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– A G E N D A –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

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

This meeting will be held in person at the location above. If you wish to attend in person, please wear a mask in keeping with Governor Evers' order. Social distancing will be practiced.

The meeting will be live-streamed at <https://youtu.be/Xxw7IeaJq9w>.

If you cannot attend the meeting but wish to make a public comment, please email your comment by 5:00 p.m. on August 19 to [esuckow@dce.k12.wi.us](mailto:esuckow@dce.k12.wi.us). Please put "Public Comment" in the subject line of your email and include your name and address.

One or more of the Board members may attend virtually or by telephone.

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

**V. Hearing of Delegations**

**VI. Consent Agenda**

- A. Approval of Minutes
- B. Recommended Employment/Resignations/Contract Adjustments
- C. Treasurer's Report - General/Other Fund Bills
- D. Balance Sheet
- E. Budget Transfers - None this month.
- F. Budget Revisions
- G. Grant Application(s)/Budget(s) Approval

**VII. Reports/Considerations**

- A. WASB Legislative Network Member
- B. CESA #9 Representative
- C. Superintendent
  - 1. Recognize Senior High Principal Michael Raether for Completion of Doctoral Program

**VIII. Unfinished Business**

- A. Updates on FutureReady Restart Plan and Enrollments

**IX. New Business**

- A. Preliminary Budget and Spending Approval
- B. Approval of Health Insurance Renewal
- C. Employee Handbook Addendum
- D. Seclusion and Restraint Report
- E. Access to Student Records for Police Liaison Officers

- F. Policies to be Implemented Upon First Reading and for Final Approval at September Board Meeting as per Policy 0131.1
  - 1. Policy 2266 - Non-Discrimination on the Basis of Sex in Education Programs and Activities (Title IX)
  - 2. Policy 8420.01 - Epidemics and Pandemics - New Policy

**X. Petitions and Communications**

- A. Kathleen Kowalke Thank You
- B. Nancy Novak Thank You

**XI. Future Meeting Dates**

- A. Regular Board Meeting
  - September 16, 2020 at 6:30 p.m.
  - Location TBD
- B. Annual Meeting/Budget Hearing
  - October 21, 2020 at 6:00 p.m.
  - Location TBD
- C. Regular Board Meeting
  - October 21, 2020 Following the Budget/Annual Meetings
  - Location TBD

**XII. Adjourn**



**I. Call to Order**

**II. Roll Call**

Joshua Dickerson: Present, Katie Felch: Present, Bruce Krueger: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present at 7:00 p.m., Yee Leng Xiong: Present. Also present were Dr. Kristine Gilmore, Superintendent, Dr. Casey Nye and Matt Spets Assistant Superintendents, and Ellen Suckow, Executive Assistant.

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

Motion needed to approve the Agenda. This motion, made by Yee Leng Xiong and seconded by Corina Norrbom, Passed with a voice vote, all yes. (Schaefer absent at this time.)

**V. Hearing of Delegations - None**

**VI. Consent Agenda**

Motion made by Bruce Krueger and seconded by Joshua Dickerson to approve the Consent Agenda. Passed with a voice vote, all yes. (Schaefer absent at this time.)

VI.A. Approval of Minutes from June 16, 2020

VI.B. Recommended Employment/Resignations/Contract Adjustments

VI.C. Treasurer's Report - General/Other Fund Bills

VI.C.1. End of Year Report

VI.C.2. July 2020 Report

VI.D. Balance Sheet

VI.D.1. End of Year Balance Sheet

VI.D.2. July 2020 Balance Sheet

VI.E. Budget Transfers & Revisions

VI.F. Gift/Bequests

**VII. Reports/Considerations**

VII.A. WASB Legislative Network Member – Norrbom reported WASB is holding multiple webinars to discuss COVID-19 and the new Title IX legislation.

VII.B. CESA #9 Representative – Krueger Reported CESA #9 did not meet.

VII.C. Superintendent

VII.C.1. Equity and Social Justice

### **VIII. Unfinished Business**

VIII.A. FutureReady Restart Fall 2020

Motion to approve the FutureReady Restart Plan and allow Superintendent Gilmore, or designee, authority to migrate between instructional models as needed. This motion, made by Joshua Dickerson and seconded by Bruce Krueger. Schaefer joined the meeting at 7:00 p.m. Motion passed with a voice vote, all yes.

VIII.B. Update on K-12 Virtual School Planning

### **IX. New Business**

IX.A. The Administration recommends the Annual Meeting/Budget Hearing be held on October 21, 2020.

Motion to approve October 21, 2020, for the Annual Meeting/Budget Hearing at 6:00 p.m. prior to the regular monthly Board meeting. This motion, made by Corina Norrbom and seconded by Yee Leng Xiong. Motion passed with a voice vote, all yes.

IX.B. Academic Standards for 2020-2021

Motion to approve the 2020-2021 Academic Standards as presented to the Board. This motion, made by Larry Schaefer and seconded by Yee Leng Xiong. Motion passed with a voice vote, all yes.

IX.C. Hearing Officer for 2020-2021

Motion to approve Mr. Ronald Foreman as the Hearing Officer for the 2020-2021 school year. This motion, made by Lindsey Lewitzke and seconded by Bruce Krueger. Passed with a voice vote, all yes.

IX.D. Early Retirement Options

Motion to approve approve the Extension of Voluntary Early Retirement Request Date and Waiver of Contract Penalty for Teachers. This motion, made by Corina Norrbom and seconded by Yee Leng Xiong. Passed with a voice vote, all yes.

### **X. Petitions and Communications**

X.A. Thank you from Anne Marie Jagodzinski Family for Memorial Tribute

X.B. Thank You from Jennifer Jagodzinski Family for Memorial Tribute

X.C. Thank You from Kim Feit for Memorial Tribute

X.D. Thank You from Debra Amsrud for Memorial Tribute

X.E. Thank you from David Hoffman for Retirement Tribute

X.F. Thank You from Cindy Damrow for Retirement Tribute

X.G. Thank You from Joshua Schuch for Fast Forward Grant

**XI. Future Meeting Dates**

XI.A. Regular Board Meeting  
August 19, 2020 at 6:30 p.m.  
Location TBD

XI.B. Regular Board Meeting  
September 16, 2020 at 6:30 p.m.  
Location TBD

**XII. Meeting Adjourned at 8:44 p.m.**

Respectfully submitted,

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Yee Leng Xiong, Clerk

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Ellen Suckow, Executive Assistant to the  
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the August 19, 2020, meeting of the School Board.

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– MINUTES –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation, including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

No decisions will be made at this meeting.

Access options for this retreat are listed below.

Event Address: <https://dce.webex.com/dce/onstage/g.php?MTID=e3ffc1f18ec4f21d502fa51757079fad3>

Event Number: 146 262 186

Event Password: AUGRETREAT2020

Telephone Access: 1-415-655-0003

Access Code: 146 262 1861

**I. Call to Order**

**II. Roll Call**

**III. Unfinished Business**

- A. Superintendent Gilmore updated the Board on FutureReady Restart Planning.
- B. The Board asked questions of Amanda Ostrowski, a Certified Health Education Specialist of the Marathon County Health Department.

**IV. Adjourned at 8:42 p.m.**

Respectfully submitted,

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Yee Leng Xiong, Clerk

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Ellen Suckow, Executive Assistant to the  
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the August 19, 2020, meeting of the School Board.



## Employment Report

### Recommended Employment

#### Certified Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Savanna Krueger	School Nurse/MS, MB, WE	1.00	August 21, 2020
Katherine Hiebl	Intern/MB	0.5 (one semester)	August 26, 2020
Michaela Raleigh	Intern/ODY	0.5 (one semester)	August 26, 2020
Sierra Barber	Intern/WE	0.5 (one semester)	August 26, 2020
Madeline Peters	Grade 2 Teacher/RO	1.00	August 26, 2020
Kia Thao	Elementary Everest Virtual Academy Teacher	1.00	August 26, 2020
Lisa Thomas	Elementary Everest Virtual Academy Teacher	1.00	August 26, 2020
Olivia Hanke	Grade 5 Gifted & Talented Teacher/RIV	1.00 (1-Year Contract)	August 26, 2020
Killyn Kanters	Kindergarten Teacher/RIV	1.00 (1-Year Contract)	August 26, 2020
Kimberly Kopplin	Grade 3 Teacher/WE	1.00 (1-Year Contract)	August 26, 2020
Ginger Reintjes	Elementary Everest Virtual Academy Teacher	1.00	August 26, 2020
Jenny Thompson	Elementary Everest Virtual Academy Teacher	1.00	August 26, 2020
Larissa Zompolas	Elementary Everest Virtual Academy Teacher	1.00	August 26, 2020

#### Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Katlyn Rowlands	Drop In Care/GFH	0.3	July 22, 2020
Sheri Schultz	Office Secretary/JH	0.88	July 30, 2020
Anthony Marcellino	Systems Support Technician/District	1	August 10, 2020
Darrick Gaffney	Class I Custodian/MS	1	August 17, 2020
Ron Consolver	Housekeeper/JH	1	August 17, 2020
Megan Matthiae	Health Assistant/RIV	0.64	August 21, 2020
Justine Leach	Everest FutureReady Restart Assistant/RIV	0.62	August 26, 2020
Jenna Koch	Everest FutureReady Restart Assistant/RIV	0.62	August 26, 2020
Shannon King	SWD Assistant/EV	0.62	August 26, 2020
Stephanie Meuret	SWD Assistant/RIV	0.62	August 26, 2020
Julie Zietlow	SWD Assistant/WE	0.62	August 26, 2020
Katie McNutt	SWD Assistant/EV	0.62	August 26, 2020
Heidi Mortenson	Everest FutureReady Restart Assistant/WE	0.62	August 26, 2020
Madison Kandutsch	SWD Assistant/EV	0.62	August 26, 2020
Megan Roberts	SWD Assistant/RO	0.62	August 26, 2020
Kimberly Long	SWD Assistant/JH	0.62	August 26, 2020
Sue Xiong	Everest FutureReady Restart Assistant/RO	0.62	August 26, 2020
Melanie Baca	SWD Assistant/RO	0.62	August 26, 2020
Melanie Przybylski	Education Assistant/RO	0.62	August 26, 2020
Myah Ness	Everest FutureReady Restart Assistant/EV	0.62	August 26, 2020
Anna Huckbody	Everest FutureReady Restart Assistant/HA	0.62	August 26, 2020
Kelley Goertz	Everest FutureReady Restart Assistant/MB	0.62	August 27, 2020

Kenneth Kroeplin	Housekeeper/RIV	1	September 1, 2020
Molly Moseley	Systems Support Technician/District	1	November 16, 2020

### Students

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
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### Seasonal Staff

<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>
Alexandria Brown	Summer Learning Teacher	July 6, 2020	July 31, 2020
Olivia Held	Summer Camp Staff/GFH	June 30, 2020	August 28, 2020
Nicholas Latendresse	Summer Camp Staff/GFH	June 22, 2020	August 28, 2020

### Resignation(s)/Retirement(s)

#### All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Jean Martin	IMC Specialist/MS	Retirement	July 19, 2020
Thao Xiong	Social Studies Teacher & English Learner Assistant/JH	Resignation with damages	July 20, 2020
Joseph Ramsey	SWD Assistant/RO	Resignation	July 23, 2020
Heidi Erickson	Educational Interpreter/SH	Resignation	July 24, 2020
Megan Kummer	School Nurse/MS, MB, WE	Resignation	July 31, 2020
Melissa Adamski	Education Assistant/RO	Resignation	August 1, 2020
Elizabeth Krause	SWD Assistant/EV & Summer Camp Staff/GFH	Resignation	August 3, 2020
Jennifer Seehafer	Education Assistant/RI	Resignation	August 4, 2020
Jeanne Archiquette	Art Teacher/MS & HA	Retirement	August 5, 2020
Mary Narlock	SWD Assistant/HA	Resignation	August 7, 2020
Peggy Trzebiatowski	Education Assistant/RI	Resignation	August 7, 2020
Jane Rosewicz	Gifted and Talented Grade 4 Teacher/RI	Retirement	August 13, 2020
Julie Nelson	SWD Assistant/RO	Resignation	August 15, 2020
Kelly Stegmann	Attendance Secretary/SH	Resignation	August 21, 2020
Hershel Webb	Systems Support Technician/District	Resignation	October 2, 2020
Lorania Isaacson	Cafeteria Server/JH	Resignation	August 17, 2020

### Adjustments

#### Certified Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Jacqueline Stashek	Instructional Coach Secondary	Instructional Coach (job title change only)	August 26, 2020
Casey Nye	Assistant Superintendent - Curriculum & Learning	Assistant Superintendent - Learning (job title change only)	July 1, 2020
Amy Place	Literacy Coach & Interventionist/District	Literacy Coach/District	August 26, 2020
Trina Schneck	Literacy Coach & Interventionist/District	Literacy Coach/District	August 26, 2020
James Hostvedt	IMC Specialist/HA (.2) & RO (.8)	IMC Specialist/HA (.05) & RO (.95)	August 26, 2020

Elissa Ruppert	IMC Specialist/HA (.2) & MB (.8)	IMC Specialist/HA (.05) & MB (.95)	August 26, 2020
Stephanie McGrath	Grade 2 Teacher/RIV	Grade 4 Teacher/MB	August 26, 2020
Joshua Jensen	Grade 4 Teacher/RIV	Grade 5 Teacher/MB	August 26, 2020
Lisa Stortecky	Grade 2 Teacher/RO	Grade 2 Teacher/RIV	August 26, 2020
Sarah Thompson	Grade 4 Teacher/RIV	Grade 4 Gifted & Talented Teacher/RIV	August 26, 2020
Brooke Wendorf	Grade 1 Teacher/RIV	Elementary Everest Virtual Academy Teacher	August 26, 2020
Angela Harvanek	Grade 5 Teacher/RO	Elementary Everest Virtual Academy Teacher	August 26, 2020
Tonya Nielsen	Grade 3 Teacher/WE	Elementary Everest Virtual Academy Teacher	August 26, 2020
Tammy Koenig	Grade 6 Science Teacher/MS	Elementary Everest Virtual Academy Teacher	August 26, 2020
Donna Guldan	English Learner Teacher/RIV & RO	Grade 4 Teacher/RIV	August 26, 2020
Nicole Storey	Art Teacher/RO .80 FTE	Art Teacher/RO & ODY 1.0 (increase is only for 2020-2021 school year)	August 26, 2020
Ajay Westfall	Literacy Interventionist/District	Kindergarten Teacher/RO	August 26, 2020
Gretchen Fox	English Learner Teacher/EV & RO	Kindergarten Teacher/EV	August 26, 2020
Suzanne Franck	Literacy Interventionist/EV	Grade 1 Teacher/EV	August 26, 2020
Michelle Branton	Literacy Interventionist/RO	Grade 5 Teacher/EV	August 26, 2020
Jaymi Hughes	Reading Interventionist/MS	Kindergarten Teacher/HA	August 26, 2020
Lois Konkol	Literacy Interventionist/HA & WE	Grade 4 Teacher/HA	August 26, 2020
Tammy Fischer	Grade 4 Teacher/HA	Art, Music, Instructional Technology Teacher/HA	August 26, 2020
Cristie Bates	Music Teacher/HA & SH	Music Teacher/SH	August 26, 2020
Katie Shulfer	Physical Education Teacher/HA (.40) & SH (.60)	Physical Education Teacher/HA (.83) & SH (.17)	August 26, 2020
Panyia Thao	Math Interventionist/HA, RI, & MB	Grade 1 Teacher/RI	August 26, 2020
Paula DuVair	Literacy Interventionist/MB	Kindergarten Teacher/MB	August 26, 2020
Stephanie Hobbins	Literacy Interventionist/WE	Grade 4 Teacher/MB	August 26, 2020
Carol Heeren	Literacy Interventionist/RI	Grade 2 Teacher/RIV	August 26, 2020
Gretchen Lorge	Grade 4 Gifted & Talented Teacher/RI	Grade 4 & 5 Gifted & Talented Teacher/RI	August 26, 2020
Devanne Skalitzky	Math Interventionist/RO	Grade 5 Teacher/RO	August 26, 2020
Beth Umlaf	Math Interventionist/WE	Kindergarten Teacher/WE	August 26, 2020

Kristin Jirik	English Learner Teacher/WE	Grade 3 Teacher/WE	August 26, 2020
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**Support Staff**

<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Deborah Koval	Cook II/SH	Housekeeper/SH	August 3, 2020
Peyton Behnke	Housekeeper/JH	Housekeeper/WE	August 3, 2020
Mya Jablonski	Summer Custodian & Summer Weight Room Supervisor/GFH	Weight Room Supervisor/GFH & Member Services/GFH	August 3, 2020
David Falkowski	Class II Custodian/SH	Class I Custodian/SH	August 3, 2020
Joseph Hart	Student HelpDesk Coordinator	Systems Support Technician/District	July 1, 2020
Bailey Hughes	Systems Support Technician/District	Full Stack Developer/District (job title change only)	July 1, 2020
Jacque Jakubek	Before and After Care Coordinator/GFH	Coordinator/GFH (job title change only)	July 1, 2020
Jennifer Cole	Food Service Coordinator/MS	Kitchen Coordinator/MS (job title change only)	July 1, 2020
Mary Brynjulfson	Food Service Coordinator/JH	Kitchen Coordinator/JH (job title change only)	July 1, 2020
Ian Theiss	SWD Assistant/MB	Substitute Paraprofessional/ District	September 1, 2020
Elizabeth Waggoner	SWD Assistant/MB	Substitute Paraprofessional/ District	August 26, 2020
Mya Jablonski	Summer Custodian/District	Substitute Custodian/District	August 17, 2020
Lisa Kumfer	SWD Assistant/JH	Guest Teacher/District	August 26, 2020
Christene Mergen	SWD Assistant/MB .62 FTE	SWD Assistant/4K EC .62 FTE	August 26, 2020
Michelle Hoppe	SWD Assistant/4K EC .27 FTE	SWD Assistant/HA .62 FTE	August 26, 2020
Anna Schimmel	SWD Assistant/MS .58 FTE	SWD Assistant/JH .62 FTE	August 26, 2020
Mia Husnick	SWD Assistant/RIV .62 FTE	SWD Assistant/HA .62 FTE	August 26, 2020
Holly Ashton	SWD Assistant/MB .31 FTE	SWD Assistant/MB .62 FTE	August 26, 2020
Linda Curtis	SWD Assistant/4K EC .62 FTE	SWD Assistant/MB .62 FTE	August 26, 2020
Ma Vang	SWD Assistant/4K EC .27 & MB .33	SWD Assistant/MB .62 FTE	August 26, 2020
Theresa MacDonald	SWD Assistant/MB .62 FTE	SWD Assistant/RIV .62 FTE	August 26, 2020
Emily Hahn	SWD Assistant/SH .62 FTE	SWD Assistant/SH .25 FTE	August 26, 2020

Ian Theiss	SWD Assistant/MB .62 FTE	Substitute Paraprofessional/ District Education Assistant/EV	August 26, 2020
Kristel Marquardt	Education Assistant/EV .31 FTE	.51 FTE Education Assistant/EV	August 26, 2020
Rebecca Shafer	Education Assistant/EV .31 FTE	.51 FTE Education Assistant/EV	August 26, 2020
Kristinia Smart	Education Assistant/EV .44 FTE	.62 FTE Education Assistant/EV	August 26, 2020
Becky Kluever	Education Assistant/EV .44 FTE	.62 FTE Education Assistant/EV	August 26, 2020
Victoria Buelow	Education Assistant/EV .49 FTE	.62 FTE Education Assistant, Before & After Care, Lunchroom Asst/HA .71 FTE	August 26, 2020
Joyce Held	Education Assistant, Before & After Care, Lunchroom Asst/HA .57 FTE	Education Assistant/HA .66 FTE Education Assistant/MS .71 FTE	August 26, 2020
Carol Reitz	Education Assistant/HA .62 FTE	Education Assistant/MS .71 FTE	August 26, 2020
Rebecca Miller	Education Assistant/MS .62 FTE	Education Assistant/MS .62 FTE	August 26, 2020
Karry Salber	Education Assistant/MS .53 FTE	Education Assistant/MB .62 FTE	August 26, 2020
Brenna Martin	Education Assistant/MB .18 FTE	Education Assistant/MB .62 FTE	August 26, 2020
Becky Hopper	Education Assistant/MB .53 FTE	Education Assistant/ODY .62 FTE	August 26, 2020
Wendy Hildebrant	Education Assistant/ODY .44 FTE	Education Assistant/RIV .62 FTE	August 26, 2020
Laura Isham	Education Assistant/RIV .53 FTE	Education Assistant/RIV .62 FTE	August 26, 2020
Tracie Olson	Education Assistant/RIV .49 FTE	Education Assistant/RIV .62 FTE	August 26, 2020
Rachel Rentmeester	Education Assistant/RIV .49 FTE	Attendance Secretary/SH .83 FTE	August 26, 2020
Carla Kietlinski	IMC Secretary/SH		August 26, 2020

There are no Co-Curricular Requests this month.

