School District of Mishicot
Notice of Board of Education Meeting
Monday, August 24, 2026
Regular Meeting
High School Library
660 Washington Street
Mishicot, Wisconsin 54228
5:30 PM

Agenda

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Public Forum
5. Reports to the Board
    - A. Superintendent Report – Mr. Cory Erlandson
        1. Inservice Goals & Plans
        2. Infinite Campus Update
        3. Title IX Training
        4. Safety & Policy Updates
        5. Construction Update
        6. HUDL Livestreaming & Ticketing Update
        7. WASB Fall Regional Meeting
        8. Upcoming Dates
    - B. Business Manager Report – Ms. Christine Thelen
        1. What's New in 2026-2027
        2. 2026-2027 Budget Assumptions
        3. Proposed 2026-2027 School District Budget
6. Action Items
    - A. Accept the August 10th, 2026 Regular Meeting Minutes
    - B. 2026-2027 Budget
        1. Examine the School District Treasurer's Accounts and Approve the Proposed 2026-2027 Budget and Annual Financial Report for Presentation at the Public Budget Hearing and Annual Meeting
    - C. Summer School
        1. Approve the 2027 Summer School Proposal
        2. Approve the 2027 Camp Invention Promise to Fund
    - D. Agreements and Contracts
        1. Approve the Speech and Language Pathology Agreement with Green Bay Pediatric Therapy
        2. Approve the Service Agreement with Reflections School Program

3. Approve the Service Agreement with Advocates for Healthy Transitional Living
4. Approve the Memorandum of Understanding Between the School District of Mishicot and You First Mental Health Ltd.
5. Approve the Memorandum of Understanding Between the School District of Mishicot and Brighter Futures Counseling Services, LLC

E. Staffing
1. Approve Two Additional Full-Time Paraprofessional Positions

F. Transportation
1. Approve the Purchase of a 2026 IC 72-Passenger School Bus from Ascendance Truck Centers in the Amount of $137,500

G. Technology
1. Approve the GoGuardian Renewal Contract in the Amount of $7,875

H. Construction
1. Approve Jos. Schmitt Construction Change Requests:
   a. CR 1014 - Additional Crane Mobilization in the Amount of $8,505
   b. CR 1021 - Project Supplement #6: Revised Electrical Feeder in the Amount of $20,075
   c. CR 1022 - Electrical Repairs and Temporary Site Lighting in the Amount of $5,485

I. Board Policy
1. Approve the Second Reading and Adoption of the Following Policies:
   a. Policy 2464 – Advanced Learning Instruction
   b. Policy 5330 – Administration of Medication/Emergency Care
   c. Policy 5460 – Graduation Requirements
   d. Policy 5464 – Early Graduation
   e. Policy 5505 – Academic Honesty
   f. Policy 5512 – Use of Tobacco and Nicotine by Students
   g. Policy 5515 – Student Use and Parking of Motor Vehicles
   h. Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
   i. Policy 5610 – Suspension and Expulsion
   j. Policy 5611 – Due Process Rights
   k. Policy 5771 – Search and Seizure
   l. Policy 5895 – Student Employment
   m. Policy 6110 – Grant Funds
   n. Policy 6111 – Internal Controls
   o. Policy 6112 – Cash Management of Grants
   p. Policy 6114 – Cost Principles – Spending Federal Funds
   q. Policy 6231 – Budget Implementation
   r. Policy 6235 – Fund Balance
   s. Policy 6320 – Purchasing
   t. Policy 6325 – Procurement – Federal Grants/Funds
   u. Policy 6423 – Use of Credit Cards
   v. Policy 7310 – Disposition of Personal Property
   w. Policy 7410 – Maintenance
   x. Policy 7430 – Safety Standards

y. Policy 7440 – Facility Security
z. Policy 7440.02 – Smart Sensor and Monitoring Technology
aa. Policy 7440.03 – Small Unmanned Aircraft Systems (Drones)
bb. Policy 7450 – Property Inventory
cc. Policy 7455 – Accounting System for Capital Assets
dd. Policy 7540.02 – Digital Content and Accessibility
ee. Policy 7540.03 – Student Technology Acceptable Use and Safety
ff. Policy 7540.04 – Staff Technology Acceptable Use and Safety
gg. Policy 7540.05 – Assistive Technology and Services
hh. Policy 7540.07 – District-Issued Student E-Mail Account
ii. Policy 7540.08 – Artificial Intelligence (AI)
jj. Policy 7544 – Use of Social Media
kk. Policy 8120 – Volunteers
ll. Policy 8395 – Student Mental Health Services
mm. Policy 8420 – School Safety
nn. Policy 8531 – Free and Reduced-Price Meals
oo. Policy 8540 – Vending Machines
pp. Policy 8550 – Competitive Food Sales
qq. Policy 8600 – Transportation
rr. Policy 8640 – Transportation for Field and Other District-Sponsored Trips
ss. Policy 8651 – Nonroutine Use of School Buses
tt. Policy 8660 – Transportation by Private Vehicle for District-Sponsored Activities or Trips
uu. Policy 9151 – Use of Cameras and Other Recording Devices in Locker Rooms

J. Donations

1. Accept the Following Donations:
   a. Trap Team Sponsorship – Brotherhood Against Bullying, Inc. – $350
   b. Trap Team Sponsorship – Keith or Amanda Nelson/Nelson Truck & Equipment – $400
   c. Trap Team Sponsorship – Mishicot Sportsmen's Club – $500
   d. Trap Team Sponsorship – Cretton Enterprise – $400
   e. Trap Team Donation — Larrabee Sportsmans Club Inc. $1,500
   f. Trap Team Donation - LeClair Bros Heating & A/C, Inc. $400
   g. Football Donation – Grid Iron Club – $1,147.85
   h. Football Donation - Grid Iron Club - $922.36

K. Personnel

1. Accept the Resignations of the Following Individuals:
   a. Joseph Phillips – Middle/High School Chorus Director
   b. Kelly Erickson – Paraprofessional, Elementary School
   c. Deb Gorzlanzyk – Substitute Kitchen Cook, Elementary School
2. Approve the Employment of the Following Individuals:
   a. Kristy Schanilec – Paraprofessional, Middle School
   b. Heather Nixon – Paraprofessional, Elementary School
   c. Megan Schnell – Paraprofessional, Elementary School
   d. Joseph Gallager - Paraprofessional, Elementary School

e. Samantha Schmidt - Paraprofessional / Food Service Employee, Elementary School
f. Katie Schlingman – Mentor Contract for 1st Year Teacher
g. Melody Baldwin - Food Service Assistant Cook, Elementary School (Part Time to Full Time)
h. Lily Trochil – Youth Apprentice Childcare Aide, MishiKids Childcare
i. Reagan Marquardt – Youth Apprentice Assistant Teacher, MishiKids Childcare

7. School Board Input
8. Adjournment

Any person needing special services to address the Board of Education should contact the Board of Education Office at 920-755-4633 to receive help in making arrangements. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

School District of Mishicot
Notice of Board of Education Meeting
Monday, August 24, 2026
Regular Meeting
High School Library
660 Washington Street
Mishicot, Wisconsin 54228
5:30 PM

Agenda

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Public Forum
5. Reports to the Board
    A. Superintendent Report – Mr. Cory Erlandson
        1. Inservice Goals & Plans
        2. Infinite Campus Update
        3. Title IX Training
        4. Safety & Policy Updates
        5. Construction Update
        6. HUDL Livestreaming & Ticketing Update
        7. WASB Fall Regional Meeting
        8. Upcoming Dates
    B. Business Manager Report – Ms. Christine Thelen
        1. What's New in 2026-2027
        2. 2026-2027 Budget Assumptions
        3. Proposed 2026-2027 School District Budget
6. Action Items
    A. Accept the August 10th, 2026 Regular Meeting Minutes
    B. 2026-2027 Budget
        1. Examine the School District Treasurer's Accounts and Approve the Proposed 2026-2027 Budget and Annual Financial Report for Presentation at the Public Budget Hearing and Annual Meeting
    C. Summer School
        1. Approve the 2027 Summer School Proposal
        2. Approve the 2027 Camp Invention Promise to Fund
    D. Agreements and Contracts
        1. Approve the Speech and Language Pathology Agreement with Green Bay Pediatric Therapy
        2. Approve the Service Agreement with Reflections School Program

3. Approve the Service Agreement with Advocates for Healthy Transitional Living
4. Approve the Memorandum of Understanding Between the School District of Mishicot and You First Mental Health Ltd.
5. Approve the Memorandum of Understanding Between the School District of Mishicot and Brighter Futures Counseling Services, LLC

E. Staffing
1. Approve Two Additional Full-Time Paraprofessional Positions

F. Transportation
1. Approve the Purchase of a 2026 IC 72-Passenger School Bus from Ascendance Truck Centers in the Amount of $137,500

G. Technology
1. Approve the GoGuardian Renewal Contract in the Amount of $7,875

H. Construction
1. Approve Jos. Schmitt Construction Change Requests:
   a. CR 1014 - Additional Crane Mobilization in the Amount of $8,505
   b. CR 1021 - Project Supplement #6: Revised Electrical Feeder in the Amount of $20,075
   c. CR 1022 - Electrical Repairs and Temporary Site Lighting in the Amount of $5,485

I. Board Policy
1. Approve the Second Reading and Adoption of the Following Policies:
   a. Policy 2464 – Advanced Learning Instruction
   b. Policy 5330 – Administration of Medication/Emergency Care
   c. Policy 5460 – Graduation Requirements
   d. Policy 5464 – Early Graduation
   e. Policy 5505 – Academic Honesty
   f. Policy 5512 – Use of Tobacco and Nicotine by Students
   g. Policy 5515 – Student Use and Parking of Motor Vehicles
   h. Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
   i. Policy 5610 – Suspension and Expulsion
   j. Policy 5611 – Due Process Rights
   k. Policy 5771 – Search and Seizure
   l. Policy 5895 – Student Employment
   m. Policy 6110 – Grant Funds
   n. Policy 6111 – Internal Controls
   o. Policy 6112 – Cash Management of Grants
   p. Policy 6114 – Cost Principles – Spending Federal Funds
   q. Policy 6231 – Budget Implementation
   r. Policy 6235 – Fund Balance
   s. Policy 6320 – Purchasing
   t. Policy 6325 – Procurement – Federal Grants/Funds
   u. Policy 6423 – Use of Credit Cards
   v. Policy 7310 – Disposition of Personal Property
   w. Policy 7410 – Maintenance
   x. Policy 7430 – Safety Standards

y. Policy 7440 – Facility Security
z. Policy 7440.02 – Smart Sensor and Monitoring Technology
aa. Policy 7440.03 – Small Unmanned Aircraft Systems (Drones)
bb. Policy 7450 – Property Inventory
cc. Policy 7455 – Accounting System for Capital Assets
dd. Policy 7540.02 – Digital Content and Accessibility
ee. Policy 7540.03 – Student Technology Acceptable Use and Safety
ff. Policy 7540.04 – Staff Technology Acceptable Use and Safety
gg. Policy 7540.05 – Assistive Technology and Services
hh. Policy 7540.07 – District-Issued Student E-Mail Account
ii. Policy 7540.08 – Artificial Intelligence (AI)
jj. Policy 7544 – Use of Social Media
kk. Policy 8120 – Volunteers
ll. Policy 8395 – Student Mental Health Services
mm. Policy 8420 – School Safety
nn. Policy 8531 – Free and Reduced-Price Meals
oo. Policy 8540 – Vending Machines
pp. Policy 8550 – Competitive Food Sales
qq. Policy 8600 – Transportation
rr. Policy 8640 – Transportation for Field and Other District-Sponsored Trips
ss. Policy 8651 – Nonroutine Use of School Buses
tt. Policy 8660 – Transportation by Private Vehicle for District-Sponsored Activities or Trips
uu. Policy 9151 – Use of Cameras and Other Recording Devices in Locker Rooms

J. Donations

1. Accept the Following Donations:
   a. Trap Team Sponsorship – Brotherhood Against Bullying, Inc. – $350
   b. Trap Team Sponsorship – Keith or Amanda Nelson/Nelson Truck & Equipment – $400
   c. Trap Team Sponsorship – Mishicot Sportsmen's Club – $500
   d. Trap Team Sponsorship – Cretton Enterprise – $400
   e. Trap Team Donation — Larrabee Sportsmans Club Inc. $1,500
   f. Trap Team Donation - LeClair Bros Heating & A/C, Inc. $400
   g. Football Donation – Grid Iron Club – $1,147.85
   h. Football Donation - Grid Iron Club - $922.36

K. Personnel

1. Accept the Resignations of the Following Individuals:
   a. Joseph Phillips – Middle/High School Chorus Director
   b. Kelly Erickson – Paraprofessional, Elementary School
   c. Deb Gorzlanzyk – Substitute Kitchen Cook, Elementary School
2. Approve the Employment of the Following Individuals:
   a. Kristy Schanilec – Paraprofessional, Middle School
   b. Heather Nixon – Paraprofessional, Elementary School
   c. Megan Schnell – Paraprofessional, Elementary School
   d. Joseph Gallager - Paraprofessional, Elementary School

e. Samantha Schmidt - Paraprofessional / Food Service Employee, Elementary School
f. Katie Schlingman – Mentor Contract for 1st Year Teacher
g. Melody Baldwin - Food Service Assistant Cook, Elementary School (Part Time to Full Time)
h. Lily Trochil – Youth Apprentice Childcare Aide, MishiKids Childcare
i. Reagan Marquardt – Youth Apprentice Assistant Teacher, MishiKids Childcare

7. School Board Input
8. Adjournment

Any person needing special services to address the Board of Education should contact the Board of Education Office at 920-755-4633 to receive help in making arrangements. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

Cory Erlandson, Superintendent
Board Report
8.24.2026

Inservice Goals & Plans
New teacher and mentor sessions were held August 18-19. Staff inservice runs August 24-31 and includes a Solution Tree PLC workshop, the K-5 ELA curriculum kickoff, secondary vertical alignment, Infinite Campus training, data review and goal-setting, building meetings, Tier 1 self-regulation support, safety training, and classroom preparation. The August 19 welcome-back newsletter shared the schedule, building-access directions, and construction updates ahead of students returning September 1.

Infinite Campus Update
Implementation work continues ahead of the new school year. Recent training has focused on grading setup, transcripts and report cards, elementary scheduling, administrator behavior tools, and teacher-coach support.

Title IX Training
Members of our team completed Title IX compliance and investigation training on August 13. The session reviewed current compliance requirements, investigation practices, and the legal responsibilities of district coordinators, investigators, and decision-makers.

Safety & Policy Updates
Safety language for inservice is being clarified to align with SRP 2026 guidance before review with the district safety team and local law enforcement. Work also continued on policy updates and implementation of the district's updated wireless and personal-device expectations.

Construction Update
Referendum and summer construction continues to move toward the start of school. Work is wrapping up in the Tech Ed room, HS Library, new MS/HS office, district office, and parking lots/landscaping. All contractors have made a tremendous effort to complete the summer work, as well as custodial, technology, and office staff to ensure the buildings are ready before students arrive September 1.

HUDL Livestreaming & Ticketing Update
The community has been notified that the Big East Conference is moving to paid HUDL livestreams and online ticketing. For three years, the district will receive the $5 ticket price plus $0.50 for each online ticket and 70% of paywall revenue. Big East pass holders receive a code for free online viewing, and HUDL enables credit-card payments at the gate and concessions. The conference will receive $10,000 per year for three years, with use of the funds to offset conference dues subject to a vote. After three years, the district's paywall share is expected to be 50%.

WASB Fall Regional Meeting
Board members are invited to the WASB Fall Regional Meeting on Tuesday, October 20, at Altona Supper Club in New Holstein. David Skwor will be recognized for achieving Level 5 in the WASB Member Recognition Program.

Cory Erlandson, Superintendent
Board Report

Upcoming Dates

August 25 - ELA curriculum kick-off
August 26 - Welcome Back lunch/celebration
August 27 - Building meetings and goal-setting
August 31 - Safety training
September 1 - Students return
September 14 - Board Meeting
September 24 - Bremser CC Meet
September 28 - Transportation/Maintenance Committee Meeting & Board Meeting
October 20 - WASB Fall Regional Meeting

SCHOOL DISTRICT OF MISHICOT
WHAT'S NEW IN 2026-2027

The 2026-27 school year will be about bringing major plans to life through continued academic improvement, stronger community partnerships, and fulfillment of the commitments made through the capital referendum.

- **Continued Capital Improvements** – The district will complete several major referendum projects, including the new performing arts center and cafeteria/commons, along with renovations to the music suite, fitness center, wrestling room, and community classroom. These projects represent the final phases of the referendum work and will significantly enhance learning, performance, and community spaces across the district.
- **K–12 Literacy Curriculum** –
    - **K–5 Implementation:** Elementary teachers will fully implement **HMH Into Reading**, a new English Language Arts curriculum designed to strengthen foundational literacy skills and provide consistent, high-quality instruction across grade levels.
    - **6–12 Curriculum Review and Selection:** Teachers in grades 6–12 will review multiple English Language Arts curriculum options and select a program during the 2026-27 school year. The chosen curriculum will be implemented in the 2027-28 school year, supporting the district's continued work toward a strong, aligned K–12 literacy program.
- **Teacher-Led Professional Learning Communities** – A new teacher leadership structure will strengthen the district's Professional Learning Communities and help ensure improvement plans are ambitious, realistic, and impactful. Teams will focus on essential standards, common assessments, meaningful use of student data, targeted intervention, and measurable academic growth.
- **PAC Legacy Committee** – The district will launch a PAC Legacy Committee to help guide community use and access to the new performing arts center. The committee will also create and grow a legacy fund to support future programming, equipment, upgrades, and improvements, helping ensure the PAC remains a vibrant community resource for years to come.
- **Community Conversation and Strategic Planning** – The district will begin a broad community conversation to help shape its future direction and guide the development of its next strategic plan. This work will create opportunities for students, staff, families, and community members to help define the district's priorities for the years ahead.
- **Infinite Campus Implementation** – Infinite Campus will be fully implemented as the district's new student information system. The platform will support many of the essential functions connecting school and home, providing families and staff with a more consistent system for communication, student information, attendance, scheduling, and academic progress.
- **Learning Team and Gifted & Talented (G&T) Education** – A district Learning Team, functioning as a cohort engaged in research-based problem solving, will continue its focused work on strengthening Gifted & Talented education across all grade levels. Aligned with district policy, this team will study evidence-based practices, refine identification procedures, and design more consistent, standards-aligned enrichment opportunities.

SCHOOL DISTRICT OF MISHICOT

BUDGET ASSUMPTIONS

This budget is our best estimate of the revenue distribution required to achieve the goals and objectives of the school district. There are variables that may impact the budget, which will not be finalized until the October 26, 2026 Board Meeting. These include:

- **Revenue Limit Enrollment Adjustment** – Under the current Revenue Limit Formula, the District receives additional funding for enrollment increases and less for enrollment declines. This Budget assumes flat enrollment for the 2026-27 school year. If actual enrollment is greater than anticipated, the Revenue Limit (formula based on student enrollment that determines how much State Aid and Tax Revenues the District can receive) may increase, leading to an increase in the Tax Levy. If actual enrollment is less than anticipated, the Revenue Limit and Tax Levy will decrease. Actual enrollment figures were not available at the time of this printing.

- **Equalization Aid** – The State of Wisconsin provides significant financial support to school districts through Equalization Aid. The biennium state budget did not include an increase to general school aid. For the 2026–2027 school year, the July 1 estimate for Equalization Aid is $6,617,178, reflecting a increase from prior years. If the actual aid is lower than projected, the Tax Levy will increase by the difference. Final Equalization Aid amounts are not released until October.

- **Property Valuation –** The estimated tax rate assumes that the value of all property in the District will remain relatively flat. If property values increase, the tax rate (taxes paid per $1,000 of property value) will decrease. Actual property valuation will not be available until October.

- **Open Enrollment Revenue and Expenses –** Budgeted tuition revenues and expenses are based on students who applied to attend other school districts under the “Open Enrollment” process. However, many students who apply do not actually attend. Actual enrollment figures for open enrollment students are not available at the time of this planning.

School District of Mishicot

BUDGET ADOPTION 2026-2027 *			
GENERAL FUND (FUND 10)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
Beginning Fund Balance (Account 930 000)	2,765,392.90	3,024,434.86	3,188,459.44
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	49,470.30	44,199.05	22,509.80
Ending Fund Balance, Committed (Acct. 937 000)	0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	0.00	25,930.43	25,930.43
Ending Fund Balance, Unassigned (Acct. 939 000)	2,974,964.56	3,118,329.96	3,140,019.21
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	**3,024,434.86**	**3,188,459.44**	**3,188,459.44**
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	0.00	0.00	0.00
Local Sources 210 Taxes	3,003,408.98	3,817,456.00	3,407,638.00
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	15,237.00	17,892.10	17,982.00
270 School Activity Income	51,319.18	40,819.49	40,819.00
280 Interest on Investments	68,955.78	70,043.47	70,000.00
290 Other Revenue, Local Sources	34,019.00	31,269.15	31,270.00
Subtotal Local Sources	**3,172,939.94**	**3,977,480.21**	**3,567,709.00**
Other School Districts Within Wisconsin 310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	1,696,368.00	2,064,266.00	2,064,266.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	**1,696,368.00**	**2,064,266.00**	**2,064,266.00**
Other School Districts Outside Wisconsin 440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	**0.00**	**0.00**	**0.00**
Intermediate Sources 510 Transit of Aids	7,134.21	10,427.90	5,100.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	5,000.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	11,708.25	11,410.20	11,410.20
Subtotal Intermediate Sources	**23,842.46**	**21,838.10**	**16,510.20**
State Sources 610 State Aid -- Categorical	114,121.43	109,913.01	109,913.00
620 State Aid -- General	6,412,354.00	5,983,211.00	6,617,178.00
630 DPI Special Project Grants	44,064.72	59,546.20	43,128.20
640 Payments for Services	0.00	0.00	0.00
650 Student Achievement Guarantee in Education (SAGE Grant)	0.00	0.00	0.00
660 Other State Revenue Through Local Units	2,575.79	3,232.97	3,233.00
690 Other Revenue	756,895.07	758,229.07	758,229.00
Subtotal State Sources	**7,330,011.01**	**6,914,132.25**	**7,531,681.20**

Federal Sources 710 Federal Aid - Categorical	5,000.00	4,490.22	0.00
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	69,470.87	53,740.20	61,203.00
750 IASA Grants	127,864.13	102,012.64	80,418.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	23,978.87	21,021.51	21,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	**226,313.87**	**181,264.57**	**162,621.00**
Other Financing Sources 850 Reorganization Settlement	0.00	0.00	0.00
860 Compensation, Fixed Assets	10,970.77	650.00	650.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	**10,970.77**	**650.00**	**650.00**
Other Revenues 960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	93,241.95	24,217.76	24,190.00
980 Medical Service Reimbursement	0.00	0.00	0.00
990 Miscellaneous	848.38	27,850.24	2,010.00
Subtotal Other Revenues	**94,090.33**	**52,068.00**	**26,200.00**
TOTAL REVENUES & OTHER FINANCING SOURCES	**12,554,536.38**	**13,211,699.13**	**13,369,637.40**
EXPENDITURES & OTHER FINANCING USES			
Instruction 110 000 Undifferentiated Curriculum	1,880,820.94	1,883,338.17	1,963,822.65
120 000 Regular Curriculum	2,530,955.36	2,565,625.05	2,677,062.99
130 000 Vocational Curriculum	608,722.41	638,537.33	687,621.03
140 000 Physical Curriculum	222,450.67	224,644.85	240,009.88
160 000 Co-Curricular Activities	279,549.81	297,806.31	314,931.18
170 000 Other Special Needs	80,387.91	83,066.44	90,460.03
Subtotal Instruction	**5,602,887.10**	**5,693,018.15**	**5,973,907.76**
Support Sources 210 000 Pupil Services	391,065.34	385,686.19	376,912.04
220 000 Instructional Staff Services	663,884.70	722,194.05	767,493.12
230 000 General Administration	369,473.10	356,449.19	371,506.58
240 000 School Building Administration	671,610.55	653,851.82	654,191.53
250 000 Business Administration	1,763,673.78	2,283,802.56	2,157,306.60
260 000 Central Services	57,854.13	40,583.56	41,000.00
270 000 Insurance & Judgments	232,415.22	241,690.03	244,139.00
280 000 Debt Services	16,622.92	16,425.00	16,700.00
290 000 Other Support Services	257,783.35	296,911.46	284,577.85
Subtotal Support Sources	**4,424,383.09**	**4,997,593.86**	**4,913,826.72**
Non-Program Transactions 410 000 Inter-fund Transfers	1,245,759.71	1,102,081.60	1,228,030.32
430 000 Instructional Service Payments	1,018,817.25	1,250,706.53	1,253,872.60
490 000 Other Non-Program Transactions	3,647.27	4,274.41	0.00
Subtotal Non-Program Transactions	**2,268,224.23**	**2,357,062.54**	**2,481,902.92**
TOTAL EXPENDITURES & OTHER FINANCING USES	**12,295,494.42**	**13,047,674.55**	**13,369,637.40**

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	1,548,446.39	1,662,364.06	1,696,897.56
900 000 Ending Fund Balance	**1,662,364.06**	**1,696,897.56**	**1,833,663.38**
REVENUES & OTHER FINANCING SOURCES	**517,246.25**	**531,769.63**	**531,642.00**
100 000 Instruction	**374,126.90**	**400,457.34**	**365,674.50**
200 000 Support Services	**5,936.96**	**4,683.79**	**5,936.96**
400 000 Non-Program Transactions	**23,264.72**	**92,095.00**	**23,264.72**
TOTAL EXPENDTURES & OTHER FINANCING USES	**403,328.58**	**497,236.13**	**394,876.18**

SPECIAL EDUCATION FUND (FUND 27)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 Ending Fund Balance	**0.00**	**0.00**	**0.00**
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	1,245,759.71	1,102,081.60	1,228,030.32
Local Sources 240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	0.00	0.00	0.00
290 Other Revenue, Local Sources	0.00	0.00	0.00
Subtotal Local Sources	**0.00**	**0.00**	**0.00**
Other School Districts Within Wisconsin 310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	0.00	0.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	**0.00**	**0.00**	**0.00**
Other School Districts Outside Wisconsin 440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	**0.00**	**0.00**	**0.00**
Intermediate Sources 510 Transit of Aids	0.00	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	**0.00**	**0.00**	**0.00**
State Sources 610 State Aid -- Categorical	494,778.00	687,115.00	726,285.15
620 State Aid -- General	915.00	14,733.00	14,733.00
630 DPI Special Project Grants	0.00	0.00	0.00
640 Payments for Services	0.00	0.00	0.00
650 Achievement Gap Reduction (AGR grant)	0.00	0.00	0.00
690 Other Revenue	6,633.32	4,770.74	4,771.00
Subtotal State Sources	**502,326.32**	**706,618.74**	**745,789.15**

