulty.

Fountas, Irene C. (2008). Fountas and Pinnell benchmark assessment system 2 : grades 3-8, levels L-Z. Portsmouth, NH :Heinemann,2017. print.

Running records are one of the most beneficial instructional tools teachers use to plan reading lessons, whether it is for mini-lessons, for whole group instruction, or for tailoring guided instruction for small groups of students. Analyzing these records along with informal observations can provide students’ progress over time to guide and help plan effective reading instruction.

The Germantown School District purchased 90 Second Edition Running Records kits for elementary teachers during the reading adoption process in June, 2013. Unfortunately, the 2nd edition kits are now out of print. The proposal is to purchase 90 conversion kits rather than purchasing 90 new 3rd edition kits. A new 3rd edition running record kit is \$425 each. A conversion kit costs \$175 each.

F&P TEXT LEVEL GRADIENT™	
FOUNTAS & PINNELL LEVELS	GRADE-LEVEL GOALS
A	
B	
C	Kindergarten
D	
E	
F	
G	Grade One
H	
I	
J	
K	
L	Grade Two
M	
N	
O	Grade Three
P	
Q	
R	Grade Four
S	
T	
U	Grade Five
V	
W	
X	Grade Six
Y	
Z	Grade Seven–Eight
Z+	High School/Adult

Benefits of Upgrading Kits

Reading Instruction

- Instructionally, the comprehension questions allow teachers to delve more deeply into students' comprehension.
- The writing prompts require students to support answers with the text, encouraging them to write about what they are reading.
- Benchmark Assessment books have been revised for factual information in nonfiction and other minor changes in fiction and nonfiction
- The new kits have an updated scoring system does not include an extra point system where teachers were able to add an extra point potentially moving students along the continuum faster than they were actually comprehending.

Kits

- The 2nd edition is no longer in print, so we can no longer replace ripped or ruined books.
- We are an existing customer so we can purchase the conversion kit, rather than having to purchase brand new kits.
- The conversion kit includes access to online resources, including training materials and scoring examples.

Training:

- Reading specialists will train teachers on the new protocols and scoring rubrics on a Wednesday, early start day. There are no subs or additional training expenses.
- Teachers have already been trained in administering Running Records. They would just need time to review the new scoring guides and familiarize themselves with the new protocols.

Budget Considerations:

Compared to the 2nd edition, there are many positive changes to the books and to the protocol in the 3rd edition. Therefore, the proposal is to purchase the appropriate conversion kit(s) for each teacher.

<i>School</i>	<i>System 1: Levels A-N</i>	<i>System 2: Levels L-Z</i>
County Line	\$175 x 14	\$175 x 14
Rockfield	\$175 x 10	\$175 x 10
MacArthur	\$175 x 10	\$175 x 10
Amy Belle	\$175 x 11	\$175 x 11
Total	\$7,875	\$7,875

Total of all materials = \$15,750 + 10% shipping

Grand Total - \$17,325

RECOMMENDATION: For information only. This will be brought to the Finance Committee and to the full Board on July 24, 2017.

GERMANTOWN SCHOOL DISTRICT

TO: All Board Members **TOPIC:** Discovery Education
FROM: Brenda O'Brien **BOARD MEETING:** July 10, 2017
DATE: June 27, 2017 **AGENDA ITEM:** V.E.

Discovery Education, a global leader in digital content for grades K-12, designed a resource called a Techbook where students, parents, and teachers can interact with content in a dynamic way. Rather than having an online textbook where the content is static and often out of print as soon as it is published, the Techbook is an interactive resource containing videos, photographs, interactive maps, compelling stories, and engaging activities. Many of these features are updated weekly and include current events as well as changes to our world, including geography.

The inquiry-based format aligns with the house structure change for 8th grade as the Techbook sparks students' curiosity and emphasizes information text literacy, analytical writing, and application to the content areas of science and social studies. The Science Techbook includes virtual and hands-on labs, data analysis activities, and digital explorations. Students learn to read, write and think like scientists. The Social Studies Techbook is framed around complex questions to guide students' inquiry as they analyze issues and propose solutions to better understand how our past has shaped the present.

Members of the Discovery Education team came to Kennedy Middle School in early June for a presentation and demonstration of the Techbook resource. After the presentation, teachers received full access to the account and have been exploring the features of this resource. The Techbook could be considered a "curriculum;" however, teachers are strongly encouraged to add their own lessons, assessments, and articles. Our teachers understand the value of this resource because of the carefully selected resources blended with the ability to add additional articles and resources, use text and media, demonstrate with virtual labs, and build custom assessments and writing prompts. Discovery Education has aligned the Techbook with the Wisconsin Model Academic Standards for the Germantown School District.

Budget Considerations

We are proposing to purchase this resource for all students in grade 8 beginning in the 2017-18 school year. The Techbook is priced per student per book. Two proposals are attached to the background. One proposal is a 6-year contract paid year-by-year and is subject to cost increases. The seven year contract is paid upfront and locks in the cost for the next seven years. If we

return the signed contracts prior to July 30, the on-site professional development is included in the cost. If signed and returned after July 30, the professional development will be an additional cost.

RECOMMENDATION: This is for information only. This will be presented to the Finance Committee and Board on July 24 for discussion and action.



Germantown School District
Partnership Proposal
June 27, 2017



June 27, 2017

Dear Brenda,

Discovery Education is excited about the opportunity to partner with Germantown School District to support your district's strategic goals for student and teacher success. Based on our conversations regarding literacy connections and increasing student engagement we have identified the following as a priority for Germantown School District.

- **Discovery Education Science Techbook**
- **Discovery Education Social Studies Techbook**

Discovery Education's mission is to transform teaching and learning through innovative partnerships with districts, states and like-minded organizations worldwide. To achieve this goal, Discovery Education provides comprehensive solutions that employ digital technology, engaging content, professional development, and effective assessment and have proven success in positively impacting student achievement.

This partnership proposal is designed specifically to address the goals of Germantown School District and communicate our capacity to deliver relevant and rigorous solutions that promote a culture of innovation, transformation, collaboration, and academic excellence.

We look forward to our partnership with Germantown School District in an effort to transform teaching and learning for the benefit of all students and educators within the district.

Sincerely,

Nellie Herchenbach
Manager, Education Partnerships
Cell: 312.203.2534
Nellie_Herchenbach@discovery.com

PARTNERSHIP INVESTMENT SUMMARY:

Social Studies Techbook	# of Students	Unit Cost	Total Cost
SOCIAL STUDIES TECHBOOK ➤ Interactive, Multi-Modal, Standards Aligned digital textbook ➤ Promotes interdisciplinary literacy and inquiry teaching & learning ➤ 1 On-Site day of Professional Development	301	\$48	\$14,448
		Year 1 Payment: \$17 per student	Year 1 Payment: \$5,117
TOTAL PARTNERSHIP INVESTMENT FOR 6 YEARS OF SOCIAL STUDIES TECHBOOK: \$14,448			

NGSS Version of Science Techbook	# of Students	Unit Cost	Total Cost
SCIENCE TECHBOOK ➤ Interactive, Multi-Modal, Standards Aligned digital textbook ➤ Promotes interdisciplinary literacy and inquiry teaching & learning ➤ 1 On-Site day of Professional Development	301	\$48	\$14,448
		Year 1 Payment: \$17 per student	Year 1 Payment: \$5,117
TOTAL PARTNERSHIP INVESTMENT FOR 6 YEARS OF SCIENCE TECHBOOK:			\$14,448

TERMS

1. Upon award of this proposal, Discovery Education will provide a Subscriber Agreement to Germantown School District that must be signed before Discovery Education services will be provided.
2. This offer is valid until July 25, 2017. The terms and conditions set forth herein shall not be binding on either party until such time as the parties enter into and execute a Subscriber Agreement.
3. Any rates, fees, or prices offered or proposed in connection with a multiple-year agreement are subject to the execution of a multiple-year agreement between Germantown School District and Discovery

Education, such agreement not to include any right or option to terminate due to lack of funding or budget.

4. Maximum of 25 participants per Professional Development Session.
5. This proposal is for discussion purposes only. The terms contained herein are non-binding and nothing herein is intended to constitute an agreement between the parties. The terms herein are confidential and may not be disclosed without written consent of Discovery Education.



Germantown School District
Partnership Proposal
June 27, 2017



June 27, 2017

Dear Brenda,

Discovery Education is excited about the opportunity to partner with Germantown School District to support your district's strategic goals for student and teacher success. Based on our conversations regarding literacy connections and increasing student engagement we have identified the following as a priority for Germantown School District.