D.C. EVEREST AREA SCHOOL DISTRICT  
6300 ALDERSON STREET, WESTON, WI 54476  
TREASURER'S REPORT

AUGUST 11, 2020

CASH BALANCE AS OF JULY 8, 2020	(\$242,327.20)	
INVESTMENT ACCOUNT TRANSFERS		\$3,439,976.89
RECEIPTS CR#28950 - CR#28996	\$5,444,037.26	
CHECKS FOR APPROVAL #227635 - #227789 ACH: # 202100080 - 202100180		\$1,987,846.52
<u>VOIDS:</u> ( None )	\$0.00	
CASH BALANCE AS OF AUGUST 11, 2020		(\$226,113.35)
	\$5,201,710.06	\$5,201,710.06

**DC EVEREST AREA SCHOOL DISTRICT BOARD CHECK REGISTER  
(07/08/2020-08/11/2020)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
227635	BP	4990244701-JUN2020	7/10/20	3.17
227636	ALLIANT UTILITIES/WP&L	43983	7/10/20	263.28
227637	APPLE INC - AR	AC24173183	7/10/20	4,997.50
227638	COMPASS COUNSELING WAUSAU	1432	7/10/20	550.00
227639	KYLES CONSULTING LLC	43983	7/10/20	1,550.00
227640	MARCO	27313640	7/10/20	20,387.39
227641	STAPLES ADVANTAGE	3450248046	7/10/20	-25.95
227641	STAPLES ADVANTAGE	3450362408	7/10/20	66.72
227642	WESTON MUNICIPAL UTILITIES	MB MAR-JUN2020	7/10/20	2,488.93
227642	WESTON MUNICIPAL UTILITIES	MS MAR-JUN 2020	7/10/20	3,997.01
227643	A & A LOCK SERVICE	JUL.02.2020	7/10/20	58.50
227644	BACKGROUND INVESTIGATION BUREAU,	DCE001070120-1	7/10/20	111.60
227645	BRAINPOP	US206655	7/10/20	13,275.00
227646	CDW GOVT IN EDUCATION	ZFL1802	7/10/20	33,570.96
227646	CDW GOVT IN EDUCATION	zfs8699	7/10/20	59,314.03
227646	CDW GOVT IN EDUCATION	ZHR0887	7/10/20	59,421.54
227647	INFINITE CAMPUS INC	Annual029533	7/10/20	53,761.71
227648	INSTRUCTURE, INC.	INV350545	7/10/20	3,000.00
227648	INSTRUCTURE, INC.	INV350181	7/10/20	31,083.65
227649	SCHOOL INFO APP, LLC	6655	7/10/20	500.00
227650	SHOUTPOINT, INC.	19437	7/10/20	7,245.00
227651	STAPLES ADVANTAGE	3450483283	7/10/20	5.95
227651	STAPLES ADVANTAGE	3450483284	7/10/20	32.70
227651	STAPLES ADVANTAGE	3450483279	7/10/20	53.13
227651	STAPLES ADVANTAGE	3450483281	7/10/20	188.45
227651	STAPLES ADVANTAGE	3450483282	7/10/20	265.72
227651	STAPLES ADVANTAGE	3450483280	7/10/20	719.77
227652	STERLING WATER INC	342X08436001	7/10/20	74.30
227653	WCASS	4389	7/10/20	400.00
227654	WI ASSN SCH DIST AD WASDA	300005042	7/10/20	75.00
227654	WI ASSN SCH DIST AD WASDA	KG Dues	7/10/20	1,725.00
227655	FEDEX, INC.	7-059-50010	7/10/20	15.50
227656	RAUSCH STURM-ATTORNEYS-DEBT COLL	07172020A	7/17/20	285.12
227657	UNITED WAY OF MARATHON CNTY	20200717BDUWAY	7/17/20	109.50
227657	UNITED WAY OF MARATHON CNTY	20200717ADUWAY	7/17/20	495.44
227658	WISCTF	20200717BDRDFEE	7/17/20	65.00
227658	WISCTF	20200717ADRFEE	7/17/20	130.00
227659	MARA CTY HEALTH DEPARTMENT	REST. LICENSE71420	7/17/20	666.00
227660	SECURIAN FINANCIAL GROUP, INC.	44044	7/17/20	18,696.51
227661	SECURITY HEALTH PLAN	44044	7/17/20	835,775.84
227662	STATE OF WI-DSPS-DIV OF INDUSTRY SEI	WI DSPS 71420	7/17/20	220.00
227663	AMERICAN ASPHALT OF WISCONSIN, INC	5300050030	7/17/20	12,690.00

**DC EVEREST AREA SCHOOL DISTRICT BOARD CHECK REGISTER  
(07/08/2020-08/11/2020)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
227663	AMERICAN ASPHALT OF WISCONSIN, INC	5300050031	7/17/20	35,355.00
227664	OMNI GLASS & PAINT, LLC	0137660-IN	7/17/20	104,855.00
227665	ABT WATER TREATMENT INC	27228	7/17/20	511.37
227666	AUTO SELECT, INC.	227338	7/17/20	65.50
227667	BEACON ATHLETICS	0517523-IN	7/17/20	7,460.00
227668	BROWN, JULIANNETTE	52479	7/17/20	59.70
227669	CELLCOM - WAUSAU	423524	7/17/20	1,763.60
227670	DEAN FOODS COMPANY	43983	7/17/20	5,417.75
227671	DUNCAN, DAVID	Duncan -St Peter	7/17/20	278.99
227672	EBELING, MELISSA	EBELING63020	7/17/20	60.82
227673	ELLENBERGER, CALEY	Ellenberger -StPeter	7/17/20	272.00
227674	FASTSIGNS	2096-9213	7/17/20	371.87
227675	FISCHER, ISAAC	FISCHER7120	7/17/20	77.56
227676	GORDON FOOD SERVICE INC	203187249	7/17/20	133.15
227676	GORDON FOOD SERVICE INC	202269429	7/17/20	1,170.34
227676	GORDON FOOD SERVICE INC	203187250	7/17/20	2,485.41
227677	HAWKINS, ASH CPA'S LLP	3116863	7/17/20	5,000.00
227678	HUEBNER, SCOTT	Huebner -St Peter	7/17/20	514.01
227679	LITERSKI, AMY	LITERSKI63020	7/17/20	504.00
227680	MARSHFIELD CLINIC, INC.	8003939JUN20	7/17/20	132.20
227680	MARSHFIELD CLINIC, INC.	MARSHF53120 (396.60)	7/17/20	396.60
227681	MORTON, ELLEN	MORTON7120	7/17/20	39.39
227682	PACIFIC TIER SOLUTIONS INC	6073	7/17/20	35.28
227683	PAWLOWSKI, ANNE	PAWLOWSKI52620	7/17/20	135.00
227684	QUADIENT, INC.	43983	7/17/20	4,000.00
227685	QUALITY CLEANING SYSTEMS, LLC.	1635	7/17/20	470.00
227685	QUALITY CLEANING SYSTEMS, LLC.	1665	7/17/20	495.00
227686	RIESTERER & SCHNELL, INC.	1770119	7/17/20	138.21
227687	ROTHSCHILD WATERWORKS	APR-JUN2020	7/17/20	525.92
227688	STAPLES ADVANTAGE	3448650726	7/17/20	40.50
227688	STAPLES ADVANTAGE	3448704374	7/17/20	45.18
227688	STAPLES ADVANTAGE	3447712357	7/17/20	213.31
227689	STEVENS POINT SCHOOL DISTRICT	43997	7/17/20	2,833.32
227690	TRZEBIATOWSKI, AMY	106937	7/17/20	50.00
227691	VILLAGE OF HATLEY	43983	7/17/20	227.00
227692	WEST MUSIC CO	SI1900308	7/17/20	32.00
227693	BAKER, MATTHEW	51331	7/17/20	89.10
227694	BERRY, CAILYN	JUL2020 REIMB	7/17/20	200.00
227695	CDW GOVT IN EDUCATION	zjf0373	7/17/20	12,500.00
227696	CENTURY LINK	130322418	7/17/20	52.81
227697	CHARTER COMMUNICATIONS, INC.	1842070320	7/17/20	3,998.65
227698	CLENDENNING, JOY	JUL2020 ITEM	7/17/20	17.91

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227699	FEDEX, INC.	7-066-38343	7/17/20	15.50
227700	FLINN SCIENTIFIC CO	2484435	7/17/20	88.23
227700	FLINN SCIENTIFIC CO	2484024	7/17/20	325.22
227700	FLINN SCIENTIFIC CO	2484117	7/17/20	1,121.43
227701	GAJEWSKI, NANCY	JUL2020 CONF	7/17/20	50.00
227702	GORDON FOOD SERVICE INC	203328294	7/17/20	466.11
227703	GREEN VALLEY SEPTIC LLC	MT1786	7/17/20	270.00
227704	HOUGH, ADAM	12813	7/17/20	72.90
227705	JAMF SOFTWARE, LLC	INV151386	7/17/20	69,978.10
227706	MATHSON, SUE	MATHSON7620	7/17/20	317.00
227707	PLANK ROAD PUBLISHING INC	21-000151	7/17/20	119.45
227708	STAPLES ADVANTAGE	3451009829	7/17/20	-858.60
227708	STAPLES ADVANTAGE	3451244815	7/17/20	35.90
227708	STAPLES ADVANTAGE	3451313911	7/17/20	858.60
227709	TEL SOLUTIONS, LLC	3015595	7/17/20	158.25
227710	TESKE, NICOLE	JUL2020 ITEM	7/17/20	110.70
227711	WCASS	4266, 4488	7/17/20	800.00
227712	AMERICAN ASPHALT OF WISCONSIN, INC	5305179-36	7/24/20	15,720.00
227713	FASTSIGNS	est-9033	7/24/20	7,921.20
227714	AMERICAN ASPHALT OF WISCONSIN, INC	5305180-40	7/24/20	4,645.00
227714	AMERICAN ASPHALT OF WISCONSIN, INC	5305195-36	7/24/20	5,940.00
227715	BOYLE, NICOLE	BOYLE63020	7/24/20	164.00
227716	FAHRNER ASPHT SEALERS LLC	8300006163	7/24/20	4,710.00
227717	FELDMANN, ERIC	24773	7/24/20	50.00
227718	NORTHX PRODUCTIONS, LLC	C6	7/24/20	2,500.00
227719	PERDUE, KELLY	12777	7/24/20	64.50
227720	TOBII DYNAVOX, LLC	OMI480612-OMII-00060	7/24/20	1,629.00
227721	MADISON NATL LIFE INS CO	44044	7/24/20	16,964.52
227722	BLUE EDGE ENERGY	2308	7/24/20	95.70
227723	BOELTER COMPANIES, THE	97439917	7/24/20	645.37
227724	BRENTHAVEN	IN1141634	7/24/20	1,916.00
227725	EDMENTUM, INC.	INV135553	7/24/20	2,512.40
227726	FEDEX, INC.	7-072-26993	7/24/20	15.50
227727	FELDMANN, ERIC	FELDMAN71720	7/24/20	167.00
227728	FLINN SCIENTIFIC CO	2485873	7/24/20	41.82
227729	GALE/CENGAGE LEARNING	70116005	7/24/20	50.00
227730	GORDON FOOD SERVICE INC	203601165	7/24/20	13.30
227730	GORDON FOOD SERVICE INC	203459625	7/24/20	521.28
227730	GORDON FOOD SERVICE INC	203459618	7/24/20	984.05
227730	GORDON FOOD SERVICE INC	203601162	7/24/20	2,399.05
227731	HEADRUSH LEARNING, INC.	1131	7/24/20	2,000.00
227732	HOME INSULATION CO, INC	45731	7/24/20	665.00

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227733	INSTITUTE FOR MULTI-SENSORY EDUCAT	93624	7/24/20	111.72
227734	LAKESHORE LEARNING MAT	1777300720	7/24/20	474.33
227735	LITERACY RESOURCES, LLC.	57509	7/24/20	171.98
227736	NASCO INC - EDUCATION	862975	7/24/20	32.16
227736	NASCO INC - EDUCATION	865161	7/24/20	130.93
227736	NASCO INC - EDUCATION	861908	7/24/20	501.50
227737	QUALITY CLEANING SYSTEMS, LLC.	1666	7/24/20	675.00
227738	SARGENT WELCH	8801549822	7/24/20	45.48
227738	SARGENT WELCH	8801557052	7/24/20	171.49
227738	SARGENT WELCH	8801565577	7/24/20	335.51
227739	SCHULTZ STRINGS	76804	7/24/20	800.00
227740	SCHWABE, JODI	SCHWABE71620	7/24/20	30.00
227741	STAPLES ADVANTAGE	3450897861	7/24/20	6.02
227741	STAPLES ADVANTAGE	3451313910	7/24/20	1,214.03
227742	SWITS LTD	42125	7/24/20	151.00
227743	TARPEY, CHRIS	11674	7/24/20	30.66
227744	THE SCOPE SHOPPE, INC.	20-016	7/24/20	1,436.00
227745	TSA CONSULTING GROUP, INC.	54483	7/24/20	295.16
227746	WARDS NATURAL SCIENCE	8801535549	7/24/20	2,899.36
227747	WEITZ, NATE	WEITZ71720	7/24/20	75.00
227748	WENDORSKI, TIMOTHY	WENDORSKI2720	7/24/20	260.00
227749	DOBBERSTEIN LAW FIRM LLC	07312020A	7/31/20	24.79
227750	RAUSCH STURM-ATTORNEYS-DEBT COLL	07312020A	7/31/20	285.12
227751	UNITED WAY OF MARATHON CNTY	20200731BDUWAY	7/31/20	105.50
227751	UNITED WAY OF MARATHON CNTY	20200731ADUWAY	7/31/20	495.44
227752	AWSA ASSOC WI SCHL ADM	19501	7/31/20	415.00
227752	AWSA ASSOC WI SCHL ADM	18334	7/31/20	515.00
227752	AWSA ASSOC WI SCHL ADM	18755	7/31/20	515.00
227752	AWSA ASSOC WI SCHL ADM	19500	7/31/20	650.00
227752	AWSA ASSOC WI SCHL ADM	19034	7/31/20	750.00
227752	AWSA ASSOC WI SCHL ADM	18336	7/31/20	750.00
227752	AWSA ASSOC WI SCHL ADM	18335	7/31/20	750.00
227752	AWSA ASSOC WI SCHL ADM	18914	7/31/20	750.00
227752	AWSA ASSOC WI SCHL ADM	17533	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	18816	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	17836	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	18092	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	17588	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	17707	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	17728	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	18437	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	18383	7/31/20	765.00

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227752	AWSA ASSOC WI SCHL ADM	19256	7/31/20	765.00
227752	AWSA ASSOC WI SCHL ADM	17669	7/31/20	765.00
227753	BOELTER COMPANIES, THE	97458040	7/31/20	162.46
227754	CAPITAL MICROSCOPE SERVICES, INC	27299	7/31/20	3,920.00
227755	CESA 5, INC.	2100032	7/31/20	13,363.85
227756	CHARTER COMMUNICATIONS, INC.	72595071920	7/31/20	889.52
227757	ECOLAB, INC.	6256495663	7/31/20	213.73
227758	FASTENAL COMPANY	WISCH327942	7/31/20	314.10
227759	FEDEX, INC.	7-078-76192	7/31/20	15.50
227760	GAGGLE.NET, INC.	40224	7/31/20	53,392.50
227761	GORDON FOOD SERVICE INC	203735981	7/31/20	30.25
227761	GORDON FOOD SERVICE INC	203735986	7/31/20	43.71
227761	GORDON FOOD SERVICE INC	203775194	7/31/20	92.52
227761	GORDON FOOD SERVICE INC	203735979	7/31/20	2,072.70
227762	HOME INSULATION CO, INC	45763	7/31/20	394.00
227763	MARSHFIELD CLINIC, INC.	MARSHFIELDCLINI63020	7/31/20	264.40
227764	MS GRAPHICS, LLC	2014-3281	7/31/20	2,449.00
227765	NUTRISLICE, INC.	5631	7/31/20	1,400.04
227766	NYSTROM, TORREY	53306	7/31/20	28.20
227767	OTIS ELEVATOR CO	100400035167	7/31/20	1,086.48
227768	RICS SEWER SERVICE LLC	HS007	7/31/20	375.00
227769	SPRASKY, MELISSA	22167	7/31/20	37.55
227770	STAPLES ADVANTAGE	3451884403	7/31/20	18.99
227771	TASB, INC.	580987	7/31/20	2,250.00
227772	TAYLOR ENTERPRISES OF WISCONSIN	147241-IN	7/31/20	171.83
227773	WAUSAU WOMEN'S COMMUNITY	Gift to R. Swanson	8/7/20	50.00
227774	BACKGROUND INVESTIGATION BUREAU,	DCE001080120-1	8/7/20	111.60
227775	CAMARATO, KELLY	CAMARATO72820	8/7/20	10.38
227776	FEDEX, INC.	7-085-68881	8/7/20	15.50
227777	FURNITURE AND APPLIANCE MART, INC.	222357147	8/7/20	1,827.95
227778	GARDENER'S SUPPLY COMPANY	SINV06353211	8/7/20	135.43
227779	LAPORTE, JESSICA	LAPORTE8320	8/7/20	402.00
227780	MANAGE MINDFULLY, INC.	1327	8/7/20	3,765.00
227781	NEWSELA, INC.	INV_12439	8/7/20	750.00
227782	PITNEY BOWES GLOBAL FINANCIAL SERV	3311314049	8/7/20	351.99
227783	SARGENT WELCH	8801623226	8/7/20	37.11
227784	STERLING WATER INC	342X08511100	8/7/20	74.30
227785	TEACHER DIRECT	inv/2020/16029/24	8/7/20	33.20
227786	ULINE	122154511	8/7/20	133.12
227787	VOYAGER SOPRIS LEARNING INC	2393251	8/7/20	171.44
227788	WESTON MUNICIPAL UTILITIES	APR-JUL2020	8/7/20	3,064.32
227789	WI ASSN SCH DIST AD WASDA	Spets WASDA	8/7/20	175.00