Federal Sources 710 Federal Aid - Categorical	0.00	0.00	0.00
730 DPI Special Project Grants	212,368.81	206,411.11	208,920.00
750 IASA Grants	0.00	0.00	0.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	51,664.78	50,266.12	40,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	**264,033.59**	**256,677.23**	**248,920.00**
Other Financing Sources	0.00	0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	**0.00**	**0.00**	**0.00**
Other Revenues 960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	0.00	0.00	0.00
990 Miscellaneous	0.00	0.00	0.00
Subtotal Other Revenues	**0.00**	**0.00**	**0.00**
TOTAL REVENUES & OTHER FINANCING SOURCES	**2,012,119.62**	**2,065,377.57**	**2,222,739.47**
EXPENDITURES & OTHER FINANCING USES			
Instruction 110 000 Undifferentiated Curriculum	5,573.81	0.00	0.00
120 000 Regular Curriculum	0.00	0.00	0.00
130 000 Vocational Curriculum	0.00	0.00	0.00
140 000 Physical Curriculum	0.00	0.00	0.00
150 000 Special Education Curriculum	1,444,634.21	1,496,005.20	1,606,843.71
160 000 Co-Curricular Activities	0.00	0.00	0.00
170 000 Other Special Needs	0.00	0.00	0.00
Subtotal Instruction	**1,450,208.02**	**1,496,005.20**	**1,606,843.71**
Support Sources 210 000 Pupil Services	188,150.32	188,383.55	217,145.96
220 000 Instructional Staff Services	197,909.67	214,659.26	231,011.84
230 000 General Administration	0.00	124.00	125.00
240 000 School Building Administration	0.00	0.00	0.00
250 000 Business Administration	28,443.98	26,319.47	38,637.03
260 000 Central Services	4,545.00	1,861.35	2,024.00
270 000 Insurance & Judgments	0.00	0.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	0.00	0.00	0.00
Subtotal Support Sources	**419,048.97**	**431,347.63**	**488,943.83**
Non-Program Transactions 410 000 Inter-fund Transfers	0.00	0.00	0.00
430 000 Instructional Service Payments	142,862.63	138,024.74	126,951.93
490 000 Other Non-Program Transactions	0.00	0.00	0.00
Subtotal Non-Program Transactions	**142,862.63**	**138,024.74**	**126,951.93**
TOTAL EXPENDTURES & OTHER FINANCING USES	**2,012,119.62**	**2,065,377.57**	**2,222,739.47**

DEBT SERVICE FUND (FUNDS 38, 39)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	75,768.42	621,851.55	728,721.00
900 000 ENDING FUND BALANCES	**621,851.55**	**728,721.00**	**756,302.00**
TOTAL REVENUES & OTHER FINANCING SOURCES	**11,940,081.18**	**2,372,504.40**	**2,275,587.00**
281 000 Long-Term Capital Debt	994,368.30	2,091,777.15	2,074,213.00
282 000 Refinancing	10,224,274.15	0.00	0.00
283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	175,355.60	173,857.80	173,793.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	**11,393,998.05**	**2,265,634.95**	**2,248,006.00**
842 000 INDEBTEDNESS, END OF YEAR	**26,691,000.00**	**30,690,000.00**	**29,776,000.00**

CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	459,266.96	23,933,546.47	23,194,263.63
900 000 Ending Fund Balance	**23,933,546.47**	**23,194,263.63**	**7,092,594.63**
TOTAL REVENUES & OTHER FINANCING SOURCES	**24,761,567.50**	**5,887,463.81**	**804,000.00**
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	1,287,287.99	6,626,746.65	16,905,669.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	**1,287,287.99**	**6,626,746.65**	**16,905,669.00**

FOOD SERVICE FUND (FUND 50)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	259,732.62	149,722.12	72,363.59
900 000 ENDING FUND BALANCE	**149,722.12**	**72,363.59**	**11,179.44**
TOTAL REVENUES & OTHER FINANCING SOURCES	**652,311.84**	**645,688.95**	**675,659.46**
200 000 Support Services	762,322.34	723,047.48	736,843.61
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	**762,322.34**	**723,047.48**	**736,843.61**

COMMUNITY SERVICE FUND (FUND 80)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	17,175.96	108,494.37	235,755.08
900 000 ENDING FUND BALANCE	**108,494.37**	**235,755.08**	**368,117.02**
TOTAL REVENUES & OTHER FINANCING SOURCES	**519,095.75**	**641,151.24**	**639,869.39**
200 000 Support Services	0.00	0.00	0.00
300 000 Community Services	427,777.34	513,890.53	507,507.45
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	**427,777.34**	**513,890.53**	**507,507.45**

PACKAGE & COOPERATIVE PROGRAM FUND (FUNDS 91, 93, 99)	Audited 2024-2025	Unaudited 2025-2026	Budget 2026-2027
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 ENDING FUND BALANCE	**0.00**	**0.00**	**0.00**
TOTAL REVENUES & OTHER FINANCING SOURCES	**0.00**	**0.00**	**0.00**
100 000 Instruction	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	**0.00**	**0.00**	**0.00**

* The 60 & 70 series funds are "fiduciary" funds. Presentation of these funds taken out of the adoption format to agree with GASB 34 requirements This change also brings the school district adoption format more into conformity with statute 65.90 requirements used for other Wisconsin governments which specify that information be presented for governmental and proprietary funds,

Regular Meeting
Monday, August 10, 2026 5:30 PM Central

Elementary School Library
510 Woodlawn Drive
Mishicot, WI 54228

Attendance Taken at 5:30 PM.

Butler:	Present
Driscoll:	Present
Ferry:	Present
Lambert:	Absent
Skwor:	Present
Wiesner:	Present
Yindra:	Present

Present: 6, Absent: 1.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda as Written
Approve agenda as written. This motion, made by Ferry and seconded by Yindra, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

5. Public Forum

6. Presentations and Discussion Items

6.A. Discuss and Review Act 12 Report: PI-00650 Certain State & Local Law Violations

6.B. Professional Boundaries with Staff Family Memo

Discussion was held regarding best practices for managing family relationships among District employees. The Board discussed including the expectations in employee handbooks and providing employees with a shortened version and acknowledgment form.

The Board requested that the guidance be developed as a formal Board policy rather than a Superintendent memo.

7. Reports to the Board

7.A. Mr. Nelson - Elementary School Principal / Director of Information Technology

7.A.1. Into Reading Training

7.A.2. Infinite Campus

7.A.3. Student Schedules

7.A.4. Maintenance/Cleaners

7.B. Ms. Stryhn - Director of Pupil Services

The Board discussed the vetting process for mental health providers. It was noted that the District's current provider, Blanche, recommended a provider with whom she had previously worked, and Sara and Eric subsequently interviewed the provider.

The Board also clarified that Cartwheel services are available to all District students, not only elementary students, and do not require insurance.

7.B.1. New Mental Health Supports

7.B.2. Creating a Culture of Excellence for All Conference

7.C. Mr. A Butler - Director of Buildings, Grounds and Transportation

7.C.1. Summer Cleaning at Elementary School

7.C.2. Gym Floors Refinished

7.C.3. New Electrical Transformer

7.C.4. Water Shut Off

7.D. Mr. C Erlandson - Superintendent

7.D.1. Principal Hiring Update

7.D.2. Construction Update

7.D.3. Inservice Goals & Plans

7.D.4. PLC Leaders Update

7.D.5. Learning Team Update

7.D.6. Policy Updates

7.D.7. Upcoming Dates

7.E. Ms. Thelen - Business Manager

7.E.1. Treasurer's Report - June 2026

8. Action Items

8.A. Accept 7/13/2026 Regular Meeting Minutes
Approved. This motion, made by Ferry and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.B. Accept 7/27/2026 Special Meeting Minutes
Approved. This motion, made by Butler and seconded by Yindra, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David

Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.C. Accept 8/3/2026 Policy Committee Meeting Minutes
Approved. This motion, made by Ferry and seconded by Wiesner, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.D. Accept 8/5/2026 Special Meeting Minutes
Approved. This motion, made by Butler and seconded by Driscoll, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.E. Approve the 2025-2026 Budget Transfers
Approved. This motion, made by Yindra and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.F. Approve 2 Year Co-Op Hockey Agreement with Manitowoc Lincoln
Approved. This motion, made by Driscoll and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.G. Approve Job Description for 1st Year Varsity Head Coach Mentor
Approved. This motion, made by Ferry and seconded by Wiesner, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.H. Approve Service Agreement with Cartwheel Health Services for 2026-2028 in the Amount of $19,950
Approved. This motion, made by Yindra and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.I. Approve Additional Special Education Driver Position
Approved. This motion, made by Driscoll and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.J. Approve GDC Remote Backup Renewal 09/01/2026 - 08/31/2029 $15,660/yr
Approved. This motion, made by Butler and seconded by Yindra, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David

Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.K. Approve Jos. Schmitt Construction Change Requests
Approved. This motion, made by Ferry and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

The Board questioned the cost associated with the item. It was explained that the State determined the proposed 45-minute assemblies were not appropriate and that additional costs are necessary for the building to be occupied. The District is challenging costs where possible, with the expense included in the project contingency.

8.K.1. CR 1010 $1,782 - Additional Logo/Signage in Office

8.K.2. CR 1011 $6,568 - Increased fire rating on doors/frames/hardware based on returned submittal

8.K.3. CR 1012 $3,115 - Added sponsor tags to PAC Seating

8.K.4. CR 1013 $23,928 - Increased fire rating on (11) borrowed lites (45-minute openings to 60-minute assemblies)

8.K.5. CR 1015 ($349) - Added HVAC credit for unnecessary fire damper

8.K.6. CR 1016 $741 - Changed sprinkler plates from white to copper

8.K.7. CR 1019 $4,025 - Adding in Alternate #A-8: HS Library office flooring

8.K.8. CR 1020 ($5,125) - Eliminate the East Flagpole

8.K.9. CR 1023 $2,594 - Increased the size of acoustical wall panels in PAC

8.L. Approval of the Recommended Revisions and/or Adoption of the Policies Listed Below First Reading
Approved. This motion, made by Yindra and seconded by Wiesner, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.L.1. Policy 2464 – Advanced Learning Instruction

8.L.2. Policy 5330 – Administration of Medication/Emergency Care

8.L.3. Policy 5460 – Graduation Requirements

8.L.4. Policy 5464 – Early Graduation

8.L.5. Policy 5505 – Academic Honesty

8.L.6. Policy 5512 – Use of Tobacco and Nicotine by Students

8.L.7. Policy 5515 – Student Use and Parking of Motor Vehicles

8.L.8. Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia

8.L.9. Policy 5610 – Suspension and Expulsion

8.L.10. Policy 5611 – Due Process Rights

8.L.11. Policy 5771 – Search and Seizure

8.L.12. Policy 5895 – Student Employment

8.L.13. Policy 6110 – Grant Funds

8.L.14. Policy 6111 – Internal Controls

8.L.15. Policy 6112 – Cash Management of Grants

8.L.16. Policy 6114 – Cost Principles – Spending Federal Funds

8.L.17. Policy 6231 – Budget Implementation

8.L.18. Policy 6235 – Fund Balance

8.L.19. Policy 6320 – Purchasing

8.L.20. Policy 6325 – Procurement – Federal Grants/Funds

8.L.21. Policy 6423 – Use of Credit Cards

8.L.22. Policy 7310 – Disposition of Personal Property

8.L.23. Policy 7410 – Maintenance

8.L.24. Policy 7430 – Safety Standards

8.L.25. Policy 7440 – Facility Security

8.L.26. Policy 7440.02 – Smart Sensor and Monitoring Technology

8.L.27. Policy 7440.03 – Small Unmanned Aircraft Systems (Drones)

8.L.28. Policy 7450 – Property Inventory

8.L.29. Policy 7455 – Accounting System for Capital Assets

8.L.30. Policy 7540.02 – Digital Content and Accessibility

8.L.31. Policy 7540.03 – Student Technology Acceptable Use and Safety

8.L.32. Policy 7540.04 – Staff Technology Acceptable Use and Safety

8.L.33. Policy 7540.05 – Assistive Technology and Services

8.L.34. Policy 7540.07 – District-Issued Student E-Mail Account

8.L.35. Policy 7540.08 – Artificial Intelligence (AI)

8.L.36. Policy 7544 – Use of Social Media

8.L.37. Policy 8120 – Volunteers

8.L.38. Policy 8395 – Student Mental Health Services

8.L.39. Policy 8420 – School Safety

8.L.40. Policy 8531 – Free and Reduced-Price Meals

8.L.41. Policy 8540 – Vending Machines

8.L.42. Policy 8550 – Competitive Food Sales

8.L.43. Policy 8600 – Transportation

8.L.44. Policy 8640 – Transportation for Field and Other District-Sponsored Trips

8.L.45. Policy 8651 – Nonroutine Use of School Buses

8.L.46. Policy 9151 – Use of Cameras and Other Recording Devices in Locker Rooms

8.M. Approve Donations
Approved. This motion, made by Yindra and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.M.1. Trap Team Sponsorship - Thirsty Joes $350

8.M.2. Trap Team Sponsorship - Thor Industrial Services $500

8.M.3. Trap Team Sponsorship - Manitowoc County Fish & Game $500

8.N. Receive and File District Financial Statement
Approved. This motion, made by Wiesner and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.N.1. Cash & Investment Report - June 2026

8.O. Schedule of Bills Payable
Approved. This motion, made by Butler and seconded by Driscoll, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.O.1. June 2026

8.P. Personnel

8.P.1. Hiring
Approved. This motion, made by Yindra and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

8.P.1.a. Jennifer Wachowski - Summer School Teaching Contract

8.P.1.b. Laurin Andrews - Paraprofessional

8.P.1.c. Max Loberger - 1st Year Varsity Head Coach Mentor

8.P.1.d. Noah Salentine - Assistant High School Cross Country Coach

8.P.1.e. Joseph Niec - Assistant High School Trap Coach

8.P.1.f. Nellie Spangler - Assistant High School Trap Coach

8.P.1.g. Keern Woodward - Special Education Van Driver

8.P.1.h. Middle School Football Coaches

8.P.1.h.1. Adam Reichard

8.P.1.h.2. Tony Swetlik

8.P.1.h.3. Jake Gorzlanzyk

8.P.1.h.4. John Prucha

8.P.1.h.5. Anton Pietenpol

8.P.2. Resignation

8.P.2.a. Eliza Griffey - High School Musical Scenic Artist Position
Approved. This motion, made by Butler and seconded by Yindra, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

9. School Board Input
The Board thanked the administration team for their hard work throughout the summer, welcomed Daniel Butler to the District, and expressed enthusiasm for another successful school year.

10. Adjournment
Motion to adjourn meeting at 6:22pm. This motion, made by Yindra and seconded by Butler, Carried.
Carol Lambert: Absent, Jennifer Butler: Yea, Shawn Driscoll: Yea, Judy Ferry: Yea, David Skwor: Yea, Melissa Wiesner: Yea, Jill Yindra: Yea
Yea: 6, Nay: 0, Absent: 1

660 Washington Street
Mishicot, Wisconsin 54228
Phone: (920) 755-3284
Fax: (920) 755-2390
jglandt@mishicot.k12.wi.us

Jamie L. B. Glandt
Teacher – ELA / Summer School Coordinator /
Camp Invention – Local Director

To: Members of the Mishicot School Board
From: Jamie Glandt
Date: August 6, 2026
Regarding: 2027 Summer School Dates

While this is earlier than past years, there is no time like the present - let's think Summer 2027! I hope the district has found satisfaction with my performance in coordinating the summer school and Camp Invention programs this summer. I am grateful for the opportunity and always open to ideas and suggestions for improvement.

Please accept this request to host Summer School 2027 in the School District of Mishicot for a total of 14 days; starting June 7 and ending June 24, 2027.

In continuing with what has been done in the past, Session 1 would be held June 7-15 and Session 2 would be held June 16-24 (each session being 7 days). The teachers would be allowed a maximum of 2 hours for set-up/preparation per session.

The class schedule would also remain the same:

Class 1 – 7:45a.m.-9:15a.m. **Class 2** – 9:15a.m.-10:45a.m. **Class 3** – 10:45a.m.-12:15p.m.
Teachers would be contracted to work 7:30a.m.-12:15p.m.

The elementary level classes would be held at O.H. Schultz Elementary and the middle school and high school courses would be held at Mishicot Middle/High School.

Please also see the enclosed information, the Summer School 2027 Planning Timeline. At future meetings, I will present any proposed new courses, as well as the information for staff contracts.

In addition, I also propose that the School District of Mishicot again host Camp Invention, a national hands-on science summer day camp. Last year, this program was held at the elementary school and hosted about 160 participants. I request that it be held at O.H. Schultz Elementary School, June 28-July 2, 2027, and again be part of the summer school program. With nearly 25 years of experience as the Local Director – Camp Invention: Two Rivers and Mishicot, I again would coordinate this effort. We would coordinate the Age-Targeted program which would allow up to 160 students to attend. There should be no additional expense to the district, as all funds would be recovered with the materials fee covered by parents, summer school FTE, and local scholarship funds that I will once again. Please see the proposed Promise to Fund letter which will be shared with Invent Now, Inc. - Camp Invention national offices.

I appreciate your consideration and hope you support these two requests: Summer School and Camp Invention 2027.

Yours truly,

Jamie L. B. Glandt

Summer School 2027 Timeline

August (asap) - September 30, 2027 Registration Opens for Camp Invention 2027; Families contacted to register for Camp Invention ($50 discount for the school district - new discount established in 2026, as stated in the Promise to Fund (PTF) letter)

Fall 2026 & Camp Invention	"Save the Date" email sent to staff notifying them of approved dates for summer school
Early January 2027	Letter to prospective staff and applications, as well as call for proposed classes
End January 2027	Teacher applications and course proposals due
February 20267	Board action on summer school recommendations
March 2027	Registration materials go home with Friday folder information
March 2027	Summer School registration deadline
April 2027	Teacher assignments posted via e-mail, school offices, and district website to internal candidates
Mid-April 2027	Remaining summer school positions posted to external candidates, if needed
End of April	Summer School enrollees communicated to Transportation for route planning Schedules go home with Friday folder information
May 2027	Board Action – Teacher Contracts
End of May/Beginning of June	Summer School information and bus schedules sent home to families

Review of Dates for 2027 Summer Season:

June 7 – June 15	Session 1 classes
June 16 - June 24	Session 2 classes
June 28-July 2	Camp Invention

Monday-Friday, June 28-July 2, 2027 Camp Invention at O.H. Schultz Elementary

*We will use the Camp Invention deadlines for CI registration as outlined in the PTF.

National Inventors Hall of Fame®

LETTER OF AGREEMENT TO FUND

Prepared For:	Christine Thelen	**Invoice Contact:**	Christine Thelen
Funder:	School District of Mishicot	**Invoice Email:**	cthelen@mishicot.k12.wi.us
Address:	660 Washington St Mishicot, WI 54228	**Invoice Address:**	660 Washington St Mishicot, WI 54228

NIHF Representative	Jamie Gallion		
Title	Regional Representative	**Document ID:**	00432347
Contact Information	jgallion@invent.org	**Created Date:**	7/30/2026

Program Information

Funder is pleased to provide funding for participants registering for Camp Invention running in the School District of Mishicot in 2027.

Intent to Fund

It is the intent of Funder to provide funding towards the registration rate of each participant per the chart below.

Participation is limited to only students of the School District of Mishicot. Participants must register via invent.org

National Inventors Hall of Fame will send Funder a timely invoice reflecting the actual registration counts as of the program's first day. Once invoiced, Funder agrees to remit payment to National Inventors Hall of Fame within 30 days for the actual invoiced amount.

Description	Quantity	District Fee	Subtotal	Parent Fee
Campers*	160	$175.00	$28,000.00	$65.00
LITs	10	$125.00	$1,250.00	$65.00
		Total Fees	**$29,250.00**	

*Includes Pre-Registration discount, until 9/30/26

Please Sign Your Agreement Below:

Funder Signature Date

National Inventors Hall of Fame Date

Print Name Title

Print Name Title

660 Washington Street
P.O. Box 280
Mishicot, Wisconsin 54228
Phone: (920)755-3147
Fax: (920)755-2390
Kari Stryhn, Director of Pupil Services

Memorandum of Understandings

Brighter Futures LLC

This is the on-site therapist with whom we have partnered for many years. The clinic provides direct therapy services to students at the Middle and High Schools. In addition, the therapist provides services through our Students and Families Assistance Program, which offers short-term therapy and support to students and families experiencing challenging events or circumstances.

You First Mental Health Ltd.

You First Mental Health Ltd. is a new partnership for the School District of Mishicot. Through this partnership, we will be able to provide on-site therapy services to students at O.H. Schultz Elementary School. In addition to providing direct therapeutic support, You First Mental Health Ltd. will collaborate with school staff to address individual student needs, identify effective strategies, and develop supports that promote greater success and well-being in the school setting.

SPEECH AND LANGUAGE PATHOLOGY AGREEMENT

This Speech and Language Pathology Agreement ("Agreement") is made by and between Green Bay Pediatric Therapy ("Company") and the School District of Mishicot, a public school district in Wisconsin. Each of Green Bay Pediatric Therapy and the District is a "Party" to this Agreement (collectively, "Parties").

Recital

Whereas, the District requires speech and language pathology services and Company desires to provide such services to the District.

Company and the District, in consideration of this recital and the mutual covenants set forth below, agree as follows:

Mutual Covenants

I Responsibilities of Company .

A. Services. Green Bay Pediatric Therapy shall place Hannah Wesolowski M.S., CCC-SLP ("Speech Language Pathologist"), in the District to perform "Services", as requested by the District. "Services" include any and all assigned duties deemed within the scope of practice of the Speech Language Pathologist and shall include but are not limited to:

1. Identification and evaluation of communication disorders.

2. Treatment/remediation of communication disorders.

3. Documentation/record keeping of identification, evaluation, and treatment of communication disorders.

4. Completion of IEP documents in accordance with IDEA rules/regulations.

5. Participation in student meetings with administration, staff and families.

6. Communication and consultation between administration, staff, students, and families.

B. Personnel.

1. Company shall ensure that the Speech Language Pathologist providing services under this Agreement shall possess any and all licenses, permits, and certificates required by law which are required for the performance of the Services referenced above.

2. Company shall ensure that the Speech Language Pathologist providing Services under this Agreement shall comply with all applicable state and federal laws, and the District's policies, including, but not limited to, those policies requiring the confidentiality of pupil records and health information.

C. **Indemnification.** Company agrees that it will hold harmless, defend and indemnify the District (and all affiliates, officers, directors, employees and representatives) from and against each and every demand, claim, loss, liability, or damage of any kind, including actual attorneys' fees and expenses, whether in tort or contract, whether personal injury or property damage, that the District may incur by reason of, or arising out of, (i) any claim made by any third party with respect to the Services or any work product provided as part of the Services, or (ii) any misrepresentation made in, or breach of the terms or warranties of, this Agreement, including without limitation any claim or action of any type or nature by or related to Company's infringement or misappropriation of any copyright, trade secret, patent or other intellectual property right with respect to the distribution, use or creation of such work product.

D. **Insurance.** Company shall, during the term of this Agreement, maintain, at its own expense, all necessary insurance, including but not limited to professional and general liability insurance in the amount of $1 million per incident and $3 million aggregate (annually). Company shall provide the District with a certificate of insurance evidencing such coverage upon request.

E. **Independent Contractor.** Company is an independent contractor of the District and not an employee, agent, partner, representative or broker of the District. Neither Party shall have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other Party.

F **Taxes.** Company shall pay and report all applicable taxes and assessments. Company agrees to file all required forms and make all required payments, as applicable. Company acknowledges that because the Speech Language Pathologist is not an employee of the District, the District will not provide the Speech Language Pathologist with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.

G. **Rights.** Company shall have the right to perform work for others as long as Company fulfills the obligations hereunder.

H. **Non Assignment of Rights or Obligations.** Company may not assign its rights or obligations under this Agreement.

II. **Responsibilities of the District**. The District agrees to pay Company for Speech Language Pathology Services according to the mutually agreed upon terms and conditions set forth below. The terms and conditions shall include:

A. **Virtual Space and Equipment.** The District shall provide and maintain their own technology to use the online speech therapy room for their sessions. In the event that Company is unavailable due to technological issues, Company will contact the school and the school will not be charged for the scheduled sessions. All attempts will be made to reschedule those missed sessions.

The District shall be responsible for providing students with its own technology. This includes a PC with an adequately sized monitor, webcam, a headset, printer accessibility, and reliable high-speed internet with adequate bandwidth for telepractice. Any missed session (without a 24-hour notice) due to the school's non-functioning technology will be billed at a regular rate. Reasonable efforts will be made to reschedule those missed sessions and will be billed at the regular rate.

The district shall provide, at its own expense, a "telepractice assistant" to maintain the continuity of the telepractice services under Company's supervision and direction. The District shall provide a quiet environment for speech therapy sessions to take place.

B. **Space and Supplies.** The District shall provide necessary office space, equipment, supplies, and support required for the proper performance of the Services requested by the District for in person Services.

C. **Compensation and Invoicing.**

1. The District shall pay Company the hourly sum of $100 for the Speech Language Pathologist's Services - both direct therapy services and indirect therapy services.

2. The District shall pay Company for the mutually agreed upon hours of service. Speech therapy services include but are not limited to evaluations, direct time, indirect time, make-up sessions, preparation, documentation, meeting time, and therapy-related communication.

    a. Hours of service shall not exceed 40 total worked hours (maximum 32 hours per week of direct services).

        i. Upon the prior written agreement of both parties, the total contracted hours may be increased on a temporary or ongoing basis to meet the needs of the District. Such increases may include, but are not limited to, additional evaluations, changes in student schedules, make-up or compensatory services, changes in caseload, IEP meetings, required documentation, or any other mutually agreed-upon reason. All additional hours shall be compensated at the hourly rate set forth in this Agreement unless otherwise agreed to in writing.

b. Hours of service shall occur during the District's regular work schedule and outside of the regular work schedule as necessary to complete assigned tasks.

c. Any alteration of the mutually agreed upon hours by the District will not require the District to pay for all of the originally agreed upon hours.

d. Drive time to and from the Speech Language Pathologist's residence shall be compensated at a rate of $60 per day. Compensation for drive time is in addition to compensation for direct and indirect Speech-Language Pathology services and shall not be included in, or deducted from, the maximum contracted work hours per week.