- **Discovery Education Science Techbook**
- **Discovery Education Social Studies Techbook**

Discovery Education's mission is to transform teaching and learning through innovative partnerships with districts, states and like-minded organizations worldwide. To achieve this goal, Discovery Education provides comprehensive solutions that employ digital technology, engaging content, professional development, and effective assessment and have proven success in positively impacting student achievement.

This partnership proposal is designed specifically to address the goals of Germantown School District and communicate our capacity to deliver relevant and rigorous solutions that promote a culture of innovation, transformation, collaboration, and academic excellence.

We look forward to our partnership with Germantown School District in an effort to transform teaching and learning for the benefit of all students and educators within the district.

Sincerely,

Nellie Herchenbach
Manager, Education Partnerships
Cell: 312.203.2534
Nellie_Herchenbach@discovery.com

PARTNERSHIP INVESTMENT SUMMARY:

Social Studies Techbook	# of Students	Unit Cost	Total Cost
SOCIAL STUDIES TECHBOOK ➤ Interactive, Multi-Modal, Standards Aligned digital textbook ➤ Promotes interdisciplinary literacy and inquiry teaching & learning ➤ 1 On-Site day of Professional Development	301	\$48	\$14,448
		Year 1 Payment: \$17 per student	Year 1 Payment: \$5,117
TOTAL PARTNERSHIP INVESTMENT FOR 6 YEARS OF SOCIAL STUDIES TECHBOOK: \$14,448			

NGSS Version of Science Techbook	# of Students	Unit Cost	Total Cost
SCIENCE TECHBOOK ➤ Interactive, Multi-Modal, Standards Aligned digital textbook ➤ Promotes interdisciplinary literacy and inquiry teaching & learning ➤ 1 On-Site day of Professional Development	301	\$48	\$14,448
		Year 1 Payment: \$17 per student	Year 1 Payment: \$5,117
TOTAL PARTNERSHIP INVESTMENT FOR 6 YEARS OF SCIENCE TECHBOOK: \$14,448			

TERMS

1. Upon award of this proposal, Discovery Education will provide a Subscriber Agreement to Germantown School District that must be signed before Discovery Education services will be provided.
2. This offer is valid until July 25, 2017. The terms and conditions set forth herein shall not be binding on either party until such time as the parties enter into and execute a Subscriber Agreement.
3. Any rates, fees, or prices offered or proposed in connection with a multiple-year agreement are subject to the execution of a multiple-year agreement between Germantown School District and Discovery

Education, such agreement not to include any right or option to terminate due to lack of funding or budget.

4. Maximum of 25 participants per Professional Development Session.
5. This proposal is for discussion purposes only. The terms contained herein are non-binding and nothing herein is intended to constitute an agreement between the parties. The terms herein are confidential and may not be disclosed without written consent of Discovery Education.

ENROLLMENT 2017-18 (Revised 7/3/17)

ENROLLMENT 2017-18 (Revised 7/3/17)										
AMY BELLE (101)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff		
2015-16	57 19/19/19 3	74 24/25/25 3	52 17/17/18 3	73 24/24/25 3	69 23/23/23 3	72 23/24/24 3	397	18		
2016-17	66 22/22/22 3	64 21/21/22 3	80 20/20/20/20 4	64 21/21/22 3	81 27/27/27 3	70 23/23/24 3	425	19		
2017-18	45 22/23 2	64 21/21/22 3	66 22/22/22 3	84 21/21/21/21 4	65 21/22/22 3	81 20/20/20/21 4	405	19		
COUNTY LINE (102)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff		
2015-16	70 22/23/25 3	89 22/22/22/23 4	78 19/19/20/20 4	74 18/18/19/19 4	93 23/23/23/24 4	92 22/23/23/24 4	496	23		
2016-17	78 20/19/20/19 4	68 22/23/23 3	85 21/21/21/22 4	76 19/19/19/19 4	70 23/23/24 3	97 24/24/24/25 4	474	22		
2017-18	62 20/21/21 3	77 19/19/19/20 4	67 22/22/23 3	81 20/20/20/21 4	75 25/25/25 3	68 22/23/23 3	430	20		
MAC ARTHUR (103)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff		
2015-16	64 21/21/22 3	60 20/20/20 3	50 16/17/17 3	68 22/23/23 3	69 23/23/23 3	70 23/23/24 3	381	18		
2016-17	41 21/20 2	62 21/20/23 3	65 22/22/21 3	54 17/18/19 3	70 23/24/23 3	73 24/24/25 3	365	17		
2017-18	52 17/17/18 3	43 21/22 2	63 21/21/21 3	65 21/22/22 3	55 18/18/19 3	70 23/23/24 3	348	17		
ROCKFIELD (104)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Incl. EC		
2015-16	37 18/19 2	55 18/18/19 3	43 21/22 2	66 22/22/22 3	49 24/25 2	63 21/21/21 3	313	313		
2016-17	58 19/19/20 3	44 22/22 2	58 19/19/20 3	46 23/23 2	68 22/23/23 3	54 27/27 2	328	328		
2017-18	50 25/25 2	57 19/19/19 3	40 20/20 2	56 18/19/19 3	47 23/24 2	68 22/23/23 3	318	318		
Totals by Grade	EC	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	TOTAL	Incl. EC	
2015-16	42	34	228	278	223	281	280	297	1587	
2016-17	25	12	11	14	12	12	12	73	98	
2017-18	25	209	241	236	286	242	287	1501	1526	
KENNEDY MIDDLE SCHOOL (301)	Grade 6	Grade 7	Grade 8	KENNEDY TOTAL	GHS (401)	Grade 9	Grade 10	Grade 11	Grade 12	GHS TOTAL
2015-16	267	320	281	868	2015 - 16					
	11	12	12	35		342	344	360	365	1411
	24.3	26.7	23.4							
2016-17	311	268	324	903	2016 - 17					
	12	11	12	35		332	342	339	356	1369
	25.9	24.4	27.0			49				
2017-18	294	309	268	871	2017 - 18					
	12	11	12	35		358	331	341	343	1373
	24.5	28.1	22.3			330				

ECH	
AB	6
CL	7
Mac	4
RK	7
In G'town Schools	24
Options	3
TOTAL	27
Pending	6

DISTRICT ENROLLMENT TOTALS	
2012 - 13 DISTRICT ENROLLMENT TOTAL	3976
2013 - 14 DISTRICT ENROLLMENT TOTAL	3901
2014 - 15 DISTRICT ENROLLMENT TOTAL	3920
2015 - 16 DISTRICT ENROLLMENT TOTAL	3866
2016 - 17 DISTRICT ENROLLMENT TOTAL	3864
2017 - 18 District Enrollment Total	3745

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education

TOPIC: New/Revised Policies

FROM: Jeff Holmes

BOARD MEETING: July 10, 2016

DATE: July 5, 2017

AGENDA ITEM: VI. A.

BACKGROUND:

On June 21, 2017, the Policy Committee met to review and discuss suggested new policy, revisions, and a deletion. The following policies are being brought forward for Board consideration with a positive recommendation, updates to policies 0100, 0131.1, 1460/3160/4160, 1461, 3120.01, 3124, 3310, 4161, 4310, 6350 (deletion due to law repeal), 7540.02, and 8451 and; to forward to the Board with a positive recommendation, to adopt new policies 0151.2 and 3120.

RECOMMENDATION: Approve as presented by Tom Barney, Policy Committee Member.

Current: 0100 – DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

Clerk

The chief clerk of the Board of Education. (See Bylaw 0170)

District

The School District.

Proposed: 0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, **and administrative guidelines**, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. **Apps/web services** are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. **Apps/web services** also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education also commonly referred to as the School Board.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0170)

District Administrator

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, implies delegation of responsibilities to appropriate staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

District

The School District.

District Administrator

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

<p>President</p> <p>The chief executive officer of the Board of Education. (See Bylaw 0170)</p> <p>Principal</p> <p>The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.</p> <p>Professional Staff Member</p> <p>An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.</p> <p>Relative</p> <p>The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.</p> <p>Shall</p> <p>This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)</p> <p>Student</p> <p>A person who is officially enrolled in a school or program of the District.</p> <p>Treasurer</p> <p>The chief financial officer of the District. (See Bylaw 0170)</p> <p>Vice-President</p> <p>The Vice-President of the Board of Education. (See Bylaw 0170)</p>

<p>Medical Advisor</p> <p>The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)</p> <p>Meeting</p> <p>Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).</p> <p>Parent</p> <p>The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.</p> <p>Personal Communication Devices</p> <p>Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.</p> <p>Policy</p> <p>A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.</p> <p>President</p> <p>The chief executive officer of the Board. (See Bylaw 0170)</p> <p>Principal</p> <p>The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.</p>

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. No voting by Proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative

Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

© Neola 2011

Reason for Changes: Some definitions are revised to eliminate either outdated concepts or statements of broad application that are not uniform throughout the policy book. In addition, other technical corrections have been made.