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202100080	ACKLEY, MEGAN	APR2020 ITEM	7/10/20	129.20
202100081	ADVANCED DISPOSAL SOLID WASTE MID	43983	7/10/20	3,558.00
202100082	AMERICAN WELDING & GAS INC	7197927	7/10/20	102.53
202100083	AMERICAN ENGNR TESTING INC	1206903	7/10/20	484.50
202100084	ARAMARK UNIFORM SERVICES, INC	JUNE2020 FOOD	7/10/20	189.60
202100084	ARAMARK UNIFORM SERVICES, INC	JUNE2020 CUST	7/10/20	1,616.08
202100085	EDENS, SARAH	APR2020 ITEM	7/10/20	220.00
202100086	FOLLETT SCHOOL SOLUTIONS, INC	683720F	7/10/20	78.02
202100087	PRO ED, INC.	2808329	7/10/20	73.00
202100088	USIC LOCATING SERVICES INC	388841	7/10/20	2,803.41
202100089	ABLE DISTRIBUTING CO INC	S015524990.001	7/10/20	1,017.60
202100090	AMAZON CAPITAL SERVICES	1FDL-G993-7FWP	7/10/20	138.77
202100090	AMAZON CAPITAL SERVICES	1WWW-DMXQ-G9V3	7/10/20	174.81
202100091	COUNTY MATERIALS CORP.	3435297-00	7/10/20	81.60
202100092	M3 INSURANCE SOLU INC	51933	7/10/20	43,563.00
202100093	MARATHON PEST CONTROL	35574	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35593	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35597	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35596	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35614	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35636	7/10/20	28.00
202100093	MARATHON PEST CONTROL	35576	7/10/20	35.00
202100093	MARATHON PEST CONTROL	35586	7/10/20	35.00
202100093	MARATHON PEST CONTROL	35590	7/10/20	35.00
202100094	NORTHCENTRAL TECH COLLEGE	6082020	7/10/20	30.00
202100095	STUDER EDUCATION	111260	7/10/20	7,840.00
202100096	VIKING ELECTRIC SUPPLY	S003753756.001	7/10/20	120.64
202100097	WASB-WI ASSN OF SCHL BOARDS	21439	7/10/20	240.00
202100098	WI LIBRARY SERVICES	492671	7/10/20	49,111.38
202100099	WORLD BOOK, INC.	1611137	7/10/20	2,682.86
202100100	BAUDHUIN, LATICIA	JUN2020a MILEAGE	7/17/20	10.67
202100100	BAUDHUIN, LATICIA	JUN2020 MILEAGE	7/17/20	15.20
202100101	COMPLETE OFFICE OF WISCONSIN	200717	7/17/20	650.16
202100102	EDF ENERGY SERVICES, LLC	106866ES	7/17/20	938.46
202100103	J.W. PEPPER & SON	324744754	7/17/20	11.90
202100103	J.W. PEPPER & SON	347228428	7/17/20	23.00
202100103	J.W. PEPPER & SON	332528255	7/17/20	56.00
202100103	J.W. PEPPER & SON	298914991	7/17/20	67.24
202100103	J.W. PEPPER & SON	313315384	7/17/20	129.99
202100103	J.W. PEPPER & SON	328867410	7/17/20	135.92
202100104	KWIK TRIP INC	00054784 JUN2020	7/17/20	1,401.99
202100105	PRAHL, TINA	JUN2020 MILEAGE	7/17/20	15.66

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202100106	SCHOOL SPECIALTY	208125335698	7/17/20	63.69
202100107	WAUSAU SCHOOL DISTRICT	2019-2020 DHH/VI	7/17/20	66,043.20
202100108	WEBB, HERSHEL	JUNE2020 MILEAGE	7/17/20	134.21
202100108	WEBB, HERSHEL	MAY2020 MILEAGE	7/17/20	150.75
202100109	WEINKAUF, TONI	WEINKAUF63020	7/17/20	1,050.00
202100110	WI PUBLIC SERVICE	SH GAS JUN2020	7/17/20	202.78
202100110	WI PUBLIC SERVICE	JH GAS JUN2020	7/17/20	215.62
202100110	WI PUBLIC SERVICE	MS GAS JUN2020	7/17/20	215.75
202100110	WI PUBLIC SERVICE	GHF GAS JUN2020	7/17/20	249.96
202100110	WI PUBLIC SERVICE	MBAY GAS JUN2020	7/17/20	341.45
202100111	ABLE DISTRIBUTING CO INC	S015490641.001	7/17/20	21.00
202100112	AMAZON CAPITAL SERVICES	1TG3-JK49-J4NF	7/17/20	23.85
202100112	AMAZON CAPITAL SERVICES	1TM3-1CKG-NFF1	7/17/20	44.98
202100112	AMAZON CAPITAL SERVICES	1LRQ-XRKF-DGL6	7/17/20	56.65
202100112	AMAZON CAPITAL SERVICES	1YRP-4639-79XV	7/17/20	122.36
202100112	AMAZON CAPITAL SERVICES	19WW-XP4J-D644	7/17/20	299.99
202100113	BAHR, MICHELLE	JUL2020 CONF	7/17/20	50.00
202100114	BAILEY, SARAH	JUL2020 REIMB	7/17/20	197.24
202100115	CESA 9, INC.	13548	7/17/20	19,825.75
202100116	DISCOVERY EDUCATION, INC	CINV-011153	7/17/20	5,000.00
202100117	DREAMBOX LEARNING, INC	DB081960164	7/17/20	2,040.00
202100118	FIRST SUPPLY LLC	95662-00	7/17/20	5.21
202100118	FIRST SUPPLY LLC	95674-00	7/17/20	7.21
202100118	FIRST SUPPLY LLC	95587-00	7/17/20	28.24
202100118	FIRST SUPPLY LLC	95273-00	7/17/20	191.78
202100118	FIRST SUPPLY LLC	94685-00	7/17/20	198.15
202100119	GILBERTSON, KENDRA	JUL2020 ITEM	7/17/20	83.29
202100120	KOENIG, TAMMY	JUL2020 ITEM	7/17/20	33.10
202100121	LEONARD, KRISTINE	MAY-AUG2020	7/17/20	3,400.00
202100122	MARATHON PEST CONTROL	35734	7/17/20	28.00
202100123	NORTHWAY COMMUNICATIONS INC	112308	7/17/20	130.30
202100124	PER MAR SECURITY SERVICES, INC.	2303195	7/17/20	69.00
202100125	ROSKOPF, KAITLYN	JUL2020 CONF	7/17/20	50.00
202100126	SCHOOL SPECIALTY	208125411082	7/17/20	64.98
202100127	VERNIER SOFTWARE & TECHNOLOGY	5370110	7/17/20	306.07
202100128	VIKING ELECTRIC SUPPLY	S003782340.001	7/17/20	206.48
202100129	WESENICK, CASEY	MAY-AUG2020	7/17/20	3,400.00
202100130	MURASKI, JOHN	12446	7/24/20	104.00
202100131	WI PUBLIC SERVICE	RO GAS JUN2020	7/24/20	189.34
202100132	ABLE DISTRIBUTING CO INC	S015567067.001	7/24/20	13.71
202100132	ABLE DISTRIBUTING CO INC	S015521336.001	7/24/20	60.34
202100133	AMAZON CAPITAL SERVICES	1LML-CQL6-NT17	7/24/20	-312.22

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202100133	AMAZON CAPITAL SERVICES	1HHM-QGTM-CMMV	7/24/20	59.76
202100133	AMAZON CAPITAL SERVICES	1J6P-XYCT-1D9T	7/24/20	88.30
202100133	AMAZON CAPITAL SERVICES	1G6V-KC3R-4W73	7/24/20	104.75
202100133	AMAZON CAPITAL SERVICES	164G-VP96-W1R4	7/24/20	129.65
202100133	AMAZON CAPITAL SERVICES	1NKH-1NL7-6RKY	7/24/20	136.01
202100133	AMAZON CAPITAL SERVICES	1HHM-QGTM-LVMY	7/24/20	183.96
202100133	AMAZON CAPITAL SERVICES	1JQY-PQDQ-HNDQ	7/24/20	203.01
202100133	AMAZON CAPITAL SERVICES	1C73-D961-4JC9	7/24/20	258.37
202100133	AMAZON CAPITAL SERVICES	16TH-TYRH-3L9C	7/24/20	312.22
202100133	AMAZON CAPITAL SERVICES	1JG7-QMD1-C6HL	7/24/20	319.81
202100133	AMAZON CAPITAL SERVICES	1YFG-MW9X-41FR	7/24/20	425.46
202100133	AMAZON CAPITAL SERVICES	1773-D71H-FLRL	7/24/20	877.55
202100134	FIRST SUPPLY LLC	95764-00	7/24/20	8.12
202100134	FIRST SUPPLY LLC	95881-00	7/24/20	13.60
202100134	FIRST SUPPLY LLC	95930-00	7/24/20	313.84
202100135	FOLLETT SCHOOL SOLUTIONS, INC	1402214	7/24/20	7,201.47
202100136	GREEN LAWN UNGRD SPRINKLERS	20-08512	7/24/20	45.96
202100137	HORAK REFRIGERATION INC	41632	7/24/20	377.80
202100138	HORST DISTRIBUTING INC	85463-000	7/24/20	41.86
202100139	MARATHON PEST CONTROL	35815	7/24/20	28.00
202100140	MLODIK, TAMI	JUL2020 ITEM	7/24/20	315.00
202100141	MUELLER, SAMANTHA	JUL2020 ITEM	7/24/20	125.00
202100142	PER MAR SECURITY SERVICES, INC.	2303696	7/24/20	10,277.96
202100143	PHALEN, LISA	JUL2020 ITEM A	7/24/20	55.40
202100143	PHALEN, LISA	JUL2020 ITEM	7/24/20	105.50
202100144	PHILLIPS, STEPHANIE	PHILLIPS72120-B	7/24/20	80.50
202100145	REALLY GOOD STUFF, LLC	7266189	7/24/20	235.17
202100146	SCHOOL SPECIALTY	208125482384	7/24/20	422.36
202100147	SUN PRINTING INC	113614	7/24/20	205.00
202100148	VAN ERT ELECTRIC COMPANY INC.	44048	7/24/20	369.18
202100149	VESPER, WENDY	JUL2020 ITEM	7/24/20	74.02
202100150	VIKING ELECTRIC SUPPLY	S003794859.001	7/24/20	15.96
202100150	VIKING ELECTRIC SUPPLY	S003807198.001	7/24/20	15.96
202100150	VIKING ELECTRIC SUPPLY	S003790015.002	7/24/20	41.20
202100150	VIKING ELECTRIC SUPPLY	s003790015.001	7/24/20	47.16
202100150	VIKING ELECTRIC SUPPLY	S00380235.001	7/24/20	62.56
202100150	VIKING ELECTRIC SUPPLY	S003802583.001	7/24/20	78.82
202100150	VIKING ELECTRIC SUPPLY	S003773106.001	7/24/20	96.75
202100151	ZEARN, INC.	5373	7/24/20	15,000.00
202100152	ABLE DISTRIBUTING CO INC	S015597657.001	7/31/20	131.96
202100153	ALPHA BAKING CO., INC.	2001262020006	7/31/20	97.08
202100154	AMAZON CAPITAL SERVICES	1MWC-3N16-C9V6	7/31/20	12.48

**DC EVEREST AREA SCHOOL DISTRICT BOARD CHECK REGISTER  
(07/08/2020-08/11/2020)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
202100154	AMAZON CAPITAL SERVICES	14YG-JN3N-RJJH	7/31/20	44.95
202100154	AMAZON CAPITAL SERVICES	1CRR-3NC4-CLY7	7/31/20	49.95
202100154	AMAZON CAPITAL SERVICES	163W-RPP4-1NNF	7/31/20	280.99
202100154	AMAZON CAPITAL SERVICES	1QCP-WN7G-R193	7/31/20	339.96
202100155	FIRST SUPPLY LLC	96030-00	7/31/20	19.29
202100155	FIRST SUPPLY LLC	93305-00	7/31/20	27.17
202100155	FIRST SUPPLY LLC	94367-01	7/31/20	142.68
202100156	GREEN LAWN UNGRD SPRINKLERS	20-08598	7/31/20	100.86
202100157	HEID MUSIC COMPANY, INC.	2641830	7/31/20	1,729.16
202100158	HORST DISTRIBUTING INC	85723-000	7/31/20	355.00
202100159	KINDLARSKI, JENNIFER	JUL2020 CONF	7/31/20	130.00
202100160	LIGHTING DESIGN SOLUTIONS LLC	58338	7/31/20	1,042.22
202100160	LIGHTING DESIGN SOLUTIONS LLC	58405	7/31/20	1,477.79
202100161	NANOTEK DEVICE REPAIR LLC	903	7/31/20	1,380.00
202100162	NORTHCENTRAL TECH COLLEGE	44013	7/31/20	60.00
202100162	NORTHCENTRAL TECH COLLEGE	bis-003619	7/31/20	160.80
202100163	REALLY GOOD STUFF, LLC	7285053	7/31/20	150.90
202100164	SUCKOW, ELLEN	JUL2020 ITEM	7/31/20	74.98
202100165	TIERNEY BROTHERS, INC.	825095	7/31/20	4,455.00
202100166	VIKING ELECTRIC SUPPLY	S003753756.002	7/31/20	5.68
202100166	VIKING ELECTRIC SUPPLY	S003807198.003	7/31/20	20.60
202100166	VIKING ELECTRIC SUPPLY	S003807198.002	7/31/20	20.60
202100166	VIKING ELECTRIC SUPPLY	S003761261.001	7/31/20	33.15
202100166	VIKING ELECTRIC SUPPLY	S003807198.004	7/31/20	41.20
202100166	VIKING ELECTRIC SUPPLY	S003739589.001	7/31/20	42.59
202100166	VIKING ELECTRIC SUPPLY	S003825815.001	7/31/20	69.16
202100166	VIKING ELECTRIC SUPPLY	S003828657.001	7/31/20	130.60
202100166	VIKING ELECTRIC SUPPLY	S003757751.001	7/31/20	138.30
202100166	VIKING ELECTRIC SUPPLY	S003824158.001	7/31/20	269.14
202100166	VIKING ELECTRIC SUPPLY	S003749405.001	7/31/20	356.50
202100167	ABLE DISTRIBUTING CO INC	S015613835.001	8/7/20	55.92
202100167	ABLE DISTRIBUTING CO INC	S015611774.001	8/7/20	181.42
202100167	ABLE DISTRIBUTING CO INC	S015433325.002	8/7/20	909.58
202100168	AMAZON CAPITAL SERVICES	1HJ1-W3D3-LLNC	8/7/20	38.00
202100168	AMAZON CAPITAL SERVICES	163W-RPP4-4X34	8/7/20	51.68
202100168	AMAZON CAPITAL SERVICES	1W4J-43VX-L7WM	8/7/20	69.98
202100168	AMAZON CAPITAL SERVICES	1MNG-HJ97-4H9W	8/7/20	75.78
202100168	AMAZON CAPITAL SERVICES	19ND-MHF9-63CX	8/7/20	90.55
202100168	AMAZON CAPITAL SERVICES	1GJT-13LQ-MD79	8/7/20	186.61
202100168	AMAZON CAPITAL SERVICES	1GG7-T34P-YLGY	8/7/20	218.85
202100168	AMAZON CAPITAL SERVICES	1479-MCX4-7C3D	8/7/20	247.10
202100168	AMAZON CAPITAL SERVICES	1VM6-D9VL-VKMG	8/7/20	273.45

**DC EVEREST AREA SCHOOL DISTRICT BOARD CHECK REGISTER  
(07/08/2020-08/11/2020)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
202100168	AMAZON CAPITAL SERVICES	1F1C-TVKR-34RJ	8/7/20	329.40
202100168	AMAZON CAPITAL SERVICES	194H-RVVJ-1T6N	8/7/20	395.28
202100168	AMAZON CAPITAL SERVICES	1GG7-T34P-DV7J	8/7/20	464.11
202100168	AMAZON CAPITAL SERVICES	1NNN-TRHC-H3VH	8/7/20	488.29
202100168	AMAZON CAPITAL SERVICES	1GG7-T34P-K4WD	8/7/20	499.95
202100168	AMAZON CAPITAL SERVICES	1GG7-T34P-CGPY	8/7/20	564.95
202100168	AMAZON CAPITAL SERVICES	199L-PDJQ-YTF6	8/7/20	724.36
202100169	AMERICAN WELDING & GAS INC	7256782	8/7/20	111.53
202100170	ASSOCIATED TRUST COMPANY	16558	8/7/20	197.92
202100171	BASSETT MECHANICAL, INC.	6056736	8/7/20	1,937.20
202100172	BLACKBOARD, INC.	1351024	8/7/20	795.60
202100172	BLACKBOARD, INC.	1351297	8/7/20	1,047.38
202100172	BLACKBOARD, INC.	1351023	8/7/20	30,146.40
202100173	FIRST SUPPLY LLC	96341-00	8/7/20	14.97
202100173	FIRST SUPPLY LLC	96331-00	8/7/20	50.18
202100173	FIRST SUPPLY LLC	96449-00	8/7/20	57.15
202100173	FIRST SUPPLY LLC	96295-00	8/7/20	169.21
202100174	HELLER, CHRISTOPHER	JUL2020 ITEM	8/7/20	834.07
202100175	M3 INSURANCE SOLU INC	51934	8/7/20	43,563.00
202100176	MARATHON PEST CONTROL	36037	8/7/20	28.00
202100176	MARATHON PEST CONTROL	36038	8/7/20	28.00
202100176	MARATHON PEST CONTROL	36039	8/7/20	28.00
202100176	MARATHON PEST CONTROL	36064	8/7/20	35.00
202100176	MARATHON PEST CONTROL	36063	8/7/20	35.00
202100176	MARATHON PEST CONTROL	36071	8/7/20	35.00
202100176	MARATHON PEST CONTROL	36057	8/7/20	56.00
202100177	NANOTEK DEVICE REPAIR LLC	905	8/7/20	1,390.00
202100178	OFFICE ENTERPRISES INC	468481	8/7/20	28.45
202100179	SCHNECK, TRINA	JUL2020 ITEM	8/7/20	114.34
202100180	TREANKLER, STEVEN	JUL2020 ITEM	8/7/20	585.97
				<b>1,987,846.52</b>

DC Everest Area School District  
46 FUND (07/08/2020-08/11/2020)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600003	SPRINTURF, LLC	6171	8/7/20	181,450.00
4600003	SPRINTURF, LLC	6172	8/7/20	24,565.44
				<b>206,015.44</b>

**DC EVEREST AREA SCHOOL DISTRICT  
47/49 FUND REGISTER (07/08/2020-08/11/2020)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900368	WI PUBLIC SERVICE	RIV ELEM. WR3065252	7/15/20	20,164.25
4900369	AMERICAN ASPHALT OF WISCONSIN, INC	AA5300049886	8/7/20	5,940.00
4900369	AMERICAN ASPHALT OF WISCONSIN, INC	AA5300049885	8/7/20	4,645.00
4900370	B & P MECHANICAL, INC.	BPMechBP6PA10	8/7/20	208,828.66
4900371	BRACK THERMAL SYSTEMS	BrackBP67.6.20	8/7/20	9,039.25
4900372	COMPLETE CONTROL INC	ccbp3pa16	8/7/20	57,038.43
4900373	EARTH, INC.	EarthBP6PA4	8/7/20	221,003.12
4900374	EGI MECHANICAL, INC	EGIBP9PA4	8/7/20	494,000.00
4900375	ELLIS CONSTRUCTION	ESBP9PA3	8/7/20	260,444.68
4900376	H.J. MARTIN AND SON, INC	HJBP7PA1	8/7/20	165,395.00
4900377	HAAS SONS INC.	HAASBP9PA1	8/7/20	81,252.00
4900378	HOME INSULATION CO, INC	HomeBP7PA1	8/7/20	50,597.00
4900378	HOME INSULATION CO, INC	HomeBP8PA1	8/7/20	107,468.75
4900379	PGA PLUMBING INC	pgabp3pa12	8/7/20	50,118.00
4900379	PGA PLUMBING INC	pgabp3pa8	8/7/20	15,000.00
4900380	PIEPER ELECTRIC, INC.	PBP9PA4	8/7/20	169,100.00
4900381	SCHERRER CONSTRUCTION CO. INC.	SchBP8PA3	8/7/20	694,688.36
4900382	SMA CONSTRUCTION SERVICES	smabp7pa3	8/7/20	236,329.75
4900383	TITO INC	TitoBP7PA3	8/7/20	35,287.25
4900384	TWEET/GAROT MECHANICAL INC	TGBP4PA4	8/7/20	18,545.62
4900384	TWEET/GAROT MECHANICAL INC	TGBP6PA8	8/7/20	39,764.53
4900385	WISCONSIN MECHANICAL SOLUTIONS, IN	WIMSOLBP8PA5	8/7/20	138,688.60
202100181	ALTMANN CONSTRUCTION CO., INC	Alt PB4 PA10	8/7/20	128,122.89
202100181	ALTMANN CONSTRUCTION CO., INC	AltBP4PA11	8/7/20	81,052.48
202100182	C.D. SMITH CONSTRUCTION, INC.	CDBP3PA15	8/7/20	102,471.00
202100182	C.D. SMITH CONSTRUCTION, INC.	CDBP3PA16	8/7/20	49,095.22
202100182	C.D. SMITH CONSTRUCTION, INC.	CDBP6PA10	8/7/20	410,415.00
202100183	FORE-FRONT MECHANICAL, INC.	FFMechBP7PA6	8/7/20	297,397.50
202100184	MAVO SYSTEMS, LLC	Mavobp3.6708	8/7/20	15,210.65
202100184	MAVO SYSTEMS, LLC	Mvo6751	8/7/20	2,200.00
202100184	MAVO SYSTEMS, LLC	Mavobp46707	8/7/20	33,106.31
202100184	MAVO SYSTEMS, LLC	MavoBP76706	8/7/20	52,974.23
202100185	MCMILLAN ELECTRIC	McMEBP3PA12	8/7/20	1,983.30
202100186	NEXUS SOLUTIONS, LLC	1101	8/7/20	1,797,050.38
202100186	NEXUS SOLUTIONS, LLC	1102	8/7/20	148,289.65
202100186	NEXUS SOLUTIONS, LLC	1103	8/7/20	312,500.00
202100187	TOTAL ELECTRIC, INC.	TESBP8PA5	8/7/20	112,860.00
202100188	VAN ERT ELECTRIC COMPANY INC.	VEBP4PA10	8/7/20	22,705.00
202100188	VAN ERT ELECTRIC COMPANY INC.	VEBP6PA10	8/7/20	36,100.00
202100188	VAN ERT ELECTRIC COMPANY INC.	VE BP7 PA4	8/7/20	54,150.00
202100189	VIKING ELECTRIC SUPPLY	vikbp3s003773106.003	8/7/20	17.20
202100189	VIKING ELECTRIC SUPPLY	Vikbp3s003773106.002	8/7/20	54.36
202100189	VIKING ELECTRIC SUPPLY	Vikbp3s003702435.002	8/7/20	675.50

**DC EVEREST AREA SCHOOL DISTRICT  
47/49 FUND REGISTER (07/08/2020-08/11/2020)**

202100189	VIKING ELECTRIC SUPPLY	Vikbp3s003759684.001	8/7/20	773.97
202100189	VIKING ELECTRIC SUPPLY	VikBP3s003759702.001	8/7/20	1,805.93
				<b>6,744,348.82</b>

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
19-00009	WRS Payoff Budget Revision	2019-2020	06/25/2020	Web Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		WRS Payoff Budget Revision	38 R 809 130 500000 000 809 000		06/25/2020	0.00	1,090,000.00
2		WRS Payoff Budget Revision	38 E 809 675 289000 000 809 000		06/25/2020	1,090,000.00	0.00
3		WRS Payoff Budget Revision	38 E 809 685 289000 000 809 000		06/25/2020	8,116.59	0.00
					TOTALS	1,098,116.59	1,090,000.00

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

GIFTS, GRANTS, AND/OR BEQUESTS TO THE SCHOOL DISTRICT

Please complete the following information and submit to the Superintendent's Office.