3. Company shall issue written invoices to the District when requested as per payroll schedule. The District shall pay Company every other week as approved by the Board of Education.

4. The District will issue an Internal Revenue Service Form 1099 with respect to Company's compensation. Company agrees to accept exclusive liability for complying with all applicable state and federal laws governing self-employed individuals including obligations such as payment of quarterly taxes, social security, disability and other contributions based on the fees paid to Company under this Agreement. Company agrees to indemnify and hold the District harmless to the extent the District becomes obligated to pay any of the above taxes or incurs any similar liabilities.

D. Materials for Speech Language Pathologist

1. The District shall provide, at no cost to the Contractor, the following resources necessary for the performance of services under this Agreement:

a. A District-issued email address and account for communication with District staff, families, and other service providers.

b. Timely access to all electronic systems, software, and documentation platforms required to perform contracted services. This includes, but is not limited to:

i. the District's student information system (SIS);the special education and IEP management system;attendance records; student schedules; academic records and grades; evaluation reports and educational records; progress monitoring and service documentation systems; Medicaid billing systems, if applicable; secure messaging or communication platforms; and any other electronic systems necessary to provide services and fulfill federal, state, and District documentation requirements.

c. Appropriate user accounts, passwords, permissions, and access rights to all required systems prior to the Contractor's first day of services, with such access maintained throughout the duration of this Agreement.

d. Reasonable access to District facilities, internet/Wi-Fi, printers/copiers, and other resources necessary to provide services and complete required documentation while on District premises.

III. Responsibilities of Both Parties.

A. Term.

1. Company and the District agree that the Agreement shall be effective September 21st, 2026 to the end of the maternity leave. Company and the District recognize that the end of the contract is dependent on the current maternity leave and may be extended. Official dates will be agreed upon in writing between the two parties.

2. The parties may mutually agree to extend this Agreement, for the purpose deemed necessary by the parties.

   a. The Services, hourly sum, and all other terms and conditions set forth herein shall continue for any extension of the Agreement unless the parties mutually agree to other terms in writing.

B. Termination.

1. The District may terminate this Agreement effective immediately, by providing written notice to Company, if the District determines that the Speech Language Pathologist has violated any state or federal law, Board policies, and/or engaged in misconduct, including, but not limited to, insubordination, poor attendance, poor performance, misconduct, or any drug abuse.

2. Either party may terminate this Agreement with or without cause and with or without a hearing provided that the party seeking to terminate the Agreement provides thirty (30) calendar days written notice to the other party.

3. The District shall not hold Company liable or responsible for failure to provide Services pursuant to this Agreement if such failure or delay is due to family or medical emergencies, labor disputes, strikes, fires, riots, war, acts of God, or any other acts, causes, or occurrences beyond Company's control.

C. Miscellaneous.

1. Each Party represents and warrants that it has the full right and power to enter this Agreement and has the full right and power to agree to the terms and conditions set forth herein (as applicable to the granting Party).

2. This Agreement represents the entire agreement between the Parties and supersedes all prior negotiations, representations or agreements between the Parties, either written or oral. The Parties are not relying on any statement or promises other than what is said in this Agreement.

3. This Agreement may be amended only by a written instrument designated as an amendment to this Agreement and executed by the Parties to this Agreement.

4. This Agreement may be executed in counterparts, and each such duly executed counterpart shall be of the same validity, force and effect as the original. This Agreement may be executed electronically and counterparts may be exchanged by electronic means, including scanned signatures in pdf or other form. Upon delivery via facsimile or electronically, a signature shall be deemed an original and shall be admissible in evidence.

5. This Agreement is governed by laws of the State of Wisconsin, without regard to its conflict of laws provision.

6. If any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, the balance of this Agreement shall remain valid, unchanged and in full force and effect.

Green Bay Pediatric Therapy
A Wisconsin Limited Liability Company

_____Date:_____
Name: Hannah Wesolowski
Title: Managing Member

_____ Date: _____
School District of Mishicot

AGREEMENT FOR SERVICES

This is an agreement for professional services to be provided to the Mishicot School District by the Reflections School Program.

I. PURPOSE

The purpose of this agreement is to establish a framework for collaboration between the Reflections School Program and the Mishicot School District to provide behavioral and educational services for _____.

II. SERVICES PROVIDED

A. Reflections shall provide educational curriculum, behavioral support, and any additional services deemed necessary.
B. Reflections shall provide qualified staff, appropriate facilities, and curriculum that the team agrees upon.
C. Reflections shall provide daily documentation as well as periodic updates on the tracking of IEP goals.

III. TERM OF AGREEMENT

A. This agreement shall commence on September 1, 2026, and shall remain in effect until either party wishes to terminate.

IV. FINANCIAL TERMS

A. The Mishicot School District will compensate Reflections at a rate of $62 per hour for standard classroom services.
B. The Mishicot School District will compensate Reflections at a rate of $75 per hour for meetings, transportation, school visits, and crisis services.
C. Reflections will provide the Mishicot School District with a monthly invoice.
D. Mishicot School District will be billed for days students are scheduled for school in accordance with the Mishicot School District calendar.

V. RESPONSIBILITIES OF THE PARTIES

A. The Mishicot School District shall provide Individual Education Plans and other relevant documentation to Reflections.
B. The Mishicot School District shall ensure that necessary meetings, outside services and required testing is being conducted in accordance with district and state standards.

C. Both parties shall collaborate to ensure a smooth transition for this student returning to the Mishicot School District, when the team believes they are ready.

D. Reflections agrees to protect indemnify, hold harmless and defend Mishicot School District, its officers, employees, agents or assigns (defined as indemnified parties) from and against all liabilities, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees resulting from acts or omissions of the applicant and shall indemnify the "indemnified parties" in any suit arising out of the performance or non-performance of the Reflections School Program obligations under this agreement.

E. Professionals shall meet all licensure, regulatory and accrediting body requirements necessary to provide professional services under this Agreement. Reflections shall additionally ensure all employees have completed a full Criminal Background Check Program. Documentation of such qualifications shall be provided to the Mishicot Area School District upon request.

F. Each party shall maintain in full force and effect the following insurance policies written on an incurred loss basis:
1. Comprehensive general liability insurance for property and bodily injury with not less than $1,000,000 combined single limits, including blanket contractual coverage;
2. Worker's compensation insurance covering their own employees, with statutory limits of liability; and
3. Professional liability insurance (or self-insurance) covering their own employees with statutory limits of liability, including participation in the Patient Compensation Fund as required by law.
Upon request, each of the parties shall require all insurance companies issuing policies hereunder to certify to the other party that such policies have been issued and are in force.

VI. CONFIDENTIALITY

A. Both parties agree to maintain confidentiality of student records and information in compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

VII. TERMINATION

Either party may terminate this agreement with 1 week (7 days) written notice.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

REFLECTIONS SCHOOL PROGRAM	MISHICOT SCHOOL DISTRICT
By: DeVante Blanks	By:
Title: Founder/President	Title:
Date: September 1, 2026	Date:

Docusign Envelope ID: 661F5D11-A83A-8F7D-825C-B32A4FB90BDD

ADVOCATES
FOR HEALTHY TRANSITIONAL LIVING
Humans healing Humans

Service Agreement for 2026-2027 Academic Year

Between Advocates for Healthy Transitional Living LLC (AHTL) and School District of Mishicot

Scope of Services for Education Program

Student Name: Owen Derenne

Beginning Service Date: 09/01/2026 **Ending Service Date:** 05/31/2027

Enrollment Days: M x **T** x **W** x **TH** x **F** x **S** **S**

Start Time: 7 AM **End Time:** 3 PM

Terms & Pricing

Daytime Education services are provided one-to-one by Advocates' direct service staff at the rate of

$ 69 /hour. School is expected to provide academic work, school lunch and transportation unless alternative options are selected below.

Select if transportation is requested. Transportation may be available at the contracted hourly service delivery rate for service time plus mileage *(billed at federal rate)*.

Select if school lunch will be provided by the school. If not selected, Advocates provides daily lunch, invoiced $125 flat fee per month/student.

Select for 1:1, on-site support at school. If selected, school will be billed at standard rate for staff travel time and mileage *(billed at federal rate)*.

Select if 2:1 staffing is requested (an additional $30 per hour)

Advocates' staff provide ongoing, one-to-one Social Emotional Learning support under the direction of the clinical team at the rate of $80/hour for up to 10 hours/month.

Advocates' clinical staff and direct service professionals provide ongoing, one-to-one IEP Focus Time specific to students with autism spectrum disorder and/or intellectual disability at the rate of $80/hour for up to 10 hours/month.

Each student has dedicated time for IEP Focus ***or*** *Social Emotional Learning.*

For all returning students, a flat fee of $100 will be added to the first invoice to include clinical time for an updated assessment for the new school year.

Advocates' clinical staff provide parent/guardian(s) up to 2 hours/month of mentoring, consulting or transition support at the contracted hourly service delivery rate.

Attendance, including absences, will be reported and invoiced monthly by date and unit, unless notified in advance.

Docusign Envelope ID: 661F5D11-A83A-8F7D-825C-B32A4FB90BDD

Changes to the terms of this service agreement can be negotiated at any time by either party.

If this box is selected, during the first 30-days of programming, the student will undergo additional assessment at the rate of $80/hour. After thirty (30) program days, the rate for services automatically changes to the rate outlined in the first paragraph under *Terms & Pricing*.

I agree to the terms as laid out in this service agreement and certify that I have the authority to make this service agreement on behalf of

[School name / District]

AUTHORIZED SIGNATURE DATE

PRINTED NAME TITLE

AUTHORIZED BY: *Advocates for Healthy Transitional Living, LLC*

ANNAH DUGAN, EXECUTIVE DIRECTOR DATE

Memorandum of Understanding

A. Background

School Based Mental Health services are designed to engage students and families in mental health services offered by qualified licensed clinical staff. The program specifically serves students who need access to mental health services. The partnership is between the School District of Mishicot and You First Mental Health Ltd.

B. Memorandum of Understanding Purpose

The purpose of this Memorandum is to describe the responsibilities of each party in the development, implementation, and operation of School Based Mental Health.

C. Program Purpose

The purpose of School Based Mental Health is to:

1. Improve accessibility, provide opportunity to timely access to services and treatment.
2. Reduce and prevent suicide and/or violence against others among school age children by early identification and intervention. Engage students and family members in mental health services offered by licensed clinicial staff.
3. Have mental health services provided that meet the requirements of DHS 35.
4. Promote coordinated treatment and services by interfacing with school pupil service professionals to improve student success when there is a written consent to permit exchange of client information.
5. Maintain workforce productivity and improve school performance by reducing travel time, parents miss less work to take their child to an appointment, and minimizing absences.

D. Parties

This Memorandum of Understanding includes:

1. You First Mental Health Ltd.
2. School District of Mishicot referred to hereafter as the School District

You First Mental Health Ltd., and its provider is certified by the State of Wisconsin as a qualified mental health agency and capable of billing third party payers for services.

The School District provides pre-kindergarten through 12th grade educational programming that offers opportunities for students to maximize individual potential. Students gain knowledge and their skills to equip them with the ability to function as lifelong learners and responsible citizens in their communities.

E. Responsibilities

You First Mental Health Ltd. provider will:

1. Provide one to two days of therapy services per week in designated schools based on the program description agreed upon by the School District. This will mean we will have seven to eight available therapy hours available per day.
2. Comply with all requirements of DHS 35 that includes:
    a. Ensure that licensed clinical staff providing services in schools has the necessary training and education for provision of services to age of students served. The practice of psychotherapy shall be within the scope of practice of the clinician. Copies of current Wisconsin clinical licenses shall be prominently displayed at each school branch office.
    b. Maintain a distinction between school personnel and the therapist employed by the mental health provider. Clinical licensure through the Department of Safety and Professional Services (DSPS) and pupil services licensure through the Department of Public Instruction (DPI) convey different knowledge, skill sets and competencies. Mental health treatment services provided in school branch offices will be consistent with applicable state licensure statues and administrative rules. Education services to public school students delineated under federal and state statue and administrative rules shall be provided by DPI licensed educators.
    c. Develop policies and procedures in collaboration with school officials specific to the delivery of services in a school setting. These policies and procedures should address, but are not limited to:
        i. Entrance and egress policies:
        ii. Operating hours, including potential operation outside regular school hours;
        iii. Parameters for school staff access to branch office (e.g. maintenance and cleaning, emergencies);
        iv. Adherence to school rules, including participation in emergency drills and procedures;
        v. Supervision of students;
        vi. The provider and School District will jointly establish a written crisis response protocol outlining procedures for student emergencies, threats of harm, violent behavior, or acute mental health crises. This protocol will include communication steps, parent notification procedures, documentation requirements, and coordination with law enforcement when necessary.
        vii. Management of disagreements between branch clinic staff and school staff.
    d. Ensure that communication of any confidential information between the school branch office and the school is done with consent or as otherwise authorized in statute. Clinical records created in school branch office are property of the certified clinic. Pupil records of students receiving services in the school branch office are in the custody of school. Access to records or information is via properly created and executed releases of information or as otherwise authorized in the law, consistent with s. Chapter 51 and 118, stats.; 42CFR2; and 34 CFR99 (Family Education Rights and Privacy Act).
    e. Assist the School District in introducing the program to other students' personnel, students and parents. Communications to families and students about the school branch office will clearly specify the school branch office is co-located in the school for the benefit and convenience of students and families seeking clinic services and is not an agent of the school.

    f. Provide evidence of adequate liability insurance to the school.
    g. Ensure that the space within the school for use by school branch office, including storage of records, will be identified and will ensure privacy and confidentiality of students and family members receiving services from the school branch office. Access to electronic and hard copy clinical files will be limited to school branch office staff.
    h. Display Client Rights Information prominently at each school branch office.
    i. Accept a referral for assessment for mental health services that originated from the parent/guardian or the school after informed consent is obtained from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family. Arrangements for the student to be released from the class for assessment will be made after the parent/guardian has authorized the assessment and release.
    j. Coordinate care with school personnel whenever possible. Information from the school branch office assessments, treatment plans, school evaluations and education plans may be shared to inform and support each other with the information consent of the parent/guardian.
3. Provide a qualified therapist in the designated schools and maintain agreed upon staffing levels throughout the terms of the agreement.
4. Meet with Designated school district staff to discuss:
    a. Roles and responsibilities of the therapist and school personnel,
    b. Referral process,
    c. Space for conducting confidential therapy appointments,
    d. Documentation requirements,
    e. Communication between therapist and school personnel,
    f. Confidentiality issues.
5. Offer mental health therapy to students in the designated schools and provide the following core services:
    a. Assessment,
    b. Treatment,
    c. Communication with school personnel regarding those students being served by the program in instances where a proper release of information is in place,
    d. Staff development presentations as requested by the School District.
6. Make necessary referrals to psychiatrists, primary care physicians or other provider organizations as needed.
7. Provide interpreter services as needed.
8. Maintain appropriate liability insurance for our providers.
9. Obtain parental permission to provide outpatient therapy services and to bill for any available insurance.

The School District will:

1. Reimburse You First Mental Health Ltd. at a rate of $180 per hour for services provided, including:
    a. Student/client-specific consultation and collaboration with the School District of Mishicot staff.
    b. Collaboration with school counselors in the development and implementation of mental health resources, supports, and programming.
    c. Consultation regarding policy review and development.

d. Billable consultation, collaboration, professional development preparation, and related services will be invoiced in **15-minute increments**, billed at the rate of $180 per hour. Time will be rounded to the nearest increment. The Provider will submit invoices monthly, and the School District will remit payment within thirty (30) days of receipt. Disputed charges must be submitted in writing within ten (10) business days; undisputed portions will be paid on time.

2. Cooperate with the mental health provider in complying with DHS 35 requirements:
    a. Maintain a distinction between school personnel and the therapist employed by the mental health provider. Clinical licensure through the Department of Safety and Professional Services (DSPS) and pupil services licensure through the Department of Public Instruction (DPI) convey different knowledge, skill sets and competencies. Mental health treatment services provided in school branch offices will be consistent with applicable state licensure statues and administrative rules. Education services to public school students delineated under federal and state statue and administrative rules shall be provided by DPI licensed educators.
    b. Assist the mental health provider in the development of policies and procedures specific to the delivery of services in a school setting. These policies and procedures should address, but are not limited to:
        i. a. Entrance and egress policies;
        ii. Operating hours, including potential operation outside regular school hours;
        iii. Parameters for school staff access to branch office (e.g. maintenance and cleaning, emergencies);
        iv. Adherence to school rules, including participation in emergency drills and procedures;
        v. Supervision of students;
        vi. Appropriate clinician responses in cases of violent outbursts by students, including communication with school staff and law enforcement;
        vii. Management of disagreements between branch clinic staff and school staff.
    c. Ensure that communication of any confidential information between the school branch office and the school is done with consent or as otherwise authorized in statute. Clinical records created in school branch office are property of the certified clinic. Pupil records of students receiving services in the school branch office are in the custody of school. Access to records or information is via properly created and executed releases of information or as otherwise authorized in the law, consistent with s. Chapter 51 and 118, stats.; 42CFR2; and 34 CFR99 (Family Education Rights and Privacy Act).
    d. Collaborate with the mental health provider in introducing program to other school personnel, students and parents. Communication with families and students about the school branch office will clearly specify the school branch office is co-located in the school for the benefit and convenience of students and families seeking clinic services and is not an agent of the school.
    e. Submit referral for assessment for mental health services that originated from the school staff after informed consent from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family. Arrangements for the student to be released from the class for the assessment will be made after the parent/guardian has authorized the assessment and release.

f. Coordinate care with school personnel whenever possible. Information from the school branch office assessments, treatment plans, school evaluations and education plans may be shared to inform and support each other with the information consent of the parent/guardian.

3. Identify a key administrative contact for the school district to work with the provider on the logistics of helping students get from the classroom to the therapy session with maximum attention paid to privacy.
4. Identify students at the designated schools in need of mental health services from the target population (i.e. those students experiencing barriers to care elsewhere in the community).
5. Obtain parent consent for an initial assessment and make appropriate referrals to the program by completing a referral form.
6. Provide physical space within the designated schools that is conducive to the confidential nature of mental health services.
7. Excuse student from class in order to attend therapy appointments.
8. Allow school personnel time to communicate with the mental health therapist in instances where a proper release of information is in place.
9. Promote education on mental health issues for students and staff.

F. Terms of Agreement

1. This agreement shall commence on September 1, 2026 and remain in effect for a period of one (1) year unless terminated earlier in accordance with Section G. The agreement may be renewed annually upon written consent of both parties.
2. This agreement will be in effect until revoked or amended by either party.

G. Memorandum of Understanding Modifications and Termination

1. Transition of Services: Upon termination, both parties will collaborate to ensure continuity of care for students. The provider will notify families, transfer records as authorized, and assist in referrals to alternative services. The School District will support communication with families and ensure students are not left without access to necessary mental health services.
2. This agreement may be modified at any time with the consent of all parties involved. Any one of the parties may terminate this agreement with 30 days written notification of other parties.
3. Terms of this agreement will be reviewed at the end of the first semester.
4. Termination may occur if any one of the parties fails to comply with the terms of this agreement with four weeks written notice.
5. Dispute Resolution: Any disputes arising under this agreement will first be addressed through informal negotiation between designated representatives. If unresolved, the parties agree to participate in mediation prior to pursuing legal remedies. This MOU shall be governed by the laws of the State of Wisconsin.

H. Signatures

_____ _____

School District Representative Date

_____ _____

You First Mental Health Ltd. Representative Date

2050 Riverside Dr.
Green Bay, WI 54301
Phone: 920-785-8560
Fax: 920-391-5099

Memorandum of Understanding

A. Background

School Based Mental Health services is designed to engage students and family members in mental health services offered by qualified licensed clinical staff. The program specifically serves students who need access to mental health services. The partnership is between Mishicot School District and Brighter Futures Counseling Services, LLC.

B. Memorandum of Understanding Purpose

The purpose of this Memorandum is to describe the responsibilities of each party in the development, implementation, and operation of School Based Mental Health.

C. Program Purpose

The purpose of School Based Mental Health is to:

1. Improve accessibility, provide opportunity to timely access to services and treatment.
2. Reduce and prevent suicide and/or violence against others among school age children by early identification and intervention. Engage students and family members in mental health services offered by licensed clinical staff.
3. Have mental health services provided that meet the requirements of DHS 35.
4. Promote coordinated treatment and services by interfacing with school pupil service professionals to improve student success when there is a written consent to permit exchange of client information.
5. Maintain workforce productivity and improve school performance by reducing travel time, parents miss less work to take their child to an appointment, and by minimizing absences.

D. Parties

This Memorandum of Understanding includes:

1. Brighter Futures Counseling Services, LLC
2. Mishicot Area School District referred to hereafter as the School District.

Brighter Futures Counseling Services, LLC and it's provider is certified by State of Wisconsin as a qualified mental health agency and capable of billing third party payers for services.

The School District provides pre-Kindergarten through 12th grade educational programming that offers opportunities for students to maximize individual potential. Students gain knowledge and their skills to equip them with the ability to function as lifelong leaners and responsible citizens in their communities.

E. Responsibilities

Brighter Futures Counseling Services, LLC provider will:

- Provide one to two days of therapy services per week in designated schools based on the program description agreed upon by the School District. This will means we will have seven to eight available therapy hours available per day.

- Comply with all requirements of DHS 35 that includes:

    1. Ensure that licensed clinical staff providing services in schools has the necessary training and education for provision of services to age of students served. The practice of psychotherapy shall be within the scope of practice of the clinician. Copies of current Wisconsin clinical licenses shall be prominently displayed at each school branch office.

    2. Maintain a distinction between school personnel and the therapist employed by the mental health provider. Clinical licensure through the Department of Safety and Professional Services (DSPS) and pupil services licensure through the Department of Public Instruction (DPI) convey different knowledge, skill sets and competencies. Mental health treatment services provided in school branch offices will be consistent with applicable state licensure statues and administrative rules. Education services to public school students delineated under federal and state statue and administrative rules shall be provided by DPI licensed educators.

    3. Develop policies and procedures in collaboration with school officials specific to the delivery of services in a school setting. These policies and procedures should address, but are not limited to:

        a. Entrance and egress policies:
        b. Operating hours, including potential operation outside regular school hours;
        c. Parameters for school staff access to branch office (e.g. maintenance and cleaning, emergencies);
        d. Adherence to school rules, including participation in emergency drills and procedures;
        e. Supervision of students;
        f. Appropriate clinician responses in cases of violent outbursts by students, including communication with school staff and law enforcement;
        g. Management of disagreements between branch clinic staff and school staff.

    4. Ensure that communication of any confidential information between the school branch office and the school is done with consent or as otherwise authorized in statute. Clinical records created in school branch office are property of the certified clinic. Pupil records of students receiving services in the school branch office are in the custody of school. Access to records or information is via properly created and executed releases of information or as otherwise authorized in the law, consistent with s. Chapter 51 and 118, stats.; 42CFR2; and 34 CFR99 (Family Education Rights and Privacy Act).

    5. Assist the School District in introducing the program to other students' personnel, students and parents. Communications to families and students about the school branch office will clearly specify the school branch office is co-located in the school for the benefit and convenience of students and families seeking clinic services and is not an agent of the school.

    6. Provide evidence of adequate liability insurance to the school.

7. Ensure that the space within the school for use by school branch office, including storage of records, will be identified and will ensure privacy and confidentiality of students and family members receiving services from the school branch office. Access to electronic and hard copy clinical files will be limited to school branch office staff.

8. Display Client Rights Information prominently at each school branch office.

9. Accept a referral for assessment for mental health services that originated from the parent/guardian or the school after informed consent is obtained from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family. Arrangements for the student to be released from the class for assessment will be made after the parent/guardian has authorized the assessment and release.

10. Coordinate care with school personnel whenever possible. Information from the school branch office assessments, treatment plans, school evaluations and education plans may be shared to inform and support each other with the information consent of the parent/guardian.

- Provide a qualified therapist in the designated schools and maintain agreed upon staffing levels throughout the terms of the agreement.

- Meet with Designated school district staff to discuss:

  - Roles and responsibilities of the therapist and school personnel,
  - Referral process,
  - Space for conducting confidential therapy appointments,
  - Documentation requirements,
  - Communication between therapist and school personnel,
  - Confidentiality issues.

- Offer mental health therapy to students in the designated schools and provide the following core services:

  - Assessment,
  - Treatment,
  - Communication with school personnel regarding those students being served by the program in instances where a proper release of information is in place,
  - Staff development presentations as requested by the School District.

- Make necessary referrals to psychiatrists, primary care physicians or other provider organizations as needed.

- Provider interpreter services as needed.

- Maintain appropriate liability insurance for our providers.

- Obtain parental permission to provide outpatient therapy services and to bill for any available insurance.

The School District will:

- Reimburse Brighter Futures Counseling Services, LLC $400.00 on Tuesdays and $600.00 for Thursdays for services available in the school setting.

- Cooperate with the mental health provider in complying with DHS 35 requirements:

  1. Maintain a distinction between school personnel and the therapist employed by the mental health provider. Clinical licensure through the Department of Safety and Professional Services (DSPS) and pupil services licensure through the Department of Public Instruction (DPI) convey different knowledge, skill sets and competencies. Mental health treatment services provided in school branch offices will be consistent with applicable state licensure statues and administrative rules. Education services to public school students delineated under federal and state statue and administrative rules shall be provided by DPI licensed educators.

  2. Assist the mental health provider in the development of policies and procedures specific to the delivery of services in a school setting. These policies and procedures should address, but are not limited to:

     a. Entrance and egress policies:
     b. Operating hours, including potential operation outside regular school hours;
     c. Parameters for school staff access to branch office (e.g. maintenance and cleaning, emergencies);
     d. Adherence to school rules, including participation in emergency drills and procedures;
     e. Supervision of students;
     f. Appropriate clinician responses in cases of violent outbursts by students, including communication with school staff and law enforcement;
     g. Management of disagreements between branch clinic staff and school staff.

  3. Ensure that communication of any confidential information between the school branch office and the school is done with consent or as otherwise authorized in statute. Clinical records created in school branch office are property of the certified clinic. Pupil records of students receiving services in the school branch office are in the custody of school. Access to records or information is via properly created and executed releases of information or as otherwise authorized in the law, consistent with s. Chapter 51 and 118, stats.; 42CFR2; and 34 CFR99 (Family Education Rights and Privacy Act).

  4. Collaborate with the mental health provider in introducing program to other school personnel, students and parents. Communication with families and students about the school branch office will clearly specify the school branch office is co-located in the school for the benefit and convenience of students and families seeking clinic services and is not an agent of the school.

  5. Submit referral for assessment for mental health services that originated from the school staff after informed consent from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family. Arrangements for the student to be released from the class for the assessment will be made after the parent/guardian has authorized the assessment and release.