Professional Staff Member

District employees that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

Reason for changes: Some definitions are revised to eliminate either outdated concepts or statements of broad application that are not uniform throughout the policy book. In addition, other technical corrections have been made, as noted.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

© Neola 2016

Current: 0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board. Two readings of a new policy are required for approval. One reading is required for amendments of current policies.

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

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

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

© Neola 2005

Reason for Change: To accommodate the Board's ability to approve new and revised policy language in one reading.

Proposed: 0131.1 - BYLAWS AND POLICIES (Local Revision)

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board. **Only one reading is required for new policy and amendments of current policies.**

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

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

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

© Neola 2017

Current:

Reason for Addition: This bylaw is included within the 0150 Organization section to clearly identify the procedural requirement of §120.12(13) for an agenda item pertaining to academic standards notices.

This revision should be made for compliance with State law.

Proposed: 0151.2 - **Required Student Academic Standards Agenda Item (NEW)**

At the first school Board meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under §118.30(1g)(a)1 that will be in effect for that school year.

© Neola 2016

Legal

118.30

Current: 1460/3160/4160 - PHYSICAL EXAMINATION

The Board of Education requires any candidate who will come in contact with children or prepare food, as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with 118.25 Wis. Stats., and the District Administrator's guidelines.

The Board shall also require the candidate to submit to a test for controlled substances the results of which must indicate there is no evidence of non-prescribed drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and due process of law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

Proposed: 1460/3160/4160 - PHYSICAL EXAMINATION

The Board of Education requires any candidate **who has been offered a position** in which s/he will come in contact with children or prepare food for children, as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

The Board shall also require the candidate, **based on a contingent job offer**, to submit to a test for controlled substances the results of which must indicate there is no evidence of **unlawful** drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and **applicable law**.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment for positions in which the employee will come in contact with children or prepare food.

The Board shall assume any fees for required examinations.

© Neola 2011

Legal

118.25, Wis. Stats.

121.52(b), Wis. Stats.

29 C.F.R., Part 1630

29 C.F.R. Part 1635

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

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

Reason for Change: Revisions were made to better define the hiring process and broaden the definition of "drug use."

In the event of a report of a condition that could influence job performance, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment for positions in which the employee will come in contact with children or prepare food.

The Board shall assume any fees for required examinations.

© Neola 2016

Legal

118.25, Wis. Stats.

121.52(b), Wis. Stats.

29 C.F.R., Part 1630

29 C.F.R. Part 1635

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

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

Current: 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render school administrative employees unable to perform their duties.

The Board authorizes the District Administrator to place an administrative employee on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The District Administrator shall require that the administrative employee submit to an appropriate examination by a healthcare provider designated by the Board and compensated by the District.

Where the healthcare provider designated by the District Administrator disagrees with a healthcare provider designated by the administrative staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Proposed: 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board authorizes the District Administrator to place the District Administrator to place an administrative employee on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The District Administrator shall require that the professional staff member submit to an appropriate examination by a healthcare provider designated and compensated by the District.

Where the healthcare provider designated by the District Administrator disagrees with the healthcare provider designated by the administrative staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the professional staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the administrative staff member is found to be unable to perform assigned duties, the administrative staff member shall be placed on leave of absence with such compensation to which s/he is entitled until proof of recovery, satisfactory to the District Administrator, is furnished.

Should an administrative staff member refuse to submit to an examination such action constitutes insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

© Neola 2011

Legal

29 C.F.R., Part 1630

29 C.F.R. Part 1635

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

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

111.32, et. seq., the Wisconsin Fair Employment Act

Reason for Change: Broadens discretion in staff discipline.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence until proof of recovery, satisfactory to the District Administrator, is furnished.

Should an administrative staff member refuse to submit to the examination requested by the District Administrator such **refusal shall subject the professional staff member to disciplinary action.**

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

© Neola 2016

Legal

111.32, et seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R., Part 1635

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

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

Current: 2370 - EDUCATIONAL OPTIONS

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

An optional plan to meet the recognized educational needs of a student shall be approved by the District Administrator. The District Administrator shall prepare a plan of educational options for use in meeting special needs.

Such options shall be consistent with Chapter 118 and may include, but not be limited to, tutorial programs, independent study, correspondence courses, work-study or school work training programs, high school equivalency programs, technical college programs, summer school, early college entrance, etc.

Credit may be granted to the student upon complete evaluation of the program.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the graduation requirements of the State and the District.

The District Administrator shall establish administrative guidelines where each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the State.

A list of all educational options available to students who reside in the District shall be provided to all parents on an annual basis. Such notice shall be published as a class 1 notice, pursuant to State law requirements, and the Board shall post on its website a description of all educational options available to students no later than January 31st each year.

© Neola 2015

Legal

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

Reason for Change: To reflect the statutory language requiring annual notice of educational options, which also must include notice regarding each school and School District accountability report.

Proposed: 2370 - EDUCATIONAL OPTIONS

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

An optional plan to meet the recognized educational needs of a student shall be approved by the District Administrator. The District Administrator shall prepare a plan of educational options for use in meeting special needs.

Such options shall be consistent with Chapter 118 and may include, but not be limited to, tutorial programs, independent study, correspondence courses, work-study or school work training programs, high school equivalency programs, technical college programs, summer school, early college entrance, etc.

Credit may be granted to the student upon complete evaluation of the program.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the graduation requirements of the State and the District.

The District Administrator shall establish administrative guidelines where each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the State.

A list of the educational options available to students who reside in the District shall be provided to all parents on an annual basis. The list shall include public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, and course options. Such notice shall be published as a Class 1 Notice, pursuant to State law requirements, and posted on its website no later than January 31st each year. This notice shall include the performance category assigned to each school within the District, including charter schools and private schools participating in parental choice and shall inform parents that the full reports described in Policy 2605 are available on the website.

© Neola 2016

Legal

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

Current: 3120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current comprehensive, and coordinated set of job descriptions for professional staff positions.

The job description of the District Administrator and all cabinet level positions shall be included in the Board policy manual. All other job descriptions shall be approved by the District Administrator and will be maintained with Human Resources.

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

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

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

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

Each job description shall include the requirement that the staff member serve as a positive role model for students.

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

Proposed: 3120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

The job description of the District Administrator and all cabinet level positions shall be included in the Board policy manual. All other job descriptions shall be approved by the District Administrator and will be maintained **by the Human Resources Department.**

As long as the provisions of the job descriptions are **consistent** with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

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

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

Each job description shall include the requirement that the staff member serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. In particular, each job description shall indicate the staff member's responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

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

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed and shall sign a copy of their job description that will be placed in their personnel file. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

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

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

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

© Neola 2009

Reason for Changes: Updated to strengthen language regarding employee conduct and provide express notice in each job description that additional duties may be assigned.

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

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

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

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

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

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

© Neola 2016

Reason for Addition: Should have been included with the inception of Neola as the policy provider; also, it reflects the addition of vocational subjects to the experience-based licensing provisions of Wisconsin law. Definitions of "technical education" and "vocational education" are added as well to provide further clarity.

Proposed: 3120 - **EMPLOYMENT OF PROFESSIONAL STAFF (NEW)**

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

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

The Board shall approve the employment, and also, fix the compensation, and establish the term of employment for each professional staff member employed by this District.

Such approval shall be given only to those candidates for employment recommended by the District Administrator and/or his/her designee.

All applications for employment shall be referred to the Human Resources Department.

Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, however arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

No candidate for employment to the professional staff shall receive recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process.

For those staff members who will be instructing children in reading and/or language arts pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held, or evidence of a timely filed extension of such certification with the Department of Public Instruction. Only teachers that hold the appropriate license, permit, or accepted application for extension of certificate for the subject matter and grade level taught shall be considered qualified.

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

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology related occupation

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, **or in a field related to the vocational subject**, 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, **or in a field related to the vocational subject** seventy-five (75) points.
 3. For a bachelor's degree in a field other than **those described in numbers 1 and 2 above**, sixty-five (65) points.
 4. For industry **or vocational** certification, ninety (90) points.
 5. For industry experience in a trade or technical field **or vocation**, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field **or in the vocation**, twenty-five (25) points.
 7. For being mentored in a trade or technical skill **or in the vocation** by a colleague or a Wisconsin Technology Education Association **or a recognized vocational association** approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field **or in the vocation**, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.

