

The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high quality education in which students gain respect for themselves, others, and their surrounding and develop a desire for excellence while learning the skills to become contributing members of a global society.

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
Board of Education Regular Meeting
Wednesday, March 25, 2026 - 5:00 PM
Middle/High School IMC
1003 Tiffany Street
Boyceville, Wisconsin 54725

Agenda items may change up to 24 hours prior to the start of the meeting. Please check our web page for the most current agenda - www.boyceville.k12.wi.us.

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

1. Call to Order
2. Roll Call of Attendance
3. Approval of Agenda
4. Approval of Board Minutes from the February 18, 2026, Regular Board Meeting and the March 4, 2026, Work Session and Special Meeting 3
5. Visitor's Welcome & Comments
6. **Information & Discussion Items:**
 - a. CESA 10 Flooring & Design Update 9
 - b. Science Olympiad California Trip Presentation
 - c. Library Learning Center Presentation
 - d. Athletic Director's Report 15
 - e. Principal's & Special Education Director's Reports: Staff and Student Recognitions and Accomplishments; Recent and Upcoming Events/Activities in the Schools 17
 - f. Superintendent's Report: Transportation Report; Referendum Updates; School Board Reminders; Recent and Upcoming Events/Activities in the District
 - g. New Casework in the District Office and Buildings 24
 - h. Monthly Budget Update
7. **Action Items**
 - a. Treasurer's Report: Act on Approval of Receipts, Bills, and Payments for February 2026 37
 - b. Act on Naming the 2026 Wisconsin Academic Excellence Recipient
 - c. Act on Naming the 2026 Technical Excellence Higher Education Scholarship Recipient

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|---|-----|
| d. Act on the Fall 2026 Early College Credit and Start College Now Applications | 47 |
| e. Act on the 2025-2026 Academic and Career Planning Document | 54 |
| f. Act on the Discontinuation of Student Activity and Art Fees in the Middle and High School | |
| g. Discuss/Act on an Additional High School Track Coach Position for the 2026 Season | 60 |
| h. Act on the Second Reading of the Proposed Neola Policy Updates | 62 |
| i. Act on the Following Grants/Donations as Presented Below: | 147 |
| • MASA Fund donation (a fund of the Community Foundation of Dunn County) of \$5,434.68 to support the education endeavors of the students and staff of the Boyceville Community School District | |
| • Boyceville Lion's Club donation of \$1,000 to support our elementary Wellness Walk program | |
| • FFA donation from Craig and Mary Conklin of \$350 for seeds | |
| • AnnMarie Foundation grant of \$1,810 was awarded to Laurie Mumm towards the purchase of floor rockers | |
| • Tainter Trail Tamers Snowmobile Club donation of \$414 to support TCE families in need | |
| 8. Adjournment to closed session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss a professional staff member's leave of absence request; resignations and/or new hires; 2026-2027 staffing plan, and extra/co-curricular compensation. | |
| 9. Reconvene in open session for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session. | |
| 10. Personnel Resignations and/or New Hire Recommendations | |
| a. Act on the Retirement of Nancy White as High School Math Teacher | |
| b. Act on the Hiring Recommendation of Erika Cormican as Assistant Softball Coach | |
| c. Act on the Hiring Recommendation of Joan Klassen as an Assistant Track Coach | |
| 11. Act on a Staff Members Leave of Absence Request for the 2026-2027 School Year | |
| 12. Act on the 2026-2027 CESA Shared Services Contract | 151 |
| 13. Adjournment | |

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION
Middle/High School Library
Wednesday, February 18, 2026**

The Board of Education of the Boyceville Community School District met in regular session on Wednesday, February 18, 2026, at 5:01 p.m. in the Middle/High School Library.

Board members present: Amber Carlsrud, Stacy Fetzer, Sharon Formoe, Ben Mrdutt, and Jessie Olson

Others Present: Superintendent Nick Kaiser, Alesha Kersten, Emmaly Monfort, Patrick Gretzlock, Shannon Bignell, Becky Hanestad, Angie Cassellius, Jenna Bialik, Christina Lange, Angela Hellmann, Alex Larson – CESA 10, Teddi Humpal, and Renee Bettendorf of the Tribune Press Reporter

Motion by Ben Mrdutt to approve the agenda reordering the agenda to report the Bulldog Express Presentation before the Food Service Director's Report. Seconded by Sharon Formoe. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve the Board of Education meeting minutes of the January 14 Regular Board Meeting, February 3 Special Meeting, February 4 Work Session, and February 11, 2026, Special Meeting as presented. Seconded by Ben Mrdutt. All voted in favor. Motion carried.

Visitor's Welcome & Comments:

President Carlsrud welcomed those in attendance. No Comments from the audience were made.

Information/Discussion Items:

CESA 10 Referendum Update – Alex Larson updated the Board on the completion of Phase 1 projects. Replacement doors, remaining windows, and additional scope items will be addressed on February 27th and during the week of spring break. Building automation and controls field work has been completed and the computer programming is near completion.

Preliminary scheduling meetings, submittals, and sample reviews for Phase 2 items are underway. There was discussion on hallway and locker room lockers and flooring at both buildings. All the flooring will be demoed at once leaving temporary polished concrete until the flooring is installed. TCE parking lot rendering and next steps were discussed. Design meetings will be scheduled soon.

Bulldog Express Presentation – Speech and Language Pathologist Jenna Bialik and Special Education Teacher Christina Lange presented the Bulldog Express program to the Board. Bulldog Express is a "Coffee Cart" business for our special education students that help build and improve functional skills for our students – stocking supplies, monthly shopping trips, baking, and real life communication. Students rotate weekly with jobs such as manager, sales, punch card, and pushing the cart. The Coffee Cart delivers pre-ordered items to our staff each Friday.

Food Service Director's Report – Food Service Director Teddi Humpal gave the Board an overview of our recent Food Service Administrative Review with the Department of Public

Instruction. Our review went very well and we only have a few corrective action items to follow through with and some items have already been completed. This year we have been able to update some of our equipment; specifically, our ovens and stainless steel tables.

Achievement Gap Reduction Report – TCE Interim Principal Shannon Bignell reviewed the mid-year AGR program report showing the progress towards achieving reading and math objectives and what strategies are being used at each of the kindergarten – 3rd grade levels.

Principals/Pupil Services Director Reports – The principals and pupil services director provided an overview of their written reports to the Board highlighting student and staff recognitions and accomplishments as well as recent and upcoming events and activities in the schools.

As part of the Elementary Principal's report, Mrs. Angie Hellmann shared results of the new iReady math program. There has been 59% student growth from the beginning of the school year and 25% of students have already met their year-end goals.

High School/Middle School Principal Patrick Gretzlock congratulated Zach Hellendrung and Isaiah Romero for advancing to the State Wrestling Tournament.

Superintendent's Report – Mr. Nick Kaiser

- Mr. Kaiser extended his thanks to the custodial staff and event workers for all of their efforts during the winter sports season. Many events are hosted in our buildings and it could not be done without their hard work.
- Thank you to everyone who was involved with the Coaches vs. Cancer event. It is a great event and raises money for a worthy cause. This year's total, as of today, is \$15,792.
- Parent/Teacher Conferences will be held on February 23 and February 26, 2026.
- State testing will begin in March. The ACT, PreACT Secure, Forward, and DLM are tests given in Wisconsin.
- Referendum Update: Phase 1 items are wrapping up and we are continuing to plan Phase 2 projects along with other identified needs.

Monthly Budget Report – District Accountant Emmaly Monfort shared her master referendum expense worksheet with the Board. Year-to-date total referendum expenditures are \$10.4 million. Expected January additional revenue included \$20,000 in interest, \$115,000 from Focus on Energy, and \$10,000 for bus rebates.

Action Items:

Treasurer's Report – Motion by Sharon Formoe to approve Check Nos. 1483-1486, 16413, 16415-16, 16420, 84220-84261, 84269-84345, and the ACH Payments made by PMA as presented totaling \$260,721.99 from Fund 10, the General Fund and \$461,300.55 from Fund 49, the Referendum Fund. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Secondary Flooring Bid for Tiffany Creek Elementary – Motion by Ben Mrdutt to approve the secondary flooring bid from Terrazzo Designs for Tiffany Creek Elementary throughout the entire building as presented by CESA 10. Seconded by Sharon Formoe. All voted in favor. Motion carried.

2026-2027 High School Course Offerings Handbook – Mr. Gretzlock shared that there will be no changes to course content in the 2026-2027 High School Course Offerings Handbook.

Motion by Stacy Fetzer to approve the 2026-2027 High School Course Offerings Handbook. Seconded by Sharon Formoe. All voted in favor. Motion Carried.

2026-2027 School Calendar – A motion to approve the school calendar was made by Sharon Formoe. Seconded by Ben Mrdutt. All voted in favor. Motion carried. Stacy Fetzer requested a calendar survey be sent out when developing future school calendars.

Grants/Donations

Motion by Ben Mrdutt to accept the following grants and awards. Seconded by Jessie Olson. All voted in favor. Motion carried.

Community Foundation of Dunn County Awards

- \$1,510 Teacher Mini Grant Awarded to Meghan Olson for the 4th Grade Madison Field Trip
- \$423.38 Teacher Mini Grant (funded by Ohly) Awarded to Laura Debee for Recipe for Success: Bakeware that builds skills
- \$700 Teacher Mini Grant Awarded to Jacob Peterson for the Bulldog Adventures Program

Mayo Clinic Supporting our Schools Award of \$6,000 to support our Bulldog Pantry

Motion by Stacy Fetzer to adjourn to Closed Session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Specifically, to discuss a new hire recommendation for the Tiffany Creek Elementary Principal position, coaching positions, support staff positions; and to discuss staffing and probationary teachers and support staff. Seconded by Jessie Olson. Roll call vote: Carlsrud-Yes, Fetzer-Yes, Formoe-Yes, Mrdutt-Yes, and Olson-Yes. The meeting adjourned to closed session at 6:55 p.m.

The meeting reconvened in open session at 10:14 p.m. for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.

Action Items

Motion by Ben Mrdutt to approve a support staff's unpaid leave of absence for two weeks. Seconded by Jessie Olson. All voted in favor. Motion carried.

Motion by Stacy Fetzer to accept the retirement of Keri Peterson as an Elementary Teacher. Seconded by Ben Mrdutt. All voted in Favor. Motion carried.

Motion by Sharon Formoe to accept the retirement of Jacob Schoeder as our Network Administrator. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Stacy Fetzer to accept the resignation of Angela Hellmann as the Elementary Summer School Lead Teacher . Seconded by Ben Mrdutt. All voted in favor. Motion carried.

Motion by Ben Mrdutt to accept the resignation of Trevor Hollister as JV Baseball Coach. Seconded by Sharon Formoe. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Ashlee Morse as a part-time Elementary Special Education Paraprofessional. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Ben Mrdutt to approve the hiring recommendation of Kendra Delong as a full-time Custodian. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Jeff Thomely as a part-time Custodian. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Ben Mrdutt to approve the hiring recommendation of Shane Wehlage as a Varsity Volleyball Coach. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Erica Cormican as a JV Volleyball Coach. Seconded by Ben Mrdutt. All voted in favor. Motion carried.

Motion by Ben Mrdutt to approve the hiring recommendation of Derrick Retz as the JV Baseball Coach. Seconded by Jessie Olson. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Monica Miranda as Prom Advisor. Seconded by Ben Mrdutt. All voted in favor. Motion carried.

Adjournment

Motion by Stacy Fetzer to adjourn the meeting. Seconded by Ben Mrdutt. All voted in favor. The meeting adjourned at 10:20 p.m.

Respectfully submitted
by Alesha Kersten for

Stacy Fetzer, School Board Clerk

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION WORK SESSION & SPECIAL MEETING
Boyceville Middle/High School Library
Wednesday, March 4, 2026**

The Board of Education of the Boyceville Community School District met for a Work Session and Special Meeting on Wednesday, March 4, 2026, at 5:00 p.m. in the Boyceville Middle/High School Library.

Board Members Present: Amber Carlsrud, Stacy Fetzer, Sharon Formoe, Ben Mrdutt, and Jessie Olson

Others Present: District Administrator Nick Kaiser

Motion by Ben Mrdutt to approve the agenda as presented. Seconded by Sharon Formoe. All voted in favor. Motion carried.

WORK SESSION

Discussion Items:

IT Director's Report – Network Administrator Jacob Schoeder reported information to the Board regarding E-Rate, UPS Generators, TCE Fiber, and ACT Prep.

Prepare Athletic Director Report Discussion Items - The Board compiled information they would like reported to them during the March Board meeting. Topics include the Athletic Code Meeting, coaching updates, and open gym expectations.

WASB Convention Attendee Recap - District Administrator Nick Kaiser shared convention topics that he attended during the WASB convention.

2025-2026 Pillars/Focus Review – The current year Pillars/Focus goals were reviewed.

CESA Contract Review – The CESA Shared Services Contract for 2026-2027 school year was reviewed. The contract will be approved at the March 25, 2026, Board meeting.

Student Activity & Art Fees – Board discussion whether to continue charging students for activity and art fees. Action item for the March 25, 2026, Board meeting.

Additional Softball Coach – There is an increase in the number of participants in softball for the 2026 season and an additional coach may be necessary. Action item for the March 25, 2026, Board meeting.

Referendum Updates for TCE and Middle/High School

- TCE gym floor will be a 4-6 week project this summer
- TCE parking lot, Option 2 – get a bid to see what it would cost
- MS Lockers – 15" lockers, hold off on HS lockers to see where we sit
- Start restroom updates during spring break

Voucher Resolution Information – The Board discussed the voucher resolution which opposes the expansion of taxpayer-funded private school vouchers that has been making headlines. At this time, no action will be taken, but continue to keep informed on this topic.

First Reading of the Proposed NEOLA Policy Updates – The Board held the first reading of the proposed NEOLA policy updates as presented.

Adjournment to Closed Session

Motion by Sharon Formoe to adjourn to Closed Session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss new hires and resignations, staffing updates, a leave of absence request, and extra/co-curricular compensation. Seconded by Stacy Fetzer. Roll Call Vote – Carlsrud – Yes, Fetzer – Yes, Formoe – Yes, Mrdutt – Yes, and Olson – Yes. The meeting adjourned to closed session at 8:05 p.m.

The meeting reconvened in open session at 10:23 p.m. for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.

SPECIAL MEETING

Action Items

Motion by Stacy Fetzer to approve the hiring recommendation of Jacob Peterson as Elementary Principal. Seconded by Ben Mrdutt. All voted in Favor. Motion carried.

Motion by Ben Mrdutt to accept the resignation of Jacob Peterson as Elementary Teacher. Seconded by Sharon Formoe. All voted in favor. Motion carried.

Adjournment

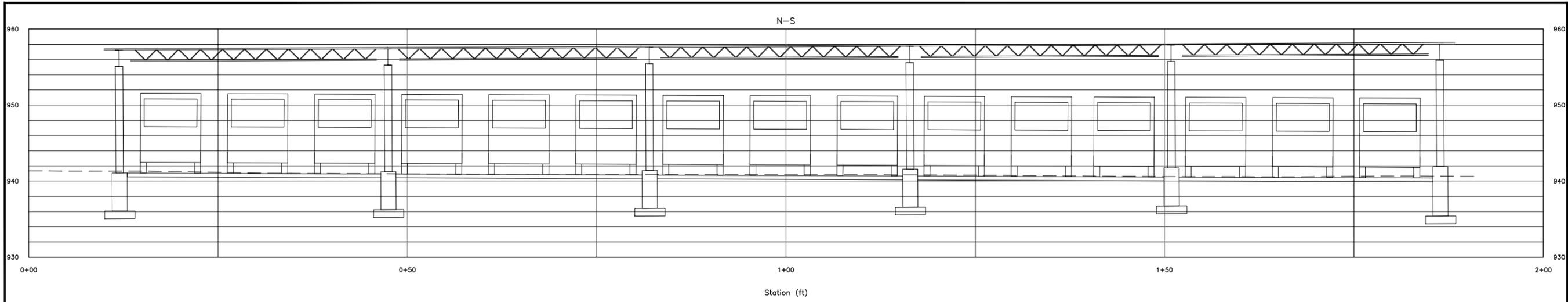
Motion by Sharon Formoe to adjourn. Seconded by Ben Mrdutt. All voted in favor. Motion carried. The meeting adjourned at 10:25 p.m.

Respectfully submitted by

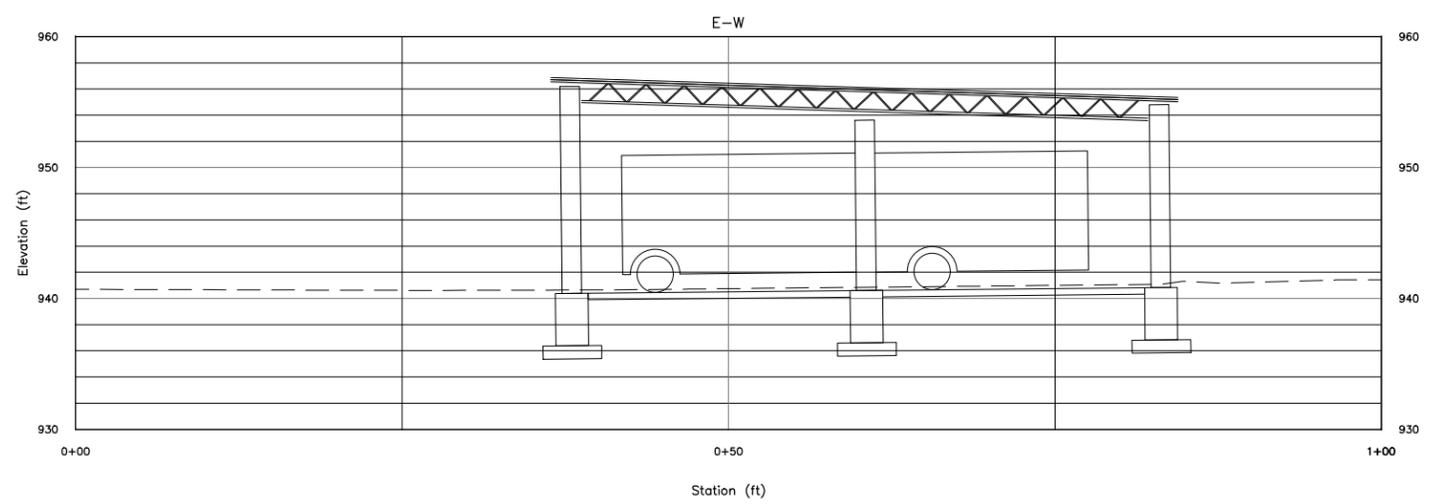
Stacy Fetzer, School Board Clerk

Boyceville Community School District 3/25/2026 Board update

- Phase 1 Update:
 - Over Spring Break Completed Punch list items.
 - Tracking Warranty items
- Phase 2 Projects:
 - Schedule Meetings and Submittal Review underway.
 - Work scheduled over spring break was completed.
 - Hallway and Locker rooms lockers Contracts and Submittal Review underway.
 - Sample Review and Layout confirmation for Flooring.
 - Bathroom fixture updates are underway and planning for partitions update in April.
- Parking Lot Project Rendering and Bus garage update
 - Design of the parking lot based on the Selected layout plan are progressing.
 - Design progressing on Bus garage canopy
 - Meeting on April 13th with the village to grant variance on the structure.



1 SECTION VIEW NORTH TO SOUTH
C5.0



1 SECTION VIEW EAST TO WEST
C5.0

DRAWING PHASE:	DRAWN BY: JVF
OWNER REVIEW	CHECKED BY: MH
AGENCY REVIEW	DATE: 11.11.25
BID DOCUMENT	DWG FILE: 150-004_TOPO
FOR CONSTRUCTION	REF FILE: 150-004_TOPO.DWG
AS-BUILT DOCUMENT	JOB NUMBER: 150-004_TOPO
	REVISION DESCRIPTION:
	NAME:
	DATE:

COMPONENT OFFICE
408 Technology Drive East
Suite A
Menomonee, WI 54751
Tel 715-252-8480

BRANCH OFFICE
2020 Baber Street
Suite 101
Hudson, WI 54018
Tel 715-381-5277

authconsulting.com

A.C/a
Auth•Consulting/associates
S&E Land Surveying a division of A/C/a

PROJECT:
**BUS GARAGE
BOYCEVILLE SCHOOLS**
TOWN OF BOYCEVILLE, DUNN COUNTY, WI

SHEET NO.
C5.0

SECTION VIEWS



Boyceville Community School District

March 2026 Construction Update

Project Updates

PROJECT DATE

- March 2026

BUDGET

- \$18,000,000.00

INVOICED TO DATE

- \$10,810,624.08

CLIENT

- Boyceville Community School District

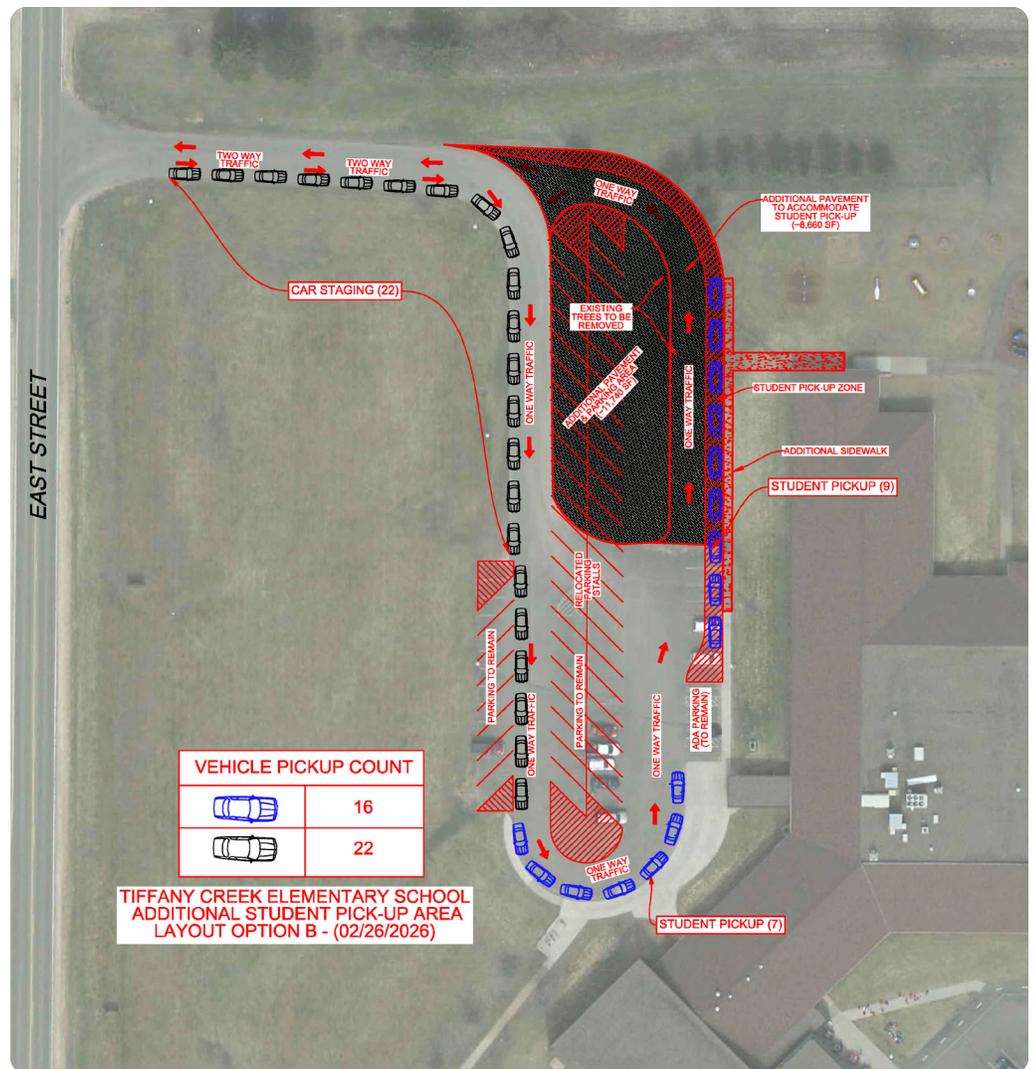
LOCATION

- 1003 Tiffany Street, Boyceville, WI 54725

PROJECT CONTACT

- Alex Larson

- Working through the concept design of the TCE parking lot
- Continue to prep for Phase 2 work (i.e Tech Ed remodel, flooring, lockers, etc)



A construction update will be provided monthly by CESA 10 to communicate the project budget, recent work, and upcoming deliverables.