  6. Coordinate care with school personnel whenever possible. Information from the school branch office assessments, treatment plans, school evaluations and education plans may be shared to inform and support each other with the information consent of the parent/guardian.

- Identify a key administrative contact for the school district to work with the provider on the logistics of helping students get from the classroom to the therapy session with maximum attention paid to privacy.

- Identify students at the designated schools in need of mental health services from the target population (i.e. those students experiencing barriers to care elsewhere in the community).
- Obtain parent consent for an initial assessment and make appropriate referrals to the program by completing a referral form.
- Provide physical space within the designated schools that is conducive to the confidential nature of mental health services.
- Excuse student from class in order to attend therapy appointments.
- Allow school personnel time to communicate with the mental health therapist in instances where a proper release of information is in place.
- Promote education on mental health issues for students and staff.
- Review progress reports and assist in the evaluation of the PATH for Students program.

F. Terms of Agreement

This agreement will be in effect until revoked or amended by either party.

G. Memorandum of Understanding Modifications and Termination

This agreement may be modified at any time with the consent of all parties involved. Any one of the parties may terminate this agreement with 30 days written notification of other parties.

Terms of this agreement will be reviewed at the end of the first semester.

Termination may occur if any one of the parties fails to comply with the terms of this agreement with four weeks written notice.

H. Signatures

_____ _____

Area School District Representative **Date**

_____ 8/10/26

Brighter Futures Counseling Services LLC, Owner **Date**

660 Washington Street
P.O. Box 280
Mishicot, Wisconsin 54228
Phone: (920)755-3147
Fax: (920)755-2390
Kari Stryhn, Director of Pupil Services

Rationale for Two Additional Full-Time Paraeducators

To date, six new students with existing IEPs have enrolled in the School District of Mishicot. Three of these students have significant support needs, with two requiring additional adult support throughout the school day in order to access and meaningfully participate in their assigned classes.

While there are currently paraeducators assigned to the grade levels these students will enter, those staff members are providing direct support to existing students whose IEPs and individual needs require that level of intensive support. As a result, our current staffing does not provide sufficient capacity to absorb the additional support needs of these newly enrolled students without compromising the services and supports currently being provided to existing students.

Because these students are transferring into the district with existing IEPs and documented needs, the district has the opportunity to pursue transfer of service funding to support the additional services required. Adding two full-time paraeducator positions—one at the elementary school and one at the middle school—would provide the additional capacity necessary to implement the supports outlined in the students' IEPs.

These positions would allow us to meet the needs of our newly enrolled students while maintaining the level of support currently required by students already receiving intensive services. This staffing increase will help ensure that all students have meaningful access to instruction, can participate successfully in their educational programs, and receive the supports necessary to make progress in the least restrictive environment. Therefore, we are requesting approval to add two full-time paraeducator positions to ensure that all students have meaningful access to instruction, can participate successfully in their educational programs, and receive the supports necessary to make progress in the least restrictive environment.

Respectfully submitted:

Kari Stryhn
Director of Pupil Services

ASCENDANCE™
TRUCK CENTERS

Sales Proposal

SCHOOL DISTRICT OF MISCHICOT
660 WASHINGTON ST.
MISHICOT, WI 54228

8/12/2026

2026 72 Passenger IC buses

Cummins 220 HP Diesel with exhaust brake

100 gallon fuel tank

Allison Automatic Transmission

Hydraulic brakes / Sprin Ride Suspension

Driver A/C 2 rear heaters, midship & rear aft Axle

Driver Seat high back Integral Head Rest heated air ride

Passenger Seats Gray with 4 child restraint seats w/shoulder harness, LED strobing student warning Lights

Flooring One piece Koroseal with noise reduction

Noise reduction Roof Bow/insulated

Includes :

7yr unlimited miles Allison Warranty

Standard IC bus 1 yr unlimited mile Warranty

5yr 100k Cummins Warranty

Additional Extended Warranty Available for Purchase.

Price: $137,500. plus, Title & registration fees. Lettering and delivery included. Stock units subject to availability.

Prepared By:

RAY DULL
BUS SALES REPRESENTATIVE
PHONE: 715-406-4266 EXT 1705
CELL (715) 977-2908
RAYD@ASCENDANCETRUCKS.COM

Components

Components

VIN : 4DRGVMMP0TB730168

410 components found. Export

S.No	Class Description	Parts Catalog Component	Component Line Drawing	Description
1	AXLE CONFIGURATION	0001ANA	0001ANA	AXLE CONFIGURATION 4x2
2	FRAMES	0001CAC	0001CAC	FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield); 10.125" x 3.062" x 0.312" (257.2mm x 77.8mm x 8.0mm); 489.2" (12425mm) Maximum OAL
3	FRAMES	0001LEG	0001LEG	LICENSE PLATE HOLDER Includes Upper & Lower Mounting Plate Hardware, Mounted in Existing Holes in Front Bumper
4	FRAMES	0001LMW	0001LMW	CROSSING GATE, FRONT Electric, Yellow Blade, Bumper Mounted
5	FRAMES	0001LSG	0001LSG	BUMPER, FRONT Contoured, Steel, Painted Gloss Black, Severe Duty
6	FRAMES	0001SAL	0001SAL	CROSSMEMBER, REAR, AF (1)
7	FRAMES	0001WJE	0001WJE	WHEELBASE RANGE 276" (700cm) Only
8	FRAMES	0001WRP	0001WRP	TOW HOOK, REAR (2) Mounted on Lower Rail Flange
9	FRAMES	0001570	0001570	TOW HOOK, FRONT (2) Frame Mounted
10	FRONT AXLES	0002ASH	0002ASH	AXLE, FRONT NON-DRIVING {Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity
11	FRONT SUSPENSIONS	0003ADB	0003ADB	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 10,000-lb Capacity, with Shock Absorbers
12	BRAKES	0004EVD	0004EVD	DUST SHIELDS, FRONT BRAKE for Hydraulic Brakes
13	BRAKES	0004EVE	0004EVE	DUST SHIELDS, REAR BRAKE for Hydraulic Brakes
14	BRAKES	0004GBJ	0004GBJ	BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"; for Hydraulic Brake Chassis; Foot Operated in Cab; Differential Mounted
15	BRAKES	0004JNX	0004JNX	TRACTION CONTROL, HYDRAULIC Automatic; Hydraulic Brake System, with Electronic Stability Control
16	BRAKES	0004WGT	0004WGT	PARKING BRAKE INTERLOCK Parking Brake Cannot be Released Until Ignition Switch is in "ON" Position and Service Brake Pedal is Applied, Use with Hydraulic Brake Chassis Only
17	BRAKES	0004WXP	0004WXP	GVWR LIMITATION FOR BUS with Hydraulic Brakes, Limited to 29,800-lbs Maximum to meet FMVSS 105 Requirements, for Conventional Bus
18	BRAKES	0004XCW	0004XCW	BRAKES, FRONT {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 12,000-lb Capacity
19	BRAKES	0004XCX	0004XCX	BRAKES, REAR {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 21,000-lb Capacity per Axle
20	BRAKES	0004100	0004100	BRAKE SYSTEM, HYDRAULIC {Wabco} Split System, with Automatic Adjustment and Four Channel ABS
21	STEERING	0005CAW	0005CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
22	STEERING	0005PRR	0005PRR	STEERING GEAR {TRW TAS66} Power

23	STEERING	0005708	0005708	STEERING COLUMN Tilting
24	DRIVELINES	0006DGA	0006DGA	DRIVELINE SYSTEM {Dana Spicer} SPL100, for 4x2/6x2
25	DRIVELINES	0006901	0006901	PROPSHAFT GUARD
26	EXHAUST SYSTEMS	0007BMK	0007BMK	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Under Right Rail, for Single Long Horizontal Tail Pipe
27	EXHAUST SYSTEMS	0007SCP	0007SCP	ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger
28	EXHAUST SYSTEMS	0007WBL	0007WBL	TAIL PIPE (1) Horizontal, Long, Exits Left Side Through Bumper
29	ELECTRICAL SYSTEMS	0008GXH	0008GXH	ALTERNATOR {Leece-Neville AVI160P2007} Brush Type, 12 Volt, 210 Amp Capacity, Pad Mount
30	ELECTRICAL SYSTEMS	0008MSG	0008MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud
31	ELECTRICAL SYSTEMS	0008RRC	0008RRC	RADIO AM/FM/USB Input/Auxiliary Input, Includes Wiring and Antenna, with Public Address System
32	ELECTRICAL SYSTEMS	0008TTK	0008TTK	BATTERY BOX Steel, with Sliding Tray, 25.25" Wide, for Standard Batteries, 1-3 Battery Capacity, Mounted Left Side Behind Front Axle Perpendicular to Frame Rail
33	ELECTRICAL SYSTEMS	0008TUT	0008TUT	COLLISION MITIGATION SYSTEM Omit
34	ELECTRICAL SYSTEMS	0008WRB	0008WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn On if Windshield Wipers are Turned On
35	ELECTRICAL SYSTEMS	0008WTK	0008WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
36	ELECTRICAL SYSTEMS	0008WWJ	0008WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
37	ELECTRICAL SYSTEMS	0008WXB	0008WXB	HEADLIGHT WARNING BUZZER Sounds When Head Light Switch is on and Ignition Switch is in "Off" Position
38	ELECTRICAL SYSTEMS	0008WXC	0008WXC	BRAKE WARNING INDICATOR Light and Audible Alarm; Parking Brake/Motion Warning System for Engaged Parking Brake
39	ELECTRICAL SYSTEMS	0008XAH	0008XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
40	ELECTRICAL SYSTEMS	0008XDX	0008XDX	BK WARN IND,PARK BK NOT SET Visual and Audible Alarm, Active Upon Ignition Off and Parking Brake Not Set, Reminder to Set Parking Brake
41	ELECTRICAL SYSTEMS	0008XKC	0008XKC	HEADLIGHTS Halogen, with Daytime Running Lights, Automatic Twilight Controlled
42	ELECTRICAL SYSTEMS	0008XMB	0008XMB	CONNECTOR, DASH, CENTER PANEL Cab Wiring for TMC RP1226 Vehicle Accessory Connector; Includes 14-pin Connector with Switched Power, Battery Power, Ignition Power, Ground & Body 250K Datalink, Connector Located Behind Instrument Panel Center Console
43	ELECTRICAL SYSTEMS	0008000	0008000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
44	ELECTRICAL SYSTEMS	0008540	0008540	HORN, ELECTRIC (2) Trumpet Style
45	FRONT END	0009AAB	0009AAB	LOGOS EXTERIOR Model Badges
46	FRONT END	0009AAE	0009AAE	LOGOS EXTERIOR, ENGINE Badges
47	FRONT END	0009HCY	0009HCY	GRILLE Molded in Black, with Chrome Surround
48	FRONT END	0009WAB	0009WAB	HOOD TILT ASSIST {EASY TILT} Mechanical
49	FRONT END	0009WAC	0009WAC	BUG SCREEN Mounted Behind Grille

50	FRONT END	0009WBW	0009WBW	FRONT END Tilting, Fiberglass, with Three Piece Construction, Dual Air Intakes
51	SPEEDOMETER, TOOLS, MISC	0010AGB	0010AGB	CONNECTED PLATFORM Includes Connectivity Module and Five Year Data Plan
52	ENGINE	0010UAV	0010UAV	VEHICLE REGISTRATION IDENTITY ID for Non-CARB Omnibus and/or Non-ACT Adopting State or Exempt Vehicle. Not for use on vehicles registering in CA. Contains non-mitigated legacy engine & cannot be registered in CA unless exempt. You may be held liable under state law for failure to properly register vehicle.
53	SPEEDOMETER, TOOLS, MISC	0010WKJ	0010WKJ	KEYS - ALL ALIKE, ID I-1003 Compatible with Z-001
54	SPEEDOMETER, TOOLS, MISC	0010WUE	0010WUE	MUD FLAPS, FRONT WHEELS (2) Rubber, Mounted on Fender Extension
55	SPEEDOMETER, TOOLS, MISC	0010XAK	0010XAK	PROMOTIONAL PACKAGE 7 Year Unlimited Miles/km Warranty, Limited Time Program for Allison 2500 Series Transmission on School and Commercial Buses (Supplied directly through Allison)
56	SPEEDOMETER, TOOLS, MISC	0010020	0010020	CHASSIS PAINT Full Chassis
57	SPEEDOMETER, TOOLS, MISC	0010060	0010060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
58	SPEEDOMETER, TOOLS, MISC	0010788	0010788	PAINT TYPE Urethane, One or Two Colors, Other than Imron or International.
59	CLUTCH	0011001	0011001	CLUTCH Omit Item (Clutch & Control)
60	ENGINE	0012EYE	0012EYE	ENGINE, DIESEL {Cummins B6.7 220} EPA 2024, 220HP @ 2400 RPM, 600 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 220 Peak HP (Max), School Bus Only
61	ENGINE	0012TJA	0012TJA	FAN DRIVE {Warner Electric FC550} On/Off Type, Electronically Activated and Controlled
62	ENGINE	0012UGN	0012UGN	THROTTLE, HAND CONTROL Electronic
63	ENGINE	0012VCE	0012VCE	AIR CLEANER Single Element, Fire Retardant Media
64	ENGINE	0012VKB	0012VKB	EMISSION, CALENDAR YEAR {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2025
65	ENGINE	0012VVN	0012VVN	CRUISE CONTROL Electronic
66	ENGINE	0012WPV	0012WPV	OIL PAN 15 Quart Capacity, For Cummins ISB/B6.7 Engines
67	ENGINE	0012WUL	0012WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater
68	ENGINE	0012WVG	0012WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood
69	ENGINE	0012WZE	0012WZE	CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations
70	ENGINE	0012XCC	0012XCC	RADIATOR Aluminum, 2-Row, Down Flow, Front to Back System, 640 SqIn Louvered, with 383 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler
71	ENGINE	0012XCS	0012XCS	CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty
72	ENGINE	0012703	0012703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
73	TRANSMISSION	0013BBP	0013BBP	TRANSMISSION, AUTOMATIC {Allison 2500 PTS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, Less PTO Provision, Less Retarder, with 33,000-lb GVW and GCW Max, School Bus

74	TRANSMISSION	0013WEX	0013WEX	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, for Allison 1000 & 2000 Series Transmission
75	TRANSMISSION	0013WLN	0013WLN	TRANSMISSION OIL Synthetic; 20 thru 28 Pints
76	TRANSMISSION	0013WVW	0013WVW	NEUTRAL AT STOP OMIT
77	TRANSMISSION	0013WYY	0013WYY	SHIFT CONTROL PARAMETERS {Allison} 1000 or 2000 Series Transmissions, Performance Programming
78	REAR AXLES, SUSPENSIONS	0014AJJ	0014AJJ	AXLE, REAR, SINGLE {Dana Spicer S140} Single Reduction, 19,800-lb Capacity, 190 Wheel Ends
79	REAR AXLES, SUSPENSIONS	0014SBK	0014SBK	SUSPENSION, REAR, SINGLE 19,800-lb Capacity, Two Stage Vari-Rate Springs
80	REAR AXLES, SUSPENSIONS	0014WAP	0014WAP	SHOCK ABSORBERS, REAR (2)
81	FUEL TANKS	0015LMN	0015LMN	FUEL/WATER SEPARATOR {Racor 400 Series,} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor
82	FUEL TANKS	0015LRE	0015LRE	LOCATION FUEL/WATER SEPARATOR Mounted Under Hood, Left Side, Above Front Axle
83	FUEL TANKS	0015TAM	0015TAM	FUEL TANK Top Draw, Steel, Rectangular, 100 US Gal (379L), Naviflex Coated, Includes Protective Cage, Mounted Between Frame Rails and Behind Rear Axle
84	FUEL TANKS	0015WEP	0015WEP	DEF TANK 16.5 US Gal (62.5L) Capacity, Frame Mounted Outside Right Rail, Behind 0 Bow
85	CABS, COWLS, BODIES	0016BAM	0016BAM	AIR CONDITIONER with Integral Heater and Defroster
86	CABS, COWLS, BODIES	0016GEG	0016GEG	GAUGE CLUSTER Premium Level; English with English Electronic Speedometer
87	CABS, COWLS, BODIES	0016HGH	0016HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission
88	CABS, COWLS, BODIES	0016HKT	0016HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
89	CABS, COWLS, BODIES	0016HLJ	0016HLJ	GAUGE, DEF FLUID LEVEL
90	CABS, COWLS, BODIES	0016VKB	0016VKB	CAB INTERIOR TRIM Classic, for Day Cab
91	CABS, COWLS, BODIES	0016VVJ	0016VVJ	WINDSHIELD Three Piece, Bonded, with Shaded Band
92	CABS, COWLS, BODIES	0016XJP	0016XJP	INSTRUMENT PANEL Wing Panel
93	CABS, COWLS, BODIES	0016000	0016000	FLOOR COVERING Transmission Cover, Floor Mats and Seal DO NOT ORDER-FOR FACTORY USE ONLY
94	CABS, COWLS, BODIES	0016010	0016010	COWL Flat Back
95	CABS, COWLS, BODIES	0016563	0016563	HEATER SHUT-OFF VALVES (2) Ball Valve Type
96	WHEELS, TIRES - FRONT	0027DUW	0027DUW	WHEELS, FRONT {Accuride 51408} DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
97	WHEELS, TIRES - REAR	0028DUW	0028DUW	WHEELS, REAR {Accuride 51408} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
98	WARRANTY	0040126	0040126	WARRANTY Standard for CE, RE, BE School Bus Models, Effective with Vehicles Built March 1, 2017 or Later, CTS-3304H
99	BODY PLANS	0047AGK	0047AGK	BODY, BUS Conventional; 78" Headroom, 34'2" Body Length, 78 Passenger, 276" WB
100	BODY FEATURES	0047AJB	0047AJB	BODY CERTIFICATION TAG Mylar Label

101	BODY FEATURES	0047AMT	0047AMT	SWITCH, LOCATION Left of Driver; Includes Master Flasher Switch, Yellow Amber Flasher Switch and 3 Position Door Control
102	BODY FEATURES	0047APR	0047APR	HEADLINER, BODY Conventional; 25'11"-35'08" Body Length, Perforated Full Length with Sound Insulation Full Length
103	BODY FEATURES	0047APW	0047APW	FASTENERS, HEADLINER Rivets
104	BODY FEATURES	0047ARH	0047ARH	BOWS, ROOF 14 ga., One Piece Construction
105	BODY FEATURES	0047ARP	0047ARP	LIGHT BARS Plastic
106	BODY FEATURES	0047ASG	0047ASG	SKIRT, BODY for Conventional, 14 1/2", 16ga
107	BODY FEATURES	0047AUR	0047AUR	TIE DOWNS, BODY Grade 8 Bolts, Every Body Section
108	BODY FEATURES	0047AXT	0047AXT	RUB RAILS, BODY (4) Conventional; Steel, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths, Includes Snow Rail
109	BODY FEATURES	0047AYB	0047AYB	BODY, REAR Includes Emergency Door
110	BODY FEATURES	0047AZE	0047AZE	SIDE SHEET, BODY, EXTERIOR Conventional, 16ga., Smooth, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
111	BODY FEATURES	0047AZL	0047AZL	FLOOR, BODY with Wheel Wells
112	BODY FEATURES	0047BAK	0047BAK	BUMPER, REAR Painted, 12" High, 3/16" Thick
113	BODY FEATURES	0047BAR	0047BAR	SUPPORTS, REAR BUMPER Bolted to Frame
114	BODY FEATURES	0047BBH	0047BBH	LINING, SIDE INTERIOR, LOWER Embossed Steel, Clear Coated
115	BODY FEATURES	0047BBZ	0047BBZ	SEALER Extra; Sidewall to Floor, In Wheel Pocket Area, and Rear Wall to Floor
116	BODY FEATURES	0047BDA	0047BDA	FLOOR, COATING , Chemguard Metal Coating, Applied to Main Floor and Intermediate Sills
117	BODY FEATURES	0047BDJ	0047BDJ	COMPARTMENT, DRIVER STORAGE Bin, Sized to Hold Three Ring Binder, Includes (1) USB-A Port and (1) USB-C Port
118	BODY FEATURES	0047BLD	0047BLD	STEP, FRONT ENTRANCE DOOR 27 1/4" Depth; 14ga Steel, Formed Treads, Naviflex Finish
119	BODY FEATURES	0047BLU	0047BLU	FASTENERS, EXTERIOR MOUNTED Stainless Steel Screws; for All Exterior Body Lights, Body Exterior Rear View Mirrors, Bumper Mounted Crossing Gate and Body Mounted Stop Arms
120	BODY FEATURES	0047BMA	0047BMA	WASTE CONTAINER Removable, Located in Driver Area
121	BODY FEATURES	0047DAE	0047DAE	FASTENERS, REAR DOOR Lag Screws, Rear Door To Body
122	BODY FEATURES	0047DAJ	0047DAJ	COVER, REAR DOOR INSIDE HANDLE Partial Coverage
123	BODY FEATURES	0047DDE	0047DDE	HANDLE, ASSIST, ENTRANCE DOOR Outside Entrance
124	BODY FEATURES	0047DDH	0047DDH	HOLD BACK, REAR DOOR Stationary, No Cables, with Plastic Cover
125	BODY FEATURES	0047DDU	0047DDU	LATCH, REAR DOOR One Point Slide Bar, Cam Operated, with One Inch Stroke
126	BODY FEATURES	0047DEK	0047DEK	LOCK, REAR DOOR with Ignition Starter Interlock
127	BODY FEATURES	0047DEY	0047DEY	HANDLE, EXTERIOR, REAR Emergency Door; Yellow
128	BODY FEATURES	0047DWV	0047DWV	KEYS ALIKE, LOCKS Entrance Door, 545 Keys
129	BODY FEATURES	0047EBM	0047EBM	HOLD DOWN, BATTERY For Up To 3 Batteries

130	BODY FEATURES	0047EYC	0047EYC	COMPARTMENT, TOOLBOX, RT MID 13" x 15" x 25.5", with Lock
131	BODY FEATURES	0047EYL	0047EYL	LOCK, ENTRANCE DOOR in External Release, with Key
132	BODY FEATURES	0047GAR	0047GAR	HEATER, ENTRANCE DOOR 120V, for Electric Door System in Cold Climates
133	BODY FEATURES	0047KEB	0047KEB	MONITOR, POST TRIP INSPECTION {Leave No Student Behind} Accessory Controlled, with Push Button Alarm Disable at Rear of Bus Prompts Driver to Walk to Back of Bus to Disable Alarm
134	BODY FEATURES	0047KEJ	0047KEJ	DISARM, POST TRIP INSPECTION Button Located on Light Bar at Rear of Bus
135	BODY FEATURES	0047LAB	0047LAB	NOISE REDUCTION, DRIVER FLOOR Insulation Covering Complete Driver Floor Area
136	BODY FEATURES	0047LAT	0047LAT	NOISE REDUCTION, ROOF BOW Conventional; Insulation, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
137	BODY FEATURES	0047LAU	0047LAU	INSULATION,ROOF/SIDES/BULKHEAD 1.5"
138	BODY FEATURES	0047MAC	0047MAC	UNDERCOAT, FLOOR/STEPWLL/SIDES for Engine Noise Reduction
139	BODY FEATURES	0047MBA	0047MBA	UNDERCOAT, BODY Fire Resistant, Water Based, TT-C-730 Spec
140	BODY FEATURES	0047MJC	0047MJC	BODY TAG, METAL Stamp State of Wisconsin On Body Tag Before Body Number
141	BODY FEATURES	0047MJR	0047MJR	LETTERS, DOOR, REAR Decals; "EMERGENCY DOOR", 2" Black Letters Inside and Outside
142	BODY FEATURES	0047MNV	0047MNV	ARROW, RR DOOR, OUTSIDE Decal; Black .75" Stroke, Indicating Handle Direction
143	BODY FEATURES	0047MPA	0047MPA	LETTERS, SCHOOL BUS FRONT/REAR Decal; "SCHOOL BUS"; with 8" Black Letters; on Front and Rear Cap
144	BODY FEATURES	0047MRN	0047MRN	STRIPING, E/E WINDOW, LEFT (02) Perimeter, 1" Yellow
145	BODY FEATURES	0047MRU	0047MRU	LETTERS, E/E WINDOW, LEFT (2) Decal Sets, "EMERGENCY EXIT", Black Inside and Outside
146	BODY FEATURES	0047MSA	0047MSA	STRIPING, PERIMETER, REAR Emergency Door, 1" Yellow Reflective
147	BODY FEATURES	0047MTY	0047MTY	WIRING DIAGRAM Schematic, Electrical
148	BODY FEATURES	0047MUP	0047MUP	STRIPING, E/E WINDOW, RIGHT (02) Perimeter, 1" Yellow
149	BODY FEATURES	0047MVA	0047MVA	LETTERS, HEADER Decal; "WATCH YOUR STEP", 1" Black, Above Windshield
150	BODY FEATURES	0047MVC	0047MVC	LETTERS, STEPWELL Decal, "WATCH YOUR STEP", 2.5" Black, Behind Door on Step Riser
151	BODY FEATURES	0047NAB	0047NAB	PAINT COLOR, RUB RAILS 0001 Canyon Black
152	BODY FEATURES	0047NGA	0047NGA	LETTERS, CAPACITY Decal; "MAX CAPS", 2" "LOCATED INSIDE OF BUS"
153	BODY FEATURES	0047NGJ	0047NGJ	PAINT, WINDOW BOW CAPS 0001 Canyon Black, Side Only
154	BODY FEATURES	0047NGW	0047NGW	SEAL, RUB RAILS Top Edge, All Rails
155	BODY FEATURES	0047NHL	0047NHL	LETTERS, E/E WINDOW, RIGHT (2) Decal Sets, "EMERGENCY EXIT", Black, Inside and Outside
156	BODY FEATURES	0047NJA	0047NJA	PAINT COLOR, BODY EXTERIOR 4421 School Bus Yellow
157	BODY FEATURES	0047NJM	0047NJM	PAINT FLASHER BACKGRD 0001 Canyon Black