**Square Foot Gardening Foundation**

Donor: \_\_\_\_\_  
(Name of individual or organization making donation/gift)

Policy 7230 states the District shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation. Please provide either an email or address so we are able to return a copy of this signed form to the donor.

Donor Email: squarefootgardening.org

OR

Halesite, NY 11743

Donor Address: \_\_\_\_\_

Description of Gift/Donation: grant to help with cost of summer garden project for 7th gr student

Estimated Value: \$2000

Given to: DCE Middle School - Steve Treankler  
(school, organization of a school, employee, etc.)

Date Received: 07-13-2020

Recipient - District employee we may contact with questions: Steve Treankler

Purpose of Gift/Donation: support students with education on square foot gardening

Principal Approval of Gift:  YES  NO

  
(Principal's Signature)

All gifts, grants, or bequests having a value of more than \$2500.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Superintendent Approval of Gift:  YES  NO

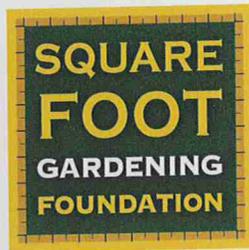
Kristine A. Gilmore  
(Superintendent's Signature)

School Board Approval of Gift:  YES  NO

\_\_\_\_\_  
(School Board Clerk's Signature)

The D.C. Everest Area School District Federal Tax Number is: 39-6007952.

8/23/16



July, 2020

Dear Mr. Steven Treankler,

On behalf of the board of directors of the Square Foot Gardening Foundation, we'd like to thank you and accept your proposal to introduce Square Foot Gardening to your students enrolled in the D.C. Everest Middle School. We are very excited to be working with you at the Everest Middle School Interactive Community Garden. What an excellent plan you've proposed.

Please let us know if we can provide any additional assistance and we would certainly like to promote events, openings, workshops etc. It would be wonderful to get a press release out on our collaboration and make the Marathon County communities are aware of our partnership.

We can also donate seeds, trowels, books and some "how to" hand-outs if you'd like. Let us know, and where we can send materials to. We look forward to the future and working together with Excelsior Academy Charter School in 2020 and beyond.

Best Wishes and Happy Gardening!

Laura & Steve Bartholomew

Directors  
Square Foot Gardening Foundation

**THE MEL BARTHOLOMEW FOUNDATION, LTD**  
**SQUARE FOOT GARDENING FOUNDATION**  
WWW.SQUAREFOOTGARDENING.ORG  
PO BOX 2205  
HALESITE, NY 11743

**JPMORGAN CHASE BANK, N.A.**  
WWW.CHASE.COM

1475  
90-7162/3222

07/07/2020

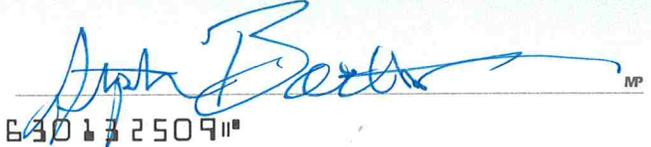
PAY TO THE ORDER OF D.C. Everest Area School District

\$ \*\*2,000.00

Two thousand and 00/100\*\*\*\*\* DOLLARS

D.C. Everest Middle School  
Att: Steven Treankler  
9302 Schofield Avenue  
Weston, WI 54476

AUTHORIZED SIGNATURE

  
630132509

MEMO

⑈00 14 75⑈ ⑆⑆ 3 2 2 2 7 1 6 2 7⑆

SQUARE FOOT GARDENING FOUNDATION

07/07/2020

D.C. Everest Area School District

2020 WSFG Day Teacher Grant

1475

2,000.00

TOTAL BUS CHK (2509)

2,000.00



## D.C. Everest Area School District

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221  
www.dce.k12.wi.us

Kristine A. Gilmore, Ed.D.  
Superintendent

### MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

**To:** D.C. Everest School Board

**From:** Dr. Kristine A. Gilmore, Superintendent

**Date:** August 19, 2020

**Subject:** D.C. Everest COVID-19 Operation Plan

On Friday, August 14th, 2020, our FutureReady Restart team reviewed the D.C. Everest Area School District operational plan with Marathon County Health Department. The Administration team reviewed the plan with Amanda Ostrowski, BS, CHES, Certified Health Education Specialist, of the Marathon County Health Department and received feedback regarding our operational plan, along with a few clarification points.

This plan operationalizes the FutureReady Restart framework that received Board approval at the June 2020 meeting. We continue to update the operational plan based on guidance for local, state, and federal guidelines and health officials. At the time of this posting, we are waiting on the release of the Wisconsin Department of Health Services metric/dashboard guidance and Covid-19 response protocol flowcharts. This operational plan will continue to be updated, as we receive new information and guidance.

At the School Board meeting, we will provide updates on the operational plan, enrollment in Everest Virtual Academy and in-person school. While the Board did approve the framework earlier, we are recommending a motion to support the updated FutureReady Restart framework and operational plan to include the Wisconsin Department of Health Services metrics and Covid-19 response protocols (if available in time for this meeting).

**August 14, 2020**

## **D.C. Everest Area School District: *FutureReady Restart* COVID-19 OPERATIONAL PLAN**

**The District will make every effort to create the conditions for the implementation of the following protocols. The plan is fluid and will evolve based on real time data and guidance from a variety of local, state, and federal health officials.**

### **VISITOR/NON-ESSENTIAL PERSONNEL ACCESS**

- No visitors, guardians, parents or non-essential D.C. Everest staff will be permitted access to D.C. Everest buildings. Construction workers/contractors will be permitted into buildings, as needed, after school hours or, in cases of emergency, during the school day.
- Parent/teacher conferences will take place virtually.
- Substitute teachers will be assigned to one building only. District also will hire “on call” pool of substitute teachers who commit to being available for a particular school.
- School communication to families that access to buildings is restricted via email, snail mail, website, video and social media postings.
- Signs will be posted at entrances/exits of all buildings indicating restricted access to buildings
- School drop off/pickup procedures have been modified with staggered arrival and departure times.
  - In most instances, students will be assigned a specific entrance by which they will enter and leave the school.
  - For elementary students, drop off and pick-up will take place outside, with physical distancing in place and designated spots provided for inclement weather. A touchless tracking system will be in place in each building and an app will be utilized to coordinate student pick up after school. Parents will have a numbered badge displayed in their car and school staff will enter the family’s assigned number into the app upon arrival, at which time the student will be dismissed to their vehicle.
  - For secondary students, parents will remain in their cars and students will social distance outside while awaiting the arrival of their parent/guardian. Staggered start/end times.

### **EDUCATION/MONITORING/SCREENING OF STAFF**

- All staff have been informed of their rights under the Family CARES act. High-risk staff have engaged in an interactive process to determine options to provide distance learning, to work from home if possible and/or to assume a different position that allows them to work remotely.
- Teachers will receive refresher training concerning COVID-19 and will be provided with COVID-19-related FAQs and a series of flowcharts that indicate protocols for the following: Staff Feels Sick, Staff Close Contact, Student Feels Sick, Student Close Contact (charts will be based on WDHS charts)
- District has communicated flexible updated sick leave policies and implemented a sick-day hours donation bank to reinforce the message that it is critical staff remain home when they are ill,

**August 14, 2020**

have had close contact with a positive case or need to take care of an ill spouse or child. District has updated policies to provide staff with additional days off in the event they need to remain home to care for themselves, their child(ren) or spouse.

- The District has created a COVID-19 Response Team in order to respond to COVID issues in a timely and coordinated manner. Team is composed of Superintendent, Assistant Superintendent of Business and Assistant Superintendent of Learning. Team will meet on a daily basis to review district and community metrics.
- Human Resources will closely monitor staff absences and is in the process of hiring additional subs.
- All staff will be required to wear face coverings. District has purchased face coverings for staff, including clear options for use with deaf or hard of hearing students. If a healthcare provider has indicated a staff member should not wear a face covering, they have been directed to contact Human Resources.
- Staff travel between buildings will be limited.
- Staff collaboration/meetings will take place remotely, whenever possible. When not possible, staff will be required to wear face coverings and physically distance.
- District has created a digital hub of COVID-19 resources for staff (CDC, WDHS and WDPI posters, videos and fact sheets) to ensure they have access to the most timely information concerning COVID-19 and access to best practices (wearing a mask, sanitation, hand hygiene, etc.). Assets are updated as they become available.
- Staff common areas will be limited. Any necessary common area will have sanitation materials available, and staff will be required to clean equipment after use.
- Staff are required to self-monitor for COVID-19 symptoms prior to work each day and have been provided with information concerning the self check.
- Signs posted at all buildings advising persons with COVID-19 symptoms to NOT enter the building.
- Signs posted at all buildings advising students/staff of face covering requirement.
- Signs posted throughout buildings with COVID-19 best practices — covering cough/sneezes, hand washing, physical distancing, lists of symptoms, face covering reminders.
- List of symptomatic staff maintained by Human Resources for purposes of supporting contact tracing efforts.

## **EDUCATION/MONITORING/SCREENING OF STUDENTS**

- Parents/guardians have been informed of the district's COVID-19 protocols via email, snail mail, printed materials (posters/signs), social media posts, [website](#) and [video](#). The district's FutureReady Restart web pages serves as the hub for information concerning COVID-19-related matters for the upcoming school year. These pages provide access to the most timely information concerning COVID-19 and access to best practices (wearing a mask, sanitation, hand hygiene, etc.). Information is updated as it becomes available.
- Staff have received instruction and informational assets concerning COVID-19 symptoms and to be alert to symptomatic students. Clear protocols have been established (*flowcharts will be based on WDHS charts*) for reporting an ill child and sending that child to the isolation room

where he/she will be assessed by school nurse/designee and remain until his/her parent/guardian arrives. The school nurse will note the child is experiencing possible COVID-19 symptoms and recommend testing to parents/guardians. Parents/guardians will remain in their car upon arrival, and contact the front office. Parents/guardians have been informed of these protocols and are aware of the importance of promptly picking up their child in the event that child becomes ill (or to have a backup plan in place).

- Student absences to be monitored by grade and classroom. Flexible attendance policies and practices have been put into place.
- School tracks whether absences are due to illness, quarantine from being identified as a contact, or any other reason. If absence is due to illness, school monitors symptoms being experienced and whether the student has been asked to isolate following a positive test. List of symptomatic students maintained for purposes of contact tracing.
- **VIRTUAL OPTIONS AND INSTRUCTION PLANS IN THE EVENT OF CLASSROOM/BUILDING CLOSURES/QUARTINES**
  - During the initial weeks of in-person instruction, staff will focus on teaching students about the importance of following COVID-19 protocols, helping them to adjust to a new educational environment, ascertaining what supports students may need, checking in with students concerning their social-emotional health. In addition, staff will help prepare students for the possibility of having to engage in remote learning by providing lessons about the district's Canvas program, discussing remote/e-learning expectations, and sharing resources with students/parents regarding where they can obtain IT help.
  - The district has established remote/e-learning instructional plans at all grade levels and across all buildings in the event a classroom or building must be shut down. Measures have been put into place to ensure students can participate in instruction via Canvas in the event they are ill or must quarantine.
  - Teachers will utilize Canvas to upload lessons and resources daily; this will be critical in the case that a student becomes entirely homebound due to illness, or in the case that a teacher requires a sub.
  - LTE iPads and LTE hotspots available.
  - IT staff creating series of "how to" videos (e.g., how to upload an assignment, take a quiz, access modules/pages) for parents/guardians/students.
  - The Everest Virtual Academy (EVA) (K-5, 6-12) provides virtual learning options for students who are at higher risk or who prefer a virtual learning experience.
    - English learner and special education services are available through EVA.
    - District acquiring technology resources as needed, for EVA students.
  - Technical support will be available for all students/families and staff.
    - Submit request via digital "support ticket" system
    - Remote support available via Microsoft Teams, Webex and TeamViewer
    - Process established for devices in need of repair. District has accrued inventory of iPads and MacBooks ready for use. Once it has been determined a device is in need of repair, IT will prepare a clean device and have it delivered to the building (or family can pick up the device at the ODP center). IT will sanitize and

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then repair the device in question. Device will be sanitized once the repair is complete and be put back into circulation.

## **AVAILABILITY OF PPE/OTHER SUPPLIES**

- Students will be expected to provide their own mask; paper masks will be available for students who forget their mask. District has ordered one cloth mask for every student. DCE will provide staff with 2-ply cloth masks, gaiters and face shields (masks must be compatible with face shields). Plexiglass shields also are available. Currently have backstock of 20,000 masks and have placed additional orders. Masks available in student and adult sizes. Clear masks available for those with speech/language issues or those who prefer them. Staff also will be provided with gloves, hand sanitizer and disinfectant materials
- A fogger is available to be used at the end of each day.
- Tissues and no-touch trash cans are available in common areas and classrooms.
- 130 additional hands free hand sanitizer stations have been purchased for use within the schools.
- 90 portable floor stands have been purchased for remote locations/changes in traffic patterns.
- 70 additional hands free hand sanitizer stations have been purchased for the buses.
- In classrooms with functional sinks soap and sanitizer will be available. Classrooms without sinks will have sanitizer available.
- Bathrooms will be inspected and cleaned and throughout the school day. This process will be documented.
- Bathroom doors will be blocked open when doing so allows privacy to occupants.
- EPA-approved disinfectant and paper towels will be provided to all classrooms for teachers use during the school day.
- DCE drivers will be limited on building to building transfers and interaction with staff
- DCE drivers will have added responsibilities for sanitizing items transferred from school to school
- Additional custodial staff at each elementary. Their shift will coincide with the start of lunch.
- All filters will be upgraded to MERV 13 when available.
- All air handlers will bring in 100% outside air when available. Fans will not be used in enclosed spaces.
- Filters will be changed quarterly in all air handlers, heat pumps, ERVU units and furnace units.
- Portable HEPA filtering devices with UV will be installed in all isolation rooms for use when students are symptomatic.

## **INFECTION PREVENTION AND CONTROL PRACTICES**

- **DISTRICT-WIDE PROTOCOLS**

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- All students age 5 and over will be required to wear a face covering. If a healthcare provider has indicated a student should not wear a face covering, families have been instructed to contact their building principal.
- Parents/guardians are to assess student(s) for COVID-19 symptoms prior to each school day and have been provided with a COVID-19 monitoring document.
- Signs posted at all buildings advising persons with COVID-19 symptoms to NOT enter the building.
- Signs posted at all buildings advising students/staff of face covering requirement.
- Signs posted throughout buildings with COVID-19 best practices — covering cough/sneezes, hand washing, physical distancing, lists of symptoms, face covering reminders.
- Work spaces, classrooms and cafeterias will be reconfigured for physical distancing purposes. Arrange classroom seating so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, turn all desks to face in the same direction. Plexiglass barriers will be used as needed.
- Strive to create as much space between people as possible during the day, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom. Plexiglass barriers will be used as needed.
- Soft seating will be removed from classrooms.
- Students will be assigned to cohorts (groups), with interaction limited between cohorts.
- Students will avoid sharing materials.
- Teachers will have cleaning supplies in each classroom.
- Increased use of outdoor classrooms (tents have been purchased for individual buildings).
- Fire/tornado/intruder drills will take place as “table talks.”
- To help avoid situations in which large groups of students are gathered in one place, each building has adjusted the way students move between classrooms and other spaces in our schools and will utilize floor stickers in high traffic areas.
- Kid-friendly signage will be placed in elementary schools to help students identify their "home area" (designated cohort area).
- Staggered arrival and departure times will be used as needed to avoid student traffic.
- Students and staff will be regularly reminded about the importance of proper handwashing and using hand sanitizer. Hygiene signage will be posted throughout the buildings.
- Students will be allowed more breaks to wash their hands.
- In classrooms with sinks, soap and hand sanitizer will be available. In classrooms without sinks, hand sanitizer will be available.
- No-touch hand sanitizer units will be available throughout our buildings and on our busses.
- Water bottle refill stations will be available; but water fountains have been disabled. Students will bring in their own water bottle or utilize single-use cups provided by the school.

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- Books/materials will be removed from circulation for 48 - 96 hours upon return. Marathon County Health Department will provide a final recommendation concerning the recommended "removal from circulation" time period.
- In most instances, students will be assigned a specific entrance by which they will enter and leave the school.
- Parents, guardians and visitors will not be allowed inside the buildings.
- Recesses will be more frequent, will be staggered and shared by cohorts. Cohorts will have assigned entrances/exits to the playground, with sanitizer stations available. Students will wear masks when physical distancing is not possible.
- **SPORTS/EXTRACURRICULARS/CO-CURRICULARS**
  - Fall sports for DCE Middle School and DCE Junior High have been cancelled.
  - DCE Senior High will follow the Wisconsin Valley Conferences' recommendation, made in collaboration with the Marathon County Health Department, as follows: lower-risk sports, according to WIAA guidance, will begin practice no earlier than September 1, 2020, and contests no earlier than September 17, 2020. Moderate and higher-risk athletics will begin no earlier than September 7, 2020, with contests starting no earlier than September 25, 2020.
  - All field trips, concerts, after school clubs, in-person parent/teacher conferences and physical open houses have been suspended indefinitely. Parent/teacher conferences will take place by phone or virtually.
- **MEALS**
  - Elementary:
    - Breakfast and milk will be delivered to classrooms.
    - Lunch times lengthened and will be staggered.
    - Students will eat lunch with their cohorts.
    - Lunchroom/cafeteria/gymnasium will be sanitized between each lunch period.
    - Students wash/sanitize hands before and after eating.
    - Assigned entrances and exits organized by cohort or grade levels.
    - Students will eat in the cafeteria or gymnasium, have marked seating for physical distancing and face in the same direction whenever possible.
    - Cashier stations will have plexiglass barriers.
    - Hand sanitizer stations at the beginning of lunch lines.
  - Secondary:
    - Breakfast at DCE Middle School and DCE Junior High — grab n' go style, served at each building entrance. Students eat in classrooms.
    - Breakfast at DCE Senior High — grab 'n go-style breakfast, served in the cafeteria. Students eat in classrooms or take off campus.
    - Lunch times lengthened and will be staggered. DCE Middle School (40-minute block: : 20-30 minutes for lunch and 10-20 minutes for recess) and DCE Junior High (60-minute block: 30 minutes for lunch and 30 minutes for homeroom).
      - Students will eat in the cafeteria/commons, gymnasium or outdoors. Lunchrooms/caferias/gymnasiums and other common areas will be sanitized between each lunch period.