Budget Name	Supplier Contract	Projected Budget	Approved Change Orders	Reserves	Projected Cost	Actual Cost	Variance
		18,000,000.00	1,090,966.34	24,748.00	16,181,104.80	11,017,634.21	1,818,895.20
Bus Garage Updates		275,000.00			275,000.00		0.00
Career & Tech Ed	Bartingale, Dell Construction, Hudson Electric	775,307.00			486,174.00		289,133.00
Cement Fixes		22,000.00			22,000.00		0.00
Contingency		1,677,317.11			1,677,317.11		0.00
Controls Upgrade	Trane	505,127.65	127,586.65		485,127.65	445,561.07	20,000.00
District Managed	District Managed	2,848,050.50	375,603.17		2,848,050.50	2,848,050.50	0.00
District Office Vestibule Window		33,000.00			33,000.00		0.00
Elevator	Access Lifts	103,830.00			103,830.00	103,830.00	0.00
Environmental	VCI	26,077.00	3,480.00		26,077.00	26,077.00	0.00
Exterior Improvements	DP Masonry	121,433.50	20,622.50		121,433.50	121,433.50	0.00
Flooring Phase 1	RR Flooring	194,695.00	10,925.00		194,695.00	194,695.00	0.00
Flooring Phase 2	Cutting Edge, Nationwide Floor & Window Covering, Terrazzo Designs	816,888.00	91,585.00		747,810.00		69,078.00
General Fees	Auth Consulting, CESA 10	2,260,500.00	20,353.07		1,800,853.07	1,286,484.55	459,646.93
Gyms	H&B Specialized Products, ProStar	880,000.00	650.00		226,965.00		653,035.00
Lighting Upgrades	Eau Claire Acoustics Inc, Hartung Electric	557,669.85	34,296.85		557,669.85	507,350.57	0.00
Mechanical Upgrades	Halverson Bro MECHANICAL	2,010,707.00	79,840.00	10,500.00	1,985,537.00	1,828,946.65	25,170.00
Remodel-General Contractor	Esser Glass, Hoeft, La Force Weight rm & north & east opneings, La Force Wood Doors, Tru Lok	2,486,908.85	189,911.10	14,248.00	2,484,229.18	2,195,787.31	2,679.67
Restrooms	Halverson Bro MECHANICAL, Parloc laborWO, PO Parlock	202,979.00	83,400.00		187,979.00	0.00	15,000.00
Roofing	RTS Roofing	1,273,319.00	30,533.00		1,273,319.00	1,271,328.00	0.00
Science Casework	Wynn O Jones	109,510.54			109,510.54	109,510.06	0.00
Soft Costs		300,000.00			300,000.00		0.00
Student Lockers	Marshfield B&S PO, Marshfield B&S WO	441,100.00			155,947.40		285,152.60
TCE Air Gap	Alpine Insulation	4,000.00			4,000.00	4,000.00	0.00
Track Patching and Restriping	Upper Midwest Athletic Construction	17,000.00	0.00		17,000.00	17,000.00	0.00
Water Heaters	Halverson Brothers Inc	57,580.00	22,180.00		57,580.00	57,580.00	0.00

Reserves - Money set aside in the budget to cover unexpected costs or risks that might arise during the project.

Projected Cost: An updated estimate of what the project is actually expected to cost based on current progress, contracts, and any changes that have occurred.

Reserves - Money set aside in the budget to cover unexpected costs or risks that might arise during the project.

Variance: The difference between what was budgeted and what was actually spent (or is now expected to be spent).

Name	Supplier	Orig. Commitment	Approved Change Orders	Reserves	Projected Cost	Actual Cost	Complete(%)
		12,758,073.35	1,090,966.34	22,248.00	13,871,287.69	11,017,634.21	79.43
Access Lifts	Access Lifts	103,830.00			103,830.00	103,830.00	100.00
Alpine Insulation	Alpine Insulation I, LLC	4,000.00			4,000.00	4,000.00	100.00
Auth Consulting	Auth Consulting & Associates	480,000.00	20,353.07		500,353.07	386,956.00	77.34
Bartingale	Bartingale Mechanical	167,694.00			167,694.00		
CESA 10	CESA 10 Facilities Management	1,300,500.00			1,300,500.00	899,528.55	69.17
Cutting Edge	Cutting Edge Drilling & Sawing	8,775.00			8,775.00		
DP Masonry	DP Masonry	100,811.00	20,622.50		121,433.50	121,433.50	100.00
Dell Construction	Dell Construction Co	229,780.00			229,780.00		
District Managed	Boyceville Community School District	2,472,447.33	375,603.17		2,848,050.50	2,848,050.50	100.00
Eau Claire Acoustics Inc	Eau Claire Acoustics Inc	4,010.00	545.00		4,555.00	4,555.00	100.00
Esser Glass	Esser Glass of Eau Claire	1,285.00			1,285.00		
H&B Specialized Products	H&B Specialized Products	78,315.00	(5,175.00)		73,140.00		
Halverson Bro MECHANICAL	Halverson Brothers Inc	1,895,197.00	163,240.00	10,500.00	2,068,937.00	1,828,946.65	88.40
Halverson Brothers Inc	Halverson Brothers Inc	35,400.00	22,180.00		57,580.00	57,580.00	100.00
Hartung Electric	Hartung Electric LLC	519,363.00	33,751.85		553,114.85	502,795.57	90.90
Hoeft	Hoeft Builders	2,243,591.00	183,370.28	11,748.00	2,438,709.28	2,183,913.25	89.55
Hudson Electric	Hudson Electric	88,700.00			88,700.00		
La Force Weight rm & north & east opneings	LaForce	21,076.02			21,076.02		
La Force Wood Doors	LaForce	11,874.06	6,540.82		18,414.88	11,874.06	64.48
Marshfield B&S PO	Marshfield Book & Stationary	139,607.40			139,607.40		
Marshfield B&S WO	Marshfield Book & Stationary	16,340.00			16,340.00		
Nationwide Floor & Window Covering	Nationwide Floor & Window Coverings	207,450.00	1,585.00		209,035.00		
PO Parlock	PARLOC	75,229.00			75,229.00		
Parloc laborWO	PARLOC	29,350.00			29,350.00		
ProStar	ProStar Surfaces	148,000.00	5,825.00		153,825.00		
RR Flooring	R&R Flooring & Furniture	183,770.00	10,925.00		194,695.00	194,695.00	100.00
RTS Roofing	RTS Roofing Inc	1,242,786.00	30,533.00		1,273,319.00	1,271,328.00	99.84

Terrazzo Designs	Terrazzo Designs	440,000.00	90,000.00		530,000.00		
Trane	Trane U.S. Inc.	357,541.00	127,586.65		485,127.65	445,561.07	91.84
Tru Lok	Tru-Lock & Security	2,244.00			2,244.00		
Upper Midwest Athletic Construction	Upper Midwest Athletic Construction	17,000.00	0.00		17,000.00	17,000.00	100.00
VCI	VCI Environmental Inc	22,597.00	3,480.00		26,077.00	26,077.00	100.00
Wynn O Jones	Wynn O Jones	109,510.54			109,510.54	109,510.06	100.00

Project Cost: Contractors current contract total (including any change orders)

Actual Cost: invoiced and approved to date



Boyceville Middle/High School

Spring-March 25, 2026- Athletic Director Report (3rd Report)

Student Participation:

High School Winter:

- **Boys Basketball---**16 Athletes *Graduate 6
- **Girls Basketball** –15 athletes / *Graduate 1
- **Boys Wrestling-** 15 Athletes *Graduate 4
- **Girls Wrestling--** 2 Athletes *Graduate 0

Middle School Participation:

- **Boys Basketball (6-8)** 14-15 Athletes
- **Girls Basketball (7-8)** 15 Athletes
- **Boys Wrestling (6-8)** 13-15 Athletes
- **Girls Wrestling (6-8)** 3 Athletes

Fall Recap/Awards:

Boys Basketball (Improvement)

- **All- Conference- 2nd Team-** Carson Roemhild
- **Honorable Mention All-Conference-** Jon Madison
- **WBCA Academic All State Individuals:** Jon Madison, Carson Roemhild,
- Owen Rydel, Isaac Williams, Gavin Rydel, Eli Webber, Pietro Biasetti, Walter Schaff, Clayton Score, Donovan Anderson, and Sam Barstad

Wrestling Season (Improvement)

- **All-Conference 1st Team:** Zach Hellendrung, Isaiah Romero, and Liam Moore-Girard and Kala Frett
- **All-Conference 2nd Team:** Becca Brueske
- **Honorable Mention All -Conference:** Victor Patterman, Eli Cassilius, Finn Carlsrud, and Jack Kurschner
- **Team Sectional Participant**
- **State Placement Winner:** Zach Hellendrung- 3rd Place
- **State Qualifier:** Isaiah Romero

Girls Basketball: (Improvement)

- **Lost Regional Championship**
- Best Record in several years
- **All Conference 1st Team-** Brooklyn Talmage
- **All Conference 2nd Team-** Aubrey Malean and Blake Jeske
- **Honorable Mention All-Conference-**Chelsi Holden
- **State 3 Point Shooting Contest-** Brooklyn Talmage- 3rd Place- 1st participant in school history- Top 2 from each Division qualify- 46% accuracy

Spring Participation Numbers: (Subject to change):

Track Girls- 20-22 Athletes (Adding another coach to work with boys and girls)

Track Boys- 20-22 Athletes

Baseball: 28-20 Athletes- We will run a JV and Varsity program

Softball: 24-26 Athletes- We will run a JV and Varsity program (Adding another JV coach)

- **Highest numbers in many years for Spring Sports**

Athletic Department Involvement-last few months:

- Attended DSC Area meeting
- Sat on hiring committee for new commissioner of the DSC
- Set-up GBB Home Playoff Game
- Ran first Wrestling Quad in several years at home
- Attended Booster Club meetings
- Working on Trainer coverage schedule for next year
- Took GBB/BBB to Target Center to play and watch game
- Attend weekly Admin meetings
- Supervise, set-up, and tear down of winter events
- Selection of DSC Scholar Athletes criteria and WIAA
- Observing MS and HS basketball practice on a daily basis
- Work on WIAA financial reports
- Set up practice schedules for Spring events
- Open/run weight room in mornings
- Observed MS and WR practice on a daily basis
- Meet with students on Grade issues
- Run parent and athlete meetings on request
- Finished transportation schedule for the spring sports
- Work with coaches on fundraising for teams
- Track spring coaches for WIAA test and Video completion
- Worked on athletic schedule for the rest of this year 2026-2027 year
- Hired new coaches for several sports- still working on some
- Set up JV schedule for Baseball and Softball- hire umpires-still in progress
- Attended Meetings/Trainings on new System being used for scheduling of games and officials
- Organizing Softball and Baseball trip to Mauston
- Open Gym for students on weekends
- Coordinate Winter teams award banquets
- Working on effective way to Run Yearly Sports meeting (Individual or Large Group)



Boyceville High/Middle School

Principal's Report

March 25, 2026

Submitted: Wednesday, March 18, 2026

Facilities

A great deal of “finishing touches” are being done to components of Phase 1 of the referendum project over the past month. The installation of doors, replacement of valves for our heating system, getting thermostats online, painting and carpeting solutions have been provided and are getting closer to moving onto the next phase of the project. We have engaged in numerous conversations about upgrades to student lockers - both in our locker rooms and in our hallways - and have landed the upgrades that will happen ahead of the 2026-2027 school year. Tru-Lock continues to engage in their work - helping to ensure the safety and security of our students remains a top priority; we have continued to add more fob readers throughout the building in an effort to reduce the amount of keys that need to be distributed to staff.

Climate/Culture

We engaged in Reading Week (highlighted in the Library Learning Commons presentation from Jen Engel) while both our middle and high school student bodies participated in separate Cabin Fever activities throughout the first few weeks of March. Our high school festivities culminated in our third all-school assembly of the year in which STUCO worked to strengthen the foundation of our school community through a number of contests. Our time before Spring Break was highlighted by the Drama Department's Sneak Peak of Mary Poppins to our entire 6-12 students body. Thank you to everyone who provided time, energy and effort to ensure our students are building lifelong memories that serve to highlight a strong school community.

After seeing a dip in the number of students who were nominated for our January Student of the Month, February secured fifteen nominations. The designated trait for the month was kindness and each of our nominations serve as excellent role models for this trait throughout the entire school year. Congratulations to Brooke Fenton (Class of 2027) nominated by Mr. Hamm and Mr. Engel and Miranda Wirth (Class of 2031) nominated by Ms. Lange on being selected as the February Student of the Month.

A volunteer group of teachers began the second book study of the school year as we will be reading and engaging with *Culturize* by Jimmy Casas. The book is based on creating a community of leaders in order to inspire greatness within our school community. We have had two interactions to date and I am excited by the work that this small group will engage in and the impact that it will have on colleagues, students and the entire Boyceville community.

Curriculum & Instruction

Our attention has shifted to testing season as our middle school students will renew their relationship with the Forward Exam by the end of the month. Our eighth grade students will complete tests in ELA, Math, Science and Social Studies, while their seventh and sixth grade counterparts will complete testing in ELA and Math; the testing window for the Forward Exam closes on Friday, April 24. We hope to conclude testing early in April, providing us the time and resources to ensure that we can conduct make-up testing for any students that may miss a regular session.

We will be engaging with the ACT (juniors) and PreACT Secure (sophomores and freshmen) on Thursday, April 9; our seniors will be provided a “day off” in order to provide us adequate support to administer testing throughout the entirety of the day.



March Board Report Pupil Service Department

Facilities

- Goal: Ensure all Pupil Services offices and intervention spaces are organized, accessible, and equipped to provide confidential and effective services.

Climate/Culture

- Goal: By the end of the school year, establish and maintain a regular schedule of structured meetings where staff set agendas, identify needs, and collaborate on strategies that support student success and a positive school climate.
 - Develop a consistent meeting schedule (monthly or bi-monthly) for pupil services collaboration.
 - Use shared agenda templates for transparency and focus.
 - Collect and review meeting feedback to continuously improve processes.

Celebrations:

- ❖ Thank you to all the staff who supported and ran the 4K screener. We started the referral process for some students who may benefit from specialized instruction during this process. The earlier the intervention process can begin, the better for these students.

Curriculum and Instruction

- Goal: Increase paraprofessional knowledge, skills, and collaboration to enhance support for students' academic, behavioral, and social-emotional needs.

Tiffany Creek Elementary

161 East Street Boyceville, WI 54725
Phone: 715-643-3647 (DOGS)
Fax: 715-643-7805

Middle/High School

1003 Tiffany Street Boyceville, WI 54725
Phone: 715-643-3647 (DOGS)
Fax: 715-643-7805

Boyceville Community School District



Leading Today... Developing Excellence for Tomorrow

- Collect feedback from paraprofessionals to guide future training and collaboration structures.
- Offer monthly internal/external professional development sessions focused on instructional strategies, behavior supports, and IEP/504 implementation.

- ❖ The paraprofessional meeting discussion was regarding the implementation of Orton-Gillingham training next year. One in-service day and set up additional training dates after. Continue to send staff to the Paraprofessional Summer Summit as the previous people who went thought it was productive for them.

- Goal: Empower students to understand their IEP/504 plans and actively participate in communicating their learning needs and accommodations to staff.
 - Collaborate with case managers and classroom teachers to provide structured opportunities for students to self-advocate.
 - Include student voice in progress monitoring discussions to increase ownership and understanding of their plans.

- ❖ Another student was dismissed from special education programming.

- Goal: Increase the frequency and effectiveness of coaching observations to strengthen intervention implementation and improve student outcomes.

Upcoming events:

- ❖ Mrs. Lange's work skills class has been able to support the bus garage by detailing the vans. They have been able to learn about food prep and kitchen sanitation skills, such as dishwashing. They have also

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Boyceville Community School District



Leading Today... Developing Excellence for Tomorrow

supported the custodial department by wiping the tops of the lockers.

They will continue to look for ways to increase job skills and exposure to different industries.

- ❖ On March 27th, students in Mrs. Lange's class will be volunteering at the animal shelter in Menomonie from 1-3:00.
- ❖ Mrs. Lange's students will be learning about the floral industry. This event will occur around Mother's Day with Lakeview Floral, and the students will be able to take the arrangements they make with them.

Student Health and Safety

- Goal: Support the school nurse in establishing and implementing building-wide Medical Response Teams to enhance student and staff safety.
- ❖ April is scheduling an in-person meeting to discuss duties within the group, discuss the location and contents in the response bags, and discuss future drills to support situation-specific incidents.

Technology

- Goal: Increase access to technology resources for staff to reduce shared-device constraints and improve productivity.
 - Purchase iPads, licenses, and research and evaluate other technology services or platforms that could improve workflow and productivity.
 - Continue to support technology by providing professional development for staff.

Reflections from Professional Development:

Respectfully submitted by *Rebecca Hanestad*

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Fax: 715-643-7805



Board Report for March, 2026 ~ aligned to Focus/Pillars

Climate/Culture Goal: *To foster and promote a positive, inclusive, and safe school climate that supports the social emotional development, well being, and academic success of all students.*

- Rolls and Reading
- Donuts for Dads
- Sky Dome
- Forward Kick-off video
- Brag Board – cafeteria/classrooms
- Amelia Bauer writing award

Facilities Goal: *To provide a safe, healthy, accessible and sustainable learning environment for our students – one that reflects the district’s commitment to excellence and attracts families seeking a high-quality education for their children.*

- Hallway storage
- Parking lot options for recess

Curriculum and Instruction Goal: *To provide a rigorous, engaging, and inclusive curriculum that fosters academic excellence, creativity, critical thinking, and a lifelong love of learning for all students.*

- Progress on curriculum maps/heat maps for k-5 ELA
- Skyward standards based reporting (benchmarks seem like our best option)

Student Health and Safety Goal: *To provide a safe, healthy, and supportive school environment that promotes the physical, emotional, and social well-being of all students.*

- Policies and procedures for reporting threats/physical altercations
- Disruptive classroom response

Technology Goal: *To integrate technology effectively into teaching and learning to enhance student engagement, creativity, collaboration, and digital literacy in a safe and responsible manner.*

- Preparing for Forward Testing
- Research on 1:1 devices; screen time
- Programs will never replace good instructional practices

Communication Goal: *To foster open, transparent, and effective communication among students, families, staff, and the community to build trust, strengthen relationships, and support student success.*

- Follow up to policies and procedures
- Title 1 Annual Meeting

Respectfully submitted by Shannon Bignell ~ Tiffany Creek Elementary Interim
Principal

BOYCEVILLE COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high quality education in which students gain respect for themselves, others and their surroundings and develop a desire for excellence while learning the skills to become contributing members of a global society.

From: **Thomas Robarge** <thomas@ecbusinessinteriors.com>
Date: Tue, Mar 24, 2026 at 8:19 AM
Subject: Boyceville School District: Casework Demolition & Replacement
To: Nicholas Kaiser <nicholask@boyceville.k12.wi.us>

Good morning Nick,

Please see the attached quotation for the demolition of the existing casework and the new custom casework package for the classrooms and administrative areas. This includes removal and disposal of the existing casework, along with delivery and installation of the new product per the drawings.

A few key items to note:

- Project total: \$68,930.00 (tax exempt)
- Lead time for new casework is approximately 8–11 weeks from order entry
- Work is planned to align with a summer installation schedule
- Demolition scope does not include plumbing or electrical (if required)

We will complete one final field measurement prior to placing the order and can walk through the quote and drawings together to ensure everything is covered as expected. Let me know if you'd like to schedule a time to review or make any adjustments. Once everything looks good on your end, we can coordinate next steps and timing to keep things on track for summer.

Thank you,



Thomas Robarge
General Manager
Eau Claire Business Interiors
[2224 Mercantile Drive](#)
[Eau Claire, WI 54703](#)
[Phone: 715-833-2300](#)
[Fax: 715-833-2180](#)
[Cell Phone: 715-210-1274](#)



QUOTATION: 26-0324-DR

Date Issued: 3/24/26

Page: 1 of 4

To: Boyceville Community School District
 1003 Tiffany Street
 Boyceville, WI 54725

Attn: Nick Kaiser
 Phone: 715-643-3647
 Email: nicholask@boyceville.k12.wi.us

We are pleased to quote you as follows:

QUANTITY ITEM NUMBER AND DESCRIPTION

DEMOLITION OF EXISTING CUSTOM PLASTIC LAMINATE CASEWORK

- 1 ea Labor And Materials To Remove And Dispose Of All Casework Sections Per Customer Request.
 Rooms Included Are Below:
 321, 333, 334, 345, 346, 347 and 401
 * EC Business Interiors Demolition Work Does Not Include Plumbing Or Electrical Work, If Required To Complete Scope

CUSTOM PLASTIC LAMINATE CASEWORK

Manufactured Custom Plastic Laminate Casework (Throughout)

District Office Counter Tops and Classroom Laminate: Wilsonart,
 Pattern: Sierra Cascade 5005-38
 Classroom Cabinets Laminate: Panolam, Pattern: Pepperdust HP451SD
 Reception Desk Shell (Room 321) Laminate: Pionite, Pattern: Absolute Acadjou WY160SD
 Reception Desk Platform Laminate: WilsonArt, Pattern: Slate Grey D91-60 Matte Finish
 Edge Banding: Self Edge To Match Surface Laminate
 Locks: Provide locks on casework drawers and doors where indicated on drawings.
 Fixed Standard Shelf and Workstation Brackets where indicated on drawings.
 Shelves In Cabinets: Shelf Standards and Rests: Plastic Shelf Supports With Steel Pins.
 Swining Doors: Hinges, Pulls and Catches: Concealed Hinges, Chrome Wire Pulls, Magnetic Catches
 Drawers: Pulls and Slides: Chrome Wire Pulls, Standard Full Extension Arms For Slides

Area: Room 321 - Tops & Misc. Items

* Per Drawing A1 (Dated 03.18.2026)
 * Laminate WilsonArt Sierra Cascade 5005-38, Unless Noted Otherwise)
 * 1-1/8" Thick Surfaces, Unless Noted Otherwise)

- 1 ea Area: Administration Office, Custom PLAM Surfac With Backsplash
 * ECBI To Field Cut For Sink Location
- 1 ea Area: Behind Reception Top, Custom PLAM Surface
- 2 ea Area: Backroom Tops, Custom PLAM Surface - With 1" Overhang
- 1 ea Area: Cubby Top, Custom PLAM Surface
- 2 ea Area: Business Services / Fish Bowl, Custom Modesty Panels To Cover Ht. Adj. Legs, 1/4" Thick PLAM
 * Laminate: Pionite Absolute Acajou WY1605D
- 2 ea Area: Business Services / Fish Bowl, Custom Drawer Units, (1) FF Pedestal and (1) BBF Pedestal
 * Laminate: Pionite Absolute Acajou WY1605D
 * Locking Drawer Units



QUOTATION:

26-0324-DR

Date Issued:

3/24/26

Page:

2 of 4

To: Boyceville Community School District
 1003 Tiffany Street
 Boyceville, WI 54725

Attn: Nick Kaiser
 Phone: 715-643-3647
 Email: nicholask@boyceville.k12.wi.us

We are pleased to quote you as follows:

QUANTITY	ITEM NUMBER	DESCRIPTION
		<p><u>Area: Room 321 - Admin Assistant</u> * Per Drawing A1 (Dated 03.17.2026) * Desk Shell / Wall Laminate: Pionite Absolute Acajou WY1605D * Transaction Top (Elevation A) Laminate: WilsonArt Slate Grey D91-60 * Transaction Top (Elevation B) Laminate: Pionite Absolute Acajou WY1605D * Height Adjustable / Desk Surface Laminate: Pionite Absolute Acajou WY1605D</p>
1	ea	<p>Area: Room 321 - Admin Assistant, Custom PLAM Desk Unit With Wall Casing * Custom (2) Locking Drawer Units - 2 Drawers Per Unit * Height Adjustable Base For 30"x60" Work Surface, 2-Leg 3 Stage Height Adjustable Base With Height Range: 23" - 48" H, Programmable Presets On Handset; Finish Color: Silver Base Color. * Fixed Table Off Wall * Custom (2) Transaction Tops</p>
1	ea	<p>Area: Room 321 - Admin Assistant, Missing Laminate Piece On Current Existing Product EC Business Interiors To Repair In Field, Size: 28"Wx31"H</p>
		<p><u>Area: Classroom 333</u> * Per Drawing A1 (Dated 03.18.2026) * Surface Laminate: WilsonArt Sierra Cascade 5005-38 * Self Edge: WilsonArt Sierra Cascade 5005-38 * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD</p>
1	ea	<p>Area: Classroom 333, Upper/Lower Cabinets With 4" H Backsplash and 4" Toe Kick (1) Adjustable Shelf For Each Storage Cabinet</p>
1	ea	<p>Area: Classroom 333, (1) Wardrobe - 48Wx24Dx84H (4) Adjustable Shelves For Wardrobe Cabinet</p>
		<p><u>Area: Classroom 334</u> * Per Drawing A1 (Dated 03.18.2026) * Surface Laminate: WilsonArt Sierra Cascade 5005-38 * Self Edge: WilsonArt Sierra Cascade 5005-38 * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD</p>
1	ea	<p>Area: Classroom 334, Lower Floor Cabinets With 4" H Backsplash, 4" Toe Kick and Filler Pieces (1) Adjustable Shelf For Each Storage Cabinet</p>
		<p><u>Area: Classroom 345</u> * Per Drawing A1 (Dated 03.17.2026) * Surface Laminate: WilsonArt Sierra Cascade 5005-38 * Self Edge: WilsonArt Sierra Cascade 5005-38 * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD</p>
1	ea	<p>Area: Classroom 345, Lower Floor Cabinets With 4" H Backsplash, 4" Toe Kick and Filler Pieces (1) Adjustable Shelf For Each Storage Cabinet</p>



QUOTATION: 26-0324-DR

Date Issued: 3/24/26

Page: 3 of 4

To: Boyceville Community School District
 1003 Tiffany Street
 Boyceville, WI 54725

Attn: Nick Kaiser
 Phone: 715-643-3647
 Email: nicholask@boyceville.k12.wi.us

We are pleased to quote you as follows:

QUANTITY ITEM NUMBER AND DESCRIPTION

Area: Classroom 346

- * Per Drawing A1 (Dated 03.17.2026)
- * Surface Laminate: WilsonArt Sierra Cascade 5005-38
- * Self Edge: WilsonArt Sierra Cascade 5005-38
- * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD

1 ea Area: Classroom 346, Lower Floor Cabinets With 4" H Backsplash and 4" Toe Kick
 (1) Adjustable Shelf For Each Storage Cabinet

Area: Classroom 347

- * Per Drawing A1 (Dated 03.17.2026)
- * Surface Laminate: WilsonArt Sierra Cascade 5005-38
- * Self Edge: WilsonArt Sierra Cascade 5005-38
- * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD

1 ea Area: Classroom 347, Lower Floor Cabinets With 4" H Backsplash and 4" Toe Kick
 (1) Adjustable Shelf For Each Storage Cabinet

1 ea Area: Classroom 347, 2-Drawer (File File) Unit With PLAM Surface

2 ea Area: Classroom 347, (2) Wardrobe - 48Wx24Dx84H
 (4) Adjustable Shelves For Each Wardrobe Cabinet

Area: Room 401 - AD Office

- * Per Drawing A1 (Dated 03.18.2026)
- * Surface Laminate: WilsonArt Sierra Cascade 5005-38
- * Self Edge: WilsonArt Sierra Cascade 5005-38
- * Cabinet Laminate: Panolam, Pattern: Pepperdust HP451SD

1 ea Area: Room 401, Lower Floor Cabinets With 4" H Backsplash and 4" Toe Kick
 (1) Adjustable Shelf For Each Storage Cabinet

2 ea Area: Room 401, (2) Wardrobe - 48Wx24Dx84H
 (4) Adjustable Shelves For Each Wardrobe Cabinet

*** EC Business Interiors To Confirm Field Measurements Prior To Order ***

Boyceville Community School District	
Demolition of Existing Custom PLAM Casework	
Custom Plastic Laminate, Delivered & Installed	
Grand Total	\$68,930.00
* Above Total Does Not Include Sales Tax - Exempt Project	



QUOTATION: 26-0324-DR

Date Issued: 3/24/26

Page: 4 of 4

To: Boyceville Community School District
1003 Tiffany Street
Boyceville, WI 54725

Attn: Nick Kaiser
Phone: 715-643-3647
Email: nicholask@boyceville.k12.wi.us

We are pleased to quote you as follows:

QUANTITY ITEM NUMBER AND DESCRIPTION

** Quotation Continued For EC Business Interiors Standard Terms Portion **

TERMS:

- *Pricing is Valid For 45 Days.*
Product leadtime is approximately 8-11 weeks from date of order entry.
Payment terms: 30% down, remainder due; net 10 days from invoice date.
Terms: 1-1/2% per month late payment charge will be assessed on all past due invoices. \$5.00 minimum charge.
A convenience fee of 4.75% will be added to payments made by credit card.
All products ordered are non-returnable to the manufacturer.
Pricing based on quantities quoted above; changes in quantity ordered, could result in product price changes.
Price includes freight, delivery, installation and waste removal.
Price is subject to all applicable sales tax unless provided exemption form.
Lease financing available.

[Signature]
Thomas Robarge, General Manager

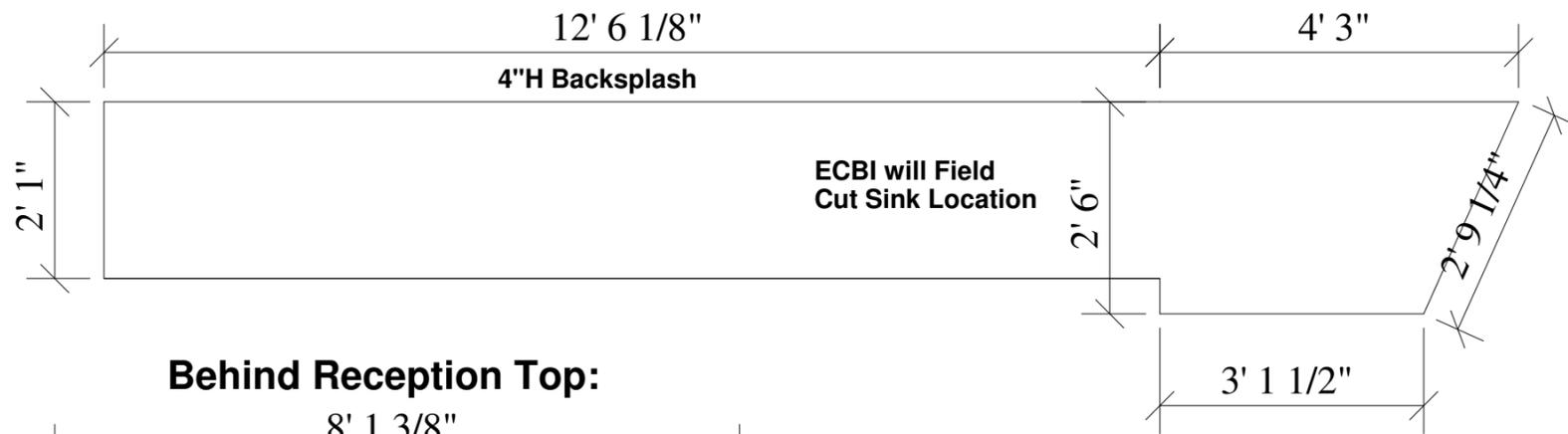
Accepted By: _____

Title: _____

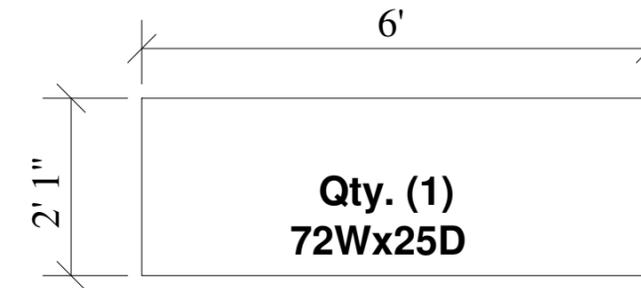
Purchase Order: _____

Date: _____

Admin Office: (need backsplash)

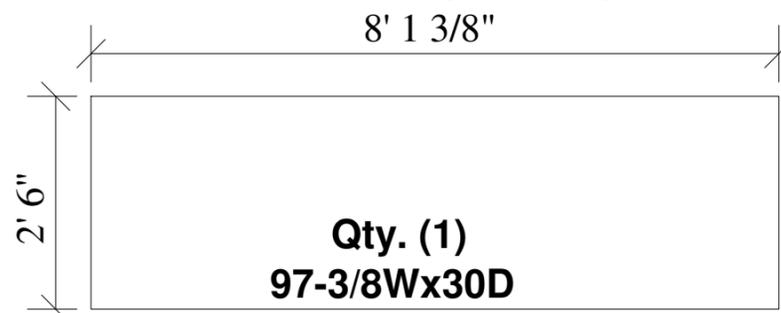


Cubby Top:



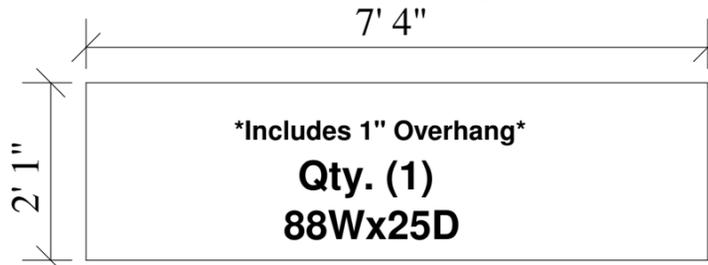
Qty. (1)
72Wx25D

Behind Reception Top:

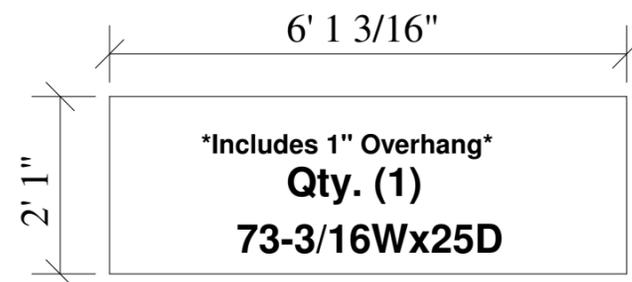


Qty. (1)
97-3/8Wx30D

Backroom Tops:



Includes 1" Overhang
Qty. (1)
88Wx25D

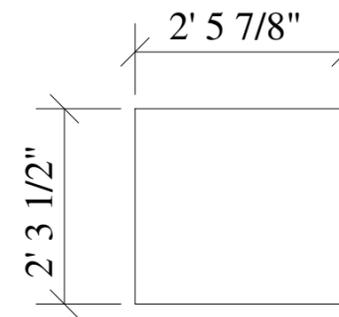


Includes 1" Overhang
Qty. (1)
73-3/16Wx25D

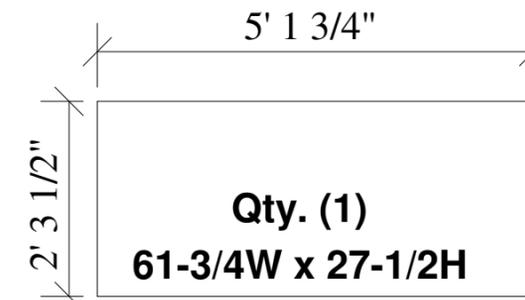
Laminate: Wilsonart Sierra Cascade 5005-38
1-1/8" Thick Surfaces

**Business Services/Fish Bowl:
Modesty Panels**

Modesty Panel Thickness: 1/4" Thick



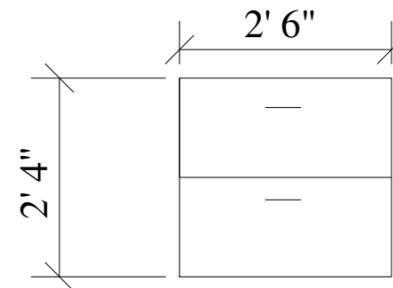
Qty. (1)
29-7/8W x 27-1/2H



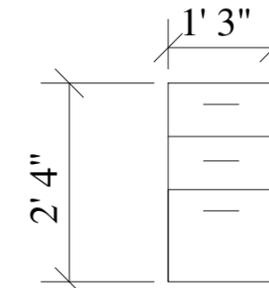
Qty. (1)
61-3/4W x 27-1/2H

Laminate: Pionite Absolute Acajou WY1605D

Drawer Units



Qty. (1)
30W x 17-7/8D x 28H
File File Pedestal
Wire Pulls
With Lock



Qty. (1)
15W x 17-7/8D x 28H
Box Box File Pedestal
Wire Pulls
With Lock

Laminate: Pionite Absolute Acajou WY1605D

A1

03.18.26

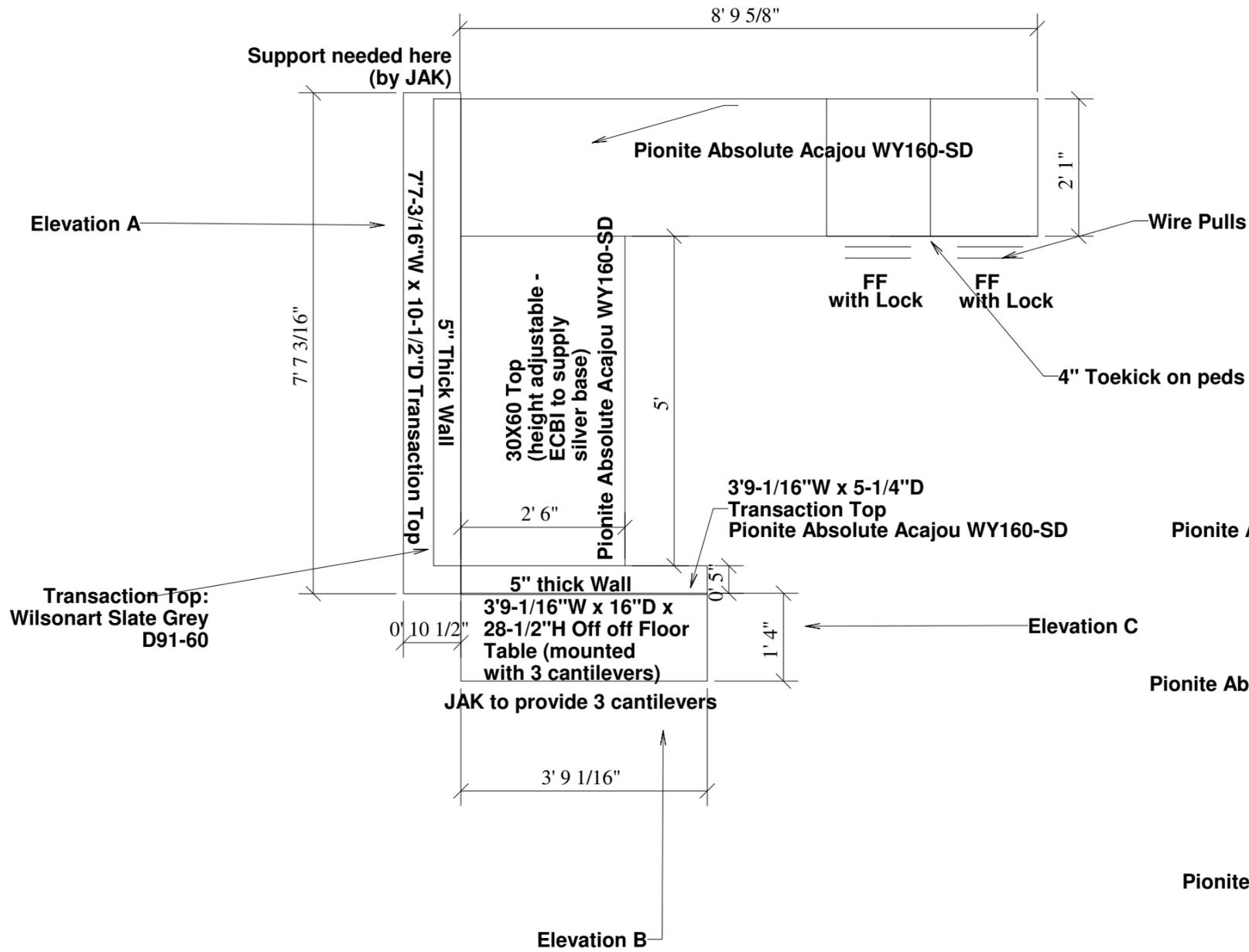
Option 1
Plan View
1/2"=1'-0"

321 - Tops & Misc. Items
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

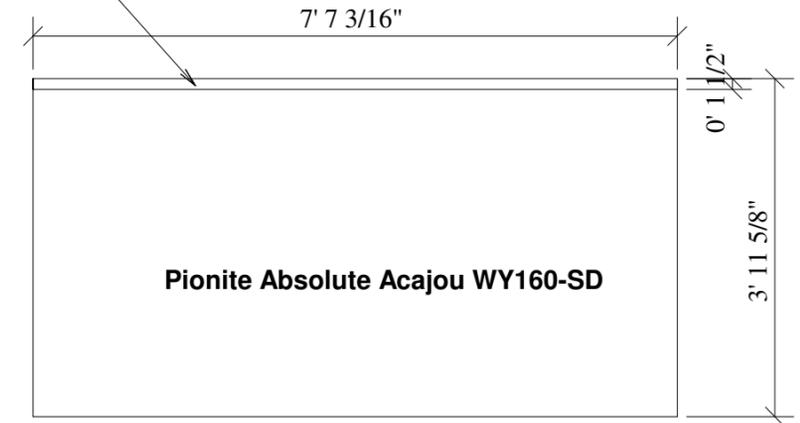
Note: Missing laminate panel piece - ECBI to repair in field 28"W x 31"H

Top View

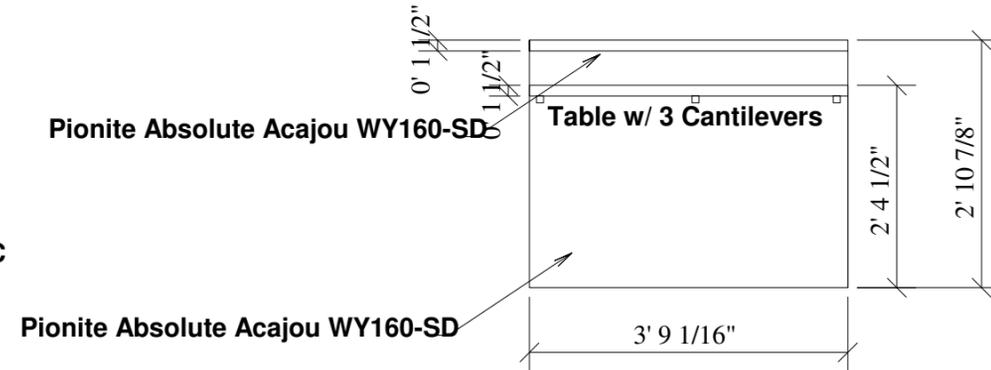


Wilsonart Slate Grey D91-60

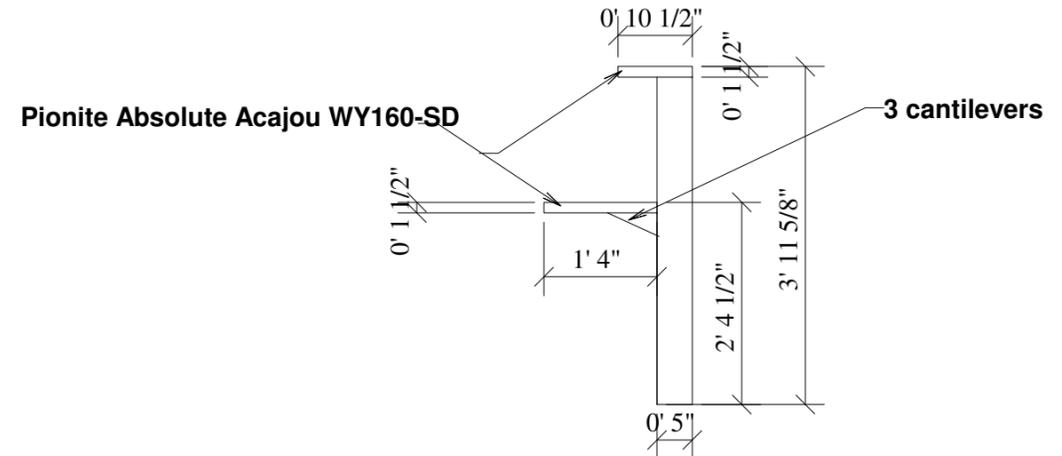
Elevation A



Elevation B



Elevation C



* Construct wall similar to JAK SO # S14973 *

A1

03.17.26

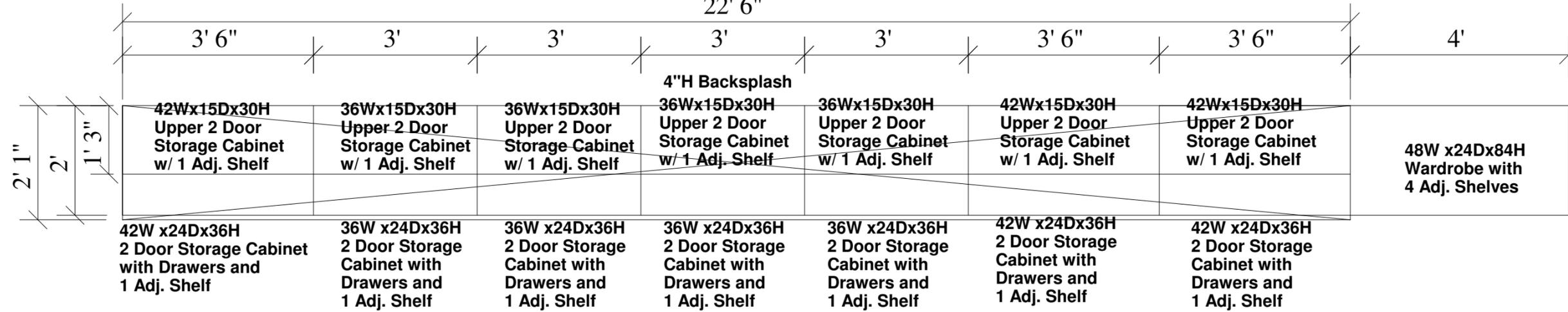
Option 1
Plan View
1/2" = 1'-0"

Admin Assistant 321
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

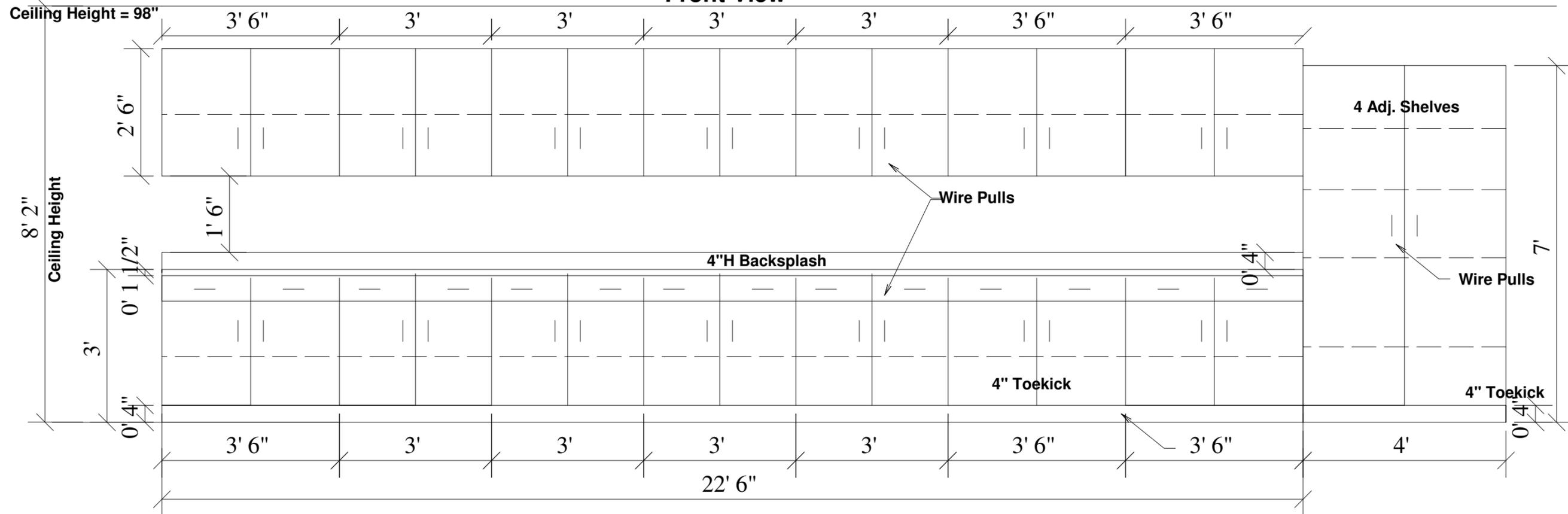
Top View

22' 6"