158	BODY FEATURES	0047NJS	0047NJS	PAINT COLOR, BUMPER Rear, 0001 Canyon Black
159	BODY FEATURES	0047NKL	0047NKL	PAINT, RUB RAIL Flange to Flange
160	BODY FEATURES	0047NKM	0047NKM	PAINT COLOR, BODY INTERIOR 9384 Spring White
161	BODY FEATURES	0047NKZ	0047NKZ	LETTERS, FUEL I.D. Decal; "DIESEL FUEL", 2" Black, Adjacent to Fuel Filler Door
162	BODY FEATURES	0047NMG	0047NMG	OPERATING INSTRUCTIONS, REAR Decal, Inside Rear Emergency Door
163	BODY FEATURES	0047NTE	0047NTE	LOGO, ROOF LINE Decal; Wing and Shield, First Body Section, Above Driver Window and Entrance Door Over Driver Window and Entrance Door
164	BODY FEATURES	0047NTY	0047NTY	PAINT HOOD AND FENDER To Match Body Exterior
165	BODY FEATURES	0047NWJ	0047NWJ	STRIPING, SEATLINE {3M} 2" Yellow Fluorescent Diamond Grade
166	BODY FEATURES	0047NWS	0047NWS	STRIPING, REAR END {3M} Yellow Fluorescent Diamond Grade, 1" Horizontal and 2" Vertical
167	BODY FEATURES	0047NWT	0047NWT	STRIPING, ROOF HATCH, FRONT {3M} Decal, Perimeter, 1" Yellow Fluorescent Diamond Grade
168	BODY FEATURES	0047PBZ	0047PBZ	HANDLE, ASSIST Windshield Side Mounted, Left and Right, Body Color
169	BODY FEATURES	0047PCW	0047PCW	DOOR, ENTRANCE, FRONT Electric, Outward Opening, with Single Pane Glass
170	BODY FEATURES	0047PLX	0047PLX	LETTERS, DEF, I.D. Decal; "DEF ONLY", 1" Black, on DEF Filler Door
171	BODY FEATURES	0047SBB	0047SBB	SUB FLOOR, PLYWOOD Conventional; B-B Marine Grade, Less Sealed Edges, 5/8", 5 Ply, for 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
172	BODY FEATURES	0048ACN	0048ACN	SEAT BELT, DRIVER, COLOR with Blaze Orange Seat Belt Webbing
173	BODY FEATURES	0048ANW	0048ANW	WINDOW, DRIVER Storm
174	BODY FEATURES	0048APL	0048APL	WINDOW, STOPS 12" Opening, Only with 78" Headroom
175	BODY FEATURES	0048ARV	0048ARV	WINDOW, SASH (21) 27" Sections, 9"x 23" Opening
176	BODY FEATURES	0048AUN	0048AUN	WINDOW, PASSENGER, TINT Conventional; 28% LIght, Laminated Glass, 78" Headroom, with 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
177	BODY FEATURES	0048BAH	0048BAH	WINDOW, E/E, LEFT (2) Vertical Hinge
178	BODY FEATURES	0048BDG	0048BDG	POUCH, CRASH BARRIER Full Width, Sewn Into Front Side of Barrier AFT of Driver Seat
179	BODY FEATURES	0048BDS	0048BDS	BARRIER, CRASH, AFT ENTRY DOOR 39", 2 Leg
180	BODY FEATURES	0048BJA	0048BJA	COLOR, WINDOW FRAME, PASS Passenger Window, Natural Aluminum Finish
181	BODY FEATURES	0048BKP	0048BKP	WINDOW, E/E, RIGHT (2) Vertical Hinge
182	BODY FEATURES	0048CDJ	0048CDJ	WINDOW, STORM, RIGHT, 27" (1) Section
183	BODY FEATURES	0048CYA	0048CYA	HEATER, STEPWELL with Fixed Angle Louver to Door Glass
184	BODY FEATURES	0048GHX	0048GHX	SEAT, DRIVER {National 2000SC} Self Contained with Compressor, High Back, Heated, with Mechanical Lumbar
185	BODY FEATURES	0048HAE	0048HAE	WINDOW, ENTRANCE DOOR Storm, Laminated, Clear, with Single Piece Glass
186	BODY FEATURES	0048PAV	0048PAV	WHEEL POCKET COVER Plastic, ABS
187	BODY FEATURES	0048PAY	0048PAY	AISLE POSITION Center, for balanced seating
188	BODY FEATURES	0048PBB	0048PBB	FLOOR COVERING, COLOR Black

189	BODY FEATURES	0048PGN	0048PGN	UPHOLSTERY, PASS SEATS, TYPE Vinyl, 52 oz.; for (23-24) Seats
190	BODY FEATURES	0048PKC	0048PKC	HOSE CLAMPS, HEATER HOSE Constant Torque for Heater System
191	BODY FEATURES	0048PKN	0048PKN	FAN, DEFOG FAR RIGHT (01) Black, Mounted Right Above Windshield, Forward Entrance Door, 2-Speed Switch in Panel
192	BODY FEATURES	0048PKR	0048PKR	FAN, DEFOG LEFT CENTER 6.50" Diameter, Black, Mounted Left of Center Post, 2-Speed Switch in Panel
193	BODY FEATURES	0048PLK	0048PLK	GRILLE, STATIC VENT, FRONT Adjustable with Screen, Requires Vent
194	BODY FEATURES	0048PMD	0048PMD	HEATER, PASS, LT MIDSHIP 1ST 84,500 BTU
195	BODY FEATURES	0048PMJ	0048PMJ	HEATER, PASS, LT REAR 84,500 BTU
196	BODY FEATURES	0048PNZ	0048PNZ	HEATER, WATER PUMP {2 MPU 12} Self Priming, Metal Housing
197	BODY FEATURES	0048PPB	0048PPB	SWITCH, HTR FAN, MID, LT 1ST with 84,500 BTU Heater Only
198	BODY FEATURES	0048PPC	0048PPC	SWITCH, HTR FAN, REAR, LT with 84,500 BTU Rear Heater Only
199	BODY FEATURES	0048PPS	0048PPS	ROOF VENT, FRONT Static
200	BODY FEATURES	0048PUP	0048PUP	FLOOR COVERING, TRIM Omit
201	BODY FEATURES	0048PVA	0048PVA	UPHOLSTERY, DRIVER SEAT, STYLE Plain, with Cloth Insert
202	BODY FEATURES	0048PWD	0048PWD	UPHOLSTERY, PASS SEATS, COLOR Gray, for Seats, Barriers and Head Bumpers
203	BODY FEATURES	0048PWN	0048PWN	UPHOLSTERY, DRIVER SEAT, TYPE Vinyl, 42 oz.
204	BODY FEATURES	0048PXH	0048PXH	UPHOLSTERY, BARRIER, TYPE (1-2) Vinyl, 52 oz.
205	BODY FEATURES	0048RAL	0048RAL	BARRIER, CRASH, AFT DRIVER 39", 1 Leg
206	BODY FEATURES	0048REP	0048REP	PANEL, MODESTY, AFT OF DRIVER Mounted Under Barrier
207	BODY FEATURES	0048RET	0048RET	PANEL, MODESTY, AFT ENTR DOOR Mounted Under Barrier
208	BODY FEATURES	0048RLX	0048RLX	CUSHION, SEAT 15" Depth
209	BODY FEATURES	0048RRA	0048RRA	UPHOLSTERY, SEAT, STITCHING Single
210	BODY FEATURES	0048SDV	0048SDV	SEAT,39",WALL,LT (12)
211	BODY FEATURES	0048SKN	0048SKN	SEAT,39",WALL,RT (12)
212	BODY FEATURES	0048USV	0048USV	SEAT BACK, PASSENGER High Back
213	BODY FEATURES	0048UWV	0048UWV	FLOOR COVERING, TYPE Koroseal, One Piece, Vinyl, All Body Lengths, Black
214	BODY FEATURES	0048UXM	0048UXM	ARM REST, DRIVER Left and Right
215	BODY FEATURES	0048UXN	0048UXN	UPHOLSTERY, DRIVER SEAT, COLOR Drivers Seat, Graphite
216	BODY FEATURES	0048UZN	0048UZN	ROOF HATCH, FRONT {Specialty Hybrid Adv H1975-025-191-0F} Emergency Exit with Outside Release, Alarm, English Decals
217	BODY FEATURES	0048UZX	0048UZX	HAND RAIL, ENTRANCE DOOR, AFT Dual Height Stainless Steel, Upper Rail 1.25" OD 28" Above Floor, Lower Rail 1" OD
218	BODY FEATURES	0048UZY	0048UZY	HAND RAIL, ENTRANCE DOOR, FWD Dual Height Stainless Steel, Upper Rail 1.25" OD 28" Above Floor, Lower Rail 1" OD
219	BODY FEATURES	0048VVR	0048VVR	STEP TREADS {Koroseal} Pebble White Nosing Only, with Non-Metal Backing, used with Formed Treaded Steps

220	BODY FEATURES	0049AAZ	0049AAZ	SWITCH, INTERRUPT CROSS GATE Single Cycle; with Auto Reset, Located In Driver Compartment
221	BODY FEATURES	0049AMT	0049AMT	CIRCUIT, PROTECTION Breakers, Manual Reset in Lieu of Fuses
222	BODY FEATURES	0049AMY	0049AMY	SWITCH, REAR DOOR BUZZER for Emergency Door
223	BODY FEATURES	0049ARZ	0049ARZ	ALARM, BACKING {Ecco #SA-901} 82-107 dB, Self-Adjusting 5 dB Above Ambient Noise Level
224	BODY FEATURES	0049AUM	0049AUM	SWITCH, MASTER FLASHER Omit Master Flasher Switch, 8-Lamp System
225	BODY FEATURES	0049AUS	0049AUS	SWITCH, INTERRUPT WARN LIGHT Momentary Cancel for Flasher System, Push & Hold Switch to Activate Cancel
226	BODY FEATURES	0049AWV	0049AWV	SPEAKERS AND WIRING (8) Flush Mounted In Light Bar
227	BODY FEATURES	0049BCM	0049BCM	FLASHER SYSTEM (8) Warning Lights, 8-Lamp System, Electronic Relay Flasher, Sequential Operation, Red Lights Activate after Ambers Lights with Door Open
228	BODY FEATURES	0049BCR	0049BCR	LIGHT, EXTERIOR, CHECK Automatically Activates Lights for Pre Trip Inspection
229	BODY FEATURES	0049BKN	0049BKN	SWITCH, WARNING LIGHTS Starter Switch, Located In Switch Panel, for Any 8-Lamp System, Rocker Switch with Yellow Actuator
230	BODY FEATURES	0049BLL	0049BLL	WIRING, VIDEO SYSTEM Power and Ground Connection Only; Connection in Flasher Plate Area with 20 Amp Fuse Protection
231	BODY FEATURES	0049BSK	0049BSK	SWITCH, DOME LIGHT, REAR Separate, for Rear Row Dome Lights
232	BODY FEATURES	0049BYT	0049BYT	LIGHTS, STOP (2) {Sound Off/OptiLuxx} and Tail; 7" Round LED, Red
233	BODY FEATURES	0049BYZ	0049BYZ	LIGHTS, DIRECTIONAL, REAR (2) {Sound Off/OptiLuxx} LED, 7" Round Amber
234	BODY FEATURES	0049BZG	0049BZG	LIGHTS, BACK UP (2) {Sound Off/OptiLuxx} LED, 7" Round Clear
235	BODY FEATURES	0049CKT	0049CKT	FUEL FILLER PIPE Low Profile Neck Cap and Vent Hosing, for Use with Right Side Fill for Between the Rail Fuel Tanks, for Above the Floor Fuel Fill, for 25 GPM Fill Rate Only
236	BODY FEATURES	0049DAG	0049DAG	LIGHT, INDIC, WARNING LIGHTS LED Type; Red and Amber
237	BODY FEATURES	0049DBR	0049DBR	HOOD, WARNING LAMP (4) Black, 8-Lamp System, One Hood Above Two Lights
238	BODY FEATURES	0049EGC	0049EGC	MIRROR, INSIDE 6" x 30", Clear Safety Glass, Metal Back, Round Corners
239	BODY FEATURES	0049EGN	0049EGN	MIRROR, CROSS VIEW, EXTERIOR (2) {Rosco Mini Hawk-Eye} Heated, Stainless Steel
240	BODY FEATURES	0049EKT	0049EKT	STOP ARM, FRONT Electric, Metal Blade, 18" Octagon, Double Sided, 1/2" White Border, Hi Intensity Grade, Strobing LED Lights
241	BODY FEATURES	0049ENK	0049ENK	VISOR, INTERIOR, LEFT FRONT 6" x 30", Transparent, For Left Windshield
242	BODY FEATURES	0049ERT	0049ERT	LIGHT, RED, EMERG EXIT, REAR 3" Inside, Over Rear Door, LED, Connected to Clearance Lights
243	BODY FEATURES	0049ESC	0049ESC	LIGHTS, DOME, DRIVER (1) LED, Rectangular, Mounted in Light Bar in Ceiling, with Separate Switch
244	BODY FEATURES	0049ETD	0049ETD	KIT, FIRST AID No. 907, 16 UNIT, Wisconsin

245	BODY FEATURES	0049EVL	0049EVL	SWITCH, NOISE SUPPRESSION Actuator Legend States, "NOISE SUPP ", for Separate Solenoid, with Red Switch in Panel
246	BODY FEATURES	0049EWM	0049EWM	LIGHT, STROBE ECCO 6550C, Double Flash, 4.9" High
247	BODY FEATURES	0049EXL	0049EXL	MIRROR, REAR VIEW, EXTERIOR {Rosco Open-View} Stainless Steel, Motorized Head, Heated, Non-Detent
248	BODY FEATURES	0049GCH	0049GCH	LOCATION, FIRST AID KIT Right Side Front Bulkhead with Screws
249	BODY FEATURES	0049GDB	0049GDB	LATCH, DOOR BULKHEAD Lever Latch, for Bulkhead Mounted Safety Compartment or Destination Sign Access Doors
250	BODY FEATURES	0049GDD	0049GDD	DOOR, REAR BULKHEAD For Access to Rear Bulkhead
251	BODY FEATURES	0049GDG	0049GDG	PADDING COMPART ABOVE DRIVER Window; Safety Equipment Compartment, with Cutout for Dome Light
252	BODY FEATURES	0049GDS	0049GDS	COMPARTMENT ABOVE DRIVER Left of the Driver
253	BODY FEATURES	0049GED	0049GED	SAFETY TRIANGLES Warning Reflectors, Mounted on Floor Between Driver Seat and Drivers Crash Barrier/Stanchion/Partition
254	BODY FEATURES	0049GHN	0049GHN	REFLECTORS, REAR (2) 3", Red, Adhesive Back
255	BODY FEATURES	0049GHR	0049GHR	REFLECTORS, SIDE, REAR (2) 3", Red, Adhesive Back
256	BODY FEATURES	0049GHV	0049GHV	REFLECTORS, SIDE, FRONT (2) 3", Amber; Adhesive Back, 1 Aft Drivers Window Left, 1 Aft Entrance Door Right
257	BODY FEATURES	0049GHX	0049GHX	REFLECTORS, SIDE, INTERMEDIATE (2) 3" Amber, 1 Each Side, Below The Third Rub Rail From the Top, Adhesive Back
258	BODY FEATURES	0049GKZ	0049GKZ	FUEL FILLER DOOR with Non-Locking Latch
259	BODY FEATURES	0049GUB	0049GUB	CUTTER, SEAT BELT {TIE TECH Safecut} for Cutting Seat Belts
260	BODY FEATURES	0049GUG	0049GUG	CERTIFICATE HOLDER (2) 9 3/8" x 6"; with Transparent Cover
261	BODY FEATURES	0049GUK	0049GUK	FENDERS, RUBBER, REAR (2)
262	BODY FEATURES	0049GUM	0049GUM	INSPECTION PLATE Fuel Sending Unit 8" x 8" Steel
263	BODY FEATURES	0049GUY	0049GUY	MUD FLAPS, REAR WHEELS (2) Anti-Spray, Anti-Sail
264	BODY FEATURES	0049GVN	0049GVN	WARRANTY 5-Year, Limited
265	BODY FEATURES	0049JAC	0049JAC	DEF FILLER DOOR with Non-Locking Latch
266	BODY FEATURES	0049JBS	0049JBS	LIGHTS, CLUSTER {Sound Off/OptiLuxx} Oval, 4 Internal LEDs per Light; Amber Front and Red Rear
267	BODY FEATURES	0049JBU	0049JBU	LIGHT, ENTRY DOOR {Sound Off/OptiLuxx} LED; 4" Oval; Light Mounted in Skirt Behind Entrance Door, Wired To Step Light
268	BODY FEATURES	0049JBV	0049JBV	LIGHT, LICENSE PLATE {Sound Off/OptiLuxx} LED, with Mounting Gasket
269	BODY FEATURES	0049JBW	0049JBW	LIGHT, STEP {Sound Off/OptiLuxx} 4" Round LED, White, Wired to Clearance Lights, Operated by Entrance Door
270	BODY FEATURES	0049JED	0049JED	LIGHTS, MARKER, FRONT & REAR LED, Flush Mount, Amber Front and Red Rear

271	BODY FEATURES	0049JER	0049JER	LIGHTS, DOME LED, Rectangular Recessed Type, Stagger Mounted, for 34'02", 34'11", 35'08" Body Lengths
272	BODY FEATURES	0049JEY	0049JEY	LOCATION, BODY FLUID KIT on Bulkhead
273	BODY FEATURES	0049JGB	0049JGB	COMPARTMENT, OVER WINDSHIELD Centered, with Single Piece Panel and Door
274	BODY FEATURES	0049JGE	0049JGE	CUTTER, SEAT BELT, LOCATION Mounted on Panel Left of Driver
275	BODY FEATURES	0049JGJ	0049JGJ	FIRE EXTINGUISHER 5 lb 3A-40BC Minimum, with Flexible Hose and Metal Nozzle
276	BODY FEATURES	0049JGN	0049JGN	FIRE EXTINGUISHER, FRONT LOC Located Behind Driver Seat
277	BODY FEATURES	0049JGW	0049JGW	KIT, BODY FLUID National Standard, Poly White Box
278	BODY FEATURES	0049MRP	0049MRP	EXTRA WIRING Accessory Power Connection in Electrical Panel; Four Positions Fused at 20 Amps Each
279	BODY FEATURES	0049MZX	0049MZX	LATCH, COMPARTMENT Non Locking, for Overhead Storage Compartment
280	BODY FEATURES	0049NGJ	0049NGJ	LIGHTS, WARNING (8) {Sound Off/OptiLuxx} (4) 7" Round Red Strobing LED and (4) 7" Round Amber Strobing LED, 2 Front, 2 Rear Each Color
281	BODY FEATURES	0049PSY	0049PSY	LIGHTS, DIRECTIONAL, SIDE {Sound Off/OptiLuxx} (2) Slim-Line LED Armored, Amber, (1) Each Side First Section Aft Entrance Door
282	BODY PLANS	0049UCG	0049UCG	STATE OF OPERATION Wisconsin
283	BODY FEATURES	0049ZNG	0049ZNG	LIGHTS, STOP & TAIL ADDITIONAL (2) {Sound Off/OptiLuxx} 4" Round LED, Red, with Flange
284	BODY FEATURES	0049ZNN	0049ZNN	LIGHTS, MARKER, SIDE, INTERMED LED, Amber, Flush Mount, Intermediate, Centered, Required for Units 30 Foot or Longer
285	BODY PLANS	0049001	0049001	BODY PLAN, APPROVED VARIATION Number 001
286	BODY PLANS	0050ZAJ	0050ZAJ	BODY PLAN, NON-SPECIAL NEEDS for CE, 34' 02" Body Length, 72 Passenger, 276" WB, DM0022A000
287		0410STE	0410STE	*** ERROR GETTING DECSRIPTION: SQLCODE = +00100
288		0410STH	0410STH	*** ERROR GETTING DECSRIPTION: SQLCODE = +00100
289	SPEEDOMETER, TOOLS, MISC	0501038	0501038	SUBSTITUTE BILL OF MATERIAL Tri-Cities Manufacturing Frame Rails
290	BRAKES	0504532	0504532	BRAKE LININGS, FRONT {Meritor MA704} for Quadraulic Disc Brake
291	BRAKES	0504533	0504533	BRAKE LININGS, REAR {Meritor MA704} for Quadraulic Disc Brake
292	DRIVELINES	0506001	0506001	YOKE, TRANSMISSION OUTPUT
293	DRIVELINES	0506010	0506010	YOKE, REAR-REAR AXLE, INPUT or Single Rear Axle Input
294	DRIVELINES	0506100	0506100	DRIVELINE LABOR IDENTITY for Driveline Labor
295	DRIVELINES	0506102	0506102	CENTER BEARING, SECOND XMBR Mounted to Rear of Bracket
296	DRIVELINES	0506103	0506103	CENTER BEARING, THIRD XMBR Mounted to Rear of Bracket
297	DRIVELINES	0506110	0506110	CENTER BEARING MTG. PARTS
298	DRIVELINES	0506111	0506111	CENTER BEARING, FIRST XMBR Mounted to Front of Bracket

Quote Confirmation

ERIC NELSON,

Thanks for choosing CDW. Review the details of Quote # 6B105NM and complete your purchase.

This proposal is subject to final CDW credit approval. Payment terms and conditions will be finalized in connection with such credit approval.

Quote #	Created	Account #	Quote Reference#
6B105NM	08/18/2026	8014445	20260818

Pricing and Availability Notice -
Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

Product Details

	ITEM	PRICE	QTY	ITEM TOTAL
	GOGUARDIAN F/TCHRS LIC 1-499 1Y MFG # GG-TCR1Y-000001 CDW # 4159244		900	**$7,875.00**
			Subtotal	$7,875.00
			Product Total	**$7,875.00**

Delivery Details

Delivery Address
O.H. SCHULTZ ELEMENTARY SCHOOL,
ERIC NELSON
510 Woodlawn Dr , Mishicot, WI 54228-9402

Delivery Method
Electronic Drop Ship

Billing Details

Billing Address
SCHOOL DISTRICT OF MISHICOT
ACCOUNTS PAYABL
PO BOX 280
MISHICOT, WI 54228-0280
US

Payment Terms
NET 30 Days-Govt/Ed

Please remit payment to

CDW Government LLC
75 Remittance Dr Ste 1515
Chicago, IL 60675-1515

Need Help? Contact Your Account Manager
Max Jones
maxjone@cdwg.com

Help Center

About Us | Privacy Policy

Copyright © 2007 - 2026 CDW. All Rights Reserved.

Terms and Conditions

This order is subject to CDW's Terms and Conditions of Sales and Service Projects found here.

Jos. Schmitt Construction
Established 1899
2104 Union Ave., P.O. Box 1084, Sheboygan, WI 53082-1084
Tel 920.457.4426 Fax 920.457.9474

Pricing COMPLETE

Tuesday, July 14, 2026

To: Mishicot School District
Attn: Cory Erlandson
660 Washington Street
Mishicot, WI 54228

RE: Mishicot MS/HS Additions and Renovations
Change Request No. 1014

Description:

Added mobilization charge to Well's BP 3.2 scope. A third crane mobilization is now required due to Area F delays from unexpected relocation of existing electrical line. Two mobilizations were identified to be included in this Bid Package.

Approval - Initial **Notes:**

JSC Changes

JSC Subtotal	$ -
JSC OH&P	-
Total	**$ -**

Subcontractor Changes

BP 3.2 - Precast Concrete - Wells	$ 8,400.00
Subcontractor Subtotal	$ 8,400.00
JSC OH&P	105.00
Total	**8,505.00**

Subtotal Add	**$ 8,505**
TOTAL	$ 8,505

Approved:_____ Date:_____

Respectfully Submitted by,

Contingecy Change Draw	$ 8,505
Contract Change	
TOTAL	$ 8,505

Jake Schurr
Project Manager

Digitally signed by Ryan C. Sands
Date: 2026.07.17 10:09:19-05'00'

Bray Associates - Architects, Inc.

Operated Rental Quote

PO Box 50, Kaukauna, WI 54130-0050 p 920.766.0100 f 920.766.5323 i www.allcrane.com

Rental Quote

Prepared on Tuesday, June 23, 2026

for:

Craig Zutz
Wells Concrete Products Co
PO Box 656, Albany, MN 56307-0656
craig.zutz@wells.build
920.366.7594
920.663.5033

Job Site
Mishicot School District
660 Washington St, Mishicot, WI 54228-9551

by:

Kyle Schultz
Dawes Rigging & Crane Rental, Inc.
kyle.schultz@allcrane.com
920.279.3836

Equipment Rentals - New and Used Equipment Sales - Parts and Service

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

Operated Rental Quote

PO Box 50, Kaukauna, WI 54130-0050 p 920.766.0100 f 920.766.5323 i www.allcrane.com

Equipment Details	
Equipment:	215 Ton All Terrain Crane

Rental Details	
Rental Type:	Operated
Start Date:	Summer 2026
Est. Duration:	2 Days
Hook Ready:	7:00 am
Equipment Minimum:	8 hours/day
Labor Minimum:	8 hours/day

Lift Details	
Weight:	18,000 lb
Radius:	125 ft

Description of Work

Customer requesting crane to assist with erecting panels (20' tall)

Notes

Liebherr LTM1200-5.1 - TNZK (093403)
132.1' Telescopic Boom (T)
17.7' Hydraulically Adjustable Folding Jib (NZK) (22.5 offset)
Base: 100% Outriggers (29.2' x 27.2')
Counterweight: 158,800 lbs
125' Lift Radius (360)
Crane Capacity at 125' = 25,700 lbs

Prices Quoted

Equipment Hourly Rental Rate	$335.00
Fuel Surcharge ($33.50/hourly)	10%
Operating Labor Standard Time	$250.00
Operating Labor Overtime (before 7:00 AM, between 12:00 PM and 12:30 PM, after 3:30 PM, Saturdays)	$370.00
Operating Labor Double Time (Sundays & Holidays)	$410.00
Freight-In Charge (Superstructure Freight-In)	$500.00
Freight-Out Charge (Superstructure Freight-Out)	$500.00
Regular Time Assembly (flat rate)	$1,800.00
Regular Time Disassembly (flat rate)	$1,800.00
Counterweight Roundtrip Freight (Port-Port)	$3,800.00

Equipment Rentals - New and Used Equipment Sales - Parts and Service

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

PO Box 50, Kaukauna, WI 54130-0050 p 920.766.0100 f 920.766.5323 i www.allcrane.com

Customer Responsibilities and Obligations

This Quote is based upon information (including weight, radius, and jobsite conditions) supplied by Customer and is made subject to equipment availability and credit approval. Ground bearing pressure available upon request.

Payment terms are NET 30. No retainage is permitted.

Unless otherwise specified herein, for equipment that does not require assembly/disassembly, rent is charged port to port. For equipment that requires assembly/disassembly, rent begins when assembly begins and ends when disassembly is complete.

This Quote is conditioned upon Customer signing our form of Equipment Rental Agreement. If this Quote is submitted in response to a request for bid, request for quote, or other solicitation, submission of a Quote does not constitute our acceptance of, or agreement to sign, any bid conditions, contract forms, or other terms and conditions included in the bid package, notwithstanding any contrary language in the request.