B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):

1. For a bachelor's degree in technical or technology education, 100 points.
2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, **or in a subject related to the vocation** and any teaching license or permit, seventy-five (75) points.
3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses **or any field related to the vocation** and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

© Neola 2016

Legal

118.191, 118.192, 118.21(2), 121.02, Wis. Stats.

Wis. Admin. Code P.I. 34

Current: 3124 - **EMPLOYMENT CONTRACT**

It will be the responsibility of the District Administrator to ensure that all members of the professional staff execute a written letter of employment in accordance with the legal requirements related to their position in the District.

The District Administrator is authorized to execute employment contracts for the Board of Education upon approval of letter of employment.

© Neola 2011

Legal

118.21, Wis. Stats.

Reason for Change: This policy has been revised to make the language regarding the ability of the District Administrator to execute employment contracts for the Board upon the approval of the Board an option, as it is not required by law.

Proposed: 3124 - **EMPLOYMENT CONTRACT**

It will be the responsibility of the District Administrator to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The District Administrator is authorized to execute employment contracts for the Board of Education upon approval of employment by the Board.

© Neola 2016

Legal

118.21, 118.24, Wis. Stats.

Current: 3310 - **FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS**

The Board of Education acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

© Neola 2009

Proposed: 3310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS (Title change only)**

The Board of Education acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

© Neola 2016

Legal

Pickering v Board of Ed., 391 U.S. 563 (1968)

Connick v Myers, 461 U.S. 138 (1983)

Heffernan v City of Paterson, 136 S.Ct. 1412 (2016)

Garcetti v Ceballos, 547 U.S. 410 (2006)

Current: 4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law and consistent with any applicable terms of a collective bargaining agreement.

The District Administrator shall require that the support staff member submit to an appropriate examination by a healthcare provider designated by the Board and compensated by the District.

Where the healthcare provider designated by the District Administrator disagrees with a healthcare provider designated by the support staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Proposed: 4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties **in conformance with the law.**

The District Administrator shall require that the support staff member submit to an appropriate examination by a healthcare provider designated by the Board and compensated by the District.

Where the healthcare provider designated by the District Administrator disagrees with a healthcare provider designated by the support staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the support staff member is found to be unfit to perform assigned duties, the support staff member shall be placed on leave with such compensation to which s/he is entitled until proof of recovery, satisfactory to the District Administrator, is furnished.

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the District Administrator shall consider the certification of charges for reasons of insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

© Neola 2011

Legal

111.32 et seq. the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

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

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

Reason for Changes: Revised to remove the reference to collective bargaining and broadens discretion in staff discipline.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence until proof of recovery, satisfactory to the District Administrator, is furnished.

Should a professional staff member refuse to submit to the examination requested by the District Administrator such **refusal shall subject the professional staff member to disciplinary action.**

The Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

© Neola 2016

Current: 4310 - **FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS**

The Board of Education acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

© Neola 2009

Proposed: 4310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS (Title Change Only)**

The Board of Education acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

© Neola 2016

Legal

Pickering v Board of Ed., 391 U.S. 563 (1968)

Connick v Myers, 461 U.S. 138 (1983)

Heffernan v City of Paterson, 136 S.Ct. 1412 (2016)

Garcetti v Ceballos, 547 U.S. 410 (2006)

Reason for Deletion: Prevailing wage law repealed.

Proposed deletion: 6350 - PREVAILING WAGE COORDINATOR

~~It is the purpose of this policy to comply with State and Federal regulations concerning prevailing wage rate.~~

~~The Department of Industry, Labor, and Human Relations will determine the prevailing wage rate in the locality where the work is to be performed.~~

~~The District Administrator shall designate a Prevailing Wage Coordinator for this District.~~

~~The Prevailing Wage Coordinator will submit to the District Administrator, for Board of Education approval, procedures for monitoring compliance with prevailing wage laws. S/He will request the Department of Industry, Labor, and Human Relations to establish the prevailing wage rate in this District for school construction or renovation projects. A schedule of those wages must be attached to the specifications for the work, and printed on any bidding blanks. A copy of the bidding blank must be filed with the Department prior to the award of any contract. Thereafter, any contract which is awarded must include a provision that each laborer, workman, or mechanic employed by the contractor will be paid at a rate not less than the prevailing wage rate. On the first pay date, the contractors and subcontractors must provide each employee with written notification of his/her job classification and the prevailing wage rate for his/her job classification, unless the employee is covered by a collective bargaining agreement.~~

~~© Neola 2006~~

~~Legal~~

~~66.0901, Wis. Stats.~~

Current: 7540.02 - DISTRICT WEB PAGE

The Board of Education authorizes staff members to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the District Administrator.

The purpose of web pages/sites hosted on the Board's servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:

- A. **Educate:** Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
- B. **Inform:** Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
- C. **Communicate:** Content may provide an avenue to communicate with the community.

The information contained on the Board's web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Proposed: 7540.02 - WEB CONTENT, SERVICES, AND APPS**Creating Web Pages/Sites/Services and Apps**

The Board of Education authorizes staff members to create web content, apps, and web services (see Bylaw 0100 - Definitions) that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. The Board of Education authorizes staff members to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the District Administrator.

The web content, services, and apps must reflect the professional image/brand of the District, its employees, and students. Web content, services, and apps must be consistent with the Board's mission statement and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or utilized with students.

The purpose of web content, services, and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services, and apps:

- A. **Educate:** Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
- B. **Inform:** Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
- C. **Communicate:** Content may provide an avenue to communicate with the community.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is a staff member-created web pages/site, including personal web pages/sites, to be used to post-student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own web site that employees are required to use for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

Effective with the start of the 2010–2011 school year, if a staff member creates a web page/site related to his/her class, it must be hosted on the Board's server.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The District Administrator shall prepare administrative guidelines defining the standards.

The Board retains all proprietary rights to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written permission from their parent or guardian and expressly license its display without cost to the Board.

The District will abide by FERPA with regard to identification of students on the Board's web site. The last name of elementary students (K – 5) will not be used on the Board's web site.

© Neola 2009

Reason for Changes: Educational institutions across the country report a large number of complaints to the Department of Education's Office for Civil Rights ("OCR") with respect to web accessibility issues. These revisions are intended to improve the District's position in response to web access issues and modernize the policy.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to (1) recognized news/media outlets (e.g., local newspapers' web sites, services, and/or apps, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is **District-created web content, services, or apps** to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web **content** contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Under no circumstances is staff member-created web content, services, or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified web site, service, or app (e.g. Skyward) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or similar pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

Web content, services, and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), **services, and apps** must be located on Board-owned or District-affiliated servers.

The District Administrator shall prepare administrative guidelines defining the standards **applicable to the use of the Board's website and the creation of web content, services and apps by staff**. The guidelines shall incorporate the administrative guidelines pertaining to **website accessibility in AG 7540.02 - Web Content and Functionality Specifications**.

The Board retains all proprietary rights to the design of web **content, services, and apps** that are hosted on the Board's servers, absent written agreement to the contrary.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Building Principal that the web service or app has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

© Neola 2016

Current: 8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

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

© Neola 2012

*Reason for Change: See accompanying narrative from the District's School Nurse**

Proposed: 8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

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

© Neola 2017 (Local Revision)

To Whom it May Concern:

This year I have seen a dramatic increase in lice cases at all of Germantown schools. I have had multiple cases (over ten) at all of my elementary schools, middle school, and even high school. I have done over twenty lice checks in this district this year. Right now, I have 20 active lice cases at Amy Belle Elementary.

I have had multiple parents raise concern regarding this because it has become a nuisance for them, and a financial issue because they have to keep treating their child or children. The cheaper options, the over the counter shampoos, has been proven to only be 45% effective because the lice are now becoming resilient to the chemicals used in them. The doctor prescribed treatments are more expensive and again not always effective because of the lice being resilient. There is a heat treatment that does get rid of it completely and is high effective but it costs 170 dollars per person. This treatment is not covered by insurance at this time.

Please know that the health aides and I have been doing constant checks of students that have had lice in order to prevent spreading. We are also bagging student's belongings in order to prevent spreading through coats and back packs. We send informational packets home with parents in order to educate them on how lice are spread and how to get rid of them. I give parents my contact information so they can call me with questions.

Our school at this time allows student at school with nits (eggs), and only exclude students with live lice in their hair. I am asking at this time to change the policy, at least, temporarily in order to eradicate the lice in our district. There is no way to know when these nits will hatch and become live lice, making our students susceptible at catching lice and spreading it to other students. I believe that this will decrease the amount of lice cases we will see next year.

I appreciate your understanding and consideration; please feel free to contact me for further questions or concerns.