Front View

Ceiling Height = 98"



Surface Laminate: Wilsonart Sierra Cascade 5005-38
Self Edge: Wilsonart Sierra Cascade 5005-38
Cabinet Laminate: Panolam Pepperdust HP451SD

A1

03.18.26

Option 1
Plan View
1/2"=1'-0"

Classroom 333
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

A1

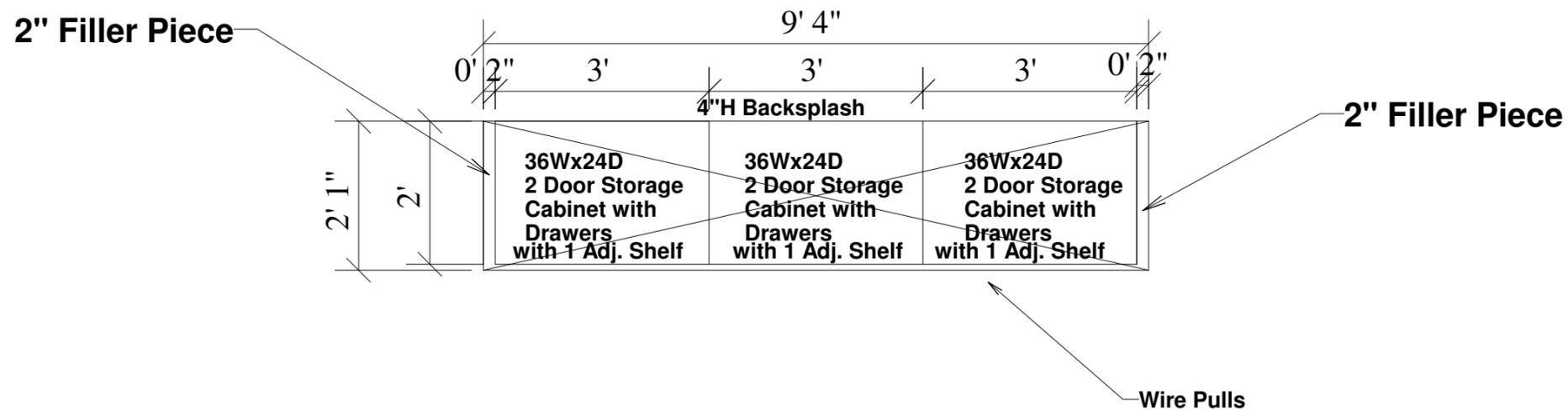
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Option 1
Plan View
1/2"±1'-0"

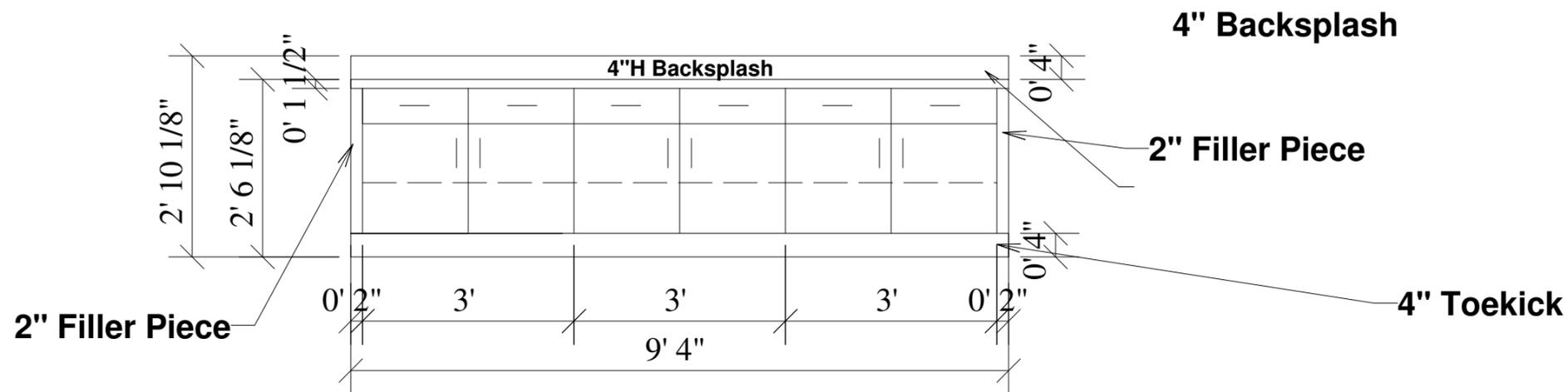
Classroom 334
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

Top View



Front View



Surface Laminate: Wilsonart Sierra Cascade 5005-38
Self Edge: Wilsonart Sierra Cascade 5005-38
Cabinet Laminate: Panolam Pepperdust HP451SD

A1

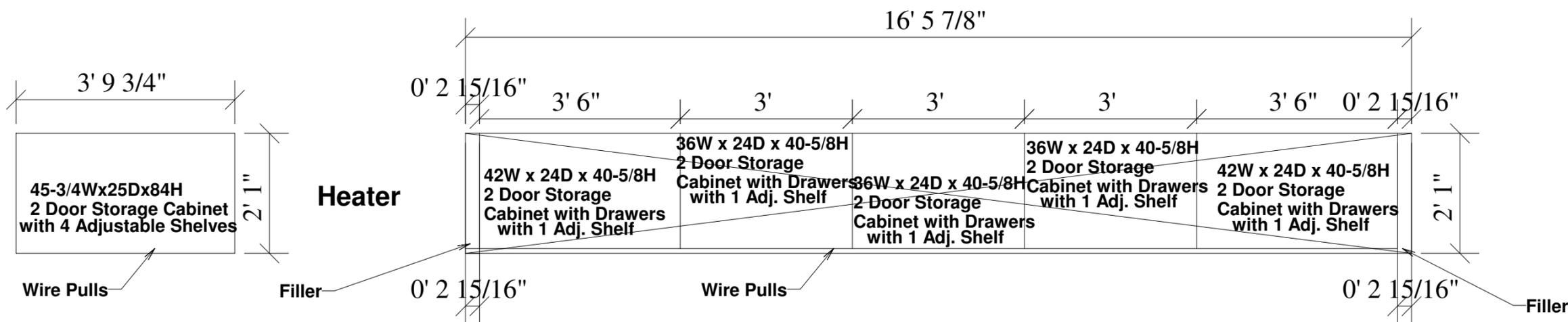
03.17.26

Option 1
Plan View
1/2"=1'-0"

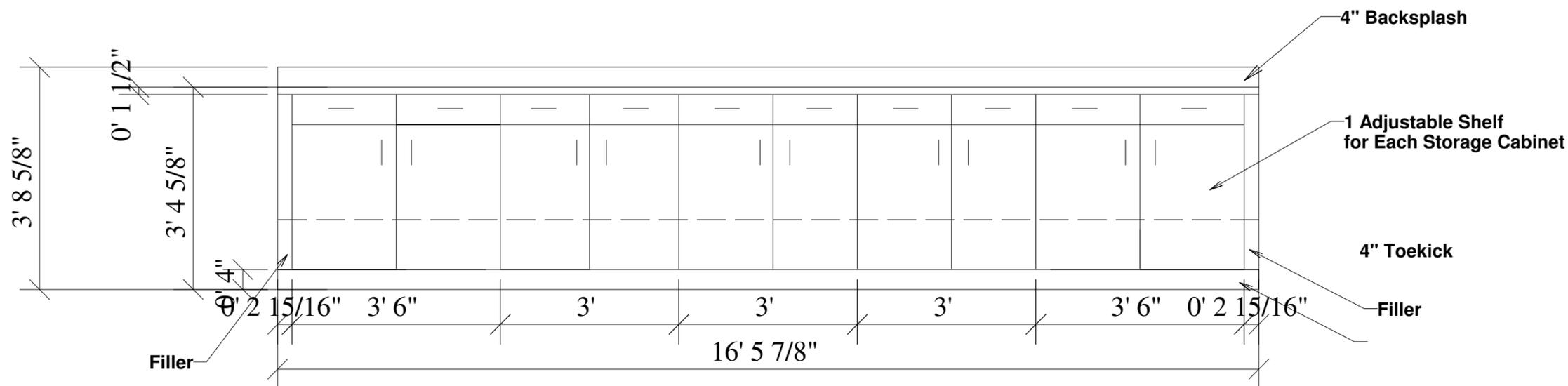
Classroom 345
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

Top View

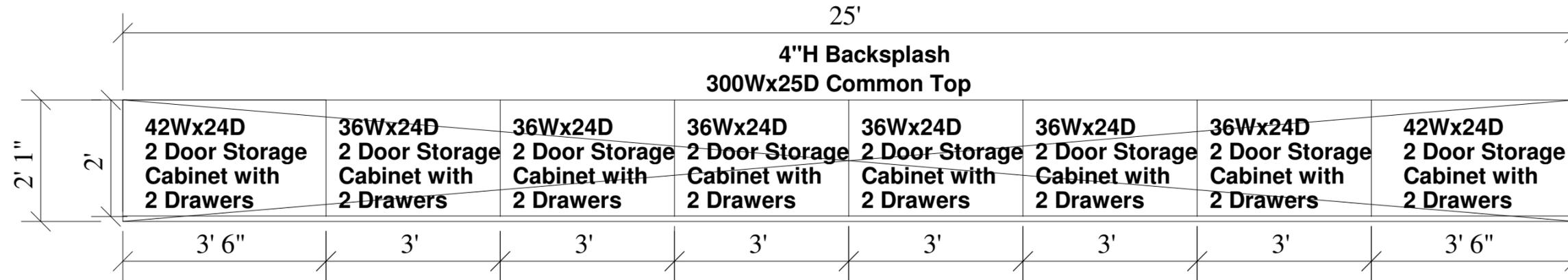


Front View

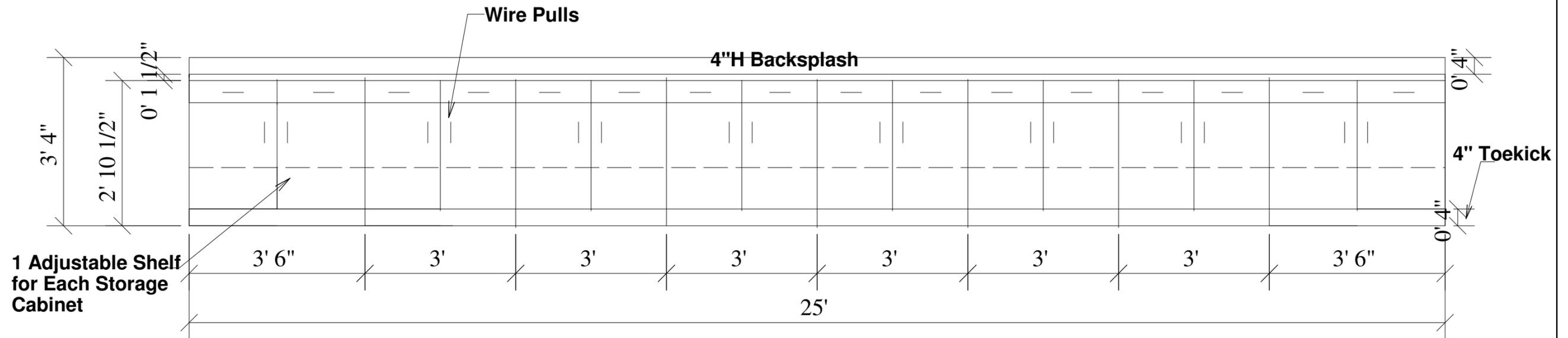


Surface Laminate: Wilsonart Sierra Cascade 5005-38
Self Edge: Wilsonart Sierra Cascade 5005-38
Cabinet Laminate: Panolam Pepperdust HP451SD

Top View



Front View



Surface Laminate: Wilsonart Sierra Cascade 5005-38
Self Edge: Wilsonart Sierra Cascade 5005-38
Cabinet Laminate: Panolam Pepperdust HP451SD

A1

03.17.26

Option 1
Plan View
1/2" = 1'-0"

Classroom 346
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

A1

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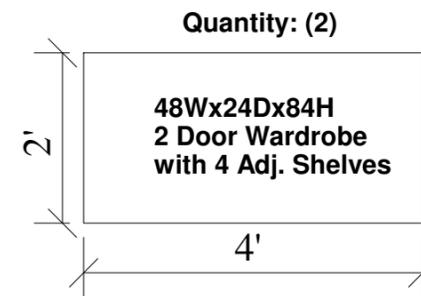
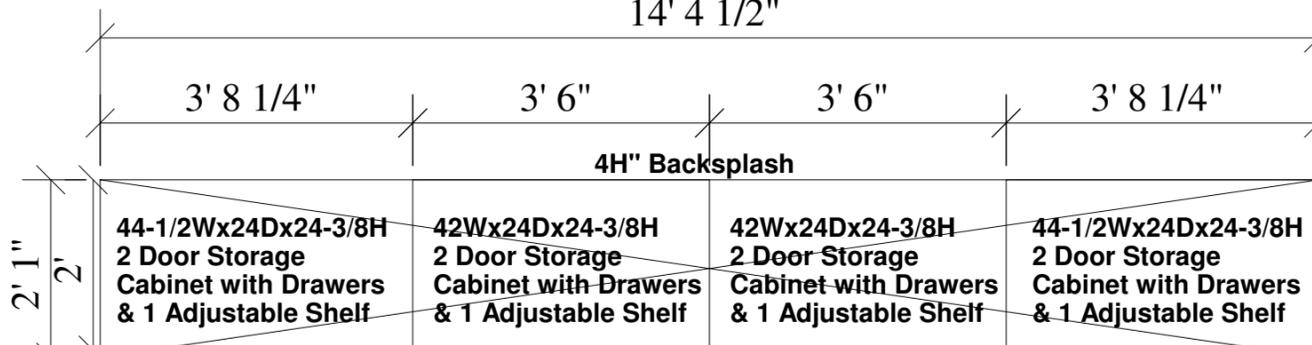
Option 1
Plan View
1/2"=1'-0"

Classroom 347
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

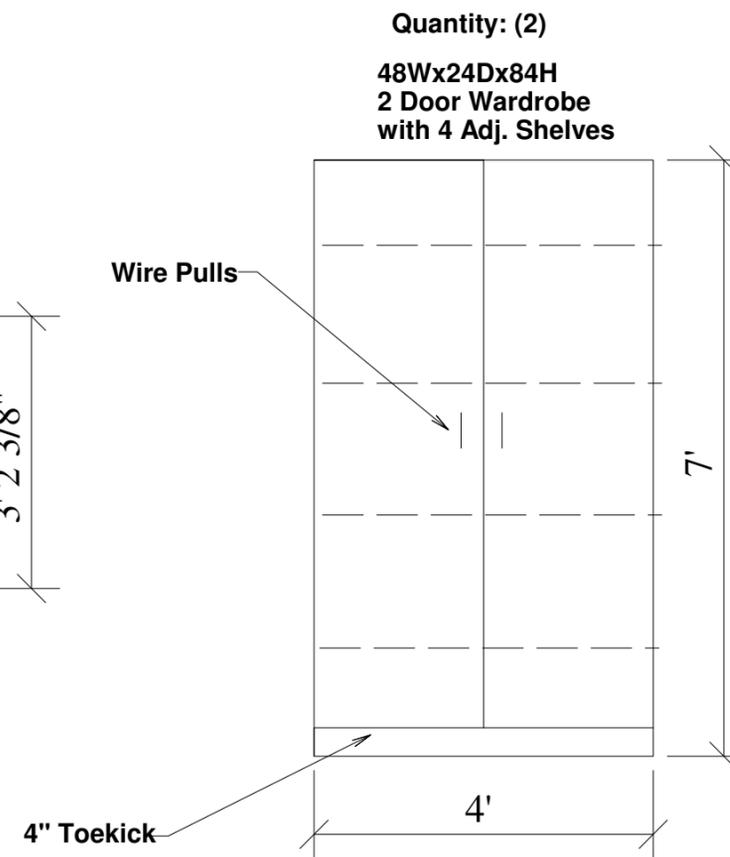
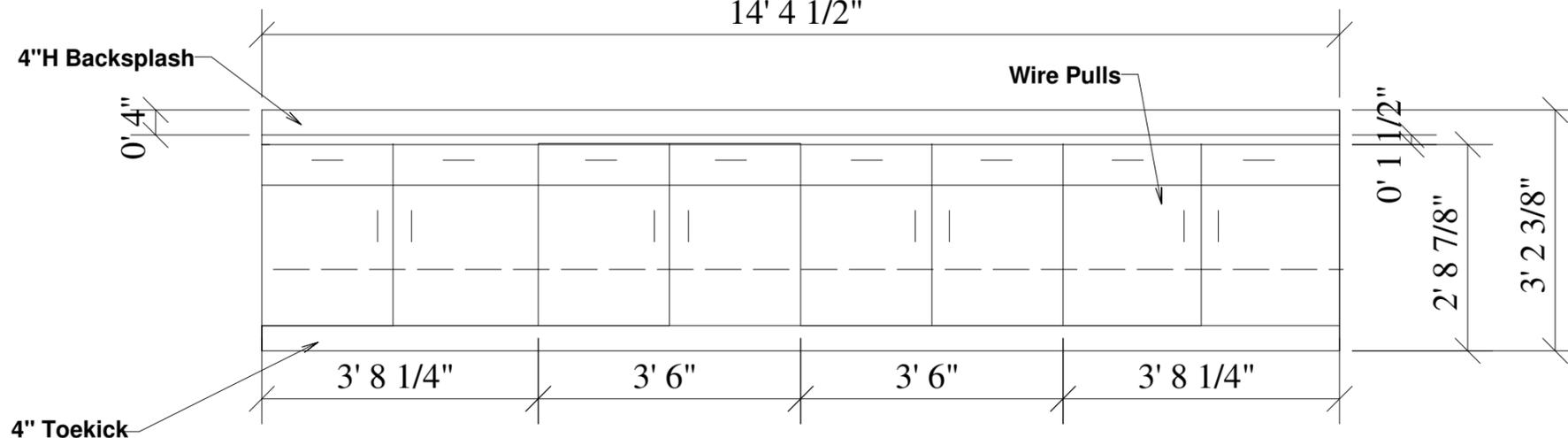
Top View

14' 4 1/2"



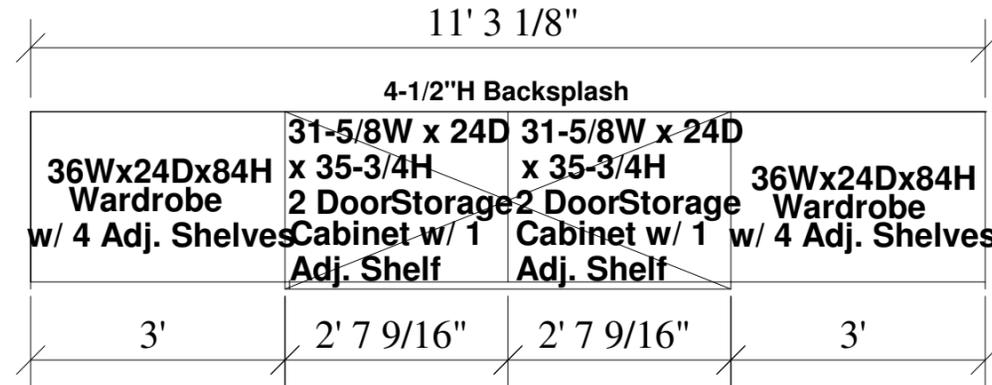
Front View

14' 4 1/2"

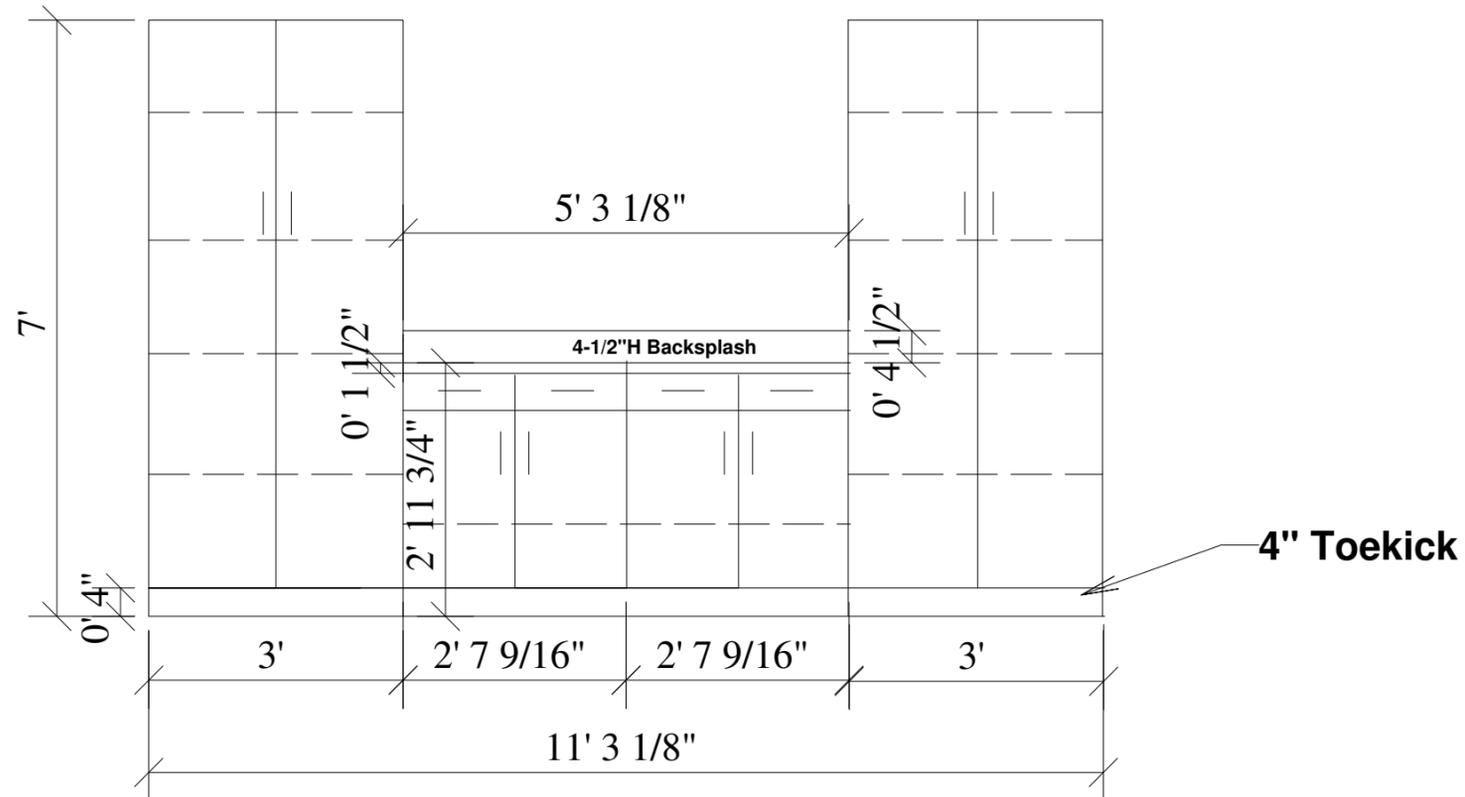


Surface Laminate: Wilsonart Sierra Cascade 5005-38
 Self Edge: Surface Laminate: Wilsonart Sierra Cascade 5005-38
 Cabinet Laminate: Panolam Pepperdust HP451SD