Any estimated contract price provided is for reference only, is not a not-to-exceed or lump-sum price, and is not all encompassing of applicable taxes and fees. Extended rental term, changes to schedule or hours, or changes to equipment specifications will adjust the estimated price.

Customer is responsible for providing rigging and qualified signal person(s) and rigger(s) in accordance with applicable OSHA regulations.

Customer is required to observe minimum clearances and follow safety procedures with respect to use of the equipment near or around power lines in accordance with OSHA.

Customer is responsible for ensuring that we have sufficient access to and from the jobsite and an adequate area for delivery, pick-up, assembly and disassembly (as applicable).

Customer is required to request and obtain all information relating to equipment ground bearing pressure, inspect and prepare jobsite conditions in accordance with OSHA regulations, and provide firm, level and stable area(s) upon which the equipment and any assist crane will be assembled/disassembled (if applicable) and operated to support equipment and load weight. Customer is required to determine and disclose to us the existence of any buried utility lines, tunnels, bridges, vaults, or any other underground or hidden conditions on the jobsite.

We are not responsible for damage to the site resulting from delivery/pick-up, assembly/disassembly, or operation of equipment, including but not limited to damage to pavement, sidewalks, landscaping, ground conditions, and underground structures.

Customer is responsible for any required crowd and/or traffic control measures, street permits, barricades, re-routing of traffic, flagmen, utilities control, lightning protection, compliance with FAA laws and regulations, including any boom flagging, lighting, and/or notice requirements, and for procuring at its own expense all necessary permits and clearances required in connection with the foregoing.

Customer is required to arrange and pay the cost of any special inspections or certifications with respect to the equipment, and any required training, orientation, and/or testing of our employees, required for the jobsite.

It is Customer's responsibility to provide an onsite foreman/supervisor to supervise and control any and all Customer-provided laborers (including but not limited to an assist crane crew, rigger, signal person, and labor to assist with assembly/disassembly). Such personnel are not borrowed servants or otherwise under our supervision or control.

Customer is required to notify us before the rental begins if we are required to submit certified payroll forms and/or if the project requires OCIP/CCIP participation.

We are not responsible for any delays caused by events or circumstances beyond our control, including but not limited to acts of God, weather conditions, strikes/lockouts, unsuitable site conditions, or any delay caused by others at the jobsite. In the event our work is delayed or suspended through no fault of our own, Customer will be responsible for equipment rent and additional labor expenses.

If Customer fails to provide sufficient notice of cancellation or re-scheduling, Customer will be charged at our quoted rates for all expenses we have incurred, including but not limited to freight, fuel, mobilization, equipment rent, permits, and the operating crew (if applicable).

Customer must provide 5 days prior notice (14 days prior notice for crawler crane and tower crane rentals) of the date that the equipment will be available for disassembly and removal from the project site. Failure to provide this required advance notice may delay the off-rent date, disassembly, and/or removal of the equipment.

The attached Equipment Rental Agreement Terms and Conditions shall be deemed accepted by Customer in their entirety unless Customer provides written notice to Lessor of any objection within three (3) business days of the date of this Quote but no later than the business day before Lessor's delivery of the Equipment if earlier. Failure to communicate in writing any objection to Lessor and/or acceptance of the Equipment by Customer or its representative shall constitute Customer's performance under and acceptance of the Equipment Rental Agreement Terms and Conditions for the Equipment rental referenced herein.

Equipment Rental Agreement Terms and Conditions

In consideration of the mutual covenants below, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Lessor and

Equipment Rentals - New and Used Equipment Sales - Parts and Service

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

Customer agree as follows:

SCOPE OF LESSOR'S WORK: The scope of Lessor's work is and shall be strictly limited to renting to Customer the equipment described in this Agreement ("Equipment") and providing to Customer personnel to operate and maintain the Equipment (collectively "Lessor's Work"). Lessor's quote is incorporated herein by reference. All rates and hours billed to Customer are subject to and shall be calculated and applied in accordance with the governing labor collective bargaining agreement with Lessor's personnel, as applicable. Customer acknowledges and agrees that the Equipment and operating crew are under Customer's exclusive direction, jurisdiction, supervision and control. Customer shall retain at all times the right to reject or terminate the operating crew and/or other assigned labor. The payments made by Customer shall include the operating crew's (and other labor's) wages even though such wages may be disbursed by Lessor. In the event the Equipment requires repair for any reason, Lessor shall (at its option) repair or suitably replace the Equipment, or any defective part thereof, within a commercially reasonable time. Customer hereby waives all claims and backcharges against Lessor for any reason, including damage or delay by reason of any shutdown or failure of the Equipment. **EXCEPT AS OTHERWISE PROVIDED HEREIN, LESSOR MAKES NO WARRANTY OR GUARANTY, EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR USE, PURPOSE, DESIGN, OR OTHERWISE, WHICH ARE HEREBY DISCLAIMED.** Customer shall be responsible for any repairs to or replacements of the Equipment caused by Customer, its contractors, subcontractors, and their respective employees, agents and/or representatives ("Customer Group") and/or damage or vandalism incurred while the Equipment is left onsite during after-hours, weekends, or any time the Equipment is not within Lessor's exclusive care, custody and control.

CUSTOMER'S RESPONSIBILITIES: Customer acknowledges and agrees that it has sole responsibility and liability for: **(1)** fully and timely complying with all applicable laws, statutes, codes, ordinances, rules, and regulations, and industry standards, including those promulgated by the Occupational Safety & Heath Administration, 29 CFR Subpart CC Cranes and Derricks in Construction Sections 1926.1400-1926.1442 ("OSHA"), the American National Standards Institute ("ANSI") and the American Society of Mechanical Engineers ("ASME") specifically including but not limited to ASME B30.5 (as amended) (collectively "Laws"); **(2)** making payments to Lessor when due in accordance with the terms of Lessor's invoice, without set off, deduction or retention; **(3)** selecting the type and capacity of the Equipment required by Customer for the project; **(4)** inspecting and preparing (at its own expense) the project site, including ground, soil, topography, and paved areas, as necessary to provide a firm, drained, and level area sufficient in size and compaction to support the Equipment under load conditions; **(5)** determining the existence of any buried utility lines, tunnels, bridges, vaults, tanks, or any other underground or hidden hazards or conditions on the project site, and disclosing such conditions to Lessor; **(6)** ensuring that Lessor has access to the project site and a safe and sufficient area for delivery and temporary storage of Equipment component parts and any assist crane; **(7)** observing minimum clearances and following safety procedures with respect to use of the Equipment near or around power lines as required by applicable Laws and protecting the Equipment and all persons in and around the Equipment from the danger of power lines; **(8)** arranging and paying the cost of any special Equipment inspections or certifications required for the project, as well as any required project-specific orientation and/or testing of Lessor's employees; **(9)** procuring, paying the cost of, and complying with all project permits and clearances required for the Equipment, including but not limited to any traffic control measures, street permits, barricades, re-routing of traffic, and/or flagmen; **(10)** complying with all Federal Aviation Administration ("FAA") laws and regulations, including without limitation, procuring any required FAA permits, complying with any boom flagging and/or lighting requirements, and any notice requirements related thereto; **(11)** using the Equipment in accordance with the manufacturer's instructions and specifications, including without limitation, rated load capacities; **(12)** confirming the adequacy, design and strength of any lifting lug or device embedded in or attached to any object being lifted, as well as determining the proper load weight, distribution and method of attachment; **(13)** ensuring that Customer Group has the required personal protective equipment and fall protection required to perform their work; **(14)** designing, engineering (if necessary as determined by Customer), directing and implementing lift plans; **(15)** providing site supervision in accordance with the requirements in applicable Laws; **(16)** exercising complete supervision and control over Customer Group, including control over the manner and means of their performance of work; Customer hereby agreeing that such personnel are not borrowed servants of Lessor or otherwise under Lessor's supervision and control; **(17)** providing a competent, qualified and experienced signal person in accordance with applicable Laws who shall direct the operations of the Equipment and provide accurate, timely and complete instructions and signals to the Equipment operator; **(18)** providing rigging, including any specialized rigging required (as determined by Customer), ensuring the adequacy of design and strength of such rigging, and assuming responsibility for any defects in such rigging whether property of Customer or otherwise; **(19)** providing qualified riggers in accordance with applicable Laws; **(20)** independently determining and/or verifying the weight of every load to be lifted without reliance on the Equipment's load measuring device if so equipped, acknowledging that Lessor has made no warranties or representations whatsoever with respect to such device; **(21)** providing accurate load weights to the Equipment operator; and **(22)** providing overall jobsite safety for Lessor and any other persons involved in or working adjacent to Lessor's Work. Lessor shall not be liable or responsible for, and Customer shall indemnify, defend and hold Lessor and its affiliates harmless from and against, any loss, injury, damage or delay resulting from Customer's failure to adequately or timely perform Customer's responsibilities outlined herein.

INDEMNIFICATION: To the fullest extent permitted by law, Customer shall indemnify, defend and hold harmless Lessor and its affiliated companies, and their

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

respective directors, officers, managers, employees, agents, successors and assigns ("Lessor Group") from and against any and all loss, damage, cost (including cost of accident investigation), expense, penalty, violation, fine, lien, award or judgment, including attorney's fees and court costs, arising out of or related to any claim, demand, suit, legal action or proceeding of any nature, including without limitation personal injury and/or property damage (including to the Equipment) (collectively a "Claim") made upon or against the Lessor Group, or any of them, and caused by, or otherwise arises under or is related, directly or indirectly, to (A) any act or omission of Customer Group, (B) any violation of any law by Customer Group and/or (C) Customer's failure to observe and perform its obligations under this Agreement. If the indemnity obligations contained herein are not enforceable under applicable law, then, but only in such event, this Section shall be modified, read, construed and enforced to the fullest extent permitted by law to provide maximum indemnification to Lessor Group and any obligation that is enforceable shall remain in full force and effect and be binding on Customer. Customer's indemnity obligations hereunder shall be in addition to any other rights available to any member of the Lessor Group and shall not be limited in any manner by any limitation on the amount or type of damages, compensation or benefits paid or payable by or for Customer under the applicable worker's compensation laws, constitutions, or any applicable employee benefit acts, disability benefit acts, or industrial insurance acts; and to the extent necessary to give full effect to Customer's indemnity obligations, Customer expressly waives all immunity and limitation of liability under any such laws, constitutions or acts. Customer's obligations contained herein are independent from, and not limited in any manner by, Customer's insurance obligations set forth in this Agreement. The provisions of this Section shall survive the termination of this Agreement.

INSURANCE: Customer shall procure and maintain primary, non-contributory (A) commercial general liability insurance on an occurrence basis, including bodily injury and property damage coverage with minimum limits of $1,000,000 per occurrence and $2,000,000 in the aggregate; (B) worker's compensation and employer's liability insurance, with limits of at least the statutory minimum or $1,000,000, whichever is greater; and (C) excess/umbrella non-contributory insurance in the amount of at least $5,000,000. Such policies and insurance certificates shall name "LESSOR AND ITS AFFILIATES" as Additional Insureds (using ISO Forms CG 20 10 10 01, CG 20 37 10 01, CG 20 28 07 04, and CG 20 34 03 97). Customer hereby agrees to waive, on behalf of itself and its insurers, any and all right of subrogation which may accrue to it or its insurers of such policies. This shall include, but not be limited to, rights of subrogation and lien rights arising from worker's compensation/employer's liability policies or other employee benefit programs or acts. To the fullest extent permitted by law, the insurance afforded to the Additional Insureds shall be as broad as the insurance afforded to the named insured(s). In the event Customer maintains insurance with limits greater than the minimum limits specified herein, the insurance afforded to the Additional Insureds shall include the full limits provided by the policies maintained by Customer and this Agreement shall be deemed to require such full limits. Indemnification obligations by Customer under this Agreement are in addition to, and not an alternative, to the insurance coverage required herein, and Customer's maintenance of any such insurance coverage shall not operate to waive any such indemnification obligations.

FORCE MAJEURE; DELAYS; LIMITATION OF LIABILITY: In no event shall Lessor be liable or responsible for damage to any site conditions, including but not limited to underground structures or utilities, asphalt, concrete, sod, landscaping or any other condition which may become damaged as a result of Lessor's Work and/or the Equipment, and Customer assumes responsibility for any such damage. In the event Lessor's Work is delayed or suspended through no fault of its own, Customer shall remain liable for Equipment rental charges if Customer requires the Equipment to remain on the project site throughout the period of any delay or suspension. Otherwise, if Customer postpones or reschedules Lessor's Work, Customer shall be and remain liable for all additional mobilization and demobilization expenses. Lessor shall not be responsible or liable for any delays or its failure to perform the terms and conditions of this Agreement if such delay or failure is caused by events or circumstances beyond its control, including without limitation, acts of God, fire, catastrophe, weather conditions, strikes, lockouts, labor disputes, labor shortages, unavailability of parts, war, riots, civil commotion, confiscation or governmental action. Additionally, in no event shall Lessor be liable or responsible for any other delays, work stoppages, loss of use of Equipment, lost time, lost profits, inconvenience, or any indirect, incidental, special, liquidated, punitive, or consequential damages or losses arising out of or related to this Agreement and Lessor's performance of the terms and conditions hereof.

FROST LAW: In the event the imposition of any government frost law restrictions affect Lessor's ability to transport its Equipment, unless such transport is prohibited by such restrictions, Customer shall pay Lessor for any and all additional costs resulting from an amended freight plan. In addition, rent and other charges shall continue to accrue during the frost law restrictions.

DEFAULT; NO WAIVER; GOVERNING LAW; NO WAIVER OF LIEN RIGHTS: Time is of the essence with respect to Customer's performance of its obligation hereunder. Should Customer default under the terms and conditions of this Agreement, Lessor shall have the right, at its option and without notice, to terminate the Equipment rental, to remove the Equipment from the project site, and/or to exercise any and all other rights and/or remedies available at law or in equity. All rights and remedies are cumulative. Customer shall reimburse Lessor for all costs and expenses incurred by Lessor in connection with the enforcement of the terms and conditions of this Agreement, including costs of collection and reasonable attorney's fees. Any forbearance or other delay on the part of Lessor to exercise any of its rights and remedies available under this Agreement shall not constitute a waiver by Lessor to require Customer's strict compliance with this Agreement in the event of any subsequent breach. This Agreement shall be governed and construed in accordance with the laws of the State of where the

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

PO Box 50, Kaukauna, WI 54130-0050 p 920.766.0100 f 920.766.5323 i www.allcrane.com

project is located. Customer agrees that exclusive jurisdiction to bring and maintain any action or proceeding arising out of or related to this Agreement shall be brought in the county of the state, or in the federal district court, where the project is located. The validity and enforceability of any and all lien waivers, releases, claim waiver, or any similar document provided by Lessor, if any, are conditioned upon Lessor's receipt of collected funds from Customer with respect to the payment at issue, and all claim waivers, releases or any similar document signed by Lessor shall be limited to waiving and releasing Lessor's claim(s) for payment only notwithstanding contrary or inconsistent terms contained in such waiver or release.

EFFECT OF AGREEMENT; ACCEPTANCE: Lessor and Customer acknowledge and agree that the terms and conditions contained in this Agreement shall exclusively govern Lessor's Work and shall supersede any contract, purchase order, or other document issued by Customer, and any such Customer document is hereby rejected by Lessor and shall have no binding effect, regardless of whether such document (A) was provided to Lessor prior to Lessor's commencement of Lessor's Work; (B) provides that the terms contained therein shall supersede or otherwise prevail over the provisions contained in any document offered by Lessor; (C) provides that Customer rejects or otherwise disavows any terms not contained within said document; (D) provides that performance on the part of Lessor constitutes acceptance of the terms contained in said document; and/or (E) states that the parties' entire agreement and understanding has been incorporated and integrated into said document. This Agreement constitutes an offer by Lessor and acceptance is strictly limited to the terms herein without modification or amendment. In the event this Agreement has been tendered to Customer for execution, but has not been signed by Customer or its representative, acceptance of the Equipment by Customer or its representative or allowing Lessor to begin or continue performing Lessor's Work shall constitute Customer's performance under, and acceptance of these terms and conditions. These terms and conditions shall govern the Equipment rental and Lessor's Work regardless of whether or not they were provided to and/or accepted by Customer at the inception of the rental and/or whether or not they were presented to Customer once during the rental or otherwise on a daily or other periodic basis. These terms and conditions shall remain in effect for one (1) year from the date of Customer's acceptance and shall govern all of Lessor's Work during such term unless otherwise excepted in writing by Lessor by an authorized representative. No prior course of dealing between the parties, and no usage of trade, shall be relevant to supplement or explain any term contained in this Agreement. Captions are inserted for convenience only and shall not become a part of this Agreement.

EEO COMPLIANCE: Lessor is an equal opportunity employer and, when applicable, a federal subcontractor. Lessor and Customer agree, as applicable and unless exempt, to abide by the following requirements which are incorporated herein by reference: 41 CFR 60-1.4(a); 41 CFR 60-1.40; 41 CFR 60-300.5(a); 41 CFR 60-741.5(a); 41 CFR 60-1.7; 41 CFR 61-300.10; 41 CFR 61-300.104; Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A); Executive Order 11246; Executive Order 13672; the Americans with Disabilities Act; Fair Labor Standards Act of 1938; the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; all amendments to the foregoing, as well as their respective implementing regulations.

AUTHORITY TO SIGN. THE PERSON SIGNING BELOW ON BEHALF OF CUSTOMER HEREBY REPRESENTS AND WARRANTS THAT S/HE IS SIGNING WITH FULL AND COMPLETE AUTHORITY TO BIND CUSTOMER TO THE TERMS AND CONDITIONS CONTAINED WITHIN THIS QUOTE.

Authorizing Customer Signature: _____

Name / Title: _____

Date: _____

Equipment Rentals - New and Used Equipment Sales - Parts and Service

Copyright 2026 Dawes Rigging & Crane Rental, Inc., an Equal Opportunity Employer

Jake Schurr

From: Craig Zutz <craig.zutz@wells.build>
Sent: Tuesday, June 23, 2026 10:17 AM
To: Jake Schurr; Mark Haese
Subject: RE: Wells Concrete - Mishicot High School - 215 Ton All Terrain Crane Operated Rental Quote

That's correct

Craig Zutz
Senior Field Superintendent
D: 920.663.5033 // M: 920.366.7594 // craig.zutz@wells.build
111 North Jackson St // Valders, WI 54245
GET INSPIRED AT **WELLS.BUILD**

IMPORTANT: Please update your records. Our emails have changed to **@wells.build**

Stay connected with Wells. Sign up for our newsletter.

From: Jake Schurr <jschurr@jschmitt.cc>
Sent: Tuesday, June 23, 2026 10:12 AM
To: Craig Zutz <craig.zutz@wells.build>; Mark Haese <mhaese@jschmitt.cc>
Cc: Jake Schurr <jschurr@jschmitt.cc>
Subject: RE: Wells Concrete - Mishicot High School - 215 Ton All Terrain Crane Operated Rental Quote

Craig,

Am I reading this correctly, in that the bottom (5) line items on page 2 - totaling $8,400, would be added cost due to an unanticipated 3rd mobilzation? And all fuel, equipment rental and operating costs in the top (5) line items on page 2 would be covered by you under your current contract?

Jake Schurr
Senior Project Manager
Jos. Schmitt Construction Co., Inc.
Mobile: 920-946-0994
Office: 920-694-3615
jschurr@jschmitt.cc

From: Craig Zutz <craig.zutz@wells.build>
Sent: Tuesday, June 23, 2026 10:04 AM
To: Mark Haese <mhaese@jschmitt.cc>; Jake Schurr <jschurr@jschmitt.cc>
Subject: FW: Wells Concrete - Mishicot High School - 215 Ton All Terrain Crane Operated Rental Quote

Jake,

Attached is the additional mob charge to erect the panels at Mishicot School

Craig Zutz
Senior Field Superintendent
D: 920.663.5033 // M: 920.366.7594 // craig.zutz@wells.build
111 North Jackson St // Valders, WI 54245
GET INSPIRED AT **WELLS.BUILD**

IMPORTANT: Please update your records. Our emails have changed to **@wells.build**

Stay connected with Wells. Sign up for our newsletter.

From: Kyle Schultz <kyle.schultz@allcrane.com>
Sent: Tuesday, June 23, 2026 10:00 AM
To: Craig Zutz <craig.zutz@wells.build>
Subject: Wells Concrete - Mishicot High School - 215 Ton All Terrain Crane Operated Rental Quote

EXTERNAL EMAIL: Please exercise caution before clicking links, downloading attachments, or sharing sensitive information.

Good morning Craig,

Your quote is attached. Please review and let me know if you would like to proceed with the order.

Best regards,
Kyle Schultz | *Sales Representative*
Dawes Rigging & Crane Rental, Inc. | DST, Inc.
ALL Family of Companies
2401 Hyland Ave | Kaukauna, WI 54130
Office: (920) 766-0100 | Direct: (920) 243-7850 | Cell: (920) 279-3836
www.allcrane.com | Facebook | LinkedIn | Instagram

Kyle, please provide a quote to supply crane to erect walls at Mishicot HS. My panel weight is 18k. The radius will be 125’.

We have 1 day of erecting so I’ll need the crane pick ready at 7am.

The schedule is TBD . We are waiting for the power company to install new lines

To help protect your privacy, Microsoft Office prevented automatic download of this picture from the Internet.

IMPORTANT: Please update your records. Our emails have changed to **@wells.build**

To help protect your privacy, Microsoft Office prevented automatic download of this picture from the Internet.

This e-mail message file(s) and information (e-mail message) is confidential and intended solely for the use of the intended designated addressee(s). If the reader of this e-mail message is not an intended recipient or an agent responsible for delivering the e-mail message to an intended recipient: 1) you are hereby notified that you have received this e-mail message in error; 2) please notify the system manager or notify the sender immediately by reply e-mail, and permanently delete this e-mail message; and 3) any form of a use, transmission, or reliance upon the information part of this e-mail message is strictly prohibited, and may be subject to penalties under the Electronic Communications

This e-mail message file(s) and information (e-mail message) is confidential and intended solely for the use of the intended designated addressee(s). If the reader of this e-mail message is not an intended recipient or an agent responsible for delivering the e-mail message to an intended recipient: 1) you are hereby notified that you have received this e-mail message in error; 2) please notify the system manager or notify the sender immediately by reply e-mail, and permanently delete this e-mail message; and 3) any form of a use, transmission, or reliance upon the information part of this e-mail message is strictly prohibited, and may be subject to penalties under the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and other applicable laws

Jos. Schmitt Construction
Established 1899
2104 Union Ave., P.O. Box 1084, Sheboygan, WI 53082-1084
Tel 920.457.4426 Fax 920.457.9474

Pricing COMPLETE

Tuesday, July 14, 2026

To: Mishicot School District
Attn: Cory Erlandson
660 Washington Street
Mishicot, WI 54228

RE: Mishicot MS/HS Additions and Renovations
Change Request No. 1021

Description:
Project Supplement #6 Cost Changes.

Approval - Initial | ***Notes:***

JSC Changes

JSC Subtotal	$ -
JSC OH&P	-
Total	**$ -**

Subcontractor Changes

BP 26.0 - Hubbartt	$ 19,827.00

Subcontractor Subtotal	$ 19,827.00
JSC OH&P	247.84
Total	**20,074.84**

Subtotal Add	**$ 20,075**
TOTAL	$ 20,075

Approved:_____ Date:_____

Respectfully Submitted by,

Contingecy Change Draw	$ 20,075
Contract Change	
TOTAL	$ 20,075

Jake Schurr
Project Manager

Digitally signed by Ryan C. Sands
Date: 2026.08.05 11:45:10-05'00'

Bray Associates - Architects, Inc.

Hubbartt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220
sperry@hubbarttelectric.com
Phone: 920-686-1180
Fax: 920-686-1181
Cell: 920-973-5109

Joseph Schmitt Construction
2104 Union Ave.
Sheboygan, WI 53081

Date: 7/7/26
Quote: SP890-5

Change order request for Project Supplement #6 – Revised feeder for panelboard 2PAC at Mishicot High School in accordance with customer's request:

E1.1CP/E6.0:

- Credit (1) 1200-amp breaker included in contract.
- Furnish and install (1) 1000-amp enclosed circuit breaker adjacent to existing MSB.
- Relocate existing surge protective device.
- Relocate existing solar controller disconnect.
- Install conduit and wiring connections for 1000-amp enclosed breaker to MSB.
- Furnish and install (1) Square D tap kit for the existing MSB.

Feeder revisions:

- Credit 1200-amp feeder from MSB to panelboard 2PAC included in contract.
- Install conduit and wiring connections from new 1000-amp enclosed circuit breaker to 2PAC panelboard on roof.

Notes:

- Work done during normal business hours. (Allowance of 10 hrs. of premium time for shutdown of service for tap kit installation.)
- Coordinate service shut down time with WPS and job site.

PS6 add to contract---------$19,827.00

Thank you,
Hubbartt Electric Inc.

Shawn Perry,
Estimator/Project Manager

I accept the above proposal_____Date_____

▪ Industrial ▪ Commercial ▪ Residential ▪

Jos. Schmitt Construction
Established 1899
2104 Union Ave., P.O. Box 1084, Sheboygan, WI 53082-1084
Tel 920.457.4426 Fax 920.457.9474

Pricing COMPLETE

Tuesday, July 14, 2026

To: Mishicot School District
Attn: Cory Erlandson
660 Washington Street
Mishicot, WI 54228

RE: Mishicot MS/HS Additions and Renovations
Change Request No. 1022

Description:

Misc. Electrical Changes: 1) Credit for Electrical at "future" exterior South facing PAC Sign, 2) Repair costs to electrical lines/panels damaged during excavation (RFI #9) and 3) cost to temporarily feed light poles in South parking lot.

Approval - Initial ***Notes:***

JSC Changes

JSC Subtotal	$ -
JSC OH&P	-
Total	**$ -**

Subcontractor Changes

BP 26.0 - Hubbartt - Signage Credit	$ (429.00)
BP 26.0 - Hubbartt - RFI #9	$ 4,922.00
BP 26.0 - Hubbartt - Temp Lot Feed	$ 924.00

Subcontractor Subtotal	$ 5,417.00
JSC OH&P	67.71
Total	**5,484.71**

Subtotal Add	**$ 5,485**
TOTAL	$ 5,485

Approved:_____ Date:_____

Respectfully Submitted by,

Contingecy Change Draw	$ 5,485
Contract Change	
TOTAL	$ 5,485

Jake Schurr
Project Manager

Digitally signed by Ryan C. Sands
Date: 2026.07.29 14:29:48-05'00'
Bray Associates - Architects, Inc.