- Have marked seating for physically distancing and face in the same direction whenever possible. Have 2-4 students per lunch table from same cohort.
- Cashier stations will have plexiglass barriers.
- Students wash/sanitize hands before and after eating. Hand sanitizer stations at the beginning of lunch lines.
- Assigned entrances and exits organized by cohort or grade levels
- Multiple garbages and hand sanitizers in each location
- Lunch at DCE Senior High — grab 'n go meals available all day. Students will have flexibility to spread out and eat in all common spaces, not being limited to eating in a single, common area.
- Global measures:
  - No self-service meal bars (salad bars, taco/nacho bar, baked potato bar, fruit/veggie bars, sandwich bars)
  - All food items will be individually wrapped or portioned, or served directly by a server (only where 6' distancing is possible).
  - All shared-use condiment pumps and squeeze bottles will transition to individual packets or squeeze bottles held by one individual (lunchroom aid).
  - No shared use serving utensils.
  - Touchless checkout.
  - Menus available online only (not printed).
  - Multi-surface peroxide disinfectant used on cafeteria tables.
- For secondary students, parents will remain in their cars and students will social distance outside while awaiting the arrival of their parent/guardian. Staggered start/end times.
- **4K PROTOCOLS**
  - Classes will be held Monday-Friday, with morning and afternoon sessions.
  - Students will be placed in a cohort (group), and remain with their cohort as much as possible during their class time.
  - Teachers will create activities for smaller groups of children, using visuals to help identify more spacing between children, and plan more outdoor opportunities for learning.
  - At this time, masks will not be required of 4K children.
  - There will be no visitors/parents/guardians allowed into the 4K classrooms. The only exception to this will be our Early Childhood Special Education Support Team.
  - Busing will be provided by Lamers Bus Service to children who attend the morning session and have completed the Bus Request Form. Children will be seated one to a seat. The buses will be disinfected between all routes. To minimize crowding on buses, we encourage parents to consider driving their child to school.
  - Parents who transport their children will need to follow the drop off/pick up procedures at their respective 4K site. At many locations, there will be curbside drop off and pick up only.
  - Parents will be responsible for completing a Well Child checklist daily, noting they have taken their child's temperature and checked him/her for COVID -19 symptoms.

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- Parents must be ready to pick up their child as soon as possible should he or she develop symptoms while at school.
- All Staff will be screened for COVID-19 symptoms/illness daily.
- Hand washing and other healthy hygiene practices will be taught to the children and reinforced each day.
- School Supplies will be housed in individual bags or boxes. Each child will only use their own materials.
- Backpacks may be brought to school. All cubbies and hooks will be sanitized between classes. We ask that children not bring items from home to school.
- We will conduct ongoing learning assessments of children, with Parent-Teacher Conferences conducted by phone or virtually.
- If we are advised to move to remote learning, teachers will continue to provide instructional opportunities for our 4K students.
- **K-5 PROTOCOLS**
  - Students will be placed in “cohorts” and will strive to create as much space between people as possible during the day, recognizing that it is not always feasible to have 6 feet of physical distancing during primary instructional time in the classroom. Plexiglass barriers will be used as needed.
  - Face-to-face instruction, 5 days per week.
  - Current model allows schools to move between in-person and remote/eLearning without interruption. If advised to move to completely remote/eLearning learning, students will continue to interact with their teachers and peers through the Canvas platform. Additionally, if a student must remain home due to quarantine or illness, they will be able to continue instruction via Canvas with their classroom teacher.
  - Cohorts have been developed to minimize interactions across groups:
    - We have adjusted our staffing so our classroom families can be as small as possible. Much of our core instruction will take place within the classroom family.
    - Students also will be a member of a grade band family: K-1, 2-3 and 4-5.
    - Music, Art and IMC teachers are assigned to grade band families for 12 weeks. This will help minimize crossing across grade band families.
  - Adjustments to our use of time and space include:
    - Additional lunch periods to reduce the number of students in the lunchroom at any given time. No shared meal utensils.
    - Additional outdoor recess time to provide more movement breaks for students.
    - Avoiding shared classroom material use whenever possible.
    - Additional hand washing/sanitizing stations.
    - New signage indicating family bathroom, hallway, traffic flow and entrances/exits.
    - Staggering movement throughout the building to reduce crossing of grade-level families.
  - Each building will add a large tent to the playground that can be used as another learning space.

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- Physical Education class will take place outside as often as possible, and additional outdoor movement breaks will be scheduled for students throughout the day.
- Reserve portion of the playground/outside area for PE classes
- Have separate entrance to playground and exit back to building for each cohort or grade level
- Sanitizer stations available in these entrance and exit areas
- Staff encourages social distancing; more organized play
- Staff and students will have mask available while outside and will use when social distancing is not possible
- Student Services Team (school counselors, social workers, school nurses and psychologists) will support students in a variety of ways. Our counselors will continue bi-weekly class lessons within a single grade band. Some services from this team may be offered virtually, as well.
- Drop off and pick-up will take place outside, with physical distancing in place and designated spots provided for inclement weather. A touchless tracking system will be in place in each building and an app will be utilized to coordinate student pick up after school.
- Walkers/bikers/parent transportation — enter through designated entrances; soft start times.
- Dismissed to buses in shifts to encourage physical distancing. Use designated exits. Applies to those who walk/bike as well.
- Parent pick up occurs outside in designated area(s). Use technology to record documentation of pick-up (badge concept). Soft end departure times.
- **DCE MIDDLE SCHOOL PROTOCOLS**
  - Students will be divided into two cohorts, or groups, based on grade level and House structure. One cohort (half our students) will attend in-person classes on Monday, Wednesday and every other Friday; the other cohort will attend in-person classes on Tuesday, Thursday and every other Friday. Students will only attend in-person courses on the days assigned to their cohort (M/W/F or T/R/F).
  - Please note, we are working with the Junior and Senior High on our scheduling efforts. We will do our best to ensure siblings will attend in-person sessions on the same days.
  - On the days they are not attending class in-person, students will participate in learning activities assigned by their course instructor.
  - Cohorts of 12 - 15 students will be implemented within each House to allow for physical distancing. We will do our best to implement additional safety measures so cohorts do not mix with other cohorts. During the first quarter, teachers will move from room-to-room to limit student movement between classrooms. As the semester progresses, we will revisit this protocol and adjust as needed to provide students with hands-on learning experiences.
  - Lunches will be held in multiple areas, by cohort, to facilitate physical distancing protocols.
  - Students will be encouraged to use backpacks throughout the day to avoid crowding at lockers.

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- Students will be assigned specific entrances and exits by cohort and/or grade levels.
- If we are advised to move to remote/elearning, students will continue to interact with their teachers and peers through the Canvas platform. Our current model allows us to move between in-person, blended and remote/elearning without interruption. Additionally, if a student must remain home due to quarantine or illness, they will be able to continue instruction via Canvas.
- Music and World Languages (WLA) will be offered virtually.
- Encore teachers will be assigned to a cohort for 9 week rotational delivery of encore content
- PE teachers will provide instruction to all cohorts outside daily for 40 minutes of instruction.
- Teachers will move from room to room at least for the first quarter.
- Walkers/bikers/parent transportation — enter through designated entrances; soft start times.
- Dismissed to buses in shifts to encourage physical distancing. Use designated exits. Applies to those who walk/bike as well.
- Parent pick up occurs outside in designated area(s). Use technology to record documentation of pick-up (badge concept). Soft end departure times.
- **JUNIOR HIGH PROTOCOLS**
  - Students will be divided into three cohorts, or houses, at each grade level. These houses will then be divided into an “A” or “B” schedule for in-person instruction. Those on an “A” schedule will attend on Monday and Wednesday and every other Friday. The “B” schedule will attend on Tuesday and Thursday and every other Friday. On the days students are not attending in-person classes, they will participate in remote learning activities assigned by their teachers.
  - Daily schedule based on a staggered start; longer class periods for instruction: a seven class-period day with four core classes and two elective offerings; and a lunch period.
  - Dismissals will be staggered to assist with the overall traffic flow of the building and physical distancing.
  - The JH will open to students at 7:20 AM each day. Students will be asked to enter through a specific entrance that is assigned to their house. At the entrance points, grab-n-go breakfasts will be available. Students will then move to their homeroom/1st hour class. These two periods are combined to reduce a transition period during the day.
  - Electives will be offered via in-person or remote learning.
  - Walkers/bikers/parent transportation — enter through designated entrances; soft start times.
  - Dismissed to buses in shifts to encourage physical distancing. Use designated exits. Applies to those who walk/bike as well.
  - Parent pick up occurs outside in designated area(s). Use technology to record documentation of pick-up (badge concept). Soft end departure times.
- **SENIOR HIGH PROTOCOLS**

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- Students will be divided into two cohorts. One cohort will attend in-person classes on Monday and Wednesday; the other cohort will attend in-person classes on Tuesday and Thursday. Students will only attend in-person courses on the days assigned to their cohort (M/W or T/R).
- Fridays will be reserved for both in-person and remote learning. Students can sign up to meet with teachers for assistance. Additionally, teachers may request students attend an in-person session to make up missed learning or engage in enrichment activities.
- On days when students are not in class, they will participate in activities assigned by their teacher that will supplement their in-person sessions (i.e. online discussions, readings, homework assignments, watching videos, etc.).
- Tech Ed courses will be offered in-person Monday – Thursday as these classrooms are large enough to practice physical distancing and these courses require access to the equipment housed there. Accommodated Tech Ed sessions will be provided for those students who may not be able to attend in-person sessions every day due to transportation issues.
- As the semester progresses, increased scheduling flexibility may be allowed for specific classes as needed. Teachers will clearly communicate scheduling changes with parents and students.
- Operate on an open-campus basis. Students will be free to arrive at and leave campus according to their own schedule. Students can choose to remain on campus between their in-person classes or during their study hall, or are free to return home. Designated learning areas will be provided for students who choose to remain on campus, and physical distancing will be enforced. *Only students and staff will have access to our buildings.*
- Bus routes will run as normal for the beginning and end of day. We added a limited midday bus route that will serve Kronenwetter, Rothschild, Weston, and Schofield.
- Teachers will utilize Canvas to upload lessons and resources daily; this will be critical in the case that a student becomes entirely homebound due to illness, or in the case that a teacher requires a sub.
- Personal safety glasses will be purchased for students and the student will store their own pair within the classroom.
- Lockers will be assigned to each student, but will not be utilized unless absolutely necessary for an individual student. Students will carry backpacks throughout the day. In some cases, students will leave individual equipment stored in a specific classroom, clearly identified as belonging to a specific individual.
- Youth apprenticeships and Internships will be allowed based on employer needs and protocols.
- No dismissal bells will be used. Courses will be dismissed by teacher upon completion and in staggered fashion to reduce hallway congestion.
- **SPECIAL EDUCATION**
  - Staff assignments will be customized by building based on special education staff ratios and individual student needs. Examples of staff assignment options include:
    - by classroom/cohort

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- by grade band
- by subject
- by disability category
- Specialists will also be assigned to classrooms/cohorts as much as possible, however, some necessary staff will need to cross classrooms/cohorts and even buildings within the district. Examples of staff included in this scenario:
  - Speech & Language Clinicians
  - Occupation & Physical Therapists
  - Specially Designed Physical Education Teachers
  - Deaf and Hard of Hearing Teachers
  - Audiologist
  - Vision Specialist
- Building and district-wide teams will minimize co-mingling of student and staff classrooms/cohorts as much as possible and Limit travel of staff as much as possible .
  - Will utilize options such as longer visits in buildings that are less frequent and the use of technology to provide more remote services to students.
  - Some critical services provided by staff that make it difficult/impossible to social distance will still occur (i.e., toileting, hand-over-hand work, physical positioning of students, etc.)
  - NO in-home services will be provided at this time
- Staff have contacted families to determine their level of comfort with in-person learning options and to discuss EVA as an option for their student.
- Pull-out services will occur with Individual and/or within classroom/cohort groups. Proper cleaning precautions will be in place between services.
- Early Childhood Services (3 year-olds) will be provided at Mountain Bay Elementary on an individual basis. Services for 4K students will take place within 4 or 5 community based sites, with cohorting, to minimize staff travel.
- Clear face shields will be available for staff.
- Sensory rooms will be sanitized between use.
- 1-to-1 tours of schools with case managers will be practiced, as needed, with proper face coverings and physical distancing.
- In-school employment opportunities to be terminated at this time; external opportunities to be reviewed with local businesses on a case-by-case basis.
- **TRANSPORTATION**
  - Cloth face coverings required for students and drivers.
  - Hand sanitizer stations will be provided on each bus and students will be encouraged to use the stations when entering/leaving the bus.
  - Eating, drinking or chewing gum will not be allowed.
  - Will provide assigned seating for physical distancing, family members will sit together to reduce contact with others.
  - Will increase circulation of outdoor air as much as possible by opening windows (if weather permits). Fans will not be used in buses.
  - Drivers will disinfect commonly touched surfaces after each run.

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- Buses will be disinfected at the end of each morning and afternoon route with spray solution.

## **COMMUNICATION**

- Established subject-matter experts to serve as point people for COVID-19-related communications. (see Planning Teams chart below)
- Schools will compile information related to absences, illnesses, and potential clusters. This information will be shared with and reviewed by COVID Response Team on a daily basis.
- School has established processes to notify the local health department concerning COVID-19 suspected/confirmed COVID in a student or staff member, student has severe respiratory infection resulting in hospitalization or death, cluster of new-onset respiratory symptoms occurs among students or staff.
- District to maintain ongoing communication with Marathon County Health Department (Amanda Ostrowski and Joan Theuer) to assess the spread of COVID-19 in the community.
- School has process to rapidly notify students, families, and staff members about COVID-19 cases, exposures, and updates to policies and procedures.
- School has provided informational materials to students and families about potential isolation and quarantine expectations if their child or a close contact is confirmed positive.
- School has a communication plan in place to share information about known or suspected students with COVID-19 to appropriate personnel.
- Communication department has created templated letters for use by administrators for the following:
  - Building closed/move to remote-only learning
  - District closed/move to remote-only learning
  - Transition back to in-person learning
  - Internal privacy reminder to staff (in re: positive case)
  - Parent notification of positive case in a classroom
  - Reopening/returning after positive case
  - Student athlete tests positive
  - Student athlete sibling tests positive
  - Suspension of athletic activities
  - Student death due to COVID-19
  - Staff announcement of student death
  - Media statement — death of student
  - Staff member death due to COVID-19
  - Staff announcement of staff death
  - Media statement — death of staff member
  - Addressing rumors — letter to families concerning how confirmed cases will be communicated

## **HEALTH OFFICE MANAGEMENT**

- Funnel symptomatic students to isolation room and reserve health offices for well-child care: diabetic care, med passing, etc.

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- Reserve health assistant role to cover specialized training tasks of health office.
- Teachers will receive refresher training concerning COVID-19 and be provided with COVID-19-related FAQs and a series of flowcharts that indicate protocols for the following: Staff Feels Sick, Staff Close Contact, Student Feels Sick, Student Close Contact (charts will be based on WDHS charts). Charts to be updated based on soon-to-be-released WDHS guidance.

## **CLOSURE**

- District will continue to partner with Amanda Ostrowski and Joan Theuer to discuss COVID-19 spread in the community and forecast situations in which schools may be required to close in the future based on the potential number of contacts, distribution of cases throughout the school, size of the school, vulnerability of the population and forthcoming WDHS metrics.
- FutureReady Restart instructional model allows district to move between in-person, blended and remote/eLearning without interruption. If we are advised to move to completely remote learning, students will continue to interact with their teachers and peers through the Canvas platform. Additionally, if a student must remain home due to quarantine or illness, they will be able to continue instruction via Canvas. In the initial weeks of instruction, students will receive Canvas-specific training, learn about e-learning expectations and how to obtain assistance remotely. A series of “how to” Canvas videos will be created for students/parents.
- Families will be notified of school closures by email, snail mail, website alerts, website posting, social media postings and recorded messages on school phone systems.

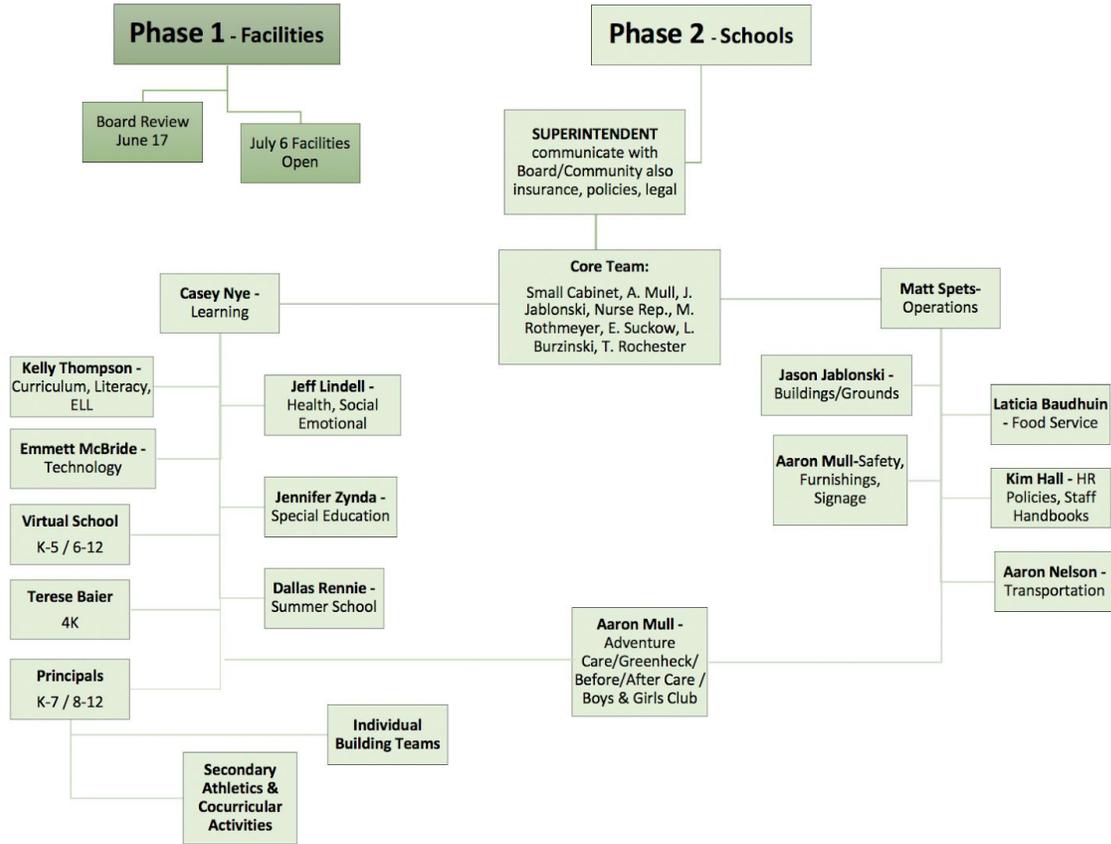
**The above-noted protocols were based on the following resources as of August 14, 2020.**