Top View



Front View



Surface Laminate: Wilsonart Sierra Cascade 5005-38
Self Edge: Wilsonart Sierra Cascade 5005-38
Cabinet Laminate: Panolam Pepperdust HP451SD

A1

03.18.26

Option 1
Plan View
1/2" = 1'-0"

AD Office 401
Boyceville School District
Boyceville, WI

Eau Claire Business Interiors
2224 Mercantile Drive
Eau Claire, WI 54703

**Boyceville Community School District
Activity Fund Balances**

ACCOUNT	BALANCE
PBIS	\$3,532.25
Playground	\$404.93
Reading Club	\$1,168.08
TCE Field Trips	\$1,912.66
TCE Picture Fund	\$922.35
TCE PTO	\$12,599.08
Scholarships/Grants	\$1,475.12
Scholarships/Grants - Knights of Columbus	\$1,071.15
Scholarships/Grants - Suicide Prevention	\$380.50
Scholarships/Grants - TCE Alfalfa Fest	\$2,170.85
Scholarships/Grants - Wellness	\$2,350.04
Band	\$1,942.81
Choir	\$18,834.41
Drama Club	\$6,190.18
School Based Enterprise (prev FBLA)	\$1,496.38
FCCLA	\$68.56
FFA	\$7,008.74
High School Student Council	\$747.24
Library	\$833.95
Middle School Student Council	\$354.71
Science Olympiad	\$7,709.32
Spanish Club	\$796.14
Special Ed Voc	\$339.32
Success for Children	-\$229.87
Yearbook	\$587.01
Baseball	\$5,143.03
Boys Basketball	-\$658.18
Cross Country	\$213.18
Dance	\$1,038.56
Football	\$3,527.25
Football Cheerleading	\$98.98
Girls Basketball	\$4,179.30
Softball	\$178.39
Tournament	\$1,802.86

Track	\$1,707.67
Volleyball	\$5,314.62
Wrestling Cheerleading	\$0.00
Wrestling	\$1,073.78
Class of 2026	\$5,766.60
Class of 2027	\$1,809.18
Class of 2028	\$625.84
Class of 2029	\$1,299.03
General In/Out	\$94,532.72
TOTAL FUND 21 BALANCE	\$202,318.72

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
02/11/2026	1488	AMAZON CAPITAL SERVICES	CLASSROOM, MAINT, TECH, FOOD SERVICE & SPED SUPPLIES	2,004.94
02/11/2026	1489	AMAZON CAPITAL SERVICES	CLASSROOM, MAINT, TECH, FOOD SERVICE & SPED SUPPLIES	3,046.48
02/19/2026	1490	AMAZON CAPITAL SERVICES	CLASSROOM, SPECIAL ED, MAINT, TECH & FOOD SERVICE SUPPLIES	2,948.11
02/19/2026	1491	VISA	CLASSROOM, SPECIAL ED, MAINT, TECH & FOOD SERVICE SUPPLIES	6,684.60
02/11/2026	16421	BOYCEVILLE TMS TIRE & AUTO	VAN REPAIR	1,422.25
02/19/2026	16422	SECURIAN FINANCIAL GROUP INC	MARCH LIFE INSURANCE	1,575.65
02/19/2026	16423	UNITED HEALTHCARE	MARCH HEALTH & VISION INSURANCE	152,681.21
02/19/2026	16424	LINCOLN LIFE	MARCH DENTAL, DIS & LIFE INSURANCE	12,567.40
03/05/2026	16425	BOYCEVILLE TMS TIRE & AUTO	2015 C23327 VAN REPAIR	1,189.95
02/13/2026	84347	BOYCEVILLE COMMUNITY SCHOOL DISTRIC	Employee Lunch Deposit	472.50
02/19/2026	84353	AMERICAN CANCER SOCIETY	DONATION OF HS SPORTS OFFICIATING TO COACHES V CANCER / A LAMB & K MILSON	180.00
02/19/2026	84354	ANTCZAK, TONY	MS GBB OFFICIAL 2-10-26	90.00
02/19/2026	84355	ASHER, TREVOR	V GBB OFFICIAL 2-12-26	110.00
02/19/2026	84355	ASHER, TREVOR	V BBB OFFICIAL 2-12-26	110.00
02/19/2026	84356	ASSOCIATED TRUST COMPANY	BOND PAYING AGENT FEES	475.00
02/19/2026	84357	BARKER, BONNIE	BASC-3 FORMS	97.50
02/19/2026	84358	CESA 11	VARIOUS TRAININGS & STUDENT TECH SUPPORT	2,830.66
02/19/2026	84358	CESA 11	WINTER PAPER ORDER	1,606.16
02/19/2026	84359	DACHEL, PAYTON	V GBB OFFICIAL 2-13-26	110.00
02/19/2026	84360	GRETZLOCK, PATRICK	REIMBURSEMENT FOR SUPPLIES PURCHASES	16.46
02/19/2026	84361	GUMDROP BOOKS	LIBRARY BOOKS MS/HS	363.55
02/19/2026	84362	HALL, CHRISTIAN	V GBB OFFICIAL 2-12-26	110.00
02/19/2026	84362	HALL, CHRISTIAN	V BBB OFFICIAL 2-12-26	110.00
02/19/2026	84363	HANESTAD, RONALD	MS GBB OFFICIAL 2-16-26	90.00
02/19/2026	84363	HANESTAD, RONALD	JV GBB OFFICIAL 2-12-26	90.00
02/19/2026	84363	HANESTAD, RONALD	JV BBB OFFICIAL 2-12-26	90.00
02/19/2026	84363	HANESTAD, RONALD	MS GBB OFFICIAL 2-10-26	90.00
02/19/2026	84364	JONES SCHOOL SUPPLY CO	Graduation items and athletic pins	310.32
02/19/2026	84365	JOSTENS	SCI OLY STATE BANNER	1,065.38
02/19/2026	84366	KAISER, DC, SARAH	HEALTH PROFESSIONAL SERVICES - WRESTLING QUAD 2/3/26	150.00
02/19/2026	84367	KINDERMAN, JOSEPH	V GBB OFFICIAL 2-12-26	110.00
02/19/2026	84367	KINDERMAN, JOSEPH	V BBB OFFICIAL 2-12-26	110.00
02/19/2026	84368	KONSELA, ERIN	MS GBB OFFICIAL 2-16-26	90.00
02/19/2026	84369	LOGSLETT, TRAVIS	V GBB OFFICIAL 2-16-26	110.00
02/19/2026	84370	LUMEN	IP AND DATA SERVICES	1,275.03
02/19/2026	84371	SCHOOL DISTRICT OF THE MENOMONIE AR	VB ENTRY FEE 9/20/25	175.00
02/19/2026	84372	NOTARY BOND RENEWAL SERVICE	NOTARY BOND APPLICATION - RACHAEL SIMMERMAN	30.00
02/19/2026	84373	OFSTIE, KEEGAN	JV GBB OFFICIAL 2-12-26	90.00
02/19/2026	84373	OFSTIE, KEEGAN	JV BBB OFFICIAL 2-12-26	90.00
02/19/2026	84374	PAN-O-GOLD BAKING CO	BREAD	80.07
02/19/2026	84375	RIVER FALLS SCHOOL DISTRICT	NORTHERN BADGER ENTRY FEES	315.00
02/19/2026	84376	SCHMIDT, JEFFREY	V GBB OFFICIAL 2-13-26	110.00
02/19/2026	84377	SOMERSET SCHOOL DISTRICT	GIRLS WRESTLING ENTRY FEE 12-19-25	50.00
02/19/2026	84378	SUPREME SCHOOL SUPPLY	Office Supplies	51.95
02/19/2026	84379	ULINE	FOOD SERVICE EQUIPMENT	1,780.15
02/19/2026	84380	VERIZON WIRELESS	CELL SERVICE	130.30
02/19/2026	84381	TREVIPAY	AG CLASSROOM LAB SUPPLIES	58.58
02/19/2026	84381	TREVIPAY	CLASSROOM SUPPLIES - 1ST GRADE	177.93
02/19/2026	84382	WI BUS SALES & SERVICE	BUS GARAGE PARTS/SUPPLIES	132.51
02/19/2026	84383	WI DEPT OF FINANCIAL INSTITUTIONS	NOTARY BOND APPLICATION - RACHAEL SIMMERMAN	20.00

CHECK DATE	CHECK NUMBER VENDOR	INVOICE DESCRIPTION	AMOUNT
02/19/2026	84384 WIERZBA, ANTHONY	V GBB OFFICIAL 2-13-26	110.00
02/19/2026	84385 XCEL ENERGY	ELECTRICITY TCE AND VARIOUS LOCATIONS	5,295.86
02/19/2026	84386 YOLITZ, CLARK	V GBB OFFICIAL 2-16-26	110.00
02/19/2026	84387 YOLITZ, COREY	V GBB OFFICIAL 2-16-26	110.00
02/27/2026	84389 BOYCEVILLE COMMUNITY SCHOOL DISTRICT	Employee Lunch Deposit	472.50
02/25/2026	84398 AG CLASSROOM STORE	ATTN: ALISHA HILL ORDER #12972	18.42
02/25/2026	84399 ANTCZAK, TONY	JV GBB OFFICIAL 2-19-26	90.00
02/25/2026	84400 BONT, STEVE	FAT TESTING	20.00
02/25/2026	84401 BROCKMAN, KEVIN	V GBB OFFICIAL 2-19-26	110.00
02/25/2026	84402 BSN SPORTS LLC	GBB Supplies/See Attached Quote	579.67
02/25/2026	84403 CENTURYLINK	715-643-3647	994.05
02/25/2026	84404 CESA 11	PREACT & ACT UPDATES FEE	150.00
02/25/2026	84405 CONTINENTAL CLAY COMPANY	CLAY	472.22
02/25/2026	84406 FERN, JARED	V BBB OFFICIAL 2-19-26	110.00
02/25/2026	84407 FLINN SCIENTIFIC INC	Science Supplies	271.38
02/25/2026	84408 HAGLUND, KEVIN	V BBB OFFICIAL 2-19-26	110.00
02/25/2026	84409 LAMB, ANDY	JV GBB OFFICIAL 2-19-26	90.00
02/25/2026	84410 OAK RIDGE CHEMICAL	CUSTODIAL SUPPLIES	70.00
02/25/2026	84411 POINT C HEALTH	HRA ADMIN FEE FEB	50.00
02/25/2026	84412 PRILL, BRENT	V GBB OFFICIAL 2-19-26	110.00
02/25/2026	84413 PUSTOL, NANCY	FOOD ALLOWANCE - STATE WRESTLING 2 STUDENTS	160.00
02/25/2026	84414 SCHOOL SPECIALTY LLC	MS Math Supplies	101.20
02/25/2026	84415 SYMMETRY ENERGY SOLUTIONS LLC	GAS JANUARY	13,628.61
02/25/2026	84416 ULINE	BUSINESS OFFICE SUPPLIES	27.00
02/25/2026	84417 VERIZON WIRELESS	HOTSPOTS	135.24
02/25/2026	84418 VILLAGE OF BOYCEVILLE	CROSSING GUARDS 2025	12,052.74
02/25/2026	84419 WI FOUNDATION FOR ED ADMIN (WFEA)	CONFERENCE REGISTRATION - NICHOLAS KAISER	417.00
02/25/2026	84420 WIERZBA, ANTHONY	V BBB OFFICIAL 2-19-26	110.00
02/25/2026	84421 YOLITZ, COREY	V GBB OFFICIAL 2-19-26	110.00
03/13/2026	84423 BOYCEVILLE COMMUNITY SCHOOL DISTRICT	Employee Lunch Deposit	472.50
03/11/2026	84429 ADVANCE AUTO PARTS	BUS GARAGE SUPPLIES/PARTS	613.81
03/11/2026	84430 ANTCZAK, TONY	JV BBB OFFICIAL 2-23-26	90.00
03/11/2026	84431 AWSA	2026 AWSA CONFERENCE - M MIRANDA	87.00
03/11/2026	84432 BADGER STATE ELECTRIC	OUTLET ADDITIONS - TCE	1,186.95
03/11/2026	84433 BCN TELECOM INC TBS	LONG DISTANCE	347.00
03/11/2026	84434 BREVIK, WAYNE	V BBB OFFICIAL 2-23-26	110.00
03/11/2026	84435 CASSELLIUS, JEREMY	REIMBURSEMENT FOR DOT PHYSICAL	90.00
03/11/2026	84436 CHIPPEWA VALLEY SPORTING GOODS	BOY BBALL TROPHIES	75.00
03/11/2026	84436 CHIPPEWA VALLEY SPORTING GOODS	BASEBALL SUPPLIES	946.00
03/11/2026	84437 CHROMEBOOKPARTS.COM	CHROMEBOOK REPAIRS - INVOICE #'S: 272461, 272606, 272610, 272613, 272615, 272617, 272619, 272621, 272622, 272625, 272628, 272630, 272632, 272862, 272872, 272881, 272882, 273254, 273257, 273639, 273833, 272895	2,363.02
03/11/2026	84438 CINTAS CORPORATION	CLEANING SERVICE	1,133.50
03/11/2026	84439 COMMAND CENTRAL	APRIL 7, 2026 NONPARTISAN SPRING ELECTION	3,682.40
03/11/2026	84440 CROES, ALLEN	JV BBB OFFICIAL 2-23-26	90.00
03/11/2026	84441 DAY, COREY	STATE WRESTLING MEALS	122.02
03/11/2026	84442 DRUG TEST MIDWEST, LLC	DOT TESTING DINSMORE	59.00
03/11/2026	84443 EMENTUM	VARIOUS EDOPTIONS ACADEMY ENROLLMENTS	18,910.00
03/11/2026	84444 E O JOHNSON COMPANY	COPIER USE OVERAGE	2,086.10
03/11/2026	84445 ERICKSON, MICHAEL	JV BBB OFFICIAL 2-26-26	90.00
03/11/2026	84446 FINSTAD, CRAIG	V BBB OFFICIAL 2-26-26	110.00
03/11/2026	84447 FLINN SCIENTIFIC INC	Bio Supplies	402.91
03/11/2026	84448 FOLLETT CONTENT SOLUTIONS LLC	TCE LIBRARY BOOKS	474.01
03/11/2026	84449 GFL ENVIRONMENTAL	RECYCLING TCE	339.80

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/11/2026	84449	GFL ENVIRONMENTAL	RECYCLING MS/HS	676.60
03/11/2026	84450	GLENWOOD AUTO SUPPLY	CUSTODIAL/MAINT SUPPLIES	699.95
03/11/2026	84451	GLENWOOD HARDWARE	FEB STATEMENT - CUSTODIAL SUPPLIES	32.99
03/11/2026	84452	GRETZLOCK, PATRICK	REIMBURSEMENT FOR STUDENT DEAR	6.17
03/11/2026	84453	HALVERSON BROS INC	REPAIR WORK - BOILER	3,810.00
03/11/2026	84454	HAMM, ANDREW	REIMBURSEMENT FOR ACRYLIC SHEETS	185.00
03/11/2026	84455	HILLYARD - INC	CUSTODIAL SUPPLIES	883.89
03/11/2026	84455	HILLYARD - INC	CUSTODIAL SUPPLIES	122.88
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	28.00
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	15.75
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	8.75
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	8.75
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	4,279.33
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	7,463.61
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	140.34
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	4,822.65
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	5,801.96
03/11/2026	84456	INDIANHEAD FOOD DISTRIBUTORS	FOOD	140.34
03/11/2026	84457	ISCORP	SKYWARD HOSTING SERVICES - FINANCE 4/1/26-3/31/27	3,195.00
03/11/2026	84458	JEFF BANKS LAT ATHLETIC TRAINING SE	ATHLETIC TRAINING SERVICES FEB	2,193.79
03/11/2026	84459	JW PEPPER	Band Music	230.00
03/11/2026	84459	JW PEPPER	Music	29.98
03/11/2026	84459	JW PEPPER	Music	30.99
03/11/2026	84460	KAISER, NICHOLAS	MILEAGE REIMBURSEMENT: 2025 - 204 MILES 2026 - 318 MILES	373.35
03/11/2026	84461	KELVIN ELECTRONICS	TECH ED SUPPLIES	125.00
03/11/2026	84462	KEMPS LLC	MILK	2,843.76
03/11/2026	84463	LAEHN, JEREMY	V BBB OFFICIAL 2-23-26	110.00
03/11/2026	84464	LAMB, ANDY	JV BBB OFFICIAL 2-26-26	90.00
03/11/2026	84465	LUMEN	IP & DATA SERVICES	1,275.28
03/11/2026	84466	MATZEK, BART	V BBB OFFICIAL 2-26-26	110.00
03/11/2026	84467	MIDWEST BUS PARTS INC	BUS GARAGE SUPPLIES/PARTS	64.19
03/11/2026	84468	MISSISSIPPI WELDERS SUPPLY CO	AG SUPPLIES	96.60
03/11/2026	84468	MISSISSIPPI WELDERS SUPPLY CO	BUS GARAGE SUPPLIES	19.32
03/11/2026	84469	MOY, TYLER	V BBB OFFICIAL 2-23-26	110.00
03/11/2026	84470	NEW RICHMOND HIGH SCHOOL	GIRLS WRESTLING INVITE 1/3/26 X 2 WRESTLERS	50.00
03/11/2026	84471	NEXTGEN COMMUNICATIONS	BUS GARAGE FIBER	400.00
03/11/2026	84472	NILSSEN'S FOODS	FOOD SERVICE - LUNCH SUPPLIES	57.55
03/11/2026	84473	OAK RIDGE CHEMICAL	CUSTODIAL SUPPLIES	4,039.67
03/11/2026	84474	OLSON, JAMIE	STATE WRESTLING MEALS	78.39
03/11/2026	84475	PAN-O-GOLD BAKING CO	BREAD INVOICES: 40059326054007, 40059326061001, 40059326047003	367.89
03/11/2026	84476	PITNEY BOWES INC	MAIL MACHINE	511.53
03/11/2026	84477	RADIO ENGINEERING	ADDITIONAL CAMERA - VAN	329.75
03/11/2026	84478	S & R FASTENER CO., INC	BUS GARAGE PARTS/SUPPLIES	320.73
03/11/2026	84479	SUMMIT FIRE PROTECTION	SEMI ANNUAL INSPECTIONS	727.50
03/11/2026	84480	SYNERGY COOPERATIVE	UNL 87 E10 GAS	1,705.96
03/11/2026	84481	TRIO SUPPLY COMPANY	FOOD SERVICE SUPPLIES	389.67
03/11/2026	84482	TRIBUNE PRESS REPORTER	ADS/NEWSPAPER SUBSCRIPTIONS	304.50
03/11/2026	84483	WE ENERGIES	GAS 426 EAST ST	860.78
03/11/2026	84483	WE ENERGIES	GAS 922 TIFFANY ST	515.77
03/11/2026	84483	WE ENERGIES	GAS BUS GARAGE	719.11
03/11/2026	84483	WE ENERGIES	GAS MS/HS	1,525.41
03/11/2026	84483	WE ENERGIES	GAS TCE	931.09
03/11/2026	84484	WELD RILEY, SC	LEGAL SERVICES	53.00
03/11/2026	84485	WIERZBA, ANTHONY	V BBB OFFICIAL 2-26-26	110.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/11/2026	84486 WOODWORKING CAREER ALLIANCE	WCA EDU SUBSCRIPTION 25-26	1,405.00
03/11/2026	84487 XCEL ENERGY	ELECTRICITY MS/HS	7,752.19
Totals for checks			330,821.26

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	168,042.26	0.00	128,937.79	296,980.05
27	SPECIAL EDUCATION FUND	199.50	0.00	5,019.77	5,219.27
50	FOOD SERVICE FUND	0.00	0.00	28,272.94	28,272.94
80	COMMUNITY SERVICE FUND	0.00	0.00	349.00	349.00
***	Fund Summary Totals ***	168,241.76	0.00	162,579.50	330,821.26

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

CHECK		INVOICE	
NUMBER	VENDOR	DESCRIPTION	AMOUNT
0	AUTH CONSULTING & ASSOCIATES, INC	REFERENDUM DESIGN/ENGINEERING CONTRACT	14,600.00
0	CESA 10	REFERENDUM CONSTRUCTION MGT CONTRACT - JAN	20,400.00
0	HOEFT BUILDERS INC	GENERAL CONTRACTOR - REFERENDUM PROJECTS (DOORS/WINDOWS/ETC)	364,217.66
0	HOEFT BUILDERS INC	GENERAL CONTRACTOR - REFERENDUM PROJECTS (DOORS/WINDOWS/ETC)	54,655.58
1487	AMAZON CAPITAL SERVICES	REFERENDUM SUPPLIES - TCE OFFICE	660.21
1488	TREVIPAY	CAFETERIA TV TCE	448.00
1490	AMAZON CAPITAL SERVICES	REFERENDUM PURCHASES - CTE LAB COMPUTERS & TCE OFFICE	2,322.75
16414	VILLAGE OF BOYCEVILLE	PERMIT FEES - BUS GARAGE	250.00
16417	BLUUM OF MINNESOTA LLC	CHROMEBOX TCE	302.00
16418	DUET RESOURCE GROUP	TCE CONFERENCE ROOM/OFFICE FURNITURE	13,849.92
84395	EVERWHITE CORPORATION	TCE STEM LAB WHITEBOARD (REF)	1,243.00
84396	HILLYARD - INC	TRIDENT R30SC PLUS SLA (FLOOR SCRUBBING MACHINE)	21,379.57
84397	ISCORP	IS CORP HOSTING - SKYWARD STUDENT -	3,000.00
Totals for checks			497,328.69

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
49	OTHER CAPITAL PROJECT FUNDS	0.00	0.00	497,328.69	497,328.69
***	Fund Summary Totals ***	0.00	0.00	497,328.69	497,328.69

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

March 12, 2026

Re: **Applications for Fall – 2026**
Early College Credit and Start College Now Programs

Dear School Board Members for Boyceville Community Schools,

Attached you will find a list of students who have applied for secondary educational opportunities at local Universities and Technical Colleges. The programs are defined as:

Early College Credit: To attend college classes at a four-year University level (ECC).

Start College Now: To attend college classes at a two-year Technical College level (SCN).

How many credits can a student take while in High School through these two programs?

A student can take a cumulative total of 18 credits throughout their four years of high school.

What about the college classes we already teach at BHS? Do the BHS college courses count towards the total 18 credits of the ECC and SCN programs?

No. BHS college level classes do not count towards the total 18 credit limit for ECC/SCN.

When do the BHS Students register for ECC/SCN classes?

High School students register last after all college registration takes place. If there are seats available in a class, a BHS student will be given the opportunity to register.

What about transportation? Who is responsible for that?

Students and families are responsible for the cost of transportation to attend both programs.

Why are there so many classes listed for each student? How many will they really take?

The multiple courses are listed to ensure our students have a robust list of options. I work with each student to determine that the courses will meet their post-secondary program requirements. Ultimately, many students will only take one or two of the courses they have requested.

Respectfully submitted,



Karlene Berry

Boyceville High School Counselor

Start College Now Applicants

Fall Semester 2026

The Start College Now program applies solely to Technical College credits and courses.

Please keep in mind that the following is a list of classes that our student is interested in taking. However, this student may not be able to schedule all of the classes they are requesting. (Due to college class enrollment limits, BHS graduation requirements and time conflicts). The number of requested classes represents a maximum and may be decreased due to influencing factors.

All students are allowed to take up to 18 college credits (total) through the Start College Now program. The credits must be pre-approved by the Boyceville School Board Members in order to be financially supported by the school district.

We have 11 students interested in the Fall of 2026 Start College Now programming.

Estimated 2025-2026 tuition cost per credit: \$178.00 - Anticipating similar cost in Fall of 2026.