Sincerely,

Jessica Boehm, BSN, RN

Germantown School District Nurse

262-502-7436

jboehm@germantown.k12.wi.us

Current: 8510 - WELLNESS

Nutrition influences a child's development, health status, well-being and potential for learning. Students who practice good nutrition attend school with both mind and body ready to take advantage of their learning environment. The Germantown School District encourages all members of the school community to help create an environment that supports healthy, lifelong habits. We will also develop school programs that reflect and encourage positive nutritional choices.

Mission Nutrition Advisory Committee:

- A. Efforts to promote the above statement will be the shared responsibility of the District Administrator or their representative, all individual school administrators, staff, the Director of Food and Nutrition Services, Food and Nutrition Service Staff, parents and students. The District Mission Nutrition Advisory Committee will consist of no less than the Director of Curriculum and Instruction, Director of Food and Nutrition, Physical Education Program Leader, and Student, Parent, Staff and Administrative Representation from each level – elementary, middle and high school.
- B. Nutrition Education:

To equip all K-12 students with the knowledge and skills necessary to make nutritious food and activity choices for a lifetime.

1. Nutrition education will continue to be implemented from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed to help students adopt healthy eating behaviors.
2. Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, social studies, science and reading. Staff will be adequately prepared to effectively deliver accurate nutrition information. Families will be provided information encouraging them to teach their children about health and nutrition.

Proposed: 8510 – WELLNESS

Nutrition influences a child's development, health status, well-being and potential for learning. Students who practice good nutrition attend school with both mind and body ready to take advantage of their learning environment. The Germantown School District encourages all members of the school community to help create an environment that supports health, lifelong habits. We will also develop school programs that reflect and encourage positive nutritional choices.

A. Mission Nutrition Advisory Committee:

Efforts to promote the above statement will be the shared responsibility of the District Administrator or their representative, all individual school administrators, staff, the Director of Food and Nutrition Services, Food and Nutrition Service Staff, parents and students. The District Mission Nutrition Advisory Committee will consist of no less than the Director of Teaching and Learning, Director of Food and Nutrition, Physical Education Program Leader, and Student, Parent, Staff and Administrative Representation from each level – elementary, middle, and high school.

B. Nutrition Education:

To equip all K-12 students with the knowledge and skills necessary to make nutritious food and activity choices for a lifetime:

1. Nutrition education will continue to be implemented from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed to help students adopt healthy eating behaviors.
2. Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, social studies, science, and reading. Staff will be adequately prepared to effectively deliver accurate, up-to-date nutrition information consistent with the Dietary Guidelines for Americans. Families will be provided information encouraging them to teach their children about health and nutrition.

C. Physical Activity

1. The Germantown School District will provide organized health and physical education curricula and related programs by certified staff in accordance with state law and aligned with the Department of Public Instruction (DPI) guidelines.
 - a. Kindergarten students will have ten percent (10%) of their scheduled day to include organized physical education activities. Students in Grades 1-5 shall have a minimum of scheduled physical activity three (3) times a week or ninety (90) minutes per week. Grades 6-8 will have a minimum of forty-four (44) minutes of physical activity every other day or eighty-eight (88) minutes per week. Grades 9-12 a minimum of three (3) semesters or one and one-half (1.5) credits over 3 to 4 (three to four) years.
 - b. Students will be provided many choices of physical activity, including cooperative and competitive games.
 - c. Resources shall be made available for K-12 students and teachers to encourage physical activities throughout the school day.
 - d. In addition to required physical education curriculum, monthly lessons on health and wellness will continue to be presented in each classroom where appropriate.
2. To encourage physical activity outside the school day for students and their families.
 - a. Provide communications to home.
 - b. The District will continue to provide additional opportunities for physical development and fitness through co-curricular and intramural sports and will work cooperatively with other agencies such as the Germantown Parks and Recreation Department to provide additional programming

C. Physical Education:

The Germantown School District will provide organized health and physical education curricula and related programs by certified staff in accordance with state law and aligned with the Department of Public Instruction (DPI) guidelines.

1. All elementary students shall have a minimum of scheduled physical education three (3) times a week or ninety (90) minutes per week. Grades 6-8 will have physical education every other day with a minimum of 40 minutes per class. Grades 9-12 a minimum of three (3) semesters or one and one-half (1.5) credits over three to four (3-4) years.
2. In addition to required physical education curriculum, monthly lessons on health and wellness will continue to be presented in each classroom where appropriate.
3. Waivers, exemptions, or substitutions for physical education classes for high school students may be granted by the Board.

D. Physical Activity

To encourage physical activity throughout and after the school day for students and their families:

1. Resources shall be made available for K-12 students and teacher to encourage physical activities throughout the school day and short (3-5 minutes) physical activity breaks during and between classroom-time.
2. All students should be strongly encouraged to participate in physical activity during the school day.
3. The District will continue to provide additional opportunities for physical development and fitness through co-curricular and intramural sports and will work cooperatively with other agencies such as the Germantown Parks and Recreation Department to provide additional programming
4. All elementary students will be offered 45 minutes of recess on most days during the year. Outdoor recess will be offered when weather is feasible for outdoor play. Building principals will create a plan for multiple, consecutive days of indoor recess due to inclement weather, promoting physical activity for students to the extent practicable.
5. The district will support active transportation to and from school, including but not limited to, walking and biking with district-provided bike racks.

D. Nutrition Standards:

To make available nutrition guidelines for all foods available on each school site in the District during the school day, with the objective of promoting student health and reducing childhood obesity. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture.

The School District of Germantown encourages the sale or distribution of nutrient dense foods. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content necessary for a healthy lifestyle. In an effort to support the consumption of high nutrient foods in the school setting, the District has adopted the following Nutrition Guidelines governing the sale of food, beverages and snacks during the school day.

1. Food Items

- a. Whole grains, fresh fruit and/or vegetable will be offered on a daily basis.
- b. Meals shall derive no more than the current recommendation of thirty percent (30%) of their total calories from fat and less than ten percent (10%) of total calories from saturated fats, over the course of five (5) days. Germantown School District will continue to follow the recommended mandates with current USDA Guidelines.
- c. In addition to food items for sale, the Food and Nutrition Department will limit sizes of prepackaged items to avoid "super sizing" and limit the amounts of fat and sugar consumption. Nuts and seeds are exempt from these standards because they are high nutrient foods and contain high levels of monounsaturated fat. Monounsaturated fat helps lower "bad" LDL cholesterol and maintain "good" cholesterol.
- d. Food or beverages of minimal nutritional value may not be sold or distributed during the school day (see definition below).

E. Nutrition Standards:

To make available nutrition guidelines for all foods available on each school site in the District during the school day, with the objective of promoting student health and reducing childhood obesity. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture:

1. School Meals - The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP).
2. Foods Sold Outside the School Meals Program – All food and beverages sold outside of the school meals program shall meet the standards established in the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

F. Other School Based Activities

To empower teachers, parents, and students to make healthy choices through consistent nutritional education.

1. Initiate a "No Food as Reward Policy" unless it is within the guidelines of the USDA Smart Snacks in Schools nutritional standards.
2. Encourage parents to provide healthy snacks and lunches and beverages. Provide "Healthy Tips" communications to families.
3. Make "Wellness Policy" visible to students and allow them an active role in achieving these objectives.

2. Foods of Minimal Nutritional Value as Defined by USDA:

- a. Soda Water – any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- b. Water Ices – any frozen, sweetened water such as "popsicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- c. Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- d. Certain Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
- e. Hard Candy – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, cinnamon candies, breath mints and cough drops.

3. Beverage Items

- a. Vending sales of beverages with ten percent (10%) or more fruit juice and sport drinks may be sold before lunch and after the conclusion of lunches in the district and continue after the instructional day.
- b. Serving sizes of ala carte beverages, excluding milk and water, will be limited to twelve (12) ounces or less. 100% juice choices may be available for purchase on a daily basis at GHS and KMS schools on ala carte purchases.
- c. During the school day, building principals may permit bottled water throughout their buildings.

G. Services for Nutrition-Related Health Issues:

- 1. To promote good nutrition and wellness as a shared responsibility of all school district administrators, professional staff, the Food and Nutrition Director, and the good service staff.
- 2. To continue to provide recreational facilities that are safe, clean, and accessible to all students.

H. Implementation and Evaluation of the Mission Nutrition Policy:

To ensure that the Mission Nutrition Advisory Committee will meet per year to re-evaluate the progress of the policy, serving as a resource to the school sites, and revising the policy as necessary:

- 1. During the initial years, elementary principals will annually remind parents and staff of the treat and snack policy -

Per Board Policy 5830, all fund-raising projects within a school building will be approved by the building principal or designee and will meet the USDA Smart Snacks in Schools nutrition standards; outside of the school building shall be approved by the Superintendent or designee.