*WPDI: Interim COVID-19 Infection Control and Mitigation Measures for Schools*

*COVID-19 Infection Control Checklist for K-12 Schools*

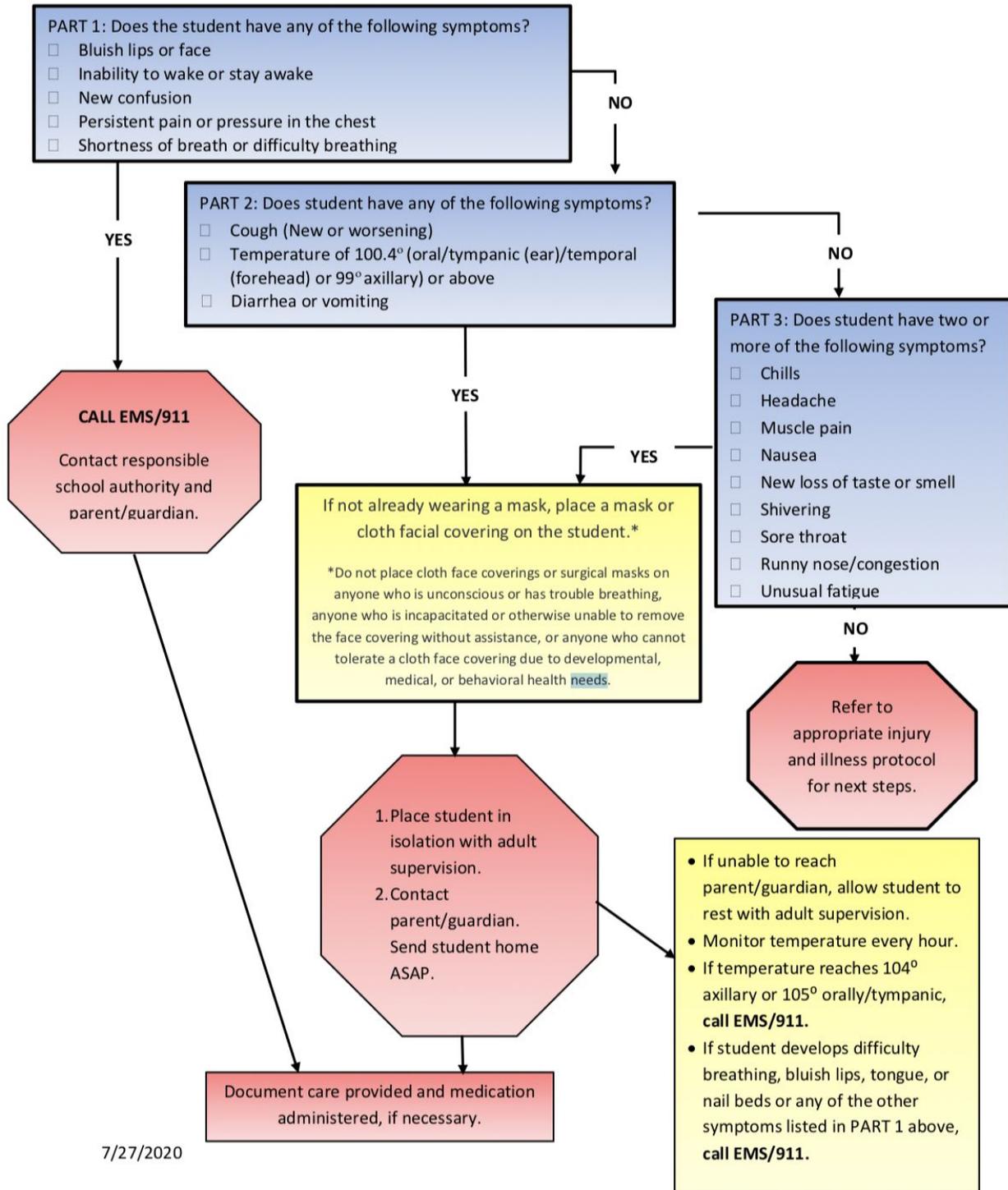
*WHDS Reopening School Buildings Risk Assessment Tool*

FutureReady Restart Panning Teams (revised July 22, 2020)





## COVID-19 like symptoms





## D.C. Everest Area School District

6300 Alderson Street  
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Phone 715-359-4221  
www.dce.k12.wi.us

Matthew A. Spets  
Assistant Superintendent

### MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

**TO:** Dr. Kristine Gilmore, Superintendent  
**FROM:** Matt Spets, Assistant Superintendent  
**RE:** Approval: **DC Everest Preliminary 2020-2021 Budget**  
**DATE:** August 12, 2020

### Objective:

This memo is to inform you that a preliminary budget update presentation will be provided during the August 19, 2020 board meeting. The items that will be covered include:

- ✓ Base Revenue Projections
  - Update on State Aid Estimate for 2020-2021
  - Predicted Tax Levy / Mill Rate
- ✓ Investment / Expenditure Highlights
  - Summary of changes from 2019-2020 to 2020-2021
- ✓ Referendum / RLE Construction
- ✓ CARES Act Funding and Investments

### Next Steps:

It is important to note that some data representing values of variables that create our actual base revenue are unknown at this time. Listed below are the variables that, once known (after being verified by the State), will determine our final revenue.

- ✓ Third Friday in September Count (*impact on revenue limit*)
- ✓ Official October 1 TID Out property values (*impacts levy / mill rate*)
- ✓ October 15 Certified State Aid Amount (*impacts levy / mill rate*)

The 2020-2021 DC Everest Budget is approximately 90% complete. The impact of the **FutureReady Restart Plan** on the investment / expenditure side of the Budget is currently being analyzed. Our 2020-2021 Budget is being designed to support our plan to provide the best learning opportunities for all kids in our current, fluid reality. Therefore, some investments on behalf of students might look different this year.

The presentation will provide clarity and allow time for questions.

### Recommendation:

Approval of preliminary budget and to continue spending 2020-2021 revenue.

## 2020-2021 Preliminary Budget

Board of Education Meeting  
Wednesday, August 19, 2020

Matt Spets, Assistant Superintendent



# 2020-2021 ALL FUNDS BUDGET

2020-2012 Revenue	<u>\$97,427,242</u>
2020-2021 Expenditures	<u>\$124,494,135</u>

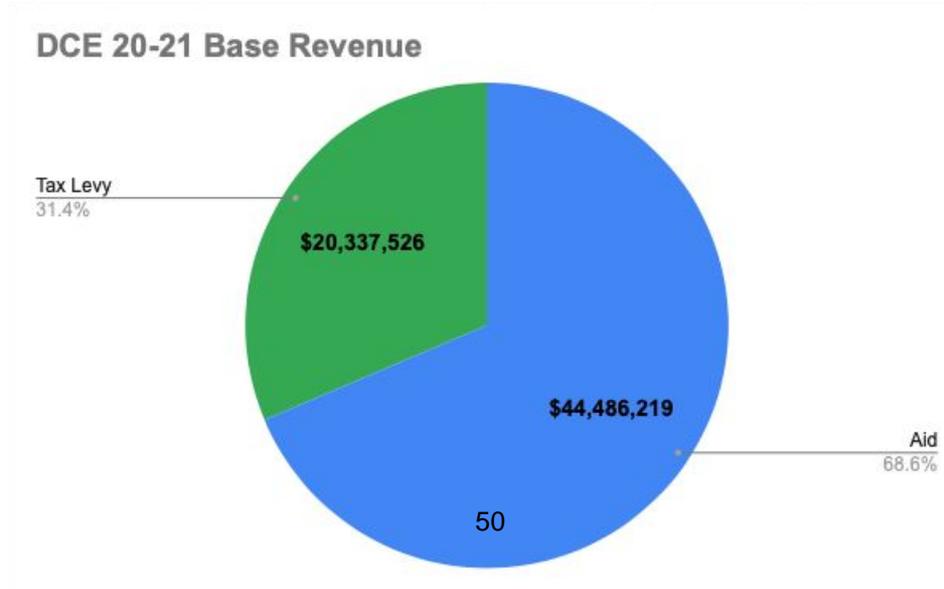
## Key Point:

During this year, DC Everest will invest approximately \$27,000,000 in referendum related construction.

# BASE REVENUE

Base revenue is a term referring to general fund dollars that are determined by the revenue limit and that may be received by way of an operational referendum.

2020-2021 Base Revenue     **\$64,823,745**



# BASE REVENUE: 2020-2021 State Aid Estimate

July 1, 2020 Aid Estimate is \$44,180,589.

This represents a possible \$2,670,927 increase over 2019-2020.

## Key Point:

**Actual aid may come in lower if our aggregate increase in equalized property value is verified at over 6%.**

# BASE REVENUE: *Predicted Tax Levy / Mill Rate*

Our total tax levy, including our debt payment, is predicted to total \$25,439,281.

Due to a conservative estimate in our aggregate equalized value increase coupled with our potential increase in aid; we maximize our revenue with an estimated 9.24 levy / mill rate.

<b>Total Limited Revenue To Be Used (A+B+C)</b>	<b>Not &gt;line 13</b>	<b>20,337,526</b>
<b>Entries Required Below:</b> Enter amnts needed by purpose and fund:		
Gen Operations: Fnd 10 Src 211	18,943,003	(Proposed Fund 10)
Non-Referendum Debt (inside limit) Fund 38 Src 211	1,394,523	(to Budget Rpt)
Capital Exp, Annual Meeting Approved: Fund 41 Src 211	0	(to Budget Rpt)
<b>Total Revenue from Other Levies (A+B+C+D)</b>		<b>5,101,755</b>
Referendum Apprvd Debt (Fund 39 Debt-Src 211)	4,847,928	
Community Services (Fund 80 Src 211)	250,000	(to Budget Rpt)
Prior Year Levy Chargeback for Uncollectible Taxes (Src 212)	3,827	(to Budget Rpt)
Other Levy Revenue - Milwaukee & Kenosha Only	0	(to Budget Rpt)
<b>Total Fall, 2020 ESTIMATED All Fund Tax Levy (14A + 14B + 14C + 15)</b>		<b>25,439,281</b>
<i>Line 16 is the total levy to be apportioned in the PI-401.</i>	Levy Rate =	0.00923634

# INVESTMENTS: *Expenditure Highlights*

## Key Point:

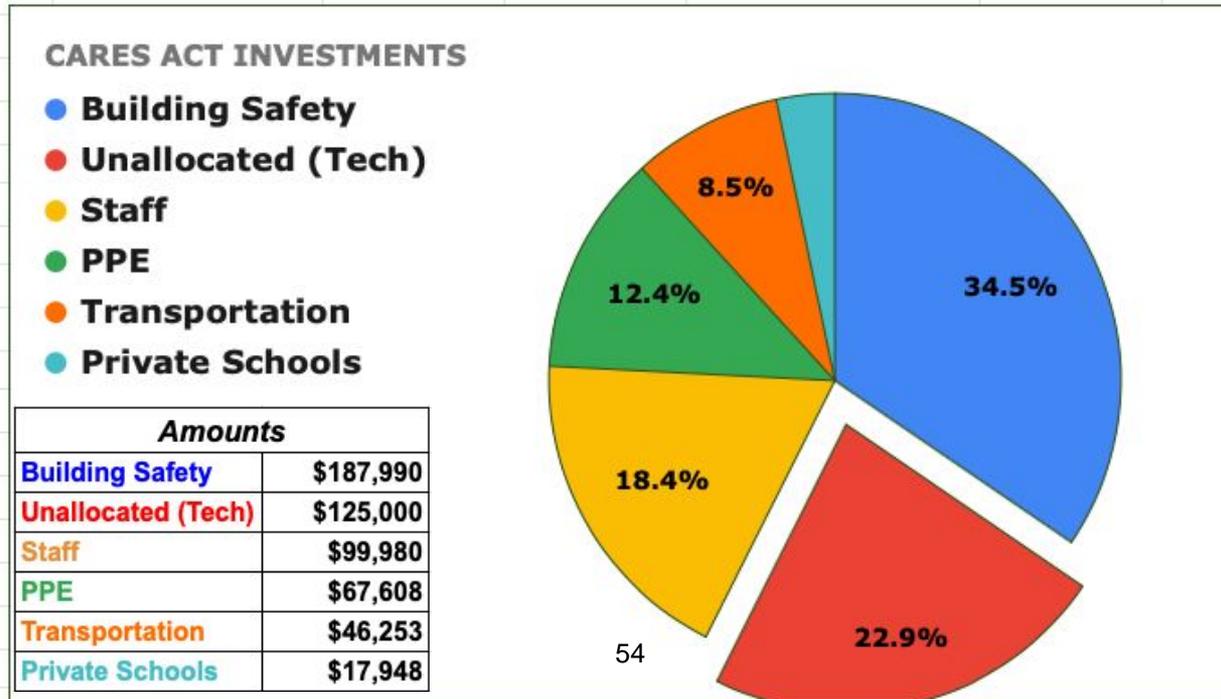
Accomplishing the objectives of the FutureReady Restart Plan will mean that we shift resources into new investments.

## Examples:

*Everest Virtual Academy*  
*FutureReady Restart Assistants*  
*COVID-19 Safety / Mitigation*

# CARES Act: *Impact for D.C. Everest*

\$549,000 +/- in revenue has been provided in response to COVID-19 pandemic.



# 2020-2021 Preliminary Budget : *Impact*

## Summary

- ★ We have a balanced preliminary budget.
- ★ We do not anticipate a loss of revenue this fiscal year.
- ★ We will complete approximately \$27,000,000 in Referendum-related construction.
- ★ We can execute our FutureReady Restart Plan.
- ★ Due to a history of consistent, sound fiscal management we have a solid foundation on which to pivot during an economic recession.

# Actual 2020-2021 Budget

## Next Steps

- ★ Analyze the impact of the FutureReady Restart investments in real time.
- ★ Know and understanding \*local, regional and state economic indicators.
- ★ Learn political and ideological trends that will impact the next State Budget (Nov. 4).
- ★ Draft long-term tax levy / mill rate strategy.
- ★ Present 2020-2021 Actual Budget (October).



## D.C. Everest Area School District

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221  
www.dce.k12.wi.us

Matthew A. Spets  
Assistant Superintendent

### MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

**TO:** Dr. Kristine Gilmore, Superintendent  
**FROM:** Matt Spets, Assistant Superintendent  
**RE:** Approval: *January 1, 2021 Health Insurance Renewal and Premium Increase*  
**DATE:** August 19, 2020

### Objective:

This memo is to provide an update on Health Insurance and recommend approval of the January 1, 2021 renewal.

### Summary:

Based on the metrics driving the previously enacted not-to-exceed agreement, Security Health Plan informed us we will receive a **4% premium increase**. The increase is based on claims from May 1, 2018 - April 30, 2020. The impact for this budget year is approximately **\$200,000**. Our health insurance plan supports approximately **579** employees and their family members.

Relatedly, Security Health Plan is providing a COVID-19 premium rebate to fully insured clients, like DC Everest. This coming September, Security Health Plan will refund DC Everest **\$123,338**. In essence, this unanticipated revenue source will cover the majority of the District's increased costs for health insurance premiums from January – June 2021. There is one noteworthy caveat.

Our HR team is working expertly to prepare to provide **79 part-time employees**, who pay a portion of their premium each month, their respective rebates this fall. Approximately **\$3,564** total will be distributed across the 79 employees as a refund on their September 25, 2020 payroll. COBRA participants and retirees will receive a credit on their September 2020 premium payment. I hope this support truly helps our employees who potentially need the financial support the most.

### Next Steps:

We are in the beginning stages of outlining a 5-year strategic health and wellness plan that includes a potential blend of static and dynamic benefits that could serve to enhance the physical and financial health of the employee, while charting a sustainable, or year-over-year, net-neutral overall benefits spend for the District.

### Recommendation:

Approval of health insurance renewal; including the premium increase, and the proposal to provide a premium rebate to part-time employees, COBRA participants, and retirees on our health insurance.



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**Kristine A. Gilmore, Ed.D.**  
Superintendent

### MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

To: D.C. Everest School Board & Dr. Kristine A. Gilmore, Superintendent

From: Dr. Kimberly Hall, Director of Human Resources

Date: August 14, 2020

Subject: Employee Handbook Addendum

All items in this Addendum are related to the COVID-19 Pandemic. Included are information for employees about the Families First Coronavirus Response Act (FFCRA), workplace safety guidelines, reporting of exposure, teleworking, reasonable accommodations, and other information specific to the current pandemic situation.

**Recommendation:** The Board approve this temporary addendum to the staff handbook during the COVID-19 pandemic.



## EMPLOYEE HANDBOOK ADDENDUM RESPONSE TO COVID-19

All items in this Addendum are related to the COVID-19 Pandemic. The District reserves the right to modify, revoke, suspend, terminate, or change any or all items contained in this Addendum, in whole or in part, at any time with or without notice.

### ASSIGNMENT

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If it is determined that there is a necessity and availability to adjust scheduled work hours, primarily to address circumstances of an emergency or temporary nature, hours may be adjusted at the discretion of the District. In addition, the District maintains the authority to reduce, increase, split, or re-assign positions as it deems fit and in the best interest of the District to do so. This includes temporary re-assignments to cover positions on a day to day or long-term basis.

### CONFIDENTIALITY

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Wis. Stat. § 118.125 outlines the confidentiality of all student records including behavioral, health and academic records. Unless an individual has a “right to know,” the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a “right to know” could be contrary to Wisconsin Statutes and could compromise professional accountability and could result in disciplinary action, up to and including termination. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Unless an individual has a “right to know,” the health information of an employee is not to be shared. This can be carried forward to both the written record and verbal conveyance of the employee’s health information. Discussion of employee’s health information with individuals that do not have a “right to know” could compromise professional accountability and could result in disciplinary action, up to and including termination.

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

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#### *Emergency Paid Sick Leave Act (EPSLA)*

Under the Emergency Paid Sick Leave Act, the District shall provide up to 80 hours of paid sick leave for each full-time employee (average hours worked per two-week period for part-time employees) to the extent that the employee is unable to work or telework because of any of the following:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Employee is caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2);
5. Employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

For employees utilizing Emergency Paid Sick Leave, payment for sick leave will be calculated based on the employee's regular rate multiplied by the number of hours the employee would otherwise be normally scheduled to work.

The Emergency Paid Sick Leave is in addition to any sick leave the employee has already accumulated. The Emergency Paid Sick Leave may be used prior to any other paid sick leave or any other leave the employee has already accumulated.

There is no length of service requirement for employees to qualify for paid leave under the EPSLA.

For employees taking Emergency Paid Sick Leave under reason (5) above, they may also be eligible for Emergency Expanded Family and Medical Leave.

The FFCRA's paid leave provisions are effective April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020.

*Note: Under the FFCRA Department of Labor guidelines, Emergency Paid Sick Leave for reasons (4), (5), and (6) and Emergency Expanded FMLA is capped at 2/3 employee's regular rate up to \$200 per day, HOWEVER, the District has made the decision to pay employees at their regular rate with no daily maximum pay.*

#### *Emergency Family and Medical Leave Expansion Act (EFMLEA)*

Under the Emergency Family and Medical Leave Expansion Act, the Federal FMLA has been expanded by adding a new section that will allow the "eligible employees" of an "employer" who are experiencing a "qualifying need related to a public health emergency" to receive 12 weeks of leave during the period beginning on the date the Emergency Family and Medical Leave Expansion Act takes effect (April 1, 2020), and ending on December 31, 2020.

For the purposes of this section of the Act, eligible employees include employees who have been employed for at least 30 calendar days by D.C. Everest.

With respect to leave under the Act, the term 'qualifying need related to a public health emergency', means the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of

care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

#### Definitions:

- A “son or daughter” is employee’s own child, which includes biological, adopted, or foster child, employee’s stepchild, a legal ward, or a child for whom employee is standing in loco parentis.
- “Place of care” is a physical location in which care is provided for the employee’s child. The physical location does not have to be solely dedicated to such care. Examples include day care facilities, preschools, schools, homes, etc.
- “Child care provider” is someone who cares for the employee’s child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.

The first 10 days for which an employee takes leave may consist of unpaid leave or an employee may elect to substitute any accrued vacation leave, personal leave, or sick leave (including the new emergency paid sick leave) for unpaid leave. Employers may not require employees to use paid time off during the first 10 days of leave.

Following the initial 10 days of unpaid leave (unless paid leave is substituted), employees will be eligible to receive up to 10 additional weeks of paid leave. Employees will be required to take existing leave (personal or vacation, but not sick) concurrently with Expanded FMLA leave. After existing leave is exhausted, employees will be paid at their regular rate of pay for the remainder of their Expanded FMLA leave.

The Act does not provide any additional days/weeks of family and medical leave beyond what employees were entitled to prior to the enactment of the Act. In other words, for example, an employee who has already used 12 weeks of FMLA would not receive an additional new 12 weeks of leave between the effective date of the Act (April 1, 2020) and December 31, 2020.

*Note: Under the FFCRA Department of Labor guidelines, Emergency Paid Sick Leave for reasons (4), (5), and (6) and Emergency Expanded FMLA is capped at 2/3 employee’s regular rate up to \$200 per day, HOWEVER, the District has made the decision to pay employees at their regular rate with no daily maximum pay.*

#### *Intermittent Leave under FFCRA*

Employees may take intermittent paid sick leave if they are unable to telework due to one of the six qualifying reasons above. Employees can take intermittent leave in one-hour increments.