Student #1

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 2 (3 credits)
American Government (3 credits)

Counselor Recommendation: Approve the requested courses. BHS does not have comparable college level courses.

Projected cost: 6 credits for \$1,068.00

Student #2

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Introduction to Sociology (3 credits)
Introduction to Psychology (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses.

Projected cost: 9 credits for \$1,602.00

Student #3

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Introduction to Psychology (3 credits)
Nursing Assistant (2 credits)
Introduction to Sociology (3 credits)
Art Appreciation (3 credits)

Counselor Recommendation: Approve the requested courses. BHS does not have comparable college level courses.

Projected cost: 14 credits for \$2,492.00

Student #4

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Oral/Interpersonal Communications (3 credits)
Introduction to Psychology (3 credits)
Medical Terminology (3 credits)
Introduction to Sociology (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses.

Projected cost: 15 credits maximum for \$2,670.00

Student #5

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Introduction to Accounting (3 credits)

Counselor Recommendation: Approve the requested courses. BHS does not have comparable college level courses.

Projected cost: 6 credits maximum for \$1,068.00

Student #6

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits English Composition 1 (3 credits)
Introduction to Psychology (3 credits)
Introduction to Sociology (3 credits)

Counselor Recommendation: Approve the requested courses. BHS does not have comparable college level courses.

Projected cost: 9 credits maximum for \$1,602.00

Student #7

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Introduction to Psychology (3 credits)
Introduction to Sociology (3 credits)
Developmental Psychology (3 credits)
Introduction to Diversity Studies (3 credits)
Introduction to Ethics (3 credits)
Introductory Sociology (3 credits)
General Psychology (3 credits)
Introduction to Gender Studies (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses.

Projected cost: 18 credits maximum for \$3,204.00

Student #8

Grade: 11

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: English Composition 1 (3 credits)
Innovative Business Mindset (3 credits)
Principles of Management (3 credits)
Business Ethics (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses determined yet for 2026-2027. Our Business Teacher provides Dual Credit for Innovative Business Mindset and Principles of Management through CVTC, however BHS has not completed scheduling to know if these courses will be offered or if the student will have access next year.

Projected cost: 12 credits maximum for \$2,136.00

Student #9

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: Introduction to Sociology (3 credits)
Psychology of Human Relations (3 credits)
English Composition 1 (3 credits)
Principles of Management (3 credits)
Introduction to American Government (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses.

Projected cost: 15 credits maximum for \$2,670.00

Student #10

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: Environmental Science (4 credits)
English Composition 2 (3 credits)
Introduction to Accounting (3 credits)
Developmental Psychology (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses. Student has already taken 9.0 credits with Start College Now and has a maximum of 9 remaining credits. Any additional credits at registration are the sole financial responsibility of the family.

Projected cost: 9 credits maximum for \$1,602.00

Student #11

Grade: 12

School to Attend: Chippewa Valley Technical College

Interested Course & Credits: Introduction to Psychology (3 credits)
General Psychology (3 credits)
English Composition 1 (3 credits)
Native American History (3 credits)
Introduction to Diversity Studies (3 credits)
Introduction to Gender Studies (3 credits)

Counselor Recommendation: Approve all requested courses. BHS does not have comparable college level courses.

Projected cost: 18 credits maximum for \$3,204.00

Early College Credit Program Applicants

Fall Semester 2026

No student applications for ECC Fall 2026



Introduction

Academic and Career Planning (ACP) is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. The Wisconsin Department of Public Instruction (<http://dpi.wi.gov/acp>) in the PI-26 legislation requires public school districts to provide ACP services to students in grades 6 through 12 beginning in the 2017-18 school year. These ACP requirements connect school districts' education for employment plans and programs to the academic and career planning requirements. ACP is a 4 part process of KNOW - EXPLORE - PLAN - GO which students develop throughout middle school and high school.

Career Readiness Vision

CAREER READINESS MISSION/VISION

Students of the Boyceville Community School District will graduate college and career ready, having had the preparation, conversations and experiences to support their individual life goals.

CAREER READINESS TEAM

- Mr. Patrick Gretzlock - MS/HS Principal
- Ms. Karlene Berry - HS School Counselor
- Mrs. Gretchen Pederson - MS School Counselor
- Mr. Taylor Pitt - TCE School Counselor
- Ms. RuthAnn Ledgerwood - HS ELA
- Mr. John Huevos - HS ELA
- Mr. Michael Roemhild - MS ELA
- Mrs. Jennifer Bignell - HS Special Education
- Mrs. Sarah Stone - HS Special Education
- Ms. Laurie Mumm - MS Special Education
- Mrs. Amy Peterson - MS Science/Social Studies
- Ms. Kaitlyn Webster - CTE - Agriculture
- Mrs. Monica Miranda - CTE - Business
- Mrs. Laura Debee - CTE - Family and Consumer Science
- Mr. Frank Fetzer - CTE - Technical Education and Engineering

Career Readiness Data

DISTRICT CAREER READINESS DATA						
Boyceville Career Readiness Data						
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Total Career and Technical Education Participants	N/A	132	140	151	142	132
CTE Concentrators (Agriculture, Architecture and Construction, Business, Health Science, Hospitality and Tourism, Human Services, Manufacturing, Marketing, STEM) *A student is identified as a concentrator if they completed at least two CTE courses in a single career pathway throughout high school.	N/A	46	86	76	50	56
Students Completing 1+ Dual Enrollment Course	2	5	10	50	19	74
Students Completing Advanced Placement Courses	29	27	20	20	9	N/A
Career and Technical Student Organizations	2	2	2	2	2	2
Students Earning Industry-recognized Credential	N/A	20	15	15	12	11
Local and Regional Career Pathways	4	4	4	4	4	4

CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

As we continue to work toward growing our ACP programming and activities, it is a goal of the district to build our Youth Apprenticeship and Work-based Learning opportunities. In our rural location, student workers still have a wide variety of job prospects; industry, manufacturing, customer service and agriculture. With the continued support of local leaders and business partners, we can match students with jobs of interest in hopes of providing them an experience that supports their life goals.

Career Readiness in the Boyceville Community School District

ACP CURRICULUM, SUPPORT, AND SERVICES

Grade Level Appropriate ACP Activities

K-5: E4E Activities

- Why people work
- The kinds of conditions under which people work
- The levels of training and education needed for work
- Common expectations for employees in the workplace
- How expectations at school are related to expectations in the world of work.

Elementary educators reinforce the application of basic skills in a variety of ways. Through many grade-appropriate experiences, career exploration is integrated into classes/courses offered in the district. Students are engaged in a variety of service learning projects that teach them skills that cross all areas of life. Simulations and practical experiences provide variety and reinforcement of a skill or knowledge and engage students in activities that model real-world situations.

- K-5 grade students demonstrate levels of responsibility appropriate to assigned jobs and display leadership qualities by performing classroom helper jobs
- Students in grades 2-5 establish business and education partnership by participating in field trips and inviting business people into school
- Elementary students demonstrate interpersonal skills necessary for the workplace by participating in various programs and activities.

6-8: E4E and ACP Activities

- Developing an understanding of the continuum of careers across work environments, duties, and responsibilities
- How a pupil's personal interests and skills relate to those careers
- Potential work-based learning experiences
- Career research identifying personal preferences in relation to occupations and careers pupils may pursue
- Students will receive academic and career planning instruction through the required core courses each year (grade 6-8), as well as through the Exploration courses and school counseling curriculum
- Middle school educators provide students with a variety of opportunities to experience work-based learning opportunities
- Middle school students plan and develop career plans through participation in the school counseling activities, career and technical education experiences, and other content areas activities
- Simulations are integrated into courses
- Options are available for students to complete youth service learning or volunteer community projects through involvement in school or community events
- Middle school students participate in a variety of clubs and organizations such as FFA, Athletics, Science Olympiad, and Student Council.

9-12: E4E and ACP Activities

- Conducting career research to identify personal preferences in relation to specific occupations
- Instruction in career decision making
- Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy
- Pupil access to career and technical educational programs
- Pupil access to accurate national, regional, and state labor market information, including labor market supply and demand
- Instruction and experience in developing and refining the skills and behaviors needed by pupils to obtain and retain employment
- Students will receive academic and career planning instruction through the required core courses each year (grade 9-12), as well as through career and technical education courses, advisory lessons, and school counseling curriculum
- High school educators provide students with a variety of opportunities to experience work-based learning opportunities
- High school students are able to complete job shadows
- High school students participate in a variety of clubs and organizations such as FFA, Athletics, Junior Achievement Competitions, National Honor Society, Student Council and Science Olympiad
- High school students also have the

opportunity to complete service learning projects within their classes, volunteer as peer tutors and work as assistants within the school.

ACP/School Counseling Services

- School counselors in each building support the ACP process by providing lessons, facilitating career field trips and encouraging conversations with students/families about future planning.

Whole School Support

- Each pupil shall receive individualized support, appropriate to the pupil's needs, from school district staff to assist with completing and annually updating an academic career plan. All students in grades 6-12 access their Academic and Career Plan through Xello during intervention/homeroom or classroom periods at least semesterly throughout the school year. District staff and school counselors along with members of the ACP Team provide instruction with students at all grade levels individually and in classrooms.
- Scope and Sequence - Please [click here](#) to see an outline of ACP activities.

PREPARING FOR THE FUTURE

The ACP program in the Boyceville Community School District ensures every student is prepared for life after high school no matter what path they plan to take. This includes:

- Career and Technical Education (CTE) provided in the district
- Early College Credit Program and Start College Now opportunities
- Advanced Placement Courses
- Youth Apprenticeship or other job training and work experience
- Instruction in skills related to employment
- Completion of Financial Literacy/Personal Finance graduation requirements

CAREER PATHWAYS

Career Pathways offered in the Boyceville School District include the following:

- Agriculture, Food & Natural Resources
- Architecture and Construction
- Business & Professional Services
- Education and Training
- Finance
- Marketing
- Science, Technology, Engineering & Mathematics

LABOR MARKET INFORMATION

The following information has been summarized from the *2021 Dunn County Workforce Profile* generated by the Wisconsin Department of Workforce Development.

Workforce Outlook - The Wisconsin workforce outlook at the present state, appears promising following the turbulence felt from the COVID-19 pandemic. However, residual effects still ripple throughout various industries such as hospitality/tourism and transportation in addition to personal challenges that became exacerbated due to the pandemic including affordable housing/rent, child/elder care, transportation costs and workplace safety. The Wisconsin workforce went from record low unemployment rates in March 2020 to almost 15% in April 2020; by November 2021, rates had returned to historic lows. Other current concerns within the workforce are those created by the age disparities as “baby boomers” retire and leave employment. Many businesses are expressing frustration as they are unable to recruit and attract talent - to combat this, offers of increased wages, signing bonuses and flexible schedules are presented to potential employees.

Population and Demographics - Dunn County added 931 residents from 2010 to 2020, growing at a rate of 2.12%, slightly slower than the statewide growth rate of 2.95%. This ranks Dunn the 26th fastest growing among the state's 72 counties. Of Dunn County's ten most populous municipalities, the city of Menomonie remains the largest at 16,461 residents; the Village of Boyceville ranked 10th with a -0.55% decrease (2010 census population - 1086 to 2020 final estimate population - 1080).

Labor Statistics - Current Dunn County labor statistics have shown, over the course of 2020, employment in the county has decreased by 622 jobs (3.54%) across all industries. As expected, these losses were mostly caused by the COVID-19 pandemic; because of their declared "non-essential" functions, certain industries were more impacted than others. The county's Leisure and Hospitality employers lost over 40% of its jobs from 2019 to 2020. Recently, the Trade, Transportation and Utilities industry, accounting for over 28% of the county's total employment, overtook Education and Health Services (25.8% total employment) to become the largest industry super-sector in Dunn County. This is due in part to the pandemic which accelerated online shopping trends and Dunn County's proximity to I-94. Because of this Trade, Transportation and Utilities employers in this area were able to add 37 new jobs.

Education and Health Services remain the second largest industry in the county with UW-Stout being one of the largest employers. Ripples of the pandemic both locally and nationally have impacted student enrollment, however UW-Stout's strong science and engineering programs provide a note of optimism for county employers. Finally, the county's third largest industry, manufacturing, which had been experiencing a strong growth trend, lost 192 jobs in 2020.

In the spring of 2020, Dunn County lost almost 1,400 jobs and recovery of those jobs has been inconsistent. Late spring and summer of 2020 brought a rapid rebound but then slowed considerably in the fall and winter as new cases of COVID emerged. "As of June 2021, Dunn County's total covered employment was about 97.7% of its March 2020 level. Newly released jobs reports suggest that the labor market recovery is still very much ongoing."

Projections - Employment across all industries in Wisconsin is expected to grow over the ten year period 2018-2028. *Currently the long-term 2018-2028 projections are estimates based on historic data and do not include any impact COVID-19 may have on industry employment in the future (Source: Wisconsin Department of Workforce Development, Office of Economic Advisors, Wisconsin Employment Projections 2018-2028).* Wisconsin is expected to create 111,926 new jobs between 2018 and 2028. With 3.5% growth, employment is projected to increase from 3.2 to 3.3 million jobs.

The most significant numerical growth is expected in Education and Health Services (47,363 jobs from 2018-2028), and Professional and Business Services (17,979 jobs from 2018-2028). Another super-sector with strong anticipated growth is the Construction sector (with over 13,000 jobs from 2018-2028).

Another trend illustrated is that of labor constraints, as openings created due to replacement needs outnumber those generated by new growth. This suggests that there will be increased importance placed on the availability and skill sets of young workers entering the region's workforce.

Career Readiness is for ALL of our Students

INDIVIDUALIZED ACP SUPPORT

Throughout the ACP process, students receive a variety of individualized support. Each student's unique, individualized account in Xello allows them to explore careers of interest, take a variety of inventories and assessments as well as learn about career programs to maximize their productivity in Xello. In addition to the Xello accounts, students in grades 11 and 12 will also meet with the high school

counselor to plan for the final high school years. These meetings ensure all parties understand the graduation requirements but also the impacts specific classes can have on their post-high school success and entry to the world of work.

ACCESS FOR ALL STUDENTS

If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and career plan into account when developing the pupil's transition services. The resources and services will be unique to each youth under both the ACP process and IEP/PTP development. Completing the ACP process will provide increased self-knowledge and resources to the student with a disability as they transition from high school to postsecondary school and employment.

CAREER READINESS TECHNOLOGY

Xello is the electronic tool that will be used by all Boyceville students to host their ACP plans. Xello is a comprehensive web-based career exploration and portfolio program which supports the guidelines for Wisconsin's ACP. Through the use of customization and reporting tools that accompany student resources, counselors, teachers and administrators can monitor students' progress and communicate completion requirements. Students and parents will have access to this software throughout the student's 6-12 career and after graduation.

Get Involved

FAMILY ENGAGEMENT

The Boyceville Community School District engages families and caregivers in academic and career planning by:

- Inform parents in each school year about what academic and career planning services their child receives via email, social media posts and district website updates.
- Provide parents with multiple opportunities during each school year to participate in their child's academic and career planning through individual planning meetings and/or transition/orientation meetings.
- Update parents throughout the school year on the progress of their child's academic and career planning.

PROFESSIONAL DEVELOPMENT FOR STAFF

The Boyceville Community School District is committed to supporting our entire staff to become engaged in the career readiness process. As the ACP plan and implementation procedures continue to evolve as we add partners, develop lessons and opportunities for students. The ACP team will hold quarterly meetings and disseminate information to grade level staff through common planning time or staff meetings, as all faculty members support an intervention or homeroom group.

BOARD MEETING APPROVED

DATE



Track Proposal 2026

Track Participation Numbers:

Spring of 2024– 17 Girls and 17 Boys

Spring of 2025 15 Girls and 13 Boys

Spring of 2026 (Two-days of practice) 21 Girls and 21 Boys (42 total)

Conference Schools Coaches: (Paid)

(Number of kids out is based on the last few seasons)

Glenwood City-3 coaches (30 kids out)

Clear Lake- 3/4 coaches (30-40 kids out)

Mondovi- 4 coaches (60 kids out)

Durand- 4 coaches (40-50 kids out)

Colfax- 4 coaches (40 kids out)

Spring Valley- 4 coaches (40 kids out)

EPC- 3 coaches (30 kids out)

Proposal:

Based on the number of students that Boyceville High School track has out for the spring of 2026 I am proposing that we hire another paid coach. We currently have 42 athletes out for the spring of 2026. This would be our highest number in many years. Track is a sport that needs a lot of coverage with many different events taking place. We currently are the only school in the DSC with only two paid coaches. I believe that hiring another coach would greatly benefit our athletes. This would be for one year as we continue to track our numbers.

Thank you,

BOYCEVILLE COMMUNITY SCHOOL DISTRICT Policy Updates for Board Approval

Vol. 34, No. 2, May 2025 Update

BYLAWS	Bylaw 0100 – Definitions
	Bylaw 0144.5 – Board Member Behavior, Communications, and Code of Conduct
	Bylaw 0166.1 – Consent Agenda *NOT TAKING
1000	Policy 1461 – Unrequested Leaves of Absence/Fitness for Duty
2000	Policy 2440.01 – summer or Interim School Attendance
	Policy 2522 – Instructional Material Centers
3000	Policy 3120.04 – Employment of Substitutes
	Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities
3000/4000	Policy 3431/4431 – Employee Leaves
	Policy 3432/4432 – Employee Sick Leave *NOT TAKING
4000	Policy 4124 – Notice of Reasonable Assurance of Employment
	Policy 4140 – Termination and Resignation
	Policy 4213 – Student Supervision and Welfare
5000	Policy 5112 – Entrance Age
	Policy 5310.01 – Emergency Nursing Services/Plan
	Policy 5411 – Third Grade Promotion and Retention: At-Risk Students
	Policy 5464 – Early Graduation
	Policy 5505 – Academic Honesty
	Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
7000	Policy 7440.03 – Small Unmanned Aircraft Systems (Drones)
	Policy 7450 – Property Inventory
	Policy 7455 – Accounting system for Capital Assets
	Policy 7460 – Conservation of Natural and Material Resources
	Policy 7530.02 – Staff and School Officials Use of Personal Communication Devices
8000	Policy 8120 – Volunteers
	Policy 8420 – School Safety
	Policy 8500 – Food Service
	Policy 8510 – Wellness
	Policy 8531 – Free and Reduced-Priced Meals
	Policy 8540 – Vending Machines
	Policy 8550 – Competitive Food Sales *NEW
9000	Policy 9151 – Use of Cameras and Other Recording Devices in Locker Rooms

Book	Policy Manual
Section	Vol. 34, No. 2, May 2025
Title	Overview
Code	01 -
Status	From Neola

WISCONSIN OVERVIEW AND COMMENTS

Volume 34, Number 2 May 2025

All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please make any revisions on the BoardDocs software using the instructions provided to you. You may direct questions related to content to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that topic.

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in their entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, enough changes have been made to justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you soon to schedule an appointment to review this update and ensure you are current on it and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

Revisions to your policies and administrative guidelines should be made using the BoardDocs software, following the instructions provided.

Using Header Box Options in BoardDocs

Each policy and administrative guideline has multiple header boxes in BoardDocs that provide essential information in addition to the document's title and code number. (NOTE: All the header boxes are visible only when editing is turned on; in view mode, only the header boxes with content are shown.)

Adopted: The "Adopted" header box indicates when the policy or guideline was first adopted, and that date never changes as long as the policy or guideline is active.

Last Revised: Retaining the history of each policy and guideline is essential for legal and administrative reasons, so BoardDocs provides options for such retention. Immediately beneath the "Adopted" header box is the "Last Revised" header box that indicates the last time the policy or guideline was changed, and this box is updated by Neola Production each time a revision is submitted. Any revision dates between the initial adoption and the latest revision are usually located at the bottom of the document, just above the Neola copyright. (Again, these dates are updated by Neola Production with each submission and should correspond to Board meeting minutes, except for TC notations for technical corrections.)

Last Reviewed: A new "Last Reviewed" option now exists for indicating that you have reviewed the policy or guideline and have found it to be sufficient as presently written. Since no revision is being made in these situations, there is no record that the document was reviewed. A typical example would be a technical correction that isn't needed on your document, or a revision to an option that you do not have or want. In such cases, because the copyright has changed but not any content, you would want to show that your document is current as of the new copyright date even though it has the older copyright date from the previous version of the Neola template. Now you have the option to indicate that you have reviewed the document even though no revision was made by putting the review date in the new "Last Reviewed" header box. This is also a handy feature for those Boards that use a policy review regimen in addition to revisions made through the Neola Update process.

Any questions about how to use these BoardDocs header box features should be directed to your Neola Associate, or you may contact BoardDocs Support at 1-800-407-0141.

District-Specific Materials

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
2. New materials that the District develops in their entirety and exclusive of Neola;
3. Revisions or deletions that substantively depart from Neola's templates; and
4. Outdated material that a District did not keep current with Neola updates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

Policy Revisions

Bylaw 0100 - Definitions (Revised)

Several definitions have been updated to make them more current, and a new definition of school district classifications has been added.

Recommended but not required.

Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct (Revised)

Clarifying language has been added to several provisions, as well as a direct reference to conflict of interest.

Recommended but not required.

Bylaw 0166.1 - Consent Agenda (Revised) * NOT taking

Additional options have been added based on practical usage.

Policy 1461 - Unrequested Leaves of Absence/Fitness for Duty (Revised)

Additional enforcement language has been added, and cross-references to policies have been updated.

Recommended but not required.

Policy 2440.01 - Summer or Interim School Attendance (Revised)

This policy has been updated to provide additional options for establishing attendance and other requirements for summer school.

Recommended for consideration but not required.

Policy 2522 - (.) Library Media Centers ~~X~~ Instructional Material Centers (.) Libraries (Revised)

This policy revision is intended to assure that challenges to materials are brought forward by persons with actual personal knowledge of the content and are therefore able to articulate the concern(s) based on the complainant's own knowledge, rather than using lists generated by interest groups. This will improve the review process whereby the complainant can identify content that the complainant believes, based on personal knowledge, is inconsistent with applicable community standards.

Recommended but not required.

Policy 3120.04 - Employment of Substitutes (Revised)

This policy has been revised to outline the available options that may be selected.

Recommended but not required.

Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)

This policy is updated to include a reference to the issuance of reasonable assurances notification to avoid the possibility of coaches or advisors qualifying for unemployment compensation between school years.

Adoption of this option is recommended.

Policy 3431 - Employee Leaves (Revised)**Policy 4431 - Employee Leaves (Revised)**

This policy has been updated to offer the option to add sick leave and personal leave time off. Districts should review any revisions to ensure consistency with Policy 3432/4432. The provisions regarding testifying in legal proceedings have been clarified. Additionally, a new statute reference has been added stipulating that no employer may discharge an employee because the employee is subpoenaed to testify in an action or proceeding pertaining to a crime or pursuant to WI ch. [48](#) or [938](#).

It is recommended to improve options and enhance clarity.

Policy 3432 - () Employee Sick Leave () Employee Paid Time Off (Revised)
Policy 4432 - () Employee Sick Leave () Employee Paid Time Off (Revised) *NOT TAKING

The policy has been revised to include options for use of the benefit for certain appointments.

Recommended to encompass common usage options.

Policy 4124 - Notice of Reasonable Assurance of Employment (Revised)

This revision clarifies that benefits are not available based on such services performed for the District. Claims by an employee may be made based on discontinued employment from another employer other than the District.

Recommended but not required.

Policy 4140 - Termination and Resignation (Revised)

This revision offers optional language allowing an employee to resign before termination.

This revision is recommended for those seeking comprehensive options, but it is not required.

Policy 4213 - Student Supervision and Welfare (Revised)

Additional language has been added regarding the expected standard of care for support staff, which is consistent with that of professional staff.

Recommended but not required.

Policy 5112 - Entrance Age (Revised)

This policy is updated to reflect the current state of the law, which recognizes the parental right to opt out of immunization and to file a statement regarding this choice in lieu of immunization records. The appropriate legal citation is also added.

These revisions are recommended.