There may be special occasions when the school principal may allow a school group to deviate from these guidelines but shall not exceed more than one exemption per class or one per group when fundraising.

- 2. Principals will report annually to the district administrator the steps taken to improve wellness in their building.
- 3. The District will inform families and the public about the content of any updates to the policy through the website and Board of Education meetings.
- 4. The wellness policy will be assessed and updated on an "as needed" or at least every three years basis.

© Neola 2017: Local revision by GSD Wellness Committee

Legal 42 U.S.C. 1751, Sec. 204 & 42 U.S.C. 1771

3. Concessions

- a. Concessions at school functions should include at least one (1) healthy food choice at all times.
- b. Non-carbonated water and 100% fruit juices shall be available at concession stands.

4. Vending

- a. The vending sale of soda, snacks and candy will not be permitted during the instructional day for students.
- b. Ensure that food and beverage sold in vending machines during the instructional day support the National School Lunch/Breakfast Program and are not in conflict with the U.S. Government Nutritional Standards.

E. Other School Based Activities:

- 1. To empower teachers, parents and students to make healthy choices through consistent nutritional education.
 - a. Initiate a "No Food as Reward Policy" unless it is within the guidelines of the U.S Government Nutritional Standards.
 - b. Encourage parents to provide healthy snacks and lunches and beverages.
 - c. Make "Wellness Policy" visible to students and allow them an active role in achieving these objectives.
- 2. To provide a positive environment and appropriate knowledge regarding dining and social etiquette.

Reason for Changes: In accordance with federal and state law/guidelines, a wellness committee was established and reviewed the current policy. The committee was able to streamline the policy language to more concisely align with current mandates and those yet to be provided.

F. Services for Nutrition-Related Health Issues:

1. To promote good nutrition and wellness as a shared responsibility of all school district administrators, professional staff, the Food and Nutrition Director, and the food service staff.
2. To continue to provide recreational facilities that are safe, clean and accessible to all students.

G. Implementation and Evaluation of the Mission Nutrition Policy:

To ensure that the Mission Nutrition Advisory Committee will meet twice per year to re-evaluate the progress of the policy, serving as a resource to the school sites, and revising the policy as necessary.

1. During the initial years, elementary principals will annually remind parents of the treat and snack policy.
2. Per Board Policy 5830, all fund-raising projects within a school building will be approved by the building principal or designee, outside of the school building shall be approved by the Superintendent or designee.
3. Principals will report annually to the district administrator the steps taken to improve wellness in their building.

There may be special occasions when the school principal may allow a school group to deviate from these guidelines.

© Neola 2006

Legal

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

Micro Focus Customer Quote # 1927047 **Approved**

Program: SLA

Pricing Good: 22 May 2017 - 30 Jun 2017

Status: Pending Customer Acceptance

Maximizing your IT investments means committing to an ongoing training plan.

Created By: Kabear, Janet F (Janet)
janet.kabear@microfocus.com

Comments: Maintenance renewals received after the start date of the service may be subject to a 20% reinstatement fee.

Customer	Reseller	Shipping	Billing
GERMANTOWN SCHOOL DISTRICT N104W13840 DONGES BAY RD GERMANTOWN WI 53022-4499	RESELLER NOT APPLICABLE - MICRO FOCUS 1800 S NOVELL PL PROVO UT 84606	GERMANTOWN SCHOOL DISTRICT N104W13840 DONGES BAY RD GERMANTOWN WI 53022-4499	GERMANTOWN SCHOOL DISTRICT N104W13840 DONGES BAY RD GERMANTOWN WI 53022-4499

Contract:
7177816

End User Contact
MARC GABRYSIK

Reseller Contact
NOT APPLICABLE
1 801 8619000
EOLAS-TEST@NOVELL.COM

Shipping Contact
MARC GABRYSIK

Billing Contact
MARC GABRYSIK

mgabrysi@germantown.k12.wi.us

mgabrysi@germantown.k12.wi.us

mgabrysi@germantown.k12.wi.us

QTY	SKU	Description	Start/End Date	SPR	Unit MSRP	Unit Price	Subtotal
4000	876-000493	Novell Open Workgroup Suite Renewal FTE School License	01 Jul 2017 - 30 Jun 2018	No	3.20	3.20	12,800.00
4000	876-000083	ZENworks Patch Management Subscription for Windows Renewal FTE School License 1-Device	01 Jul 2017 - 30 Jun 2018	No	0.53	0.53	2,120.00
1	051-003770	Academic 5 Incident Pack - 12x5, NA	01 Jul 2017 - 30 Jun 2018	No	2,600.00	2,600.00	2,600.00
Total							USD 17,520.00

How to Place an Order:

- If purchasing directly, you will need to purchase from Micro Focus by submitting a purchase order showing Micro Focus Software Inc. as the vendor/supplier and send this quote directly to one of the following:

Email: orders@microfocus.com

Fax: +1-801-861-6335

Mail: Micro Focus Software Inc.
Mail Stop H-42343
1800 South Novell Place
Provo, UT 84606
USA

- If purchasing via an authorized Micro Focus reseller, please provide this document to your reseller to ensure order accuracy, and to receive a quote of your final purchase price. If the purchase is made via a reseller the price in this quote is a suggested price.
- This quote does not include any shipping or taxes, if any.
- If a pricing discrepancy should arise, the pricing as published in the current Micro Focus Product Price List and/or Product Announcement will prevail.

\$ 338,073.86 Computer Purchase(s) and Accompanying Lease
\$27,537.00 Computer Carts

Recommendation to the Board of Education and Finance Committee:

Bring forward to the Board of Education with a positive recommendation to purchase the computers from the various vendors as presented and capitalize the cost to the appropriate revenue and expenditure accounts in the general fund and award the 4-year lease agreement to for the purchases to Regents Capital in an amount not to exceed an annual payment of \$79,265.88 pending review of the bonafideness of the lease. If the lease agreement can't be legitimized then the lease would go to American Capital in an amount not to exceed an annual payment of \$89,314.63. The funding will be out of the appropriate principal and interest accounts in all funds applicable.

In addition, award the purchase of carts as presented in an amount not to exceed \$27,537.00 and shipping (*to be determined*) to Troxell as presented.

Background/Attachment(s):

Mr. Gabrysiak will be present to explain this renewal. Please see accompanying page(s).

A) Items to Be Leased		Qty.	Cost			
EL CB		570.00	106,761.00			
EL iPads		90.00	44,370.00	<---	not part of bid below, but in lease	
EL iPad Cases		90.00	2,070.00	<---	not part of bid below, but in lease	
GHS FL CB's (New)		30.00	5,619.00			
GHS XE-3 CB Replacements		136.00	25,472.80			
GHS Testing Center CB's		10.00	1,873.00			
KMS 8th Grade CB's		240.00	44,952.00			
KMS Art CB's		20.00	3,746.00			
Desktop Replacements		124.00	61,750.76			
LCD's		124.00	13,435.40			
GHS Bus Ed LT's (New)		30.00	28,023.90			
Lease Items Total			338,073.86			
B) 2017-18 PC Bid Results						
Vendor	120 DT's	120 LCD's	Total DT	Overall Rank	DT Rank	LCD Rank
CDW-G	74,520.00	13,002.00	87,522.00	2.00	2.00	1.00
GCI	146,157.60	15,320.40	161,478.00	4.00	4.00	4.00
TRA	78,000.00	14,640.00	92,640.00	3.00	3.00	3.00
Vanguard	59,758.00	13,678.00	73,436.00	1.00	1.00	2.00
Vendor	30 LT's	4 Yr. ADP	Total LT	Rank		
CDW-G	29,850.00	6,899.70	36,749.70	4.00		
GCI	30,454.00	5,251.20	35,705.20	3.00		
TRA	27,150.00	3,570.00	30,720.00	2.00		
Vanguard	23,699.70	4,324.20	28,023.90	1.00		
Vendor	Chromebook	Management License	Total	Grand Total CB's	CB Rank	
CDW-G	No bid					
GCI	181.28	24.20	205.48	206,712.88	2.00	
SHI	186.00	24.50	210.50	211,763.00	5.00	
Tierney Brothers	No bid					
TRA	186.00	24.00	210.00	211,260.00	4.00	
Troxell	164.00	23.30	187.30	188,423.80	1.00	
Vanguard	185.16	23.32	208.48	209,730.88	3.00	
C) Summary: 2017-18 PC Bid Results						
CDW-G	120 LCD's	13,002.00				
Vanguard	120 DT's	59,758.00				
Vanguard	Total LT	28,023.90				
Troxell	Total CB's	188,423.80				
			289,207.70			
D) 2017-2018 Hardware Lease Bids Results						
Vendor	Annual Payment	Rank				
American Capital	89,314.63	2.00				
HP Financial Services	93,628.60	4.00				This is a 4-year lease agreement with a buy back clause
Providence Capital Network	92,383.00	3.00				
Regents Capital	79,265.88	1.00				
E) 2017 Laptop Cart Bids						
Vendor	Cost	Rank				
CDW-G	1,596.57	3.00				
Dell	1,429.99	2.00				
Troxell	1,281.00	1.00				
			1.00			
			1,281.00			
2017 Chromebook Cart Bids						
Vendor	Cost	Rank				
CDW-G	1,728.03	3.00				
Firefly	1,169.00	2.00				
Troxell	1,094.00	1.00				
						24
						26,256.00
Grand Total Carts						27,537.00

\$ 20565.60 Copy Paper Supply Purchase(s)

Recommendation to the Board of Education and Finance Committee:

Bring forward to the Board of Education with a positive recommendation to award the copy paper purchase(s) to Veritiv/Unisource as presented in an amount not to exceed \$20,565.60 to be funded out of the appropriate general fund accounts.