Hubbartt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220
sperry@hubbarttelectric.com
Phone: 920-686-1180
Fax: 920-686-1181
Cell: 920-973-5109

Joseph Schmitt Construction
2104 Union Ave.
Sheboygan, WI 53081

Date: 7/6/26
Quote: SP890-4

Change order request to eliminate (1) building sign connection at Mishicot High School in accordance with customer's request:

E1.1AL:

- Eliminate conduit and wiring connections to (1) building sign connection on south side of PAC.
- Connections originate from building sign at vestibule V-5. (approx.. 60')

Notes:

- Work done during normal business hours.

CO credit to original contract---------($429.00)

Thank you,
Hubbartt Electric Inc.

Shawn Perry,
Estimator/Project Manager

I accept the above proposal_____Date_____

▪ Industrial ▪ Commercial ▪ Residential ▪

Hubbartt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220
sperry@hubbarttelectric.com
Phone: 920-686-1180
Fax: 920-686-1181
Cell: 920-973-5109

Joseph Schmitt Construction
2104 Union Ave.
Sheboygan, WI 53081

Date: 7/6/26
Quote: SP890-2

Change order request for the repairs to (2) existing buried feeders at Mishicot High School in accordance with customer's request:

Panel 2A feeder repair:

- Hand dig around damaged conduit to expose extent of damage.
- Disconnect wiring from switch gear and subpanel on both ends of circuit
- Provide Meg-ohm testing and document results.
- Repair broken conduit.
- Re-terminate wiring and reenergize circuit.
- Provide voltage testing for proper operation of feeder.

Panel 2B feeder repair:

- Hand dig around damaged conduit to expose extent of damage.
- Disconnect wiring from switch gear and subpanel on both ends of circuit.
  - Determined main breaker feeding panel 2B was destroyed and removed from panel.
  - Provide main lugs to re-terminate feeder.
- Provide Meg-ohm testing and document results.
- Repair broken conduit.
- Re-terminate wiring and reenergize circuit.
- Provide voltage testing for proper operation of feeder.

Notes:

- Work done during normal business hours.
- Coordinate and assess testing results with project engineer.
- Scope of work determined by electrical engineer for project.

CO total---------$4,922.00

Thank you,
Hubbartt Electric Inc.

Shawn Perry,
Estimator/Project Manager

I accept the above proposal_____Date_____

▪ Industrial ▪ Commercial ▪ Residential ▪

Hubbartt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220
sperry@hubbarttelectric.com
Phone: 920-686-1180
Fax: 920-686-1181
Cell: 920-973-5109

Joseph Schmitt Construction
2104 Union Ave.
Sheboygan, WI 53081

Date: 7/6/26
Quote: SP890-3

Change order request for the electrical work to temporarily refeed parking lot poles near bus garage at Mishicot High School in accordance with customer's request:

- Provide temporary wiring and connections to refeed existing light poles during demolition process.
- School requested lighting to be operational while school was still in session and for security reasons.
- Disconnect temporary wiring when construction process allows.

Notes:

- Work done during normal business hours.

CO total---------$924.00

Thank you,
Hubbartt Electric Inc.

Shawn Perry,
Estimator/Project Manager

I accept the above proposal_____Date_____

▪ Industrial ▪ Commercial ▪ Residential ▪

SCHOOL DISTRICT OF MISHICOT

Policy Commitee Meeting

Policies in Review

46 policies

August 3, 2026

Table of Contents

po2464 Copy of PROGRAMS FOR GIFTED AND TALENTED STUDENTS (INVEST)

po5310.01 * Copy of EMERGENCY NURSING SERVICES

po5460 Copy of GRADUATION REQUIREMENTS

po5464 Copy of EARLY GRADUATION

po5505 Copy of ACADEMIC HONESTY

po5512 Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS

po5515 Copy of STUDENT USE OF MOTOR VEHICLES

po5530 Copy of DRUG PREVENTION

po5610 Copy of SUSPENSION AND EXPULSION

po5611 - rescind Copy of DUE PROCESS RIGHTS

po5771 Copy of SEARCH AND SEIZURE

po5895 - rescind Copy of STUDENT EMPLOYMENT

po6110 Copy of FEDERAL FUNDS

po6111 Copy of INTERNAL CONTROLS

po6112 Copy of CASH MANAGEMENT OF GRANTS

po6114 Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS

po6231 Copy of BUDGET IMPLEMENTATION

po6235 Copy of FUND BALANCE

po6320 Copy of PURCHASING

po6325 Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS

po6423 Copy of USE OF CREDIT CARDS

po7310 Copy of DISPOSITION OF PERSONAL PROPERTY

po7410 Copy of MAINTENANCE

po7430 Copy of SAFETY STANDARDS

po7440 Copy of FACILITY SECURITY

po7440.02	Copy of SMART MONITORING EQUIPMENT
po7440.03	Copy of SMALL UNMANNED AIRCRAFT SYSTEMS
po7450	Copy of PROPERTY INVENTORY
po7455	Copy of ACCOUNTING SYSTEM FOR CAPITAL ASSETS
po7540.02	Copy of WEB CONTENT, APPS, AND SERVICES
po7540.03	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.04	Copy of STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.05	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
po7540.07	Copy of PERSONAL COMPUTER/NETWORK EQUIPMENT
po7540.08	Copy of ARTIFICIAL INTELLIGENCE (AI)
po7544	Copy of USE OF SOCIAL MEDIA
po8120	Copy of VOLUNTEERS
po8395	Copy of STUDENT MENTAL HEALTH SERVICES
po8420	Copy of SCHOOL SAFETY
po8531	Copy of FREE AND REDUCED-PRICE MEALS
po8540	Copy of VENDING MACHINES
po8550	Copy of COMPETITIVE FOOD SALES
po8600	Copy of TRANSPORTATION
po8640	Rescind Policy - Vol. 33, No. 2, May 2024 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
po8651 - rescind	Copy of NONROUTINE USE OF SCHOOL BUSES
po9151	Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

3. READY FOR POLICY COMMITTEE

po2464

Copy of PROGRAMS FOR GIFTED AND TALENTED STUDENTS (INVEST)

ADOPTED Mar 12, 2007

2464 - ~~PROGRAMS FOR GIFTED AND TALENTED STUDENTS (INVEST)~~ ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")

~~The School District of Mishicot is committed to providing an educational program that recognizes and accommodates individual student differences. The Board recognizes that the gifted/talented student may require specialized programming in order for the student to capitalize on special talents that may manifest in one (1) or more of a variety of contexts. Therefore, the INVEST (Identifying New Variations to Enhance Student Talent) program has been designed to meet these unique student needs.~~

~~Procedures shall be established and maintained within each building to:~~

A. ~~Objectively identify K-12 students capable of high levels of performance in intellectual, academic, creative, artistic, or leadership endeavors.~~

B. ~~Provide opportunities which will assist identified students to develop and enhance their special abilities.~~

C. ~~Involve staff, parents/guardians, and identified students in the planning and implementation of enrichment programming.~~

D. ~~Enable assessment and placement for gifted/talented students who may benefit from various forms of acceleration, including compacting, full or partial course advancement, or full or partial grade level advancement. Such change will require the use of a Differentiated Learning Plan.~~

E. ~~Provide assistance for all teachers to become more aware of the needs of the gifted/talented learner, in order to collaborate to implement program options.~~

F. ~~Provide staff and resources gifted/talented students require in order to meet their unique needs and the INVEST program objectives.~~

G. ~~Provide procedural opportunity for parents/guardians and/or students to opt out of INVEST, if so desired.~~

~~Gifted/Talented students shall be identified and served in accordance with State statute and established administrative procedures approved by the Board.~~

The Board recognizes that at any grade level, students have a diverse range of learning needs, with some students requiring instruction and content above grade level standards. The Board further recognizes its responsibility to provide a strong instructional program that results in the academic and social emotional growth of all students, including its advanced learners ("gifted and talented students"), in accordance with Wisconsin law.

Advanced learning focuses on identifying the instructional needs of students within the K-12 grade level system. Advanced learners (gifted and talented) are defined as students who give evidence of high performance capability or potential in any one (1) or more of five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. These students need instruction not ordinarily provided in a regular school program or assigned grade level in order to fully develop such capabilities.

The Board shall direct the District Administrator to establish a plan and designate a person to coordinate advanced instruction in a systematic and continuous K-12 progression. Instructional options should be designed to match students' learning needs in the domain(s) in which they are identified. The Coordinator should have background and training in gifted education and/or advanced learning, and all instructional staff will be provided with professional learning specific to the needs of advanced learners. The District Administrator shall provide an opportunity for parental participation in the identification process and resultant programming at both the District level and the school level.

IDENTIFICATION

Advanced learners (gifted and talented pupils) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. **( )** Universal screening should occur before second grade, and again before sixth grade. The purpose of universal screening is to include students who traditionally are underrepresented in advanced learning opportunities. **[END OF OPTION]** The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are

being identified. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities (as described under sub ch. V of ch. 115, Stats.) **(X)** Students with advanced learning needs in one area but learning challenges in another (i.e. "twice-exceptional learners") shall be included. **[END OF OPTION]**

INSTRUCTION

The District Administrator shall provide access to appropriate instruction for students identified as advanced learners (gifted or talented) that results in their continued academic growth and development. This instruction shall be provided during the regular school day and without charge for tuition. Classroom-based, school-based, and/or District-wide advanced interventions should include evidence-based practices appropriate for the instruction of advanced learners.

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include but are not limited to, classroom differentiation, curriculum compacting, above grade level instruction, acceleration in an individual subject, full grade acceleration, cluster grouping and flexible grouping, faster pace and greater depth of instruction, academic enrichment, early admission to kindergarten or first grade, concurrent enrollment at accredited institutions, and early graduation.

[ ] Accelerated learning opportunities should be available, including but not limited to early entrance to kindergarten, subject acceleration, whole-grade acceleration, and early graduation from high school. **[END OF OPTION]**

DOCUMENTATION AND EVALUATION

Identification will be documented for each student indicating for which domain(s) they are identified as an advanced learner and what instruction and opportunities were provided.

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools **(X)** and will report this to the Board annually **[END OF OPTION]** .

[X] The District Administrator shall develop administrative guidelines which shall include those for valid identification, instruction implementation, and assessment of learning outcomes. **[END OF OPTION]**

118.35, Wis. Stats.
121.02(1)(t), Wis. Stats.
8.01(2)(t)2 Admin. Rule
© Neola ~~1997~~ 2024

Legal
118.35, Wis. Stats.

3. READY FOR POLICY COMMITTEE

po5310.01 *

Copy of EMERGENCY NURSING SERVICES

ADOPTED Feb 27, 2012 · REVISED Nov 27, 2017

5310.01 - **EMERGENCY NURSING SERVICES /PLAN**

To provide for the health and safety of students, the District shall develop an emergency nursing services plan (also known as protocols) **( )** that are incorporated into the District's administrative guidelines **[END OF OPTION]**. This plan shall be in accordance with statutory requirements for the provision of emergency nursing services and shall include the following requirements:

A. **(x)** The school nurse **( )** A registered nurse **[END OF OPTIONS]** 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 **(x)** upon the recommendation of the nurse **[END OF OPTION]**.

   Such Board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 5335 - Care of Students with Chronic Health Conditions, 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 **( )** and administrative guidelines **[END OF OPTION]** shall be incorporated into the District's emergency nursing services plan. **[DRAFTING NOTE - Please remove reference to any of the above policies that is not in the District's Policy Manual.]**

B. The District's emergency nursing services plan **( )** and the District's administrative guidelines **[END OF OPTION]** 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 **(x)** District Administrator **( )** Board **[END OF OPTION]** 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 **(x)** emergency nursing services plan **( )** and administrative guidelines **[END OF OPTION]** 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.~~

The District's emergency nursing service program shall receive medical direction and advice from:

Dr. Robert Greene
Holy Family Pediatrics
4303 Michigan Avenue
Manitowoc, WI 54220
(920) 320-4300

~~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 upon the recommendation of the nurse. 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.~~

Revised 12/8/14

© Neola 20~~17~~ 25

Legal
PI 8.01(2)(g)4
Wis. Stat. 121.02(1)(g)

3. READY FOR POLICY COMMITTEE

po5460

Copy of GRADUATION REQUIREMENTS

ADOPTED Mar 12, 2007 · REVISED Oct 29, 2024

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student must earn 28.5 credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4.5 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3.5 credits
Health	0.5 credits
Physical Education	1.5 credits
Personal Financial Literacy	0.5 credits (Class of 2028 and beyond)

Electives	12.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.

In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in 115.28(7)(e)1), Wis. Stats.) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, ~~§§~~ PI 18.03 and PI 18.04

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). (see Policy 5460.01 - Diploma Deferral)

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and

may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 7/23/14
Revised 3/14/16
Revised 10/28/19
Revised 1/25/21
T.C. 10/29/24

© Neola 20 24 ~~23~~

Legal
115.28, 118.30, 118.33, Wis. Stats.
Wis. Admin. Code PI 18 - PI 5

3. READY FOR POLICY COMMITTEE

po5464

Copy of EARLY GRADUATION

ADOPTED Mar 12, 2007

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 (x) high school Principal ~~principal~~ ( )_____ [END OF OPTION] in accordance with school regulations.

The District ~~principal~~ may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. **[** x **]** The **(** x **)** high school Principal **( )** Board **[END OF OPTION]** shall make the final decision regarding an application for early graduation. **[END OF OPTIONAL SENTENCE]**

The student may participate in the graduation ceremonies with the student's ~~his/her~~ 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.

© Neola 20~~00~~ 25

3. READY FOR POLICY COMMITTEE

po5505

Copy of ACADEMIC HONESTY

ADOPTED Jul 22, 2024

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 its forms~~.

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 ~~from~~ 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 ~~(x) (See Policy 7540.08 - Artificial Intelligence (AI))~~;

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.

[x] Use of Artificial Intelligence/Natural Language Processing Tools For School Work

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. **(x)** (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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 ~~Faculty~~ 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), Start College Now (SCN), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant

violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

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

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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

© Neola 20 25 ~~23~~

Legal
118.01, 118.164, 120.12, Wis. Stats.

3. READY FOR POLICY COMMITTEE

po5512

Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS

ADOPTED Mar 12, 2007 · REVISED Dec 4, 2023

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an

approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or “adult” student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.

[ ] Response to Policy Violations

[ ] Separate from disciplinary sanctions imposed for violations of this policy, the District shall address violations of this policy by students with the application of supportive disciplinary practices designed to promote recovery and reduction of tobacco and nicotine addictions and dependence. **( )** See AG 5512 - Use of Tobacco and Nicotine by Students.

[ ] The District recognizes the use of in-school or out-of-school suspension for tobacco and nicotine addiction increases the likelihood of negative educational outcomes, and thereby **( )** prohibits **( )** discourages **[END OF OPTION]** exclusionary practices for students who violated this policy, including suspension and expulsion. **( )** The participation in extra-curricular activities may not be withheld from the student unless required by outside organizations (i.e., WIAA sanctions minimum suspension policy).

Policy Specific Definitions

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured,

marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

[ ] The term "supportive disciplinary practices" means disciplinary practices that incorporate opportunities for students to understand the root causes of their behavior, develop positive coping strategies, and support efforts to cease the problematic conduct. **[END OF OPTION]**

The term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 2/27/12
Revised 2/11/19
Revised 9/9/19
Revised 1/25/21
Revised 4/25/22
Revised 7/17/23
T.C. 12/4/23

© Neola 20 24 ~~22~~

Legal
111.321, Wis. Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
20 U.S.C. 7182

3. READY FOR POLICY COMMITTEE

po5515

Copy of STUDENT USE OF MOTOR VEHICLES

ADOPTED Mar 12, 2007 · REVISED Feb 11, 2019

5515 - **STUDENT USE AND PARKING OF MOTOR VEHICLES**

~~The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.~~

The Board will permit the operation and parking ~~use~~ of motor vehicles on District property by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the Principal to park ~~operate~~ a motor vehicle on school grounds.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate. Bringing other vehicles onto District property shall be considered a violation of school rules and this policy; school officials may contact law enforcement, as appropriate, when vehicles are brought onto District property without legal authorization.

At no time may a student enter a vehicle without the owner's consent, or the driver's consent if the owner has granted the driver express permission to operate the vehicle. School officials may contact law enforcement for unauthorized entry of a vehicle.

School officials may search a vehicle located on District property in accordance with Board Policy 5771 - Search and Seizure **(** x **)** and Administrative Guideline 5771 - Search and Seizure **[END OF OPTION]**.

The Board will not be responsible for motor vehicles that ~~which~~ are ~~lost,~~ stolen ~~,~~ or damaged on District property.

[ ] The Board will permit the use of Off Highway Vehicles (OHV) by legally qualified individuals for travel to and from school, provided that the OHV is operated only within designated areas. **[END OF OPTION]** **[ ]** Parking of such OHV on District property shall be in designated area(s). **[END OF OPTION]**

The District Administrator shall establish standards for the granting of parking permits which shall contain the warning that infraction of the rules may result in the revocation of the permit.

Revised 8/24/15
Revised 3/14/16

© Neola 20 25 ~~18~~

3. READY FOR POLICY COMMITTEE

po5530

Copy of DRUG PREVENTION

ADOPTED Mar 12, 2007 · REVISED Jul 22, 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.

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

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

B. all derivates of hemp, except CBD products permitted by the school ;

   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. essential oils and oil like products that may be mistaken for a drug;

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.

The District Administrator shall prepare guidelines for 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 9/25/17
Revised 2/11/19

© Neola 20 25 ~~23~~

Legal
118.01(2)(d), 118.24(2)(f), 118.257, 125.09(2), Wis. Stats.
Drug-Free Schools and Communities Act of 1986 as amended
20 U.S.C. 3171 et seq., 3224A

3. READY FOR POLICY COMMITTEE

po5610

Copy of SUSPENSION AND EXPULSION

ADOPTED Mar 12, 2007 · REVISED Feb 24, 2025

5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules. **(** x **)** The Board supports , but does not require, utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below. **[END OF OPTION]**

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, any principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, ~~or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats~~. **(** **)** Students identified with a disability may be suspended in accordance with AG 5605 - Disciplining Students with Disabilities. **[END OF OPTION]**

The suspension must be reasonably justified based upon the grounds authorized under ~~Sec.~~ 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or

safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, any principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of ~~the~~ student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee ~~an administrator~~, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The District Administrator or designee ~~administrator~~ shall make a finding within fifteen (15) days of the conference. The decision made by the District Administrator or designee on the suspension appeal shall be final.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, the expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early

reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any

circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s) . The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of ~~Sec.~~ 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

ADMINISTRATIVE GUIDELINES

The District Administrator shall develop administrative guidelines to implement this policy, which shall include, at a minimum reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.

Revised 5/14/08
Revised 1/8/18

Revised 8/26/19
T.C. 1/23/24

© Neola 20 25 ~~23~~

Legal
119.25, Wis. Stats.
120.13, Wis. Stats.
18 U.S.C. 921(a)(3)
20 U.S.C. 7151
42 U.S.C. 11431 et seq.

3. READY FOR POLICY COMMITTEE

po5611 - rescind

Copy of DUE PROCESS RIGHTS

ADOPTED Mar 12, 2007

Rescind Policy

~~5611 - **DUE PROCESS RIGHTS**~~

~~The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:~~

A. ~~**Students subject to suspension:**~~
~~The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.~~

B. ~~**Students subject to expulsion:**~~
~~Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.~~

~~The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.~~

3. READY FOR POLICY COMMITTEE

po5771

Copy of SEARCH AND SEIZURE

ADOPTED Mar 12, 2007 · REVISED Aug 28, 2023

5771- **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by any or all of the following:

A. District Administrator;

B. building principals;

C. assistant principals;

D. Dean of Students;

E. other administrators as delegated by the Principal or District Administration.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the law enforcement officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. **(**x**)** Whenever feasible, the Administrator

may secure the assistance of a school resource officer in conducting searches. **[END OF OPTION]**

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by an Administrator ~~a school administrator~~ with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an Administrator ~~administrator~~ determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, an Administrator ~~a school administrator~~ may proceed with the search. An administrator may contact the school resource ~~police liaison~~ officer or law enforcement agency for assistance in conducting a search.

~~Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.~~

~~Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.~~

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

A. the ~~The~~ presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court

order or warrant; ~~.~~

B. the ~~The~~ dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog; ~~.~~

C. the ~~The~~ dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal ~~principal~~ shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly catalogued for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement**.**

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Revised 5/28/08
Revised 1/10/11
Revised 4/27/11
Revised 7/23/14
Revised 1/8/18

© Neola 20 24 ~~23~~

Legal

118.32, Wis. Stats.
118.325, Wis. Stats.
118.45, Wis. Stats.
948.50, Wis. Stats.
Wisconsin Const. Art. 1 Section 11
U.S. Constitution, 4th Amendment

3. READY FOR POLICY COMMITTEE

po5895 - rescind

Copy of STUDENT EMPLOYMENT

ADOPTED Mar 12, 2007 · REVISED Apr 12, 2021

Rescind Policy

~~5895 - **STUDENT EMPLOYMENT**~~

~~The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these students efforts provided that they do not interfere with or adversely impact a student's ability to fully participate in the educational programming offered to the student.~~

~~Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.~~

~~If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.~~

~~**Permit Officer**~~

~~Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates the Middle and High School Secretaries to serve as the permit officer.~~

~~The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.~~

~~**© Neola 2020**~~

~~**Legal**~~
~~103.70 et seq., Wis. Stats.~~
~~Wis. Admin. Code DWD 270~~

3. READY FOR POLICY COMMITTEE

po6110

Copy of FEDERAL FUNDS

ADOPTED Mar 12, 2007 · REVISED Dec 12, 2016

6110 - **GRANT** ~~**FEDERAL**~~ **FUNDS**

It is the objective of the Board ~~of Education~~ to provide equal educational opportunities for all District students ~~within the District~~. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential ~~study Federal legislation~~ to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The District Administrator shall review new Federal education legislation and prepare proposals for programs ~~s/he~~ the District Administrator deems would be of aid to the students of this District. The District Administrator shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal regulations and guidelines. The District Administrator shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

Grant Proposal Development

A. All grant proposals must support at least one (1) District goal or priority.

B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the District Administrator prior to submission to the funding source.

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the Civil False Claims Act (2 C.F.R. 200.113) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity, such as the Department of Public Instruction.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection and Policy 8900 - Fraud.

Grant Administration

A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.

B. The District Administrator is responsible for the efficient and effective administration of grant awards through the application of sound management practices.

C. The District Administrator is responsible for administering grant funds in a manner consistent with underlying agreements, ~~program~~ applicable statutes, regulations and objectives, and the terms and conditions of the grant award.

D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including organizational and management strategies necessary to assure proper and efficient administration of grant awards.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The District Administrator shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash ~~in advance~~ advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

F. The District Administrator is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

G. Program reports including but not limited to audit, site visits and final reports shall be submitted to the District Administrator for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District Administrator shall provide for the following:

A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity. ~~identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable~~

B. Accurate ~~accurate~~, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

C. ~~records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation~~

D. Effective ~~effective~~ control over and accountability for all funds, property, and other assets.

The District must adequately safeguard all assets and ~~assure that~~ ensure they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;

2. comply with the U.S. Constitution, Federal statutes, regulations and the terms and conditions of the Federal award;

3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award; and

4. take prompt action when instances of noncompliance are identified . ~~including noncompliance identified in audit findings; and~~

5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~

E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. ~~comparison of expenditures with budget amounts for each Federal award~~

F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

G. Recordkeeping ~~recordkeeping~~ and written procedures to the extent required by Federal, State, local , and grantor rules and regulations pertaining to the grant award and accountability ~~,~~ including, but not limited to the following areas:

1. cash management in accordance with 2 C.F.R. 200.305

2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award

3. conflict of interest

4. procurement

5. equipment management

6. conducting technical evaluations of proposals and selecting recipients

7. compensation and fringe benefits

8. travel

H. disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

I. insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends $1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than $1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

1. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;

2. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;

3. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and

4. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certification and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or

fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

~~**Cost Principals**~~

~~The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.~~

~~Costs may be allowable to a specific grant award if the cost is necessary and reasonable for the performance of the grant program initiative, is in accordance with generally accepted accounting principles (GAAP), and is allocable to the grant award if the goods or services involved are charged in accordance with relative benefits accrued to the initiative. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the purchasing decision is made.~~

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and ~~other such~~ similar revenues raised by a recipient are not program income ~~unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds~~ Proceeds from the sale of real property, equipment or supplies are not program income. Finally, license fees and

royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless ~~it~~ the District has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal ~~awarding~~ agency or pass-through entity.

Revised 3/14/16

© Neola 20 24 ~~16~~

Legal
34 C.F.R. 75.707, 76.563, 76.565, 76.707
2 C.F.R. 200.56, 200.71, 200.77, 200.80200.112, 200.113, 200.302, 200.307
2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e),200.4032
C.F.R. 200.404 and 200.406, 200.501-511
Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906
31 U.S.C. 3729-3733

3. READY FOR POLICY COMMITTEE

po6111

Copy of INTERNAL CONTROLS

ADOPTED Mar 14, 2016 · REVISED Dec 12, 2016

6111 - **INTERNAL CONTROLS**

The District Administrator shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all Federal awards in compliance with ~~applicable~~ the U.S. Constitution, statutes, ~~regulations~~ regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

A. effectiveness and efficiency of operations;

B. reliability of reporting for internal and external use; and

C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal ~~awards~~ award;

B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;

C. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings~~; and

D. take reasonable cybersecurity and other measures to safeguard protected "personally identifiable information" (PII) and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.

PII is defined at 2 C.F.R. Section 200.1 ~~200.79~~ as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not ~~anchored~~ attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

1. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;

2. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;

3. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and

4. Internal control guidance issued by the U.S. Department of Education.

© Neola 20 24 ~~16~~

Legal

~~2 C.F.R. 200.61-.62~~

2 C.F.R. ~~200.792~~ 200.1

2 C.F.R. 200.303

3. READY FOR POLICY COMMITTEE

po6112

Copy of CASH MANAGEMENT OF GRANTS

ADOPTED Dec 12, 2016

6112 - **CASH MANAGEMENT OF GRANTS**

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the District Administrator shall implement internal controls in the area of cash management.

The District's ~~payments~~ payment methods shall minimize the time elapsing between the transfer of funds from the ~~United States Treasury~~ Federal agency or the Department of Public Instruction (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The District Administrator is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See ~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used~~ Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

A. The timing and amount of the advance payment requested ~~will~~ must be as close as is administratively feasible to the actual ~~disbursement~~ disbursement by the District for direct program or project costs and the proportionate share of any allowable indirect costs.

B. The District shall make timely payment to contractors in accordance with contract provisions.

C. Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or Wisconsin Department of Public Instruction (DPI).