Employees working at their usual worksite (as opposed to teleworking) cannot take intermittent paid sick leave for reasons 1, 2, 3, 4, or 6 above. Once an employee begins taking paid sick leave, they must continue to take paid sick leave each day until they either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave.

Employees may take intermittent paid sick leave and Expanded FMLA leave under reason 5 above if they are taking leave to care for a child whose school or place of care is closed, or whose child care provider is unavailable because of COVID-19 related reasons. For example, employees may take leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, for the duration of their leave.

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## PREVENTION OF SPREAD COMPLIANCE

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New health and safety protocols will impact many aspects of school and District operations. Health and safety recommendations may change during the school year as new best practices develop and may vary from one community to another. The District will focus on educating staff about the symptoms and risks related to COVID-19.

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## DUTY TO REPORT EXPOSURE

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If an employee tests positive for COVID-19 or has been exposed to someone that has tested positive for COVID-19, that employee must contact the Director of Human Resources as soon as possible.

If an administrator or a staff member is made aware of an employee with COVID-19, they must contact the Director of Human Resources immediately. This information is considered confidential health information and should not be shared with anyone else at this point in the process.

Human Resources will contact the employee directly to walk through the return to work stipulations described below. In addition, the Human Resources Department will provide guidance on how to apply for emergency paid sick leave under the FFCRA.

The name of the employee with COVID-19 cannot be shared, however, building location, position, dates of working together, etc. may be provided as additional context only if necessary.

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## HEALTH SCREENING/TESTING PROCEDURES

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All employees have a shared responsibility to self-assess for any COVID-19 symptoms outside of their normal baseline prior to reporting to work and throughout their workday. If an employee has any of the following symptoms, they must NOT report to work.

- Fever, temperature greater than 100.4°F
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The employee must contact their medical provider for recommendations of COVID-19 testing. If testing is recommended, the employee should remain at home and quarantine until the results of the test are received. The employee must enter their absence into the Frontline

Absence Management system to secure a substitute as needed. The employee will need to notify their supervisor and the Director of Human Resources. The employee will need to work directly with Human Resources directly regarding eligibility for leave under the FFCRA and entering time off in Skyward.

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## RETURN TO WORK PROCEDURES

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*The employee thinks they have COVID-19 symptoms:*

The employee can be around others after:

- ✓ 10 days since symptoms first appeared and,
- ✓ 24 hours with no fever without the use of fever-reducing medications and,
- ✓ COVID-19 symptoms have improved (for example, cough, shortness of breath),
- ✓ Or until a negative COVID-19 test result is obtained.

*The employee tested positive for COVID-19 and has symptoms:*

The employee can be around others after:

- ✓ 10 days since symptoms first appeared and,
- ✓ 24 hours with no fever without the use of fever-reducing medications and,
- ✓ COVID-19 symptoms have improved (for example, cough, shortness of breath),

*The employee tested positive for COVID-19 but have no symptoms:*

The employee can be around others after:

- ✓ 10 days have passed since the employee had a positive test for COVID-19

*The employee has been exposed to a person with COVID-19:*

The employee can be around others after:

- ✓ 14 days have passed after the last exposure to that person and,
- ✓ No COVID-19 symptoms

Once the employee is clear of all symptoms, they must contact the Human Resources Department to obtain approval prior to returning to work.

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## TRAVEL GUIDANCE

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COVID-19 is still spreading across our Wisconsin communities, the United States, and internationally. Staying home is the best way to protect yourself and others from getting ill. The District recommends that employees cancel or postpone all non-essential travel, including travel within the state.

There are no immediate requirements in Marathon County to be quarantined for any length of time unless an individual recently traveled internationally. If an employee lives in a different county, s/he will be responsible for adhering to those rules that are in effect.

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## WORKPLACE SAFETY

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Health and safety protocols will impact many aspects of school operations, in which recommendations may change during the school year.

*Educational Materials*

All buildings will have signage providing employee education. Samples include, but are not limited to:

- COVID-19 symptoms and how they compare to cough, flu or allergies
- Proper handwashing and face covering techniques

### *Personal Protective Equipment (PPE) and Supplies*

Buildings will be provided with PPE and safety supplies. Samples include, but are not limited to:

- Face coverings and/or shields
- Gloves
- Hand sanitizer
- Disinfectant wipes/spray

### *Communication*

- Frequent and systemic communications will be provided to staff as it becomes available.

### *Safety Expectations*

The following are on-going safety expectations:

- All employees will be required to wear a face covering, unless approved by the Human Resources Department due to a medical condition. Cloth face coverings from home are acceptable but must be washed regularly. Disposable face coverings will be available if necessary. Personal protective equipment (PPE) may vary throughout the District based on position requirements.
- Maintain physical distancing of 6 ft. when at all possible and avoid congregating in close proximity, i.e.: conference rooms, supply closets, break rooms, work rooms, etc.
- Maintain frequent and proper hand washing or sanitizing throughout the workday.
- Disinfect frequently touched surfaces, i.e.: printers/copiers, door handles, shared screens, etc.

### *Training*

Staff may be required to participate in trainings related to COVID-19 throughout the school year.

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## **TELEWORKING**

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### *Teleworking Arrangement*

During the COVID-19 Pandemic, the District may allow or require employees to temporarily work from home to ensure business continuity.

The District may require certain employees to work remotely (telework). These employees will be advised of such requirements by their supervisor in conjunction with guidance from the Human Resources Department. Preparations should be made by employees and supervisors well in advance if possible. This includes appropriate equipment needs, such as hardware, software, phone, and data lines.

For voluntary telework arrangements, either the employee or supervisor can initiate an agreement. It may be a viable, flexible work option when the employee cannot perform their work in person due to reasons related to, but not limited to:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Employee is caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2);
5. Employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
6. Employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
7. In the event that schools are closed by order of the Superintendent or binding legal authority.

Teleworking may not be feasible for all positions, and in no way changes the terms and conditions of employment. Teleworking arrangements will be reviewed on a case-by-case basis, focusing first on the business and/or education needs, and must be pre-approved by the Superintendent or designee. A teleworking arrangement may be discontinued at any time at the request of the District. Every effort will be made to provide as much notice as possible of such change to accommodate commuting, childcare, and other factors that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is feasible.

Teleworking is not designed to be a replacement for childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on meeting District needs.

All District policies and procedures shall be followed while teleworking. As representatives of the District, employees are expected to exercise professionalism at all times. Teleworking employees should have a designated space to perform their work without personal interruptions and will be expected to ensure the protection and confidentiality of District and student information accessible from their remote location.

If approved, a teleworking agreement will be prepared by the Human Resources Department and signed by the employee and their supervisor.

### *Time Worked*

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Skyward. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the termination of the teleworking agreement.

### *Expectations and Requirements*

Employees are expected to maintain their remote workspace in a secure and safe manner, free from safety hazards. The employee agrees to follow the expectations and requirements listed herein.

1. Employee agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
2. Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.
3. The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
4. Exits are free of obstructions.
5. The area is well ventilated and heated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. Employee will ensure that any District equipment is in a secure location and is fitted with grounding adapters, surge protectors, and/or overload fuses.
8. Employee agrees to use District-owned equipment, records, and materials for purposes of business use only and to protect them against third-party unauthorized or accidental access, use, modification, destruction, or disclosure.
9. Employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
10. Employee is responsible for providing internet connectivity which must be at a sufficient speed to support video/web/audio conferencing and voice-over-IP (VoIP).
11. Employee understands that the District will not be responsible for operating costs, home maintenance, home office expenses, or any other incidental costs (e.g., utilities), associated with the use of the employee's residence.
12. The employee accepts responsibility for maintaining the security, condition, and confidentiality of the District's equipment, data, and materials.
13. If the employee or District terminates employment, and therefore this agreement, for any reason, all equipment and District data and materials will be returned to the District within 48 hours or a mutually agreed upon reasonable time period.
14. Employee is responsible for all expenses related to travel for onsite visits. Expense and travel of and related to training opportunities not on District premises will be the responsibility of the District to the same extent as if the employee were not working remotely.
15. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable.
16. The employee is liable for any injuries sustained by family members or visitors to his or her home worksite.
17. This teleworking agreement may be reviewed, modified, or terminated by the District at any time.

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### **STAFF ATTIRE**

Good grooming and dress are important and necessary for all District employees. Certified administrators and teachers should be particularly exemplary because of the positions they hold in the District. Some staff have become too casual in their dress, which could contribute

to student management as well as public credibility problems. For these reasons, teachers and administrators are expected to dress in an attractive manner that sets them apart from students and enhances a businesslike atmosphere in the classroom. Proper attire and good grooming for all District staff contribute to the development of a desirable school and classroom atmosphere and a safe, healthful work environment.

All District employees, and any employees of contracted service providers, may be required to wear masks/face coverings, gloves, or other protective equipment. Due to the current COVID-19 health emergency, all employees and employees of contractual services shall be required to wear masks and face coverings while working or attending a District function in any District building, facility, or other District-controlled area. All masks and face coverings must cover the nose and mouth of the employee. Masks and face coverings must be worn by employees regardless of the ability to maintain six feet of distancing. Employees shall wear masks and face coverings at all times except for the following limited exceptions:

- Employees may remove masks and face coverings when eating or drinking;
- Employees may be exempted from wearing masks and face coverings by the Human Resources Department or the Superintendent due to a documented medical condition of the employee;
- Employees may remove masks and face coverings on a case-by-case basis for specific instructional needs and other activities, as determined by their supervisor or Superintendent, and in which case the employee will maintain social distancing of at least six feet;
- Other exceptions may be made on a case-by-case basis by the Superintendent for good cause.

Unless otherwise excused or exempted, failure of an employee to wear a mask or face covering may be subject to disciplinary action, up to and including termination

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## REASONABLE ACCOMMODATION

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The Americans with Disabilities Act of 1990 (ADA) and the Wisconsin Fair Employment Act (WFEA) prohibits employment discrimination against “qualified individuals with disabilities.” The District will provide reasonable accommodations to qualified employees with disabilities when such are directly related to performing the essential function of a job. An employee requiring a modified work environment as the result of a disability or underlying health condition that results in them being at higher risk for COVID-19 may submit a reasonable accommodation request.

To begin the interactive process and to request an accommodation, the employee will be required to complete and submit a [Reasonable Accommodation Request Form](#) to the Human Resources Department.

**Q:** Is an employee entitled to an accommodation under the ADA/WFEA in order to avoid exposing a family member who is at higher risk of severe illness from COVID-19 due to an underlying medical condition?

**A:** No. Although the ADA/WFEA prohibits discrimination based on association with an individual with a disability, that protection is limited to disparate treatment or harassment. The ADA/WFEA does not require that an employer accommodate an employee without a disability based on the disability-related needs of a family member or other person with whom he/she is associated.



6300 Alderson Street  
Weston, WI 54476

TO: Dr. Kristine Gilmore, Superintendent & D.C. Everest School Board  
 FROM: Dr. Jeff Lindell, Director of Student Services  
 Dr. Jennifer Zynda, Director of Special Education  
 RE: Seclusion and Physical Restraint Reporting Data  
 DATE: August 12, 2020

This memo serves as the reporting requirement of Wisconsin Act 125: Use of Seclusion and Physical Restraint in Schools. Wisconsin Act 125 requirement states that each year by October 1<sup>st</sup> a designee must submit to the school board a report:

- On the number of incidents of seclusion and physical restraint in the previous year,
- The total number of students involved in the incidents, and
- The total number of students with disabilities involved in the incidents.

Please see the D.C. Everest School District’s Data for 2019-2020 listed below.

SCHOOL	NUMBER OF SECLUSIONS	NUMBER OF RESTRAINTS	TOTAL NUMBER OF STUDENTS INVOLVED	TOTAL NUMBER OF STUDENTS WITH DISABILITIES INVOLVED
Senior High	<5	0	<5	<5
Junior High	0	0	0	0
Middle School	9	<5	5	5
Idea School	0	0	0	0
Evergreen	34	34	5	5
Hatley	0	<5	<5	<5
Mountain Bay	23	5	6	6
Odyssey	0	0	0	0
Riverside	8	0	<5	<5
Rothschild	48	43	5	5
Weston	<5	<5	<5	<5
DCE 4K	0	<5	<5	<5
<b>DISTRICT TOTAL</b>	<b>124</b>	<b>91</b>	<b>30</b>	<b>30</b>

**Further Information regarding the definitions of seclusion and physical restraint in schools is attached. 2019 Wis. Act 118 which revised Wisconsin state law on addressing the use of seclusion and restraint in schools went into effect on Wednesday, March 4, 2020.**

**Link to DPI summary of changes:**

[https://dpi.wi.gov/sites/default/files/imce/sped/pdf/Summary\\_of\\_2019\\_Wis\\_Act\\_118.pdf](https://dpi.wi.gov/sites/default/files/imce/sped/pdf/Summary_of_2019_Wis_Act_118.pdf)

## ***Key Definitions***

### ***Seclusion***

Defines “**seclusion**” as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Prohibits use of seclusion in public schools, including charter schools, except when:

- A student’s behavior presents a clear, present and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible;
- Constant supervision of the student is maintained;
- The student has adequate access to the bathroom, drinking water, required medications, and regularly scheduled meals; and
- Seclusion is used no longer than necessary to resolve the risk to the physical safety of the student or others.

### ***Physical Restraint***

Defines “**physical restraint**” as a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.

Prohibits the use of physical restraint in public schools, including charter schools, except when:

- A student’s behavior presents a clear, present and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible;
- There are no medical contraindications to its use;
- The degree of force and duration used do not exceed what is necessary and reasonable to resolve the risk to the physical safety of the student or others; and
- No prohibited maneuver is used.



6300 Alderson Street  
Weston WI 54476

To: D.C. Everest School Board  
From: Dr. Kristine Gilmore, Superintendent *KG*  
Subject: Police Liaison Officer Access to Student Records  
Date: August 19, 2020

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State Statute 118.125(2)(d) requires the School Board to individually designate the police liaison officers assigned to the D.C. Everest School District who may have access to the student records.

Our school liaison officers are Frank Wierzbanowski, Greg Schremp, and Cody Swearingen from Everest Metro and Jeff Zwicky from Rothschild. I recommend the School Board give access to our student records to these individuals because we consider them school officials through our MOU's with their departments with legitimate educational interests.



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES - NEW POLICY
Code	po2266
Status	First Reading

### **NEW POLICY – SPECIAL UPDATE – TITLE IX REGULATIONS – JULY 2020**

#### **2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

##### **Introduction**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. **~~[DRAFTING NOTE: In the new Title IX regulations, the term “admission” refers to admission to postsecondary institutions (i.e., institutions of graduate higher education, institutions of undergraduate higher education, institutions of professional education, and institutions of vocational education); thus, if a K-12 school does not operate a vocational program (e.g., a school or institution that has as its primary purpose preparation of students to pursue a technical, skilled, or semiskilled occupation or trade, or to pursue study in a technical field, whether or not the school or institution offers certificates, diplomas, or degrees and whether or not it offers fulltime study), the K-12 school does not officially need to include “admission and” in the preceding sentence (and where that phrase is used throughout this policy); Neola, however, has elected to include it because all K-12 schools “enroll” students and often the term “enroll” is viewed as synonymous with the term “admit.” Since K-12 schools cannot discriminate when enrolling students into the education programs or activities that they operate, it seems appropriate to include the term “admission.”]~~** The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District’s education programs and activities.

##### **Coverage**

This policy applies to sexual harassment that occurs within the District’s education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board’s education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws (X) and/or Employee/Administrator Handbook(s) **~~[End of Option]~~** if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws (X) and/or Employee/Administrator Handbook(s) **[End of Option]** if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

## Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Sexual Harassment:** "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
  - a. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
  - b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
  - d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
  - f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.
  - g. (X) Other Sexual Contact includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5) (b).

- h. Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent. ~~[DRAFTING NOTE: The Title IX regulations do not require the Board to adopt a particular definition of "consent," but it is advisable to adopt a definition because "consent" is an element of each of the first four terms listed above. Since there are a number of different definitions of consent from which to choose, the Board should consult its local legal counsel concerning selecting a specific definition of consent that represents its position on the topic; the investigator(s) and decision-maker(s) will then uniformly apply the adopted definition.]~~
- i. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep. ~~[DRAFTING NOTE: Depending on the definition of "consent" that the Board adopts, it may be necessary to define "incapacitated" in the policy. If it is not defined in the policy, it should certainly be defined in the Administrative Guideline; even if defined in the policy, the Administrative Guideline provides an opportunity to expand on the concept of "consent" and what the Board means by the term "incapacitated."]~~
2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
- A current or former spouse or intimate partner of the victim;
  - A person with whom the victim shares a child in common;
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

**Complainant:** "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Respondent:** "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Formal Complaint:** "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**Actual Knowledge:** "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

**Supportive Measures:** "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), (X) referral to Employee Assistance Program ~~[End of Option]~~, and other similar measures.

**Education Program or Activity:** "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

**School District community:** "School District community" refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties:** "Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Inculpatory Evidence:** "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

**Exculpatory Evidence:** "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

**Eligible Student:** "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

**Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations: ~~[DRAFTING NOTE- Neola suggests the Board consider appointing both a male and a female Title IX Coordinator. The Board must list either the Name or Title of the Title IX Coordinator; while the Board may list both the Name and Title, Neola suggests that the Board consider only listing the Title in this policy (so it does not need to revise/amend its policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name and Title in the requisite postings (e.g., website) and publications (e.g., handbooks) (-) and in the Administrative Guideline.]~~

\_\_\_\_\_  
(Name)

Director of Student Services (Students)\_\_\_\_\_  
(School District Title)

(Name)

Director of Human Resources (Staff)\_\_\_\_\_  
(School District Title)

\_\_\_\_\_  
(Telephone Number) —  
\_\_\_\_\_

~~(Office Address) —~~~~(District issued E-mail Address)~~

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

NAME(S)

TITLE(S)

PHONE NUMBER(S)

OFFICE ADDRESS(ES)

EMAIL ADDRESS(ES)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [\\_BoardDocs please insert when you make this policy live \[insert the web address at which Policy 2266 can be found; or insert a hyperlink tied to the title of the policy\]](#) .-The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

### Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

### Report of Sexual Discrimination / Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). ~~(-) Anonymous reports may be submitted using [ ] the online reporting form posted at [insert the web address for the reporting form, or insert a hyperlink tied to the phrase "online reporting form"] [or] [ ] the hotline reporting number ([insert phone number]). [DRAFTING NOTE: Inclusion of this optional language is not recommended, however, it is recommended that the Title IX Coordinator(s) be trained on evaluation of anonymous reports to determine if sufficient information is provided so as to proceed under either this Policy or another related policy.]~~

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. ~~[DRAFTING NOTE: All Board employees are mandatory reporters pursuant to the Title IX regulations. Existing policy, however, also requires students and Board members to report any information they have concerning allegations of sex discrimination or sexual harassment. Neola suggests that the Board continue this additional requirement in this policy, along with the language encouraging other individuals to make such reports; this will coincide with similar requirements that are imposed on Board members and students in other nondiscrimination and anti-harassment policies. If the Board decides it does not want to go beyond the scope of the regulations for purposes of this policy, it should replace the first sentence of this paragraph with either of the following: "Board employees are required to report allegations of sex discrimination or sexual harassment promptly to the Title IX Coordinator." OR "Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who in turn will notify the/a Title IX Coordinator."]~~ Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment. ~~[DRAFTING NOTE: If the Superintendent is the Title IX Coordinator, substitute "Board President" in place of "Superintendent."]~~

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies (X) and/or administrative guidelines, ~~[END of OPTION]~~ the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must must immediately/promptly notify the/a Title IX Coordinator of such information or report. ~~notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. [DRAFTING NOTE: The regulations do not specify within how many days the Board employee must notify the Title IX Coordinator of receiving a report of sexual harassment; Neola suggests "two (2) days". Alternatively, the Board could make this language more open-ended — e.g., "\* \* \* must immediately/promptly notify the/a Title IX Coordinator of such information or report."]~~ The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly ~~(i.e., within two (2) days)~~ **[DRAFTING NOTE: The regulations do not define "promptly" or otherwise specify within how many days the contact has to be made; Neola suggests "two (2) days".]** of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