Background/Attachment(s):

See attached page(s).

June 2017 Paper Bid

		Costco	Veritiv/Unisource	Midland Paper	CPG
92 White, 20 lb., 8.5 x 11"	per case	S 21.65	S 21.80	S 21.84	S 21.50
Color, 20 lb., 8.5 x 11"	per case	N/A	S 31.19	S 34.74	S 33.12
Total cases (per truckload)	840				
600 cases of white		N/A	S 13,080.00	S 13,104.00	S 12,900.00
840 cases of white		S 18,186.00	N/A	N/A	N/A
240 cases of color		N/A	S 7,485.60	S 8,337.60	S 7,948.80
Total truckload		S 18,186.00	S 20,565.60	S 21,441.60	S 20,848.80
		total doesn't include color			

Notes:

--Costco only supplies truckloads of white paper.

--Veritiv/Unisource is current supplier.

Due to the questionable quality of the Costco paper and CPG paper I recommend awarding the bid to Veritiv/Unisource who has provided quality product and service to the district many years.

GERMANTOWN SCHOOL DISTRICT

TO: Board Members

TOPIC: Donations

FROM: Jeff Holmes

BOARD MEETING: July 10, 2017

DATE: June 20, 2017

AGENDA ITEM: IX.A.

Please act on the donation requests described below. The Board of Education should consider acceptance of the donations in accordance with Board Policy 7230 – Gifts, Grants, and Bequests.

1. Accept the donation of a \$1000 from the Kennedy Middle School PTA for the Technology in Art Project.
2. Accept the donation of \$3,000 from the Kennedy Middle School PTA for the purchase of three wall screens in the cafeteria.
3. Accept the donation of \$991.10 from the Box Tops for Education program to the County Line student activity account.
4. Accept the donation of \$1000 from the Hartmann family to the special education department at Amy Belle Elementary.

RECOMMENDATION: Thank the donors for their generosity and approve the donations as listed.

GERMANTOWN SCHOOL DISTRICT

TO: Board of Education **TOPIC:** Student Academic Standards
FROM: Jeff Holmes **BOARD MEETING:** July 10, 2017
DATE: July 6, 2017 **AGENDA ITEM:** IX.B.

BACKGROUND:

Annually, all school districts must identify at the first meeting of each new school year, the student academic standards in effect and adopted by the Board of Education under Section 118.30(1g)(a)1, and notify parents/guardians of students enrolled in the district.

NOTICE: DECLARATION OF EDUCATIONAL STANDARDS

In accordance with WIS. STATS. §§118.30(1g)(a)1 and 120.12(13), the Board of Education for the Germantown School District has adopted on July 10, 2017, as its minimum academic standards, the standards recommended by the Governor's Council on Model Academic Standards and approved by the Governor in Executive Order No. 326, January 13, 1998.

Also note that the District shall notify the parents and guardians of pupils enrolled in the District of the pupil academic standards that have been adopted for the 2017-2018 school year and shall provide that the notice shall be given by posting the notice or a link to the pupil academic standards on the District's internet site.

RECOMMENDATION: Approve the above identified notice of adopted student academic standards for the 2017-2018 school year and posting the notice as required.

GERMANTOWN HIGH SCHOOL

OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Completing this Form: Chelsea Hammett	Explanation of Field Trip: Badgerette Dance Camp-St. Norbert's College
Date Submitted to Building Principal: 5/9/2017	
Date Submitted to Superintendent's Office:	Location of Field Trip (Be Specific): St. Norbet's College- DePere, WI
Number of Students on Field Trip: 27	Date(s) of Field Trip: 7/17/17-7/20/17
Number of Advisors on Field Trip: 1	

BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ 9,072.00	\$ -	\$ 316.00
Transportation	\$ -	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -	\$ -
Meals	\$ -	\$ -	\$ -	\$ -
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ -	\$ 9,072.00	\$ -	\$ 316.00
Total Students or Advisors from Above	27	27	1	1
Cost Per Student or Advisor	\$ -	\$ 336.00	\$ -	\$ 316.00
Grand Total Cost	\$ 9,388.00			

GERMANTOWN HIGH SCHOOL

OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Completing this Form: Chelsea Hammett	Explanation of Field Trip: Midwest Grand Championship-Schaumburg, IL
Date Submitted to Building Principal: 5/9/2017	
Date Submitted to Superintendent's Office:	Location of Field Trip (Be Specific): Schaumburg, IL
Number of Students on Field Trip: 27	Date(s) of Field Trip: 8/18/17-8/20/17
Number of Advisors on Field Trip: 1	

BREAKDOWN OF FIELD TRIP COSTS FOR STUDENT AND FOR ADVISOR

	FOR STUDENTS		FOR ADVISORS	
	Board Funding Portion	Club Funding Portion	Board Funding Portion	Club Funding Portion
Registration	\$ -	\$ -	\$ -	\$ -
Transportation	\$ -	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -	\$ -
Meals	\$ -	\$ -	\$ -	\$ -
Other (please list)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ -60	\$ -	\$ -00	\$ -
Total Students or Advisors from Above	27	27	1	1
Cost Per Student or Advisor	\$ -	\$ -	\$ -	\$ -
Grand Total Cost	\$ -	\$ -	\$ -	\$ -

**INTERDISTRICT TRANSFER AGREEMENT
FOR THE 2017-2018 SCHOOL YEAR**

Pursuant to sec. 1.85,stats., ("Chapter 220"), the Board of School Directors of the City of Milwaukee ("MPS") and the (Germantown School District) enter into the following interdistrict Transfer Agreement for the 2017-2018 school year:

1) NUMBER OF INTERDISTRICT TRANSFERS

A. Transfers to the District

Subject to the provisions of Paragraphs 8 and 9 of this Agreement, the District will make available 27 seats for interdistrict transfer students from MPS. Those seats shall be provided as follows:

i) For continuing students, 27 seats

Continuing students are those students who attended a District school under a written Interdistrict Transfer Agreement in the 2017-2018 school year.

ii) For displaced students, 0 seats

Displaced students are those students currently enrolled Chapter 220 students who continue in a suburban district outside of their transportation zone until they move the next level, such as middle school or high school. Upon reaching the next level (i.e., graduation/promotion from the prior level)1 the students become displaced. The District may make seats available for Milwaukee residents displaced from a suburban district.

2) SPECIAL EDUCATION STUDENTS

A. Continuing and displaced students with special education needs, as defined under Chapter 125, Stat., the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. 1400, et seq. ("SEN Students"), both current and later identified, shall be eligible to participate in the Chapter 220 program on the same basis as non-SEN students, except MPS and the District reserve the right to reject or return a non-SEN Chapter 220 student if either of the following applies: (a) if the student could otherwise transfer to MPS or the District pursuant to Chapter 115 because the applicant's district of residence does not have an appropriate program; or (b) the total amount of financial

assistance which MPS or the District would receive for the student under chapter 220 and other State reimbursements would be less than the cost of educating the student; the cost of educating the student shall be calculated pursuant to sec. 121.75-121.84, Stats.

- B. Subject to the above, the District and MPS shall provide Special Education Services, including but not limited to Individualized Education Plan Team diagnostic services, individual educational plan placement services and direct service provision, to a transferred student as if that student were a resident student.

3) WITHDRAWAL OF INTERDISTRICT TRANSFER STUDENTS

The receiving district shall notify the sending district of any interdistrict transfer student whom elects to withdraw from participation in Chapter 220 within 14 days of the withdrawal.