Policy 5310.01 - Emergency Nursing Services/Plan (Replacement)

This replacement policy is provided to more fully incorporate the requirements of administrative regulations regarding the development, content, and review of emergency nursing services. Adoption of these revisions is recommended to ensure compliant policies. Likewise, it is recommended that the Districts coordinate with their nursing professionals to confirm that an appropriate and comprehensive plan is presently in place.

Recommended for compliance with statutory requirements.

Policy 5411 - Third Grade Promotion and Retention: At-Risk Students (Revised)

This policy has been updated to include various parental notification provisions as required by statute.

Required for compliance with the law.

Policy 5464 - Early Graduation (Revised)

This policy is updated to provide additional options for the evaluation and approval of early graduation requests. It also is updated to specify that a student who graduates early, but is still participating in district programming or activities, remains subject to the requirements of Board policy and other rules.

Policy 5505 - Academic Honesty (Revised)

This policy is updated to specify that with respect to student use of Artificial Intelligence tools, students are expected to properly attribute any content. Further, the revisions specify that students involved in third party administered programming are expected to fully comply with the rules that organization implements or has implemented regarding AI/NLP tools.

These revisions are recommended.

Policy 8510 - Wellness (Revised) * Next Round updates

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

Policy 8531 - Free and Reduced-Price Meals (Revised)

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

Policy 8540 - Vending Machines (Revised)

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

Policy 8550 - Competitive Food Sales (Revised) * New

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

Policy 9151 - Use of Cameras and Other Recording Devices in Locker Rooms (Revised)

This policy has been revised to include additional language concerning media presence in locker rooms and the prohibition of recording devices. The revisions specify guidelines for media access in locker rooms and clarify the options to prohibit the use of cellphones in any capacity within these spaces.

Recommended for compliance with statutory requirements.

Last Modified by Alesha Kersten on October 28, 2025

Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia (Revised)

This policy is updated to reflect additional items included within the prohibited substances, and to include "look-alike" substances.

These revisions are recommended.

Policy 7440.03 - Small Unmanned Aircraft Systems (Drones) (Revised) * New

For ease of reference, the title has been modified to include the term "Drones," and the language has been updated consistent with Wisconsin Interscholastic Athletic Association Administrative Policies and Procedures.

Recommended for current application.

Policy 7450 - Property Inventory (Revised)

Changes to this policy reflect better Governmental Accounting Standards Board (GASB) and Education Department General Administrative Regulations (EDGAR) requirements and also removes the reference to "capital assets", since those matters are contemplated in Policy 7455 - Accounting System for Capital Assets.

These revisions are recommended for clarity and continued compliance with the law.

Policy 7455 - Accounting System for Capital Assets (Revised)

This policy adds the appropriate useful life for capital assets base on Governmental Accounting Standards Board (GASB).

Policy 7460 - Conservation of Natural and Material Resources (Revised)

This policy is updated to provide the Board with an outline of an energy conservation, evaluation, and implementation policy. The existing policy language is confusing and does not provide options for the specific application of such initiatives.

Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices (Revised)

Options within this policy have been clarified.

Policy 8120 - Volunteers (Revised)

This policy has been updated to reflect the requirement that volunteers driving District-owned vehicles are still obligated to be under contract and meet driver requirements. As districts struggle to locate qualified and available drivers, this type of situation will likely continue to arise. This policy has been revised to include optional language clarifying that volunteers are required to abide by Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Policy 8420 - School Safety (Revised)

This policy has been updated to reflect the crime reporting requirements enacted by the legislature and effective for the 2024-2025 school year. The law requires high schools to collect and report incidents as described. The first deadline to report is July 31, 2025. The Department of Public Instruction has provided detailed guidance on the reporting requirements and the scope of districts' obligation to identify, evaluate, and report covered incidents. The guidance link is embedded into the policy to encourage consultation with the step-by-step process that, if followed, will constitute a good faith effort at compliance. A client alert is also included with this update that discusses this new reporting requirement, and its many challenges, in more depth. The policy title has been modified as well to more clearly identify that the policy includes the reporting requirements of the new law.

Recommended for compliance with State statute.

Policy 8500 - Food Services (Revised)

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of DEFINITIONS
Code	po0100 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

0100 - **DEFINITIONS**

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

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

Administrative Guideline

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

Administrator

An employee who holds a position of leadership over a defined function or department of the District and who reports directly to the District Administrator.

Administrators may include the following positions: Director of Special Education and Pupil Services, Director of Instruction, Principal.

Apps and Services

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

Board

The School Board shall take action that is within the comprehensive meaning of the terms 'duties and powers' provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk).

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of that is not wholly in one municipality. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District sometimes locally referred to as Superintendent.

In policy, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agency(ies)

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a) (f) and (g), Wis. Stats.

May

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

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. PI 8.01(2, g)3.

Meeting

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

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

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

Personal Communication Devices

Personal communication devices ('PCDs') include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, wearable technology, and/or other web-enabled devices of any type.

Policy

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

President

The chief executive officer of the Board. (See Bylaw 0171.1 - President).

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

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

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

School/District Classification

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Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operates pursuant to Subchapter I of Chapter 120, Wis. Stats.

Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operates pursuant to Subchapter II of Chapter 120, Wis. Stats.

Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

School Nurse

A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

Shall

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

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, weblogs ('blogs'), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. ~~Apps and services shall not be considered social media unless they are listed on the District's website as District approved social media platforms/sites.~~

Student

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

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

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

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer).

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President).

Voting

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

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

Revised 11/19/07
 Revised 10/24/11
 Revised 5/16/16
 Revised 1/16/17
 Revised 1/15/18
 Revised 5/21/18
 Revised 2/19/20
 Revised 7/15/20
 Revised 3/17/21
 Revised 2/16/22
 Revised 8/17/22
 Revised 3/15/23
 Revised 7/19/23
 Revised 6/12/24
 T.C. 2/19/25

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Last Modified by Alesha Kersten on February 4, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5 - 1/30/25 AK
Status	First Reading
Adopted	March 17, 2021
Last Revised	January 10, 2024

0144.5 - **BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board, as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District ~~should be avoided~~ are prohibited.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, ~~and~~ maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in an unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Use of Electronic Communication Devices Prohibited

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during an open session and during a closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is

receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or laptop computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with the authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. ~~Formal~~ formal censure by resolution passed by a majority of the Board in an open session meeting of the Board;
- B. ~~Removal~~ removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees;
- C. ~~Restriction~~ restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;
- D. ~~Referral~~ referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.

E. Referral, referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;

F. Other, other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Revised 2/16/22

Revised 8/17/22

T.C. 7/19/23

T.C. 1/10/24

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17.13, Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

Last Modified by Alesha Kersten on January 30, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461 - 1/30/26 AK
Status	First Reading
Adopted	July 25, 2011
Last Revised	July 15, 2020

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

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

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

The District Administrator may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

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

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

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

If, as a result of such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on a leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the District Administrator, such refusal shall subject the administrator to disciplinary action.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 - Family & Medical Leave of Absence (FMLA) as provided by law.

In the event the District Administrator is the administrator subject to this policy, the Board President shall direct the appropriate actions pursuant to this policy and Policy 1260 - Incapacity of the District Administrator.

Revised 9/17/12
 Revised 1/15/18
 Revised 2/21/19

T.C. 7/14/20

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111.32 et seq., the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

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

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

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of SUMMER OR INTERIM SCHOOL ATTENDANCE
Code	po2440.01 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	October 22, 2025

2440.01 - SUMMER OR INTERIM SCHOOL ATTENDANCE

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled.

The Board **(X)** may establish minimum attendance requirements for any classes taken for credit.

Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent ~~on the student's second day of absence~~ if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of INSTRUCTIONAL MATERIAL CENTERS
Code	po2522 - 1/30/26 AK
Status	First Reading
Adopted	March 17, 2021
Last Revised	March 15, 2023

2522 - INSTRUCTIONAL MATERIAL CENTERS

The Board believes that school instructional material centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a instructional material centers in each school in the District.

The major goals of the District's school instructional material centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator shall establish procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials and will be handled according to the complaint procedure outlined in Policy 9130 - Public Requests, Suggestions, or Complaints.

Parental/Police Access to Instructional Material Center Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's instruction material centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request instruction material center records relating to the use of the center's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the instructional materials center shall disclose to the officer records produced by a surveillance device under the control of the center that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges and the Student Handbook.

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Legal 43.70, 43.72, 121.02(1)(h), Wis. Stats.
PI 8.01(2)(h) and PI 9.03(1)(e)

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	March 15, 2023

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board.

A substitute employed for eleven (11) consecutive days in the same professional position shall be compensated at a higher daily rate for the duration of that assignment.

Prior to the end of the school year, District employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 2/21/19
Revised 11/18/20
Revised 2/16/22

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Legal 118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

[X] Applications for co-curricular/extra-curricular activities will be made in writing to the **(X)** Athletic Director. **[X]** The Athletic Director will vet the candidates and conduct interviews which may include another member of the Administration.

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular hiring agreement that specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated by the **(X)** the District Administrator or **(X)** the Board for any reason that is not arbitrary or capricious. There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a teaching or administrative staff member shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

[X] Prior to the end of the school year, District-employed coaches and advisors, who the District intends to employ for the ensuing school year, will receive a written notice of reasonable assurance of continued employment. Issuance of a notice of reasonable assurance to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

Revised 5/16/16

T.C. 2/19/25

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of EMPLOYEE LEAVES
Code	po3431 - 1/30/26 AK
Status	First Reading
Adopted	January 15, 2018
Last Revised	February 19, 2025

3431 - EMPLOYEE LEAVES

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 -Unrequested Leaves of Absence, and Policy 3430.01 -FMLA -Family & Medical Leave of Absence ("FMLA"), Policy 3432 -Employee Sick Leave/Paid Time Off, and Policy 3430 -Leaves of Absence.

A. Sick Leave

Staff members are eligible for sick leave as specified in the Employee handbook.

B. Personal Leave

Staff members are eligible for personal leave as specified in the Employee Handbook.

C. Bereavement Leave

Staff members are eligible for five (5) days of bereavement leave. Bereavement leave may not be used for any other purposes.

D. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

E. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential jurors shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their supervisor when they are called for jury duty or a court appearance and shall call in on each morning to report whether s/he is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, s/he shall report to work for the balance of the working day unless alternative arrangements have been authorized by the District.

Employees will receive full pay when they are required to report for jury duty. However, employees are required to reimburse the district the amount they receive for jury duty pay from the court, less travel allowance, within fifteen (15) days of being reimbursed from the County.

Staff members must submit to the District Office a record from the court of the number of days served.

F. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submit to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, make every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

G. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

H. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

I. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

J. Leave to Testify

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 of the Wisconsin Statutes, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees);
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

T.C. 7/14/20
 Revised 7/15/20
 T.C. 2/9/21
 T.C. 1/10/24
 Revised 6/12/24

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Legal 6.76, 7.33, 103.87, 103.88, Wis. Stats.

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Book	Policy Manual
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Title	Copy of LETTER OF REASONABLE ASSURANCE
Code	po4124 - 1/30/26 AK
Status	First Reading
Adopted	September 19, 2005
Last Revised	May 16, 2016

4124 - LETTER OF REASONABLE ASSURANCE

Support staff employed in less than year-round positions shall be issued a letter of reasonable assurance of continued employment for the subsequent year or term when such employment is anticipated.

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

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Legal 108.04 (17)(d), Wis. Stats.

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Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of TERMINATION AND RESIGNATION
Code	po4140 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	October 15, 2012

4140 - **TERMINATION AND RESIGNATION**

TERMINATION

Employment may be terminated upon a majority vote of the Board of Education. Support staff employees subject to termination may be given an opportunity to resign.

RESIGNATION

A support staff member may resign by filing a written resignation with the District Administrator. The District Administrator may act for the Board in the acceptance of a resignation.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations that, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities or threats of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. A support staff member shall not send students on any personal errands.
- E. A support staff member shall not associate with students at any time in a manner that gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive, or sexually suggestive, or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the support staff

member's family member.

H. A student shall not be required to perform work or services that may be detrimental to their health.

I. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.

J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

- Revised 12/18/06
- Revised 4/21/14
- Revised 4/17/19
- Revised 7/15/20
- Revised 3/17/21
- Revised 3/15/23
- T.C. 2/19/25

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Legal 48.981, 948, 948.095 Wis. Stats.

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Title	Copy of ENTRANCE AGE
Code	po5112 - 1/30/26 AK
Status	First Reading
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Last Revised	February 16, 2022

5112 - ENTRANCE AGE

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if ~~s/he~~the child attains the age of four (4) on or before September 1st of the ~~school~~ year in which ~~s/he applies for entrance~~the child is being enrolled and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when ~~s/he~~the child attains the age of five (5) on or before September 1st of the ~~school~~ year in which ~~s/he applies for entrance~~the child is being enrolled and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the ~~school~~ year in which ~~s/he~~the student enrolls. A student must ~~also~~ have completed a kindergarten program or ~~must~~received a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in ~~his/her~~the prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the ~~building principal~~Principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the ~~building principal~~Principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the ~~principal~~Principal. The decision of the District Administrator is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record **or a properly submitted waiver** on file at the school. Any student who does not have the proper immunization **records or appropriate waiver within thirty (30) days of enrollment** may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

~~Each child who is entitled to admittance into a public school in the District must have a school entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 - Health Services.~~

Any student, **and/or his/her the student's parent(s)**, who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to five (5) year old kindergarten, and first grade. The District does not allow early entrance to four (4) year old kindergarten.

G. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think **his/her such** enrollment will interfere with the education of the other students.

- Revised 12/18/06
- Revised 7/25/11
- Revised 4/17/19
- Revised 10/23/19

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Legal 118.14, 118.15, 120.12(25), 252.04 Wis. Stats.

Last Modified by Alesha Kersten on January 30, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of EMERGENCY NURSING SERVICES
Code	po5310.01 - 1/30/26 AK
Status	First Reading
Adopted	October 24, 2011
Last Revised	May 21, 2018

5310.01 - EMERGENCY NURSING SERVICES

To provide for the health and safety of students, the District shall develop an emergency nursing services plan. This plan shall be in accordance with statutory requirements for the provision of emergency nursing services and shall include the following requirements:

- A. The school nurse has developed and reviewed all relevant policies providing for the provision of emergency nursing services to students in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board.

Such Board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 8450 - Control of Casual Contact Communicable Diseases, and Policy 8453 - Direct Contact Communicable Diseases), accidental injury (see Policy 5340 - Student Accidents/Illnesses/Concussion & Sudden Cardiac Arrest), and the administration of medication and emergency care (see Policy 5330 - Administration of Medication/Emergency Care). These Board policies and their respective protocols shall be incorporated into the District's emergency nursing services plan.

- B. The District's emergency nursing services plan shall include specific protocols for dealing with student accidental injury, illness, and administration of medication at all school-sponsored activities, including but not limited to curricular, co-curricular and extra-curricular activities, and a method to record each incident of service provided.
- C. Arrangements shall be made with a licensed physician to serve as medical advisor for the District's emergency nursing services plan.

The District Administrator shall annually designate the District's medical advisor.

- D. The District shall make emergency nursing services available during the regular school day, including summer or interim school, and during all school-sponsored student activities.

The emergency nursing services plan shall indicate how such services shall be made available by the District during such times. The District may provide for such emergency nursing services through District staff or through outside services such as local emergency response resources.

- E. The District's emergency nursing services plan shall specify how the District is providing for student emergency information, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy.
- F. The nurse shall review and evaluate the District's emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services.

At any time deemed necessary and appropriate, the nurse shall bring proposed revisions of any policies to the District Administrator, who will review them and forward them to the Board for consideration.

~~To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.~~

~~The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.~~

~~The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.~~

~~The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.~~

~~This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by the school nurse in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.~~

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Legal 121.02(1)(g), Wis. Stats.
PI 8.01(2)(g)

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS
Code	po5411 - 1/30/26 AK
Status	First Reading
Adopted	May 14, 2025

5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of the 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

Definitions

"Personal Reading Plan" means a reading plan provided for five (5) year-old-kindergarten to third-grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

"Limited English-Proficient Student" means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

"Completed" - means a student who has "completed" their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade level in reading on a summative assessment. **a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in a personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).**

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third-grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;
- B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;

- C. Why the student has not completed their personal reading plan;
- D. Whether or which alternatives to retention can help support the student to achieve reading proficiency;
- E. Any other factor(s) relevant in deciding whether to retain or promote a student;
- G. Whether the student is eligible for an exception contained under this policy;
- H. The potential long-term adverse risks of retention;
- I. The district will not deny any student advancement to 4th grade based solely on the student's performance in reading on the 3rd grade state summative assessment or the universal reading screener.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three;
- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the ~~parent~~ student scores at grade-level in reading on a summative assessment.

Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing containing at least all of the following information to the student's parent in the parent's native language:

- A. the student's score on the reading readiness assessment;
- B. the student's score in each early literacy skill category assessed by the assessment;
- C. the student's percentile rank score on the reading readiness assessment, if available;
- D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;
- E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

- A. a description of the common indicators and characteristics of dyslexia;
- B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

- A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);
- B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

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Legal 118.016(4)(5), 118.33(5m)(a), Wis. Stats.
118.33(5m)(a), Wis. Stats.

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Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of EARLY GRADUATION
Code	po5464 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004

5464 - **EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The District may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. **[X]** The **(X)** Board shall make the final decision regarding an application for early graduation.

The student may participate in the graduation ceremony with the student's designated class. If the student will be participating in any District activities or programming, including the District's graduation ceremony, then the student must abide by all Board policies and school rules.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of ACADEMIC HONESTY
Code	po5505 - 1/30/26 AK
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Adopted	January 10, 2024
Last Revised	February 19, 2025

5505 – **ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 - Artificial Intelligence (AI)).

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA
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Adopted	January 14, 2004
Last Revised	January 10, 2024

5530 - STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, except CBD products permitted by the school (see Policy 5330 - Administration of Medication/Emergency Care);

This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. oil like products that may be mistaken for a drug (see Policy 5330 - Administration of Medication/Emergency Care);
- H. anabolic steroids;
- I. (X) any misuse of over-the-counter drugs or medications;
- J. any other illegal substance so designated and prohibited by law.;
- K. (X) any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Students will receive information on the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

Revised 1/15/18
Revised 2/21/19

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118.01(2)(d), Wis. Stats.

118.24(2)(f), Wis. Stats.

118.257, Wis. Stats.

125.09(2), Wis. Stats.

Drug-Free Schools and Communities Act of 1986 as amended

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	NEW Policy - Vol. 34, No. 2, May 2025 - SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)
Code	po7440.03 - 1/30/26 AK
Status	First Reading

Revised Policy - Vol. 34, No. 2

7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)(Drones)

[] Option 1

~~The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.~~

~~Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, this prohibition also applies to the operation of a drone at any Wisconsin Interscholastic Athletic Association (Association) event that is conducted on property owned or leased or contracted for by the Board and is pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies.~~

~~Any individual who violates this policy () may be () shall be [END OF OPTION] referred to local law enforcement and/or subject to discipline, if an employee or student.~~

[End of Option 1]

[-X] Option 2

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the District Administrator.

~~Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.~~ If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

~~() (See AG AG 7440.03 - Small Unmanned Aircraft Systems)~~

Failure to adhere by applicable regulations () and AG 7440.03 [END OF OPTION] may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

[End of Option 2]

14 C.F.R. Part 107
86 FR 4314

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14 C.F.R. Part 107

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Book	Policy Manual
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Title	Copy of PROPERTY INVENTORY
Code	po7450 - 1/30/26 AK
Status	First Reading
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Last Revised	February 19, 2025

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and supplies, including computing devices.

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds \$10,000 and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$10,000.

~~Capital assets include equipment as well as the following:~~

- ~~A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease purchase, exchange, or through capital leases.~~
- ~~B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life; (not ordinary repairs and maintenance).~~

~~Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment that materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass through entity.~~

~~When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$100.~~

~~"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.~~

It shall be the duty of the District Administrator to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Property records of consumable supplies shall be maintained ~~on~~ continuous inventory basis.

The District Administrator shall maintain a system of property records that shall show, as appropriate to the item record, the:

- A. description of the property and identification (serial number or other identification number);
- B. serial number or other identification number;
- C. source of funding for the property;
- D. acquisition date;
- E. acquisition cost;
- F. percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
- G. location;
- H. use and condition of the property;
- I. ultimate disposition data including the date of disposal and sales price;
- J. manufacturer;
- K. (X) year of purchase.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment and computing devices acquired in whole or in part under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. While the equipment is being used for the originally authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7300 - Disposition of Real Property/~~Personal Property~~ and Policy 7310 - Disposition of ~~Surplus Personal~~ Property.
- D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:
 1. activities under other Federal awards from the Federal agency that funded the original program or project; then
 2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.

- G. When acquiring replacement equipment, the District may either trade in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include the description of the equipment, a serial number or other identification numbers, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of the Federal agency contribution towards the original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property.
- I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years.
- J. A control system shall be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. Regular maintenance procedures shall be implemented to keep the property in proper working condition.
- L. Proper sales procedures shall be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.
- M. When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the District shall request disposition instructions from the Federal agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

Revised 5/15/17

Revised 2/16/22

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Legal

2 C.F.R. 200.313

Last Modified by Alesha Kersten on January 30, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455 - 1/30/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	August 17, 2022

7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP);
- B. adequate insurance coverage; and
- C. control and accountability.

Capital assets are defined as those tangible assets of the District:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically by the District in Policy 7450 - Property Inventory;
- C. which are capitalized in accordance with GAAP; and
- D. which the District intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

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

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

The purchase of capital assets, the transfer of capital assets between buildings, and the disposal of capital assets shall require the prior written approval of the District Administrator. An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.

In accordance with GAAP, assets must be depreciated over their estimated useful lives and approved by the auditor.

Such useful lives by asset class as per GASB are as follows:

- A. site improvement - 20 years;
- B. buildings - 10-50 years;
- C. furniture and equipment - 3-50 years;
- D. leased equipment - 3-50 years.

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

The following information shall be maintained for all capital assets:

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

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Book	Policy Manual
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- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

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- N. manner of asset disposal

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of CONSERVATION OF NATURAL AND MATERIAL RESOURCES
Code	po7460 - 2/3/26 AK
Status	First Reading
Adopted	January 14, 2004

7460 - CONSERVATION OF NATURAL AND MATERIAL RESOURCES

The ~~increasing~~Board recognizes the need to manage costs of ~~natural~~ energy resources, explore opportunities to conserve energy usage, and to explore use of renewable and sustainable energy resources. ~~coupled with the growing need to inhibit pollution mandate, the District shall implement strategies which will conserve all forms of energy used and encourage proper recycling of reusable materials.~~

The Board of Education directs the District Administrator to develop and implement both immediate and long range plans to meet these concerns evaluate District energy usage and needs and, where appropriate, propose measures to reduce such usage consistent with programming needs. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

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Legal 101.027, Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02 - 2/3/26 AK
Status	First Reading
Adopted	October 28, 2013
Last Revised	February 21, 2019

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or his/her designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, students records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the

school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

Last Modified by Alesha Kersten on February 3, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of VOLUNTEERS
Code	po8120 - 2/3/26 AK
Status	First Reading
Adopted	May 16, 2016
Last Revised	June 12, 2024

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

[X] A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

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T.C. 8/17/22

Revised 1/10/24

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Legal 120.20, Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of SCHOOL SAFETY
Code	po8420 - 2/3/26 AK
Status	First Reading
Adopted	April 21, 2014
Last Revised	January 10, 2024

8420 - SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS

The Board recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, planning, and training as determined by the District Administrator consistent with the Board approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed and approved every three (3) years by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extra-curricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

- A. A copy of its school safety plan.
- B. The date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year.
- C. Certification that the Board reviewed a required written evaluation of the drill or drills.
- D. The date of the most recent school training on school safety and the number of attendees.
- E. The most recent date the Board reviewed and approved the school safety plan.
- F. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to 48.981 (2)(a), Wis. Stats. The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to 175.32(2) and (3), Wis. Stats. If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

The District Administrator shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:

- A. Assess life/safety issues immediately.
- B. Provide immediate emergency medical care.
- C. Call 911 and notify police/rescue first. Call the District Administrator second.
- D. Convene the crisis team to assess the situation and implement the crisis response procedures.
- E. Evaluate available and needed resources.
- F. Alert school staff to the situation.
- G. Activate the crisis communication procedure and system of verification.
- H. Secure all areas.
- I. Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- J. Adjust the bell schedule to ensure safety during the crisis.
- K. Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
- L. Contact appropriate community agencies and the District's public information office, if appropriate.
- M. Implement post-crisis procedures.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

Annual Crime Statistics Reporting

Annually, prior to July 31, the Board shall report in a manner directed by the Department of Public Instruction (DPI) crimes specified below that occurred during school hours, during a school-sanctioned event, during the transportation of students to or from school, and occurred on property owned or leased by the District on which the high school is located or on any form of transportation provided by the school or District.