**Emergency Removal:** Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 - Suspension and Expulsion, and Policy 5611 - Due Process Rights. ~~-[DRAFTING NOTE: The Board may substitute "Superintendent" or "Title IX Coordinator" in place of "District" in the first sentence. Alternatively, the Superintendent could designate, through the administrative guideline, one or more administrators, including the Title IX Coordinator, to make emergency removal decisions after conducting the individualized safety and risk analysis. In Wisconsin, emergency removals may only be imposed in the manner delineated in Wis. Stat. § 120.13. Additionally, emergency removals must be conducted in compliance with the Individuals with Disabilities Education Improvement Act and/or Section 504 of the Rehabilitation Act of 1973.]~~

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

### Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above, ~~( ) and by \_\_\_\_\_~~ **[DRAFTING NOTE: The Board may set forth additional method(s) by which a formal complaint may be filed (e.g., online portal submission).]** If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint. ~~-[DRAFTING NOTE: If the Superintendent is the Title IX Coordinator, substitute "Board President" in place of "Superintendent" in the preceding sentence.]~~

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct ~~(X-)~~ and the Employee/Administrator Handbook. **[DRAFTING NOTE: The Board should confirm/verify that its Student Code of Conduct and any Employee/Administrator Handbook(s) include a prohibition against intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during a Title IX grievance process. Such misconduct should be a sanctionable offense pursuant to the Student Code of Conduct and Employee/Administrator Handbook(s).]**

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner. ~~[DRAFTING NOTE: The Title IX regulations do not specify a deadline for completing the grievance process; Neola suggests ninety (90) calendar days based on the requirements found in PI-9 relative to investigations pursuant to Wis. Stat. 118.13 and Policy 5517— Student Anti-Harassment.]~~

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

~~[DRAFTING NOTE: The Board should consult with its local legal counsel on a case-by-case basis to determine whether there may be other reasons/good cause for a delay or extension of time—e.g., the complexity and severity of the matter, or school breaks.]~~ (X) The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
  1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
  3. inform the parties of any provision in the Student Code of Conduct (X-), this policy, (X-) and/or Employee/Administrator Handbook ~~[DRAFTING NOTE: While the Title IX regulations only reference "code of conduct" Neola suggests that the Board reference other applicable documents that expressly prohibit an individual from making false statements or knowingly submitting false information as part of the grievance process]~~ that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

~~[DRAFTING NOTE: The Title IX regulations do not define "upon receipt" or otherwise specify within how many days the notice must be sent; Neola suggests the Title IX Coordinator send the notice within "two (2) days" of receipt of the formal complaint; this suggestion is memorialized in the corresponding administrative guideline. Please note, however, that it could be argued that the notice should be sent sooner. Regardless, the Title IX Coordinator should have a template notice form available that can be quickly completed with the requisite information after receipt of the formal complaint.]~~

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

### Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint, unless the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator shall dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/~~Administrator~~-Handbook.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, if at any time during the investigation: ~~(→~~  
~~or hearing [DRAFTING NOTE: Select this option if the Board permits hearings.]~~

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

### Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

~~[DRAFTING NOTE: The Board may adopt provisions, rules, or practices other than those required by the Title IX regulations as part of its grievance process for handling formal complaints of sexual harassment, provided they apply equally to both parties and do not violate the language in the regulations. The Board should discuss this option with its local legal counsel.]~~

### Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee (  ) or another adult member of the School District community or Third Party ~~{END of OPTION}~~ sexually harassed a student. ~~{DRAFTING NOTE: The Title IX regulations prohibit the use of an informal resolution process when the allegations involve a Board employee sexually harassing a student; Neola suggests that it also may not be appropriate to use informal resolution processes when a Third Party is alleged to have sexually harassed a student. Since this is not a requirement, it is offered as an option. If the optional language is not selected, the Board retains the discretion to use informal resolution processes as may be determined appropriate by the Title IX Coordinator on a case-by-case basis.}~~

(  ) The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent. ~~{DRAFTING NOTE: While this language is not required by the Title IX regulations, Neola suggests the Board select this option because of the severity of this type of sexual harassment.}~~

### Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the (  ) preponderance of the evidence standard. ~~(  ) clear and convincing evidence standard {END OF OPTIONS}~~. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources:

~~{DRAFTING NOTE: Neola suggests the Board adopts the "preponderance of the evidence standard." The preponderance of the evidence standard is an equitable standard of proof and the legal standard by which most civil lawsuits, including civil rights claims, are adjudicated in the United States. This standard requires the decision-maker(s) to determine that there is a greater than fifty percent (50%) likelihood (i.e., it is more probable/likely than not) that the Respondent engaged in the alleged sexual harassment.~~

~~The "clear and convincing evidence standard," on the other hand, is a higher standard of evidence, in which the District would need to show to the decision-maker(s) that the truth of the allegations is highly probable (i.e., that the contention is substantially more likely to be true than untrue). Some argue that using the clear and convincing standard may skew the playing field toward the Respondent by enhancing protection for the Respondent at the expense of the Complainant.~~

~~The same standard of evidence must be applied for formal complaints against students as is applied to formal complaints against employees, and the same standard of evidence must be used for all formal complaints of sexual harassment. The Board should discuss this option with its local legal counsel.~~

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
- C. ~~(  ) The District establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings: {DRAFTING NOTE: The Board should consult with its local legal~~

~~counsel concerning any restrictions it may want to place on an advisor's participation in the proceedings, including rules of decorum.]~~

- D. ~~(-X)~~ Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all ~~(-) hearings, [DRAFTING NOTE: Select this option if the Board permits hearings.]~~ investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. **(X)** The investigator(s) and decision-maker(s) must provide a minimum of one(1) days' notice with respect to investigative interviews and other meetings. ~~(-) and \_\_\_\_\_ days' notice with respect to hearings [End of Option]. [DRAFTING NOTE: The Board should consult with its local legal counsel concerning whether to set a minimum amount of advance notice—i.e., define "sufficient time"; Neola suggests a minimum of three (3) days' advance notice for hearings and one (1) day's advanced notice for investigative interviews and other meetings.]~~

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the ~~(-) investigator~~ **(X)** Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. ~~[DRAFTING NOTE: The Board should select the following option if it provides for a hearing before the decision-maker] (-) The District will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination. [END OF OPTION]~~

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to: ~~[DRAFTING NOTE: Select one of the following two options. The Board should select the second option if it is providing a hearing or permitting the decision-maker(s) to decide whether to conduct a hearing on a case-by-case basis.]~~

**(X)** the decision-maker(s) issuing a determination regarding responsibility.

~~(-) a hearing or the decision-maker(s) issuing a determination regarding responsibility.~~

### Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

~~[DRAFTING NOTE: The Board may, but need not, provide for a hearing before the decision-maker(s) reaches a determination of responsibility. Neola suggests that the Board not provide for a hearing. If the Board decides not to provide for a hearing, the Board should select OPTION 1; if the Board elects to provide a hearing or to provide the decision-maker(s) with the discretion to conduct a hearing on a case-by-case basis, the Board should select OPTION 2. Additionally, if the Board operates a vocational program (see the Drafting Note contained in the first paragraph for the definition of "vocational program"), Neola suggests that the Board consult its local legal counsel concerning whether it must provide for a live hearing related to formal complaints involving parties associated with the vocational program. If the Board determines with its legal counsel, that it must provide for a live hearing is should select Option E of Option 2, at least with respect to formal complaints involving parties involved in the vocational program (i.e., it does not need to provide for a live hearing for its regular K-12 education programs and activities that it operates.)~~

#### [OPTION 1]

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for

additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

~~**[END OF OPTION 1— NOTE: If Option 1 is selected proceed to [END OF OPTION 2] and commence with Determination Regarding Responsibility**~~

~~**[OPTION 2— NOTE: Option 2 is inclusive of all Letter Options (A) — (E)]**~~

~~After the investigator sends the investigative report to the parties and the decision maker(s), and prior to the decision maker(s) issuing a determination of responsibility, the decision maker(s) ( ) may ( ) will **[END OF OPTIONS]** conduct a hearing.~~

~~**[DRAFTING NOTE: Select Option A or Option B. If the Board selects "may," it should select Option A; if it selects "will," it should select Option B.]**~~

~~**[Option A]**~~

~~If the decision maker(s) decides not to conduct a hearing, the decision maker(s) will state in writing the reason for not conducting a hearing and provide that explanation to the parties. Additionally, before the decision maker(s) reaches a determination regarding responsibility, the decision maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow up questions from each party. The decision maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.~~

~~If the decision maker(s) elects to conduct a hearing, the hearing will proceed as follows:~~

~~**[End of Option A]**~~

~~**[Option B]**~~

~~The hearing will proceed as follows:~~

~~**[End of Option B]**~~

~~**[DRAFTING NOTE: Select Option C or Option D or Option E; Neola suggests Option C. The Board should discuss this option with its local legal counsel.**~~

~~**[Option C]**~~

~~At the hearing, the decision maker(s) will allow each party or each party's advisor to submit relevant questions to the decision maker(s) who will ask the questions to the other party and any witnesses. Before a Complainant, Respondent, or witness answers a cross examination or other question, the decision maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Only relevant cross examination and other questions, including follow up questions and questions challenging credibility, will be permitted. Such cross examination and questioning at the live hearing shall be conducted orally and in real time.~~

~~( ) If a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to submit questions on behalf of that party.~~

~~**[End of Option C]**~~

~~**[Option D]**~~

~~Prior to commencing the hearing, the decision maker(s) will decide whether to allow each party's advisor to ask questions directly of the other party and any witnesses, or instead to have the questions submitted to the decision maker(s) who will ask the other party and any witnesses the questions.~~

~~If the decision maker(s) permits each party's advisor to ask the other party and any witnesses relevant questions and follow up questions, including questions challenging credibility, such cross examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. If the decision maker(s) permit each party's advisor to ask questions directly to the other party and any witnesses, the decision maker(s) shall not restrict the extent to which advisors may participate in the hearing.~~

~~If, on the other hand, the decision maker(s) decides to have each party's advisor (or the party, if the party does not have an advisor) submit relevant questions to the decision maker(s), the decision maker will ask the questions to the other party and any witnesses. Such cross examination at the hearing will be conducted orally and in real time by the decision maker(s) based upon questions submitted by a party's advisor or the party.~~

~~Only relevant cross examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross examination or other question, the decision maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.~~

~~If the decision maker(s) permits the parties' advisors to ask the questions directly, and a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.~~

~~(-) If the decision maker(s) decides not to have the parties' advisors ask the questions directly, and a party does not have an advisor present at the hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to submit questions on behalf of that party.~~

**[End of Option D]**

**[Option E]**

~~At the live hearing, the decision maker(s) shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally; notwithstanding anything to the contrary in this policy, the decision maker shall not restrict the extent to which advisors may participate in the hearing.~~

~~Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.~~

~~(-) If a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.~~

**[End of Option E]**

~~Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.~~

~~If a party or witness does not submit to cross-examination at the live hearing, the decision maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.~~

~~Hearings may be conducted with all parties physically present in the same geographic location or, at the discretion of the (-) decision maker(s) (-) Title IX Coordinator(s) **[END OF OPTIONS]**, any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the decision maker shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision maker(s) and parties to simultaneously see and hear the party or witness answering questions. The District will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review.~~

**[END OF OPTION 2]**

**Determination regarding responsibility:** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the **(X)** preponderance of the evidence standard. ~~(-) clear and convincing evidence standard. **[DRAFTING NOTE: Be sure to select the evidence standard selected previously (i.e., above).]**~~

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence. ~~(-) and hearings held; **[DRAFTING NOTE: The Board should only select this option if it permits hearings.]**~~
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

**[OPTION 1]**

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment). Consequences could be up to and including an expulsion hearing, or permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment.

**[END OF OPTION]****[OPTION 2]**

~~Disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment) including but not limited to:~~

A. ~~Informal Discipline~~

1. ~~(-) writing assignments;~~
2. ~~(-) changing of seating or location;~~
3. ~~(-) pre-school, (-) lunchtime, (-) after-school detention;~~
4. ~~(-) in-school discipline;~~
5. ~~(-) Saturday school~~

B. ~~Formal Discipline~~

1. ~~(-) suspension of bus-riding/transportation privileges;~~
2. ~~(-) removal from co-curricular and/or extra-curricular activity(ies), including athletics;~~
3. ~~(-) emergency removal;~~
4. ~~(-) suspension for up to five (5) school days;~~
5. ~~(-) suspension for up to fifteen (15) consecutive school days if a notice of expulsion hearing has been sent;~~
6. ~~(-) suspension for up to ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.;~~
7. ~~(-) expulsion;~~
8. ~~(-) permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment; and~~
9. ~~(-) any other sanction authorized by the Student Code of Conduct.~~

**[END OF OPTION]**

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A.  oral or written warning;

- B. (X) written reprimands;
- C. (X) performance improvement plan;
- D. (X) required counseling;
- E. (X) required training or education;
- F. (X) demotion;
- G. (X) suspension with pay;
- H. (X) suspension without pay;
- I. (X) termination, and any other sanction authorized by any applicable Employee/~~Administrator~~ Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. ~~[DRAFTING NOTE: The Board should review applicable policy(ies)/administrative guidelines/employee handbooks to determine whether changes are needed to stated timelines related to the imposition of discipline as a result of possible delays caused by the Board's obligation to follow this grievance process and procedures.]~~

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. (X) oral or written warning;
- B. (X) suspension or termination/ cancellation of the Board's contract with the third-party vendor or contractor;
- C. (X) mandatory monitoring of the third-party while on school property and/or while working/interacting with students;
- D. (X) restriction/prohibition on the third-party's ability to be on school property; and
- E. (X) any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

## Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, ~~investigator(s)~~, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

~~[DRAFTING NOTE: The Board may insert additional grounds on which an appeal may be filed.]~~

- D.  The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the sexual harassment);
- E.  \_\_\_\_\_

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within ~~five (5) \_\_\_\_\_ (\_\_\_\_)~~ days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein. ~~[DRAFTING NOTE: Neola suggests that the deadline for submitting a written appeal be set at "within five (5) days" of the appealing party's receipt of the decision-maker's(s)' determination of responsibility.]~~

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. ~~[DRAFTING NOTE: Select OPTION 1, OPTION 2, OPTION 3, or OPTION 4.]~~

~~[OPTION 1] The decision-maker(s) for the appeal shall determine when each party's written statement is due. [END OF OPTION 1]~~

~~[OPTION 2] The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within \_\_\_\_\_ days after the Title IX Coordinator provides notice to the non-appealing party of the appeal. [END OF OPTION 2]~~

~~[OPTION 3] The appealing party's written statement must be submitted within \_\_\_\_\_ days after the Title IX Coordinator receives notice of the appeal. The other party's written statement must be submitted within \_\_\_\_\_ days after the Title IX Coordinator provides that party a copy of the appealing party's written statement.  The appealing party will have \_\_\_\_\_ days to submit a rebuttal to the other party's written statement. [DRAFTING NOTE: Neola does not suggest that the Board select this extra option.] [END OF OPTION 3]~~

~~[OPTION 4] Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to five (5) \_\_\_\_\_ days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility. [END OF OPTION 4]~~

~~[DRAFTING NOTE: Neola suggests that the deadline for both parties to submit a written statement pursuant to OPTION 2 be set at "within five (5) days" of the Title IX Coordinator providing notice to the non-appealing party of the appeal.]~~

~~If the Board selects OPTION 3, Neola suggests that the party's respective written statements be submitted within three (3) days of the triggering event (i.e., submission of the notice of appeal for the appealing party, and receipt of the appealing party's written statement for the nonappealing party), and if the Board selects the extra option in OPTION 3, Neola suggests the appealing party only have <sup>870</sup>two (2) days after receipt of the non-appealing party's written statement to submit the rebuttal. Alternatively, in order to expedite the appeal, the Board could select OPTION 4 and require the appealing party to submit his/her written statement challenging the determination of~~

~~responsibility at the same time s/he submits his/her notice of appeal. The nonappealing party would then be permitted to submit a written statement in support of the determination of responsibility within the same number of days that the appealing party had to submit the notice of appeal/statement challenging the determination of responsibility (e.g. three or five days, depending on the appeal deadline selected above.)~~

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted. **[DRAFTING NOTE: Neola suggests that the deadline for the decision-maker(s) of the appeal to issue the final decision be set at "within five (5) days" of the date the parties submitted their written statements, or the date a last written statement is submitted pursuant to Option 3 or Option 4.]**

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. **(X)** No further review beyond the appeal is permitted. **[END OF OPTION]**

### Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding, ~~or~~ under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation ~~( )~~ and/or hearing **[DRAFTING NOTE: Select this option if the Board permits hearings.]**, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, ~~hearing~~, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

### Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

### Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process ~~(-) that includes hearings, [DRAFTING NOTE: Select this option if the Board permits hearings.]~~ appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interests, and bias.

**(X)** All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment. ~~[DRAFTING NOTE: While the Title IX regulations do not specifically require this training, it is critical that the Board train all of the employees concerning this legal obligation since the Board will be considered to have "actual knowledge" of Sexual Harassment if any Board employee has notice of such conduct.]~~

### Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility ~~(-) and any audio or audiovisual recording or transcript that is made of any hearing [DRAFTING NOTE: Select this option if the Board permits live hearings.]~~, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. ~~(-) If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.~~

### Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the Superintendent at any time.

~~[DRAFTING NOTE: The following option expressly sets forth authority that the Board has regardless of whether it is included in this policy, but is offered for those boards of education that may want to affirmatively communicate to / address these issues for readers of this policy.]~~

### **(X)** Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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Legal	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	42 U.S.C. 1983
	34 C.F.R. Part 106
	19.21(6), Wis. Stats.
	118.25, Wis. Stats.
	120.13, Wis. Stats.
	948.02, Wis. Stats.
	OCR's Revised Sexual Harassment Guidance (2001)
	20 U.S.C. 1092(F)(6)(A)(v)
	34 U.S.C. 12291(a)(10)
	34 U.S.C. 12291(a)(8)
	34 U.S.C. 12291(a)(30)

Last Modified by Ellen Suckow on August 14, 2020



Book	Policy Manual
Section	First Reading by Board
Title	EPIDEMICS AND PANDEMICS - NEW POLICY
Code	po8420.01
Status	First Reading

**~~NEW POLICY -- SPECIAL UPDATE -- EPIDEMICS AND PANDEMICS -- MARCH 2020~~**

**8420.01 - EPIDEMICS AND PANDEMICS**

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the Superintendent shall establish an Epidemic/Pandemic Response Team ("EPRT") to develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan developed in accordance with Policy 8405 - Environmental Health and Safety Program. (X) District administration is granted authority to take appropriate action as required in any instance where the District's plan is inadequate or does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. [X] a communication method for school schedule changes, busing changes, and school closures;
- B. [X] a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. [X] an educational pandemic prevention program for staff and students;
- D. [X] provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. [X] provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. [X] procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. [X] procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. [X] procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. [X] a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. [X] a plan for operating the District with less staff due to an epidemic or pandemic;
- K. [-X] a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;

- L.  other emergency procedures necessary for the District to deal with an epidemic or pandemic;
- M.  a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan should be reviewed annually by the EPRT and updated as appropriate.

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Last Modified by Ellen Suckow on August 13, 2020

DCE School Board,

On behalf of my entire family, Mary, Michelle, Susan, Mike, Kathy (me), and my mother's aady, I wanted to say thank you for the gift of flowers in memory of my father John Solheim. He loved DCE and all 5 of his children attended and graduated from the district. He enjoyed coaching for DCE. He had such pride working for the district. Thank you for giving my dad a great life.

BRAINARD FUNERAL HOME AND CREMATION CENTER

To know you are with us in our time of

*Sorrow*

Sharing our prayers,  
Today & tomorrow

*God* gives us comfort in the form of family & friends.

May His peace be with you,  
His *Love* never ends.

*The Family of John Solheim*

*Kathy Kowalke*

Dear DCE School Board,

Thank you for thinking  
of our family at this  
difficult time. We  
deeply appreciate

the memorial planter  
you sent to honor the  
life of Fred P. Norak.

We cherish all of the  
memories we have and  
know we were blessed by  
his long life with us.

Thanks again,  
Nancy + Perry Norak Family  
Matt, Elizabeth + Dan