4) TRANSPORTATION

The District will be responsible for the transportation of interdistrict transfer students from MPS to the District. The general guidelines for transporting interdistrict transfer students from MPS to the District shall be as follows:

- A. One daily round trip to and from school. Except for students being transported under subsection 4)b., all other students will arrive at school in time for the beginning of classes and will depart from school when the class day ends.
- B. Transportation will be provided for students involved with scheduled co-curricular and extra-curricular activities. Such after-school activities include school-related clubs, intramural and interscholastic athletics, school operated recreation programs, tutoring, social programs, parent conferences, parent-student orientations, credit classes that meet after school and student government. If these extra-curricular activities have scheduled meets Saturdays, transportation will be provided.
- C. Transportation will be furnished when students become ill at school.
- D. Transportation will not be provided for fund raising activities.
- E. Transportation for activities will not be provided by the District on Sundays or legal holidays.
- F. Any other transportation requests must be approved by the District's transportation coordinator.

G. Commencing with the 2001-2002 school year, Milwaukee Public Schools will implement transportation regions for the Chapter 220 Program. The plan applies to those students that reside outside the transportation regions. The three transportation regions are:

North: City of Milwaukee North of Hampton Avenue

Central: City of Milwaukee between Hampton Avenue and I-94

South: City of Milwaukee South of I-94

The implementation of the transportation regions will be accomplished in two stages:

Stage One:

The first stage will impact all new Chapter 220 applicants. All new Chapter 220 students will be eligible to attend only those suburban districts that align with the transportation regions effective January 8, 2001.

Stage Two:

The second stage will impact all current Chapter 220 students attending a suburban district not aligned with the transportation region and in the top grade of an elementary or middle school. Students in the top grade will not be able to progress to the next level in the suburban school district beginning with the 2002-2003 school year. Parents affected by stage two will need to do one or more of the following as part of the January, 2003 school selection process:

- ◆ Select another appropriate Chapter 220 school district
- ◆ Participate in the Milwaukee Public Schools Three Choice School Selection Process
- ◆ Participation in the Public School Open Enrollment Process (February, 2003) as a possible option to remain in your current suburban district.

5) MPS FUNDING RESPONSIBILITIES

MPS will provide the District with the funds for transportation services identified in Paragraph 5 above. The amount of funds shall be determined by multiplying the number of MPS transfer students in the District on September 15, 2017 times \$ 5192.⁶⁴, plus CPI-U for the 2017-2018 school year. The total amount of the expenditures shall not exceed \$ 140,201.²⁸ MPS shall make ten (10) equal payments of the amount due to the District on the 30th of each month from September through June. If this Agreement is extended, the

payment for the transportation of each MPS student shall increase annually by the increase in the CPI-U, during the period from July 1 to June 30 preceding the school year during which transportation services are provided.

*Insert initial per pupil rate

6) CHAPTER 220 COORDINATORS

The District and MPS shall each designate a member of their staff to coordinate the Chapter 220-transfer program in their respective districts. Each coordinator, working through his or her counterpart, shall assist in resolving parental and administrative concerns with respect to the Chapter 220 program in his or her respective school.

7) PLANNING COUNCILS

In accordance with sec. 121.85 (9), Stats., MPS and the District will establish a Planning Council.

- A. MPS will appoint the parent of a District transfer student and the parent of one of its interdistrict transfer students as advisory or public members of the Planning Council.
- B. District will appoint the parent of a MPS transfer student and the parent of one of its interdistrict transfer students as advisory or public members of the Planning Council.

8) FUNDING PREREQUISITE TO CONTINUATION OF INTERDISTRICT TRANSFER AGREEMENT

MPS and the District strongly support the interdistrict transfer reimbursement provisions contained in secs. 121.85 (6) (b)-(g), Wis. Stats., and as set forth by the Wisconsin Department of Public Instruction. For that reason, MPS and the District support continuation of the level of funding generated by the formula as described in secs. 121.85 (6) (b)-(g), Wis. Stats., and as set forth by the Wisconsin Department of Public Instruction.

Notwithstanding their strong belief in the educational value and economic justification of such formula, MPS and the District also agree that nothing in this agreement shall require MPS or District to accept or to retain any transfer student for whom it will not receive reimbursement in an amount equal to or greater than its tuition cost as determined by sec. 121.83, Stats., or if District becomes wholly or partly responsible for the transportation costs of interdistrict transfers and does not receive full reimbursement, from whatever source, for

such costs in the school year when incurred. Nothing herein stated shall waive any right which MPS or the District may otherwise have under Wisconsin Law.

9) SCHOOL DISTRICT RIGHTS

MPS and the District recognize that they each have and retain the right to determine their own practices and policies concerning (1) class size; (2) pupil-teacher ratios; (3) utilization of space for instructional purposes; (4) building new schools; (5) making additions to existing schools; (6) opening closed schools; (7) converting or reopening buildings or sections of buildings not currently being used for regular K-8, K-12 or union school instructional purposes; (8) determining each school, grade level and section in which they will make seats available for interdistrict transfers. Nothing in this agreement shall require MPS or the District in any future year either to continue, or to deviate from, and existing practice or policy concerning the foregoing, notwithstanding the effect of such continuation or deviation on MPS or the District's ability to continue the number of available seats stated in this agreement.

10) TITLE I REIMBURSEMENT DISTRICT RIGHTS

A. The District may receive Title I reimbursement on a biannual basis from MPS under the circumstances listed below:

- i. For targeted assistance schools: The District fills out completely and mails to MPS the attached form A (Roster of Chapter 220/Title I Served Pupils) for each Title I School that serves Milwaukee residents Chapter 220 children by Friday, January 19, 2018 (for the first semester) and by Friday, May 18, 2018 (for the second semester). This form identifies eligible Milwaukee resident children receiving Title I services and students who have an academic need.
- ii. For schoolwide schools: Districts are required to identify Milwaukee Chapter 220 children in each eligible school enrolled as of the official enrollment date that they were eligible for free or reduced lunch and have an academic need on the basis of multiple, educationally related, objective criteria established by the District. MPS may request documentation used to determine academic need. The District fills out completely and mails to MPS the attached form A (Roster of Chapter 220/Title I Served Pupils) for each Title I School by Friday, January 19, 2018 (for the first semester) and by Friday, May 18, 2018 (for the

second semester). This form identifies eligible Milwaukee Chapter 220 resident children who attend Title I schoolwide schools as of the official enrollment date that were eligible for free or reduce lunch and have an academic need.

- iii. Once MPS verifies the information, reimbursement will be paid for each semester based on one-half of the yearly Milwaukee Public Schools Title I per-pupil amount, which is published and determined by the Wisconsin Department of Public Instruction in September of 2018.
- iv. No reimbursement will be made for services provided to children under the age of 5 or 18 years of age or older.
- v. No reimbursement will be made for forms submitted after Friday, January 19, 2018 (for the first semester) and after Friday, May 18, 2018 (for the second semester).

B. MPS may receive Title I reimbursement on a biannual basis from the District under the circumstances listed below:

- i. For targeted assistance schools: MPS fills out completely and mails to the District a copy of the attached form A (Roster of Chapter 220/Title I Served Pupils) for each MPS Title I School that serves District residents by Friday, January 19, 2018 (for the first semester) and by Friday, May 18, 2018 (for the second semester). This form identifies eligible District resident children receiving Title I services.
- ii. For schoolwide schools: MPS will identify District's Chapter 220 children in each eligible school enrolled as of the official enrollment date that they were eligible for free or reduced lunch and have an academic need on the basis of multiple, educationally related, objective criteria established by the District. The District may request documentation used to determine academic need. MPS will fill out completely and mails to the District the attached form A (Roster of Chapter 220/Title I Served Pupils) for each Title I School by Friday, January 19, 2018 (for the first semester) and by Friday, May 18, 2018 (for the second semester). This form identifies eligible the District's Chapter 220 resident children who attend Title I schoolwide schools as of the official enrollment date that were eligible for free or reduce lunch and have an academic need.

iii. Once the District verifies the information, reimbursement will be paid for each semester based on one-half of the yearly District's Title I per-pupil amount. This per-pupil amount will be emailed to the Title I Coordinator for Milwaukee Public Schools no later than October 15 annually.

iv. No reimbursement will be made for services provided to children under the age of 5 or 18 years of age or older. .

v. No reimbursement will be made for forms submitted after January 20, 2017 (for the first semester) and after May 19, 2017 (for the second semester).

11) Term

The term of this Agreement commences on July 1, 2017 and terminates on June 31, 2018.

BOARD OF EDUCATION SCHOOL

DISTRICT OF

GERMANTOWN

By:

President

Date: _____

BOARD OF SCHOOL DIRECTORS

OF THE CITY OF MILWAUKEE

By:

President

Date: _____