The report shall only contain those occurrences that were reported to law enforcement and for which a charge or citation was issued.

The following category of occurrence must be reported if all of the above apply: homicide, sexual assault, burglary, robbery, theft, battery, substantial battery, aggravated battery, arson, use or possession of alcohol, a controlled substance, or a controlled substance analog, possession of a firearm, municipal ordinance violation of disorderly conduct.

Covered incidents should be included in the annual report after the District becomes aware of the charge or citation, and has obtained sufficient information to determine that the incident is covered by the reporting requirement. School administrators who become aware of credible information regarding a potentially covered incident shall notify ~~()~~ the District Administrator ~~(X)~~ the Principal who will notify the District Administrator **[END OF OPTIONS]** and will request pertinent information from the involved law enforcement agency.

The District Administrator shall determine, based on receipt of appropriate documents, whether any incident is a reportable incident and shall compile the report for the Board's review. All conduct confirmed as requiring reporting on or before June 30 shall be reported on the next July 31 annual report. Incidents identified for reporting after June 30 shall be reported on the following year's annual report. The DPI's guidance may be consulted to determine whether information must be further evaluated and whether any incident requires reporting. The guidance can be found here: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124_School_Guidance.pdf.

The Board shall approve the report prior to submission. The report may not include the identity of any students.

Revised 4/17/19
T.C. 2/9/21

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Legal 118.07, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

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Book	Policy Manual
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Title	Copy of FOOD SERVICES
Code	po8500 - 2/4/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	January 10, 2024

8500 - FOOD SERVICES

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

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

[X] The food-service program **(X)** may participate in the Farm to School Program using locally grown food in school meals and snacks.

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

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

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

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

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

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

[X] The District Administrator shall provide the District's vendors a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

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

Dietary Modifications

Modifications Based on Compliant Medical Documentation

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.~~

~~The medical certification must identify:~~

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

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided. In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to **(X)** the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator, whose contact information is:

Food Service Director, Teddi Humpal
 Boyceville Community School District
 1003 Tiffany Street
 Boyceville, WI 54725
 Phone: 715-643-3647
 Email: teddih@boyceville.k12.wi.us

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) **(X)** or upon request to the District's Food Service Director.

The individual making an initial request for such substitutions must inform the Food Service Director that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal

modification still be made if there is enough information to provide a safe meal. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the (X) Building Principal and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed (X) the decision may be appealed to the District Administrator whose decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

Modifications Based on Noncompliant Medical Requests

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

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

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement medical statement. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

Notification

~~Parents will be notified of clarifications needed or approval of a special dietary request.~~

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, contact the Food Service Director ~~or Special Dietary Accommodation Coordinator~~ by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Food Service Director or Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Director ~~or Special Dietary Accommodation Coordinator~~.

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

Meal Charges

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

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

A periodic review of the food-service accounts shall be made by the District Administrator. Any surplus funds from the National School Lunch Program shall be used in a manner permitted by law as determined by the District Administrator. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

~~Bad Debt~~ Unpaid Meal Charges

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

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

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

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance. However, a student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

A student who has a negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students ~~so that the unpaid charges are not classified as bad debt at the end of the school year.~~

~~This policy and any implementing guidelines shall be provided in writing to all~~All households shall be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. ~~The policy and implementing guidelines will also be provided to all~~All District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines.

~~The food service program may participate in the Farm to School Program using locally grown food in school meals and snacks.~~

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

~~The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.~~

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

~~The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.~~

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P->

Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 7/25/11
Revised 12/10/12
Revised 10/26/15
Revised 1/16/17
Revised 6/29/17
Revised 1/15/18
Revised 2/21/19
T.C. 2/9/21
Revised 2/16/22
T.C. 3/15/23

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Legal

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

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

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

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

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

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

Last Modified by Alesha Kersten on February 4, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of WELLNESS
Code	po8510 - 2/25/26 AK
Status	First Reading
Adopted	May 15, 2006
Last Revised	February 19, 2025

8510 - **WELLNESS**

As required by law, the Board establishes the following wellness policy for the Boyceville Community School District as a part of a comprehensive wellness initiative.

Policy Preamble

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school-based activities.

Wellness Policy Leadership

The designated official for oversight of the wellness policy is **the Patrick Gretzlock**, Middle/High School Principal. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

Required Public Involvement

The District Administrator or designee shall obtain the input of District collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, Board members, members of the public, medical/health care professionals, and other school administrators.

Committee Representatives

The District shall invite a diverse group of collaborators to participate in the development, implementation, and periodic review and update of the Wellness Policy.

Collaborators may include:

- A. administrator(s);
- B. Board member(s);
- C. classroom teacher(s);
- D. physical education teacher(s);
- E. school food service representative(s);
- F. school nurse(s);
- G. community member/parent(s).

Nutrition Standard for All Foods

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

School Meal Programs

Standards and Guidelines for School Meal Programs

- A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-Free Kids Act of 2010. (<https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>).
- B. Drinking water is available for students during mealtimes.
- C. All schools in the District participate in USDA child nutrition programs, including NSLP, SBP, FFVP, SMP.
- D. All meals are accessible to all students.
- E. Withholding food as a punishment shall be strictly prohibited.

School Meal Program Participation

The District shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals.

Foods and Beverages Sold Outside of School Meals:

- All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) may, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools
- A. (Smart Snacks) rule.
<https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks>;
- B. All food and beverages sold to students during before and after school programs may meet the USDA Smart Snack nutrition standards.

Foods Offered/Provided but Not Sold

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Physical Activity

- A. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- B. All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.

Fund-Raising

(X) The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Marketing

(X) Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

Nutritional Education

- A. **(X)** The primary goal of nutrition education is to influence students' lifelong eating behaviors.
- B. **(X)** Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors.
- C. **(X)** Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- D. **(X)** Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

Nutritional Promotion

(X) The District is committed to providing a school environment that encourages students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

Physical Education

- A. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- B. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- C. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- D. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- E. In health education classes, the District shall include topics of physical activity, including the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.
- F. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- G. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- H. Planned instruction in physical education shall include cooperative as well as competitive games.

- A. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- B. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

Staff Wellness

The District will implement the following activities below to promote healthy eating and physical activity among school staff.

- A. An organized wellness program shall be available to all staff.
- B. Administration of flu shots at school.

Community Engagement

The District shall inform and invite parents to participate in school-sponsored activities throughout the year.

Additional Strategies for Consideration:

- A. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- B. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- C. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- D. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- E. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500 - Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531 - Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.
- D. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- E. The food service program shall be administered by a qualified nutrition professional.
- F. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- G. All food service personnel shall receive pre-service training in food service operations.
- H. Continuing professional development shall be provided for all staff of the food service program.

Monitoring and Evaluation - Triennial Assessment

The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the Board and public.

Update/Inform the Public

The District will actively inform and update the public about the content of and any updates to the policy through the District website and Board meetings.

[X] The District Administrator shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall **(X)** distribute information at the beginning of the school year to families of school children, and post the wellness policy on the District’s website, including the assessment of the implementation of the policy prepared by the District.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2. Fax:
(833) 256-1665 or (202) 690-7442; or
- 3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 10/26/15
Revised 5/21/18
Revised 2/16/22
T.C. 7/19/23
Revised 1/10/24

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Legal 42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

Last Modified by Alesha Kersten on February 25, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531 - 2/3/26 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student as well as free milk for qualifying students.

If the District participates in the Wisconsin School Day Milk Program, qualifying students shall receive milk at no charge.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall at least once annually ~~close to~~ at the beginning of ~~the~~ each school year, the school shall notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulations.

The District shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;
- D. students receiving free or reduced-price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduced program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP-eligible shall be notified.

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the District Administrator shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

Nondiscrimination Statement

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 1/16/17
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T.C. 7/19/23
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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
42 U.S.C. 1771 et seq.
7 C.F.R. Part 245

Last Modified by Alesha Kersten on February 3, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of VENDING MACHINES
Code	po8540 - 2/3/26 AK
Status	First Reading
Adopted	February 19, 2025

8540 - **VENDING MACHINES**

The Board recognizes that vending machines can produce revenues that are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied:

- A. no food or beverages are to be sold or distributed that will compete with the District's food-service program;
- B. ~~food items and beverages available for sale to students in vending machines for consumption on campus may comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;~~
- C. the installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products;
- D. the District's share of the revenues is managed by the District in accordance with relevant Board policies.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 – Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 – Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

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Legal

42 U.S.C. 1779

Last Modified by Alesha Kersten on February 3, 2026

Book Policy Manual
 Section Ready for Board - Vol.34, No.2, May 2025
 Title COMPETITIVE FOOD SALES (NEW)
 Code po8550 - 2/3/26
 Status First Reading

Revised Policy - Vol. 34, No. 2

8550 - COMPETITIVE FOOD SALES

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

[CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[OPTION 1]

Only the food-service program shall sell food and beverages to students in elementary schools during regular school hours.

In secondary schools, the food-service program shall be the sole provider of food and beverage items sold until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies ~~()~~ and administrative guidelines ~~[END OF OPTION]~~. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

[OPTION 2]

The food service program shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies ~~()~~ and administrative guidelines ~~[END OF OPTION]~~. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

[END OF OPTIONS]

~~Food and beverages sold during the school day outside the cafeteria may be operated on a "profit share" program with prior approval of the director of the food service program and the Principal. [END OF OPTIONAL PARAGRAPH]~~

Nondiscrimination Statement

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(202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

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Legal Title 7 C.F.R. 210.11

Last Modified by Alesha Kersten on February 3, 2026

Book	Policy Manual
Section	Ready for Board - Vol.34, No.2, May 2025
Title	Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS
Code	po9151 - 2/3/26 AK
Status	First Reading
Adopted	December 16, 2008

9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following this locker room privacy policy for the Boyceville Community School District.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited. No member of the media is allowed access to school locker rooms before, during, or after any school athletic event or practice. Coaches and student-athletes may be available for interviews outside the locker room, consistent with school rules.

(NOTE: Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person (X) in a locker room in the School District or in use for District purposes.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

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Last Modified by Alesha Kersten on February 3, 2026

WISCONSIN OVERVIEW AND COMMENTS

Volume 34, Number 2, Technical Corrections

May 2025

Neola will issue an update of only technical corrections, as necessary. With this change, the Regular Update will contain the more substantive policy issues for review that would require consideration by and approval of the Board. Importantly, these technical changes do not materially alter the policy's intent but rather provide minor changes that improve the quality and/or consistency of the policy or guideline. If the Board has adopted the language noted below in Bylaw 0131.1 - Bylaws and Policies, these technical corrections may be made without approval by the Board. However, as noted, the Board should be informed of these technical corrections no later than at the next regular Board meeting. It is our belief that this change will help to streamline the process of review and adoption.

Pursuant to the optional language offered in Bylaw 0131.1 - Bylaws and Policies:

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes no later than the next regular Board meeting.

Bylaws and Policies

Policy 0168.1 - Meeting Minutes (Technical Correction)

The reference to maintaining minutes has been updated to reflect current practices. It is recommended unless

the District is following the current language, as included.

Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Technical Correction)

The policy is revised to remove a reference to a deleted policy for which its content was included in the other already-referenced policies. This update is recommended to accurately reflect the referenced policy language.

Policy 2416 - Student Privacy and Parental Access to Information (Technical Correction)

This policy is revised to correct grammatical issues. This update is recommended to have accurate policies.

Policy 2431 - Interscholastic Athletics (Technical Correction)

This policy is updated to provide additional options that more accurately reflect the terminology used in most districts.

Policy 3214 - Staff Gifts (Technical Correction)

Policy 4214 - Staff Gifts (Technical Correction)

This technical correction applies the nominal value standard consistently in the policy. Recommended for consistency.

Policy 3243 - Professional Meetings (Technical Correction)

This technical correction provides details for the practical application of the policy. Recommended but not required.

Policy 3281 - Personal Property of Staff Members (Technical Correction)

Policy 4281 - Personal Property of Staff Members (Technical Correction)

This technical correction adds more specificity for practical application. Recommended but not required.

Policy 3419.01 - Privacy Protections of Self-Funded Group Health Plans and Related Benefits
(Technical Correction)

Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans and Related Benefits
(Technical Corrections)

Policy 4419.01 - Privacy Protections of Self-Funded Group Health Plans and Related Benefits (Technical Correction)

Policy 4419.02 - Privacy Protections of Fully Insured Group Health Plans and Related Benefits
(Technical Corrections)

This technical correction expands the title and provides a reference to related benefits.

Policy 5130 - Withdrawal/Dropout from School (Technical Corrections)

This policy is updated to correct a typographical error and add a "Drafting Note" reminding districts that the Department of Public Instruction (DPI) requires a process for identifying students who have withdrawn or stopped attending in order to remove the student from the school's student information system. This revision is recommended, and Districts are advised to verify that they have included language within this policy that accurately reflects the process of removing a student who is no longer attending.

Policy 5200.01 - Full-Time Student (Technical Correction)

This policy is updated to more accurately reflect current terminology and practice, which refers to class periods within a school day instead of hours.

Policy 5410 - Promotion, Placement, and Retention (Technical Correction)

The policy is updated to cross-reference the promotion and retention requirements specific to Wisconsin's reading readiness legal requirements. That policy language is incorporated into the cross-referenced policy that implements 2024 Wisconsin Act 20, which created early literacy assessment and intervention requirements. Terms were changed to match Department of Public Instruction (DPI) categories. Adoption of this revision is recommended to avoid confusion regarding the District's development of mandatory retention and promotion

policies in the context of early literacy.

Policy 5500 - Student Code of Classroom Conduct (Technical Correction)

This policy is updated to remove incorrect legal citations.

Policy 6144 - Investment Income (Technical Correction)

This policy is updated to incorporate the authority for a designated agent to re-deposit funds to ensure that funds remain insured.

Policy 6231 - Budget Implementation (Technical Correction)

This policy is revised to account for the inclusion of unplanned expenses in Fund 10, even if they do not require access to Fund Balance reserves.

Policy 6235 - Fund Balance (Technical Correction)

This policy is revised to account for the inclusion of unplanned expenses in Fund 10, even if they do not require access to Fund Balance reserves.

Policy 8450.01 - Personal Protective Equipment During Pandemic/Epidemic Events (Technical Correction)

This technical correction updates policy cross-references.

Policy 8451 - Pediculosis (Head Lice) (Technical Correction)

This technical correction clarifies options for transportation of the child.

Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips (Technical Correction)

This technical correction clarifies the requirements for an approved driver.

Policy 8710 - Insurance (Technical Correction)

This policy is updated to incorporate the legal citation to the regulations of the Office of the Commissioner of Insurance, specifically to the rules governing the sale and issuance of insurance in the State of Wisconsin.

Policy 8800 - Religious Activities and Observances (Technical Correction)

This technical correction deletes an obsolete statutory citation.

Policy 9150 - School Visitors (Technical Correction)

This technical correction updates policy cross-references and acknowledges online availability for the policy.

Cross References

1 - - Overview & Comments

2 - Vol. 34, No. 2, Technical Corrections - Policy Disposition Sheet

po0168.1 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - MEETING MINUTES

po2266 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

po2416 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

po2431 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - INTERSCHOLASTIC ATHLETICS

po3214 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - STAFF GIFTS

po3243 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PROFESSIONAL MEETINGS

po3281 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PERSONAL PROPERTY OF STAFF MEMBERS

po3419.01 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS AND RELATED BENEFITS

po3419.02 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS AND RELATED BENEFITS

po4214 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - STAFF GIFTS

po4281 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PERSONAL PROPERTY OF STAFF MEMBERS

po4419.01 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS AND RELATED BENEFITS

po4419.02 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS AND RELATED BENEFITS

po5130 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - WITHDRAWAL/DROPOUT FROM SCHOOL

po5200.01 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - FULL-TIME STUDENT

po5410 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PROMOTION, PLACEMENT, AND RETENTION

po5500 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - STUDENT CODE OF CLASSROOM CONDUCT

po6144 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - INVESTMENT INCOME

po6231 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - BUDGET IMPLEMENTATION

po6235 - Technical Corrections - Vol. 34, No. 2, Technical Corrections, May 2025 - FUND BALANCE

po8450.01 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS

po8451 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - PEDICULOSIS (HEAD LICE)

po8660 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS

po8710 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - INSURANCE

po8800 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - RELIGIOUS ACTIVITIES AND OBSERVANCES

po9150 - Technical Correction - Vol. 34, No. 2, Technical Corrections, May 2025 - SCHOOL VISITORS

✓# 12083
\$5434.68



February 17, 2026

Nick Kaiser
Boyceville Community School District
1003 Tiffany Street
Boyceville, WI 54725

Dear Nick,

The Community Foundation of Dunn County has awarded you a grant from MASA Fund in the amount of \$5,434.68 on 2/17/2026. The grant's purpose is: 2026 Grantmaking Distribution. Please reference grant number 17959 if you have any questions.

Any acknowledgement for this grant in printed or online materials should refer to it as the **MASA Fund, a fund of the Community Foundation of Dunn County**. If you need our logo for any print or online publications please contact our office. Please don't hesitate to contact me if you have any questions or if you'd like to set up a photo opportunity demonstrating the impact of these funds.

We are pleased to be able to carry out this permanent legacy, and we want to thank you for the many ways the Boyceville Community School District benefits our entire community.

Sincerely,

A handwritten signature in black ink, appearing to read "Georgina Tegart", is written over the word "Sincerely,".

Georgina Tegart, Executive Director

Cc: MASA Fund

✓ # 2232
\$1000.-



Boyceville Lions Club

February 10, 2026

Boyceville Community School
Attn: Amber Carlsrud
1003 Tiffany Street
Boyceville, WI 54725

RE: Donation

Dear President Carlsrud,

Enclosed please find a check in the amount of \$1,000.00, this donation is from the proceeds of the 2025 Spirit of Christmas Craft Sale held at the Boyceville Public School this past December. Please use these funds as the District sees fit and continue to provide a quality education for the students of the District. If you have any questions, please feel free to reach out to me at 715-556-11633 or lions54725@gmail.com.

Sincerely,

Brian Wolff
Treasurer
Boyceville Lions Club



AnnMarie

Foundation

March 6, 2026

Dear School District of Boyceville:

Enclosed is a grant check for \$1,810.00 from the AnnMarie Foundation Grants Long Term Fund in support of the following: floor rockers.

Information about this grant and its purpose is included in the grant acceptance agreement your organization signed before the check was issued. If you no longer have a copy and would like one for your records, please email or call our office.

Your thank you letter can be directed to the AnnMarie Foundation. Please send it by email or mail to the AnnMarie Foundation, c/o ECCF.

We also welcome any photos, stories, or updates you're able to share. These may be shared with donors and could be featured on ECCF's website or in our newsletter to showcase your organization's impact.

If you have any questions, please don't hesitate to reach out.

Thank you, and congratulations on your grant!

Sincerely,

Christina Johnson
AnnMarie Foundation
info@annmariefoundation.org

On behalf of the TRAILER TRAIL
Tomers Snowmobile Club
we are sending a donation to TCE.
From our Annual "Angel Fund"
members collection + a club
matching fund please accept our
donation to use for children
+ families in need - school lunch
payments, clothing, school
supplies or other essentials.
We appreciate the quality
education + care given at
your school.

Respectfully,
TRAILER TRAIL Tomers
Snowmobile Club



BOYCEVILLE

Shared Service Contract 2026-2027

We will renew all the services you are presently purchasing unless you have checked the column to drop the service.

SIGN, DATE AND RETURN TO CESA #11 by March 27, 2026

REQUIRED SERVICES

Program Area	Code	Estimated Cost	Renew
CESA Administration	100	\$12,569	X
Cooperative Bidding/Purchasing	730	\$1,369	X
Delivery Service	747	\$2,324	X

INSTRUCTIONAL SUPPORT & PROFESSIONAL DEVELOPMENT (ISPD)

Program	Code	Estimated Cost	Purchase	Renew	Drop
Career & Technical Education (CTE) Library	551	\$1,055	☐		
Comprehensive Consulting & Networking Services (CCNS)	756	\$7,450		X	☐
District Curriculum Coordinator	776	\$1,255/Day ____ # of Days (10 min) \$1,215/Day ____ # of Days (20 min)	☐		
District Level Consulting Services: 1-9 Days	757	\$1,280/Day <u>2</u> # of Days	☐		
District Level Consulting Services: 10-19 Days	753	\$1,255/Day ____ # of Days		☐	☐
District Level Consulting Services: 20+ Days	739	\$1,215/Day ____ # of Days	☐		
Early Learning Consortium	539	\$1,765	☐		
Educational Integrity for Student Success	652	\$1,115	☐		
EL (English Learners) Coordinator Services	786	\$1,255/Day ____ # of Days (10 day minimum)	☐		
Grant Development Services	870	\$1,280/Day ____ # of Days	☐		
Healthy, Safe, Respectful Schools	650	\$2,895		X	☐
Literacy Support Services	329	\$3,050	☐		
Reading Specialist	324	\$1,215/Day ____ # of Days (20 day minimum)	☐		
Science, Math & Technology Resource Center (SciMaTech)	679	\$2,890/\$4,010/\$5,350/\$6,235	☐		
Title I: Administration and Program Services	705	4.95% of Annual Title I Allocation		X	☐
Title II A Consortium: Building Systems of Support for Excellent Teaching & Leading	702	4.95% of Title IIA Allocation		X	☐
Title III Consortium: English Learners (EL)	345	Consortium Grant: Paid with Federal Funds		X	☐

SPECIAL EDUCATION SERVICES

Program Area	Code	Estimated Cost	Purchase	Renew	Drop
Audiology Services	355	Calculated on Individual District Basis		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deaf / Hard of Hearing Services	130	Calculated on Individual District Basis		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Occupational Therapy	151	Calculated on Individual District Basis	<input type="checkbox"/>		
Physical Therapy	152	Calculated on Individual District Basis		<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Based Services (SBS)	240	\$76 per Medicaid eligible student		<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Psychologist	167	_____ # of Days or _____ FTE	<input type="checkbox"/>		
Special Education Consultation	301	\$1,280/Day _____ # of Days		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Education Director	106	_____ # of Days	<input type="checkbox"/>		
Special Education Instructional Media Center (SEIMC)	698	\$3,905 / \$5,780 / \$7,465	<input type="checkbox"/>		
Speech Therapist <i>Waiting on CESA</i>	181	_____ # of Days	<input type="checkbox"/>	?	
Supporting Students with Disabilities Network	712	\$3,030		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision Impaired / Orientation & Mobility Program	135	Calculated on Individual District Basis	<input type="checkbox"/>		

TECHNOLOGY SERVICES

Program Area		Estimated Cost	Purchase	Renew	Drop
CESA 11 Distance Education Coordination	668	\$4,500	<input type="checkbox"/>		
CESA 11 Interactive Special Events Service	664	\$4,990 / \$6,020	<input type="checkbox"/>		
Cybersecurity	746	\$5,525	<input type="checkbox"/>		
E-Rate Services	751	5% of Allocation / Minimum / Cap <i>See catalog for details</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT Coordinator <i>(New)</i>	752	\$1,255/Day _____ # of Days (10 day minimum)	<input type="checkbox"/>		

BUSINESS SERVICES

Program Area		Estimated Cost	Purchase	Renew	Drop
Business Manager Services		Customized Fee	<input type="checkbox"/>		
Payroll Processing/Benefits Administration		Customized Fee	<input type="checkbox"/>		

Authorized Signature

Date

Note: Because some service costs are based on projected expenses and/or participation, some rates may be adjusted during this contract year.

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OFFICE USE ONLY

Date Received: _____ Time: _____