D. ~~To the extent~~ If available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~such~~ Federal funds before requesting additional cash payments. **[DRAFTING NOTE: It is generally recommended that the District request program income be added to their total award, but separating program income out and then noting how applicable credits are addressed.]**

E. The District shall account for the receipt, obligation, and expenditure of funds.

F. Advance payments will be deposited and maintained in insured accounts whenever possible.

G. Advance payments will be maintained in ~~interest bearing~~ interest-bearing accounts unless the following apply:

1. The District receives less than $ 250,000 ~~120,000~~ in Federal funding ~~awards~~ per year.

2. The best ~~reasonably~~ available interest-bearing account would not reasonably be expected to earn interest in excess of $500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. A foreign government or banking system prohibits or precludes ~~interest bearing~~ interest-bearing accounts.

5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).

H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to $500 per year for administrative costs. Any additional interest earned on Federal ~~advance payments deposited in interest-bearing accounts must be remitted~~ funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. ~~Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.~~

I. All interest in excess of $500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

© Neola 20 24 ~~16~~

Legal
2 C.F.R. 200.305

3. READY FOR POLICY COMMITTEE

po6114

Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS

ADOPTED Dec 12, 2016 · REVISED Apr 24, 2023

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   To determine whether a cost is reasonable, consideration shall be given to:

   1. whether a cost is ~~a type~~ generally recognized as ordinary and necessary for the operation ~~of the District~~ or the proper and efficient performance of the Federal award;

   2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;

   3. market prices for comparable ~~goods or services~~ costs for the geographic area;

4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and

5. ~~whether the cost does not represent any significant deviation from the established practices or Board policy which may increase the expense;~~ the degree to which the cost represents a deviation from the Board's established written policies and procedures for incurring costs.

   ~~Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses and existing need.~~ While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

   When determining whether a cost is necessary, consideration may be given to whether:

   a. the cost is needed for the proper and efficient performance of the grant program;

   b. the cost is identified in the approved budget or application;

   c. there is an educational benefit associated with the cost;

   d. the cost aligns with identified needs based on results and findings from a needs assessment;

   e. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;

2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; ~~and~~ or

3. is necessary to the overall operation of the District and is assignable, in part, to the Federal award in accordance with these cost principles ~~mentioned here~~.

B. Conform to any limitations or exclusions set forth as cost principles ~~as required by law~~ 2 C.F. R. Part 200 or in the terms and conditions of the Federal award, ~~.~~ including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles

F. Be representative of actual cost, net of all applicable credits, or offsets.

The term [1]applicable credits[1] refers to those ~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ transactions that offset or reduce direct or indirect costs allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the District ~~State~~ relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share requirements of any other Federally-financed program in either the current or a prior period, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ~~assure~~ document that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

~~Be~~ All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to ~~carry out authorized work and expend~~ incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to ~~the law~~ 2 C.F.R. 200.308. Prior written approval from the Federal awarding agency or ~~state~~ State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures ~~(as defined in Policy 7455 - Accounting System for Capital Assets)~~:

A. Capital expenditures for ~~general purpose~~ general-purpose equipment, buildings, and land are ~~unallowable~~ allowable as direct charges, ~~except~~ but only with the

prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $10,000 ~~$5,000~~ or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment ~~which~~ that materially increase their value or useful life are ~~unallowable~~ allowable as a direct cost ~~except~~ but only with the prior written approval of the Federal ~~awarding~~ agency, or pass-through entity.

D. All Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.

F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.

G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.

H. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

I. Equipment and other capital expenditures are unallowable as indirect costs.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

   These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than $10,000.

   If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the

cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.

2. Individuals involved can be specifically identified with the project or activity.

3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.

4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education (ODE) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

1. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.

2. Personal services by an employee of the District - when the services are performed.

3. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.

4. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.

5. Public utility services - when the District receives the services.

6. Travel - when the travel is taken.

7. Rental of property - when the District uses the property.

8. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

~~**When Obligations are Made**~~

~~Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.~~

~~The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:~~

~~**If the obligation is for:**~~	~~**The obligation is made:**~~
~~Acquisition of Property~~	~~On the date the District makes a binding written commitment to~~

	~~acquire property~~
~~Personal services by an employee of the District~~	~~When the services are performed~~
~~Personal services by a contractor who is not an employee of the District~~	~~On the date the District makes a binding agreement to obtain the services~~
~~Public utility services~~	~~When the District receives the services~~
~~Travel~~	~~When the travel is taken~~
~~Rental property~~	~~When the District uses the property~~
~~A pre-agreement cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E~~	~~On the first day of the project period~~

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until ~~the grant funding period begins or all necessary materials are submitted to the granting agency,~~ application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, ~~obligations may begin when the grant is awarded, unless otherwise stated in the grant.~~ a grantee may use grant funds only for

obligations it makes during the grant period unless an agreement exists with theagency or the pass-through entity (e.g,, Wisconsin Department of Public Instruction) to reimburse for pre-approval expenses.

If a Federalagency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the ~~end of the funding period unless an extension is authorized, or other terms are provided for in the grant~~ conclusion of the period of performance of the award (or an earlier date as agreed upon by the DPI and the District). Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

Revised 1/25/21
T.C. 4/25/22

© Neola 20 24 ~~21~~

Legal
2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458
2 C.F.R. 200.344(b)
34 C.F.R. 75.703
34 c.f.r. 76.707-.708(a)

3. READY FOR POLICY COMMITTEE

po6231

Copy of BUDGET IMPLEMENTATION

ADOPTED Mar 12, 2007 · REVISED Apr 12, 2021

6231 - **BUDGET IMPLEMENTATION**

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. S/He may consult with the Business Manager when major purchases are considered and shall keep the Board informed as to problems or concerns as the budget is being implemented.

The District Administrator is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the Board-apporved budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures and appropriate financial reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District. Once each month, the Board minutes shall include a statement of the receipts and expenditures in the aggregate (x) and beginning and ending balances [END OF OPTION] .

If, during the fiscal year, it appears to the District Administrator that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the District Administrator shall present to the Board recommended amendments to the appropriations resolution that will prevent unplanned expenditures from ~~exceeding revenues~~ Fund Balance . ~~S/He~~ The District Administrator shall ~~ensure that such~~ make recommendations ~~shall be~~ in accordance with requirements of the law and provisions of negotiated agreements. Appropriation amendments must be approved by a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

T.C. 4/12/21

© Neola 20 25 ~~20~~

Legal
66.0607(7), 120.11(4) Wis. Stats.

3. READY FOR POLICY COMMITTEE

po6235

Copy of FUND BALANCE

ADOPTED Mar 12, 2007 · REVISED Feb 24, 2025

6235 - **FUND BALANCE**

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

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

1. minimize or avoid short-term borrowing for cash flow purposes;
2. cover unforeseen expenditure needs or unrealized revenue sources; and
3. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs.

The Board ~~shall ensure that adequate funds are reserved for the General Fund~~ will reserve adequate funds to maintain a secure financial position . The use of Fund Balance for recurring costs is discouraged.

The ~~whereby the~~ Fund 10 fund balance shall not fall below twenty percent (20%) of the preceding year's Fund 10 expenditures. ~~.~~

Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

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

A. Nonspendable Fund Balance-amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).

B. Restricted Fund Balance-amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

C. Committed Fund Balance-amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

D. Assigned Fund Balance-amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.

E. Unassigned Fund Balance-amounts that are available for any purpose; these amounts are reported only in the general fund.

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

Revised 6/9/11
Revised 9/9/19

© Neola 20 25 ~~24~~

Legal
Government Accounting Standards Board Statement 54

3. READY FOR POLICY COMMITTEE

po6320

Copy of PURCHASING

ADOPTED Mar 12, 2007 · REVISED Mar 14, 2016

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130 / ~~;~~ Policy 3230 / ~~, and~~ Policy 4230 – Ethics and Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek at least two (2) price quotations on purchases of more than $5,250 for a single item, except in cases of a single vendor, emergency , or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

Competitive Bids

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law. The Board reserves the right to reject any and all bids.

Bids shall be sealed and shall be opened by the appropriate administrator in the presence of at least one (1) witness A bidder may be required to submit a sworn statement regarding:

A. financial ability to complete the contract, including the posting of a bond where appropriate or required;

B. nature and quality of equipment to be used in performing the contract;

C. experience and past performance in performing the contract;

D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the District no later than five (5) business days prior to the bid opening, or as directed by the applicable RFP, and shall be kept confidential by the District except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if it is qualified to submit a bid.

Purchasing Items with Federal Grant Funds (See also Policy 6325 - Procurement - Federal Grants/Funds)

When purchasing items with Federal funds, a District shall:

A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;

B. where appropriate, conduct an analysis of lease versus purchase options, and the most economical and beneficial method shall be pursued;

C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;

D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

The Board reserves the right to reject any and all bids.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations. **(x)** For additional information on hiring consultants, see Policy 8125 - Consultants. **[END OF OPTION]**

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before the office personnel places a purchase order, ~~s/he shall have~~ the Business Manager shall check whether (a) the proposed purchase is subject to bid; ~~–~~ (b) ~~whether~~ sufficient funds exist in the budget; ~~-~~ and (c) whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

The District Administrator shall determine maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment ~~as defined in law~~ by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or sub contract with a value in excess of $25,000, the District shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the District of that fact, which shall serve as sufficient grounds to terminate the contract as the District determines is appropriate.

Revised 8/27/12
Revised 4/8/13

© Neola 20 25 ~~15~~

Legal
2C.F.R.Section200.213;200.318–200.326
120.12(24), 66.0133, Wis. Stats.

3. READY FOR POLICY COMMITTEE

po6325

Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS

ADOPTED Dec 12, 2016 · REVISED Feb 24, 2025

6325 - **PROCUREMENT - FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The District Administrator shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority business, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and ~~federally~~ Federally -funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 - Purchasing and AG 6320A - Purchasing).

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 – Ethics and Conflict of Interest, Policy 3230 – Ethics and Conflict of Interest, and Policy 4230 – Ethics and Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. ~~Additionally, consideration~~ Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase ~~and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate~~

~~analysis to determine the most economical approach.~~ When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions ~~for the acquisition of property or services required under a~~ under the Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that ~~encourages~~ provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. ~~In order to promote~~ To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for ~~bids or requests for proposals~~ bids, from competition for such procurements.

~~Some of the situations considered to be restrictive of competition include, but are not limited to, the following~~ Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms ~~in order~~ for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an *"or equal"* product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

~~Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an~~

~~applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract~~.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources ~~as~~ to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list at any time.

The District shall require that all prequalified lists of persons, firms, or products which are used in ~~acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition~~ procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations incorporate a clear and accurate description of the technical requirements for the ~~material, product, or service to be procured~~ property, equipment, or service being procured. ~~Such description shall not, in competitive procurements, contain features which unduly restrict competition.~~ The description may include a statement of the ~~qualitative nature of the material, product~~ property, equipment, or service to be procured. ~~and, when necessary, shall~~ When necessary, the description must set forth those minimum essential characteristics and standards to which ~~it shall conform if it is to satisfy its intended use~~ the property,

equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to ~~make a clear and accurate description of~~ clearly and accurately describe the technical requirements, a "brand name or equivalent" description ~~may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals~~ of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when ~~When~~ the value of the procurement ~~for property or services~~ transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State ~~; formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost.~~ The informal procurement methods ~~used for procurement of property or services at or below the simplified acquisition threshold~~ include:

1. **Micro- Purchases ~~purchases~~**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $5,000 the class maximum deviation by Federal Acquisition Regulation. To the ~~maximum~~ extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable based on research,

experience, purchase history, or other relevant information, and ~~documents are filed accordingly~~ maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

Unless otherwise defined by State or local law, districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations.

An eligible District may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334. ~~A district which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to $50,000. An eligible district may self-certify the increased micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks.~~ The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of ~~the qualifications listed above~~ any of the following: ~~-~~

1. a qualification as a low-risk auditee in accordance with the criteria in 2 C.F.R. 200.520;

2. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

3. for public institutions, a higher threshold is consistent with State law ~~-~~:

[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee by Federal regulation, this increased threshold has not yet been addressed by the Department of Public Instruction (DPI) and Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]

2. **Small Purchases ~~purchases~~**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $250,000 ~~the class maximum deviation by Federal Acquisition Regulation, except as otherwise required by State law~~. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the ~~non-Federal entity~~ District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids ~~bids~~**
Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $25,000 ~~unless otherwise required by State law~~ and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed $50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders ~~are~~ have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on ~~the basis of~~ price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids ~~will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond~~ must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

d. A firm fixed-price contract ~~award will be made~~ is awarded in writing to the lowest responsive bid and responsible bidder. ~~Where~~ When specified in ~~bidding documents~~ the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts ~~may~~ must only be used to determine the low bid when the District determines they are a valid factor based on prior experience ~~indicates that such discounts are usually taken~~.

e. The Board reserves the right to reject any or all bids ~~for sound documented reason~~ but must document and provide a justification for all bids it rejects.

2. ~~**Competitive**~~ **Proposals**

Procurement by proposals is a method in which either a ~~fixed price~~ fixed-price or cost-reimbursement ~~type~~ contract is awarded. ~~Proposals are generally~~ This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Like sealed bids, Federal law does not require a competitive proposal

unless the procurement is for over $ 250,000 ~~150,000~~. **DRAFTING NOTE: Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. The threshold established herein should be consistent with Policy 6320 - Purchasing.]**

If this method is used, the following requirements apply:

a. Requests for proposals ~~shall be publicized and~~ require public notice and must identify all evaluation factors and their relative importance. ~~Any response to the publicized requests for proposals shall be considered to the maximum extent practical~~ To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an adequate number of sources.

c. The District ~~shall use its written method~~ must have written procedures for conducting technical evaluations ~~of the proposals received and for selecting recipients~~ and for making selections.

d. Contracts ~~shall~~ must be awarded to the responsible ~~firm~~ offeror whose proposal is most advantageous to the ~~program, with price and other factors considered~~ District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used ~~in procurement of~~ to produre A/E professional services. ~~It~~ The method cannot be used to purchase other ~~types of~~ services ~~though~~ provided by A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one source and~~ may be used only when one (1) or more of the following circumstances apply:

a. ~~micro-purchases~~ the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. ~~the item is available only from~~ the procurement transaction can only be fulfilled by a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from ~~publicizing~~ providing public notice of a competitive solicitation;

d. ~~the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~ the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

e. after ~~solicitation of a number of~~ soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

~~As appropriate and to the extent consistent with law, the District shall~~ The District should, to the extent practicable ~~under a Federal award~~ and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all ~~subawards including all contracts~~ subawards, contracts, and purchase orders ~~for work or products~~ under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

1. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

2. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

3. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

   The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

   This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis ~~in connection with every procurement action in excess of $250,000, including contract modifications~~ for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals .

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

~~The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.~~ Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

~~When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.~~

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. ~~Time and materials~~ A time-and-materials type contract means a contract whose cost to the District is the sum of ~~of:~~ the actual costs of materials ~~,~~ and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

~~Since~~ Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight ~~in order~~ to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors ~~possessing~~ that process the ability to perform successfully under the terms and conditions of the proposed ~~procurement~~ contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) ~~compliance with~~ public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6 ~~4~~) financial and technical resources.

~~The District Administrator shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.~~

~~Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)~~

~~Debarment is an action taken by the District Administrator to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)~~

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the District shall confirm

that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the ~~awarding~~ agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals ("RFPs") or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the ~~Office of the~~ District Administrator within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the District Administrator shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest~~;~~ or failure to file a formal written protest within the time prescribed~~;~~ shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include~~;~~ but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting

documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.317 - .326
Appendix II to Part 200
2 C.F.R. 200.334 - 200.336
2 C.F.R. 200.520

Revised 1/25/21
T.C. 10/29/24

© Neola 20 24 ~~23~~

Legal
2 C.F.R. 200.317 - .326
2 C.F.R. 200.520
Appendix II to Part 200

3. READY FOR POLICY COMMITTEE

po6423

Copy of USE OF CREDIT CARDS

ADOPTED Mar 12, 2007

6423 - **USE OF DISTRICT CREDIT CARDS**

The Board ~~of Education~~ recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose ~~shall~~ may be paid for by credit card. ~~Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.~~ The credit card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

© Neola 20 ~~06~~ 24

3. READY FOR POLICY COMMITTEE

po7310

Copy of DISPOSITION OF PERSONAL PROPERTY

ADOPTED Mar 12, 2007 · REVISED Apr 25, 2022

7310 - **DISPOSITION OF PERSONAL PROPERTY**

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

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

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

A. **Instructional Material**

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

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

B. **Equipment**

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 $ 5000 **(** x **)** to replace **(** x **)** as a single unit **[END OF OPTIONS]** and does not lose its identity when incorporated into a more complex unit.

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

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

C. **Disposition**

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314. Disposal of surplus ~~personal~~ property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When there is a residual inventory of unused supplies exceeding $10,000 in aggregate value at the end of the period of performance and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the District shall request disposition instructions from the Federal ~~awarding~~ agency if required by the

terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

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

Except as provided in § 200.313 ~~200.312~~ Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per-unit~~ fair-market value in excess of ~~$5,000~~ $10,000 (per unit) may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale ~~by the Federal awarding agency's percentage of participation in the cost of the original purchase~~. If the equipment is sold, the Federal ~~awarding~~ agency may permit the non-Federal entity to deduct and retain from the Federal share ~~$500~~ $1,000 or ten percent (10%) of the proceeds, whichever is less, ~~for its selling and handling expenses~~ to cover expenses associated with the selling and handling of the equipment.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the Wisconsin Department of Public Instruction (DPI) to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

Revised 12/12/16
Revised 3/6/17
Revised 10/28/19
T.C. 4/25/22

© Neola 20 24 ~~21~~

Legal
2 C.F.R. ~~200.312~~, 200.313, 200.314
120.10(12), Wis. Stats.
120.13(19m), Wis. Stats.

3. READY FOR POLICY COMMITTEE

po7410

Copy of MAINTENANCE

ADOPTED Mar 12, 2007

7410 - **MAINTENANCE**

The Board ~~of Education~~ recognizes that the ~~fixed~~ capital assets of ~~this~~ the District represent a significant investment of this community and ~~their~~ the maintenance of those assets is of ~~prime~~ concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings ~~and~~ , equipment, and District grounds. Wherever possible and feasible, maintenance shall be preventive.

The District Administrator shall develop, for implementation within budget allocations approved by the Board ~~by the custodial and maintenance staff~~, a maintenance program ~~which~~ that shall include:

A. a regular ~~summer~~ program of facilities repair and conditioning;

B. the maintenance of a critical spare parts inventory;

C. an equipment replacement program;

D. a long-range program of ~~building~~ facilities refurbishment and modernization;

E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The District Administrator shall develop and provide ~~promulgate~~ to the custodial and maintenance staff such administrative guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law.

Disabled parking spaces and signs, ~~which conform to~~ in conformance with State law, shall be provided where deemed necessary.

© Neola ~~1995~~ 2024

3. READY FOR POLICY COMMITTEE

po7430

Copy of SAFETY STANDARDS

ADOPTED Mar 12, 2007 · REVISED Apr 25, 2022

7430 - **SAFETY STANDARDS**

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. ~~S/He~~ The District Administrator shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations ~~thereof~~ discovered during such audits. Reports of violations and remediation actions shall be provided and report such actions to the District Administrator who shall keep the Board informed of significant issues.

In the event an inspection is made by a representative of the State and a violation is indicated on the inspection report, the District Administrator shall report the ~~results thereof~~ violation(s) and corrective action(s) to the Board no later than at the meeting following the receipt of the State report.

Revised 5/14/18
T.C. 4/25/22

© Neola 20 24 ~~21~~

Legal
101.055, Wis. Stats.

3. READY FOR POLICY COMMITTEE

po7440

Copy of FACILITY SECURITY

ADOPTED Mar 12, 2007 · REVISED Feb 24, 2025

7440 - **FACILITY SECURITY**

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

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

~~Every effort shall be made to~~ Law enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause ~~serious~~ physical harm to students, staff, visitors, and Board property and to ~~require~~ request the prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

~~Appropriate authorities may be contacted in the case of serious offenses.~~

The District Administrator is authorized to utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property:

A. in school buildings;

B. on District property.

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

Public Access to School Facilities

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

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

B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.

D. All visitors are expected to sign out prior to departing the building.

E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to

leave upon request by the building administrator or event supervisor, the building administrator event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

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

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

Parents as Visitors

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

Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check-in at the school office in the same fashion as a visitor.

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

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

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

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

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

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

Revised 9/28/09
Revised 7/23/14
Revised 4/13/15
Revised 2/11/19
Revised 8/26/19
Revised 4/24/23
Revised 8/28/23
T.C. 10/29/24

© Neola 20 24 ~~23~~

Legal
120.13(35), Wis. Stats.
175.32(2), (3), Wis. Stat.
301.475, Wis. Stat.
State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

3. READY FOR POLICY COMMITTEE

po7440.02

Copy of SMART MONITORING EQUIPMENT

ADOPTED Jul 22, 2024

7440.02 - **SMART SENSOR AND MONITORING ~~EQUIPMENT~~ TECHNOLOGY**

In order to protect students and faculty, promote security and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Smart sensor and monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The District Administrator is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the ~~School~~ District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and ~~regulations~~ administrative guidelines.

Smart sensor technology is to be implemented in accordance with this policy and any ~~the~~ related guidelines. The Board will not accept or tolerate the improper use of smart sensor ~~equipment~~ and monitoring technology and will take appropriate action in any cases of wrongful use of ~~this policy~~ such technology.

© Neola 20 24 ~~23~~

3. READY FOR POLICY COMMITTEE

po7440.03

Copy of SMALL UNMANNED AIRCRAFT SYSTEMS

ADOPTED Jan 25, 2021

7440.03 - **Small Unmanned Aircraft Systems** ~~(sUAS)~~ (Drones)

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 Boardmust 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 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.

© Neola 20 25 ~~20~~

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

3. READY FOR POLICY COMMITTEE

po7450

Copy of PROPERTY INVENTORY

ADOPTED Mar 12, 2007 · REVISED Apr 25, 2022

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" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds $5,000.~~ 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 $ 5000 **[ENTER AMOUNT], (** x **)** to replace **(** x **)** as a single unit **[END OF OPTION]** 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 $ 5000 **[ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a $10,000 threshold. Capital expenditures with a unit cost of $10,000 or more require prior written approval of the Federal agency or pass-through entity such as the Department of Public Instruction (DPI) .]**

~~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 which 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 $1,000.~~

~~"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 Business Manager 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.

The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded, 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. ~~titleholder;~~

E. ~~acquisition date;~~

F. ~~acquisition cost;~~

G. ~~percentage of Federal participation in the project costs for the Federal award under which the property was acquired;~~

H. ~~location;~~

I. ~~use and condition of the property;~~

J. ~~ultimate disposition data including the date of disposal and sales price;~~

K. manufacturer; ~~and~~

L. **(** x **)** year of purchase;

M. evaluation in conformity with insurance requirements.

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. ~~The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.~~

1. ~~When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.~~

2. ~~During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.~~

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. ~~The property shall not be encumbered without the approval of the Federal awarding agency or the 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 and Policy 7310 - Disposition of Property **( )**, and AG 7310 - Disposal of District Property **[END OF OPTION]**. ~~The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310.~~

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. ~~Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.~~

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: ~~A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.~~

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 ~~A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.~~

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. ~~Adequate maintenance procedures shall be implemented to keep the property in good condition.~~

H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of 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. ~~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.~~

I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years. ~~When original or replacement 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 awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.~~

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 12/12/16

© Neola 20 25 ~~21~~

Legal
2 C.F.R. 200.313

3. READY FOR POLICY COMMITTEE

po7455

Copy of ACCOUNTING SYSTEM FOR CAPITAL ASSETS

ADOPTED Mar 12, 2007 · REVISED Sep 28, 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

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 Business Manager.

The purchase of capital assets, the transfer of capital assets between buildings, and the disposal of capital assets shall be initiated by the Business Manager and require the prior written approval of the Board. 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:

1. site improvement - 20 years ;
2. buildings - 10-50 years ;
3. furniture and equipment - 3-50 years ;
4. 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. date purchased

F. estimated useful life

G. accumulated depreciation

Revised 10/28/19
Revised 7/20/20
Revised 4/25/22
T.C. 9/28/22

© Neola 20 25 ~~21~~

3. READY FOR POLICY COMMITTEE

po7540.02

Copy of WEB CONTENT, APPS, AND SERVICES

ADOPTED Mar 12, 2007 · REVISED Apr 6, 2020

7540.02 - **WEB CONTENT, APPS, AND SERVICES**

A. **Creation of Content for Web Pages/Sites, Apps, and Services**

The Board authorizes staff members and students to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's mission statement and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or used with students.

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The creation of content, apps, and services by students must be done under the supervision of a professional staff member.

B. **Purpose of Content of District Web Pages/Sites, Apps, and Services**

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

1. **Educate**

Content should be suitable for and usable by students and teachers to

support the curriculum and the Board's objectives as listed in the Board's strategic plan.

2. **Inform**

   Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

   Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

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

Under no circumstances is District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

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

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

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

The District Administrator shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff.

The Board retains all proprietary rights related to the design of web content, apps, and services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

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

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. **Website Accessibility**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at www.mishicot.k12.wi.us. The District measures the accessibility of

online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

2. **Web Accessibility Coordinator**

The Board designates its Section 504/ADA Compliance Coordinator Kari Stryhn as the District's web accessibility coordinator. That individual is responsible for coordinating and implementing this policy.

The District's Web Accessibility Coordinator(s) can be reached at Kari Stryhn.

3. **Third-Party Content**

Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. **Regular Audits**

The District, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. **Reporting Concerns or Possible Violations**

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

D. **Instructional Use of Apps and Web Services**

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

The Board requires the Principal to pre approve each app and/or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and the ADA.

The Board further requires the use of a Board-issued e-mail address in the login process.

E. **Annual Training**

The District will provide periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents, and multimedia content.

F. **One-Way Communication Using District Web Content, Apps and Services**

The District is authorized to use web pages/sites, apps and services to promote

school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via District web pages/sites, apps and services to be one-way communication, public comments are not solicited or desired, and the web site, app or service is to be considered a nonpublic forum.

If the District uses apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records), but it will not review or consider those comments.

Revised 9/28/09
Revised 4/13/15
Revised 9/25/17

© Neola 2019

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

3. READY FOR POLICY COMMITTEE

po7540.03

Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED Mar 12, 2007 · REVISED Feb 8, 2021

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or a designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines by signing the District technology use form.

[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]

[x **]** Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Revised 8/27/12
Revised 4/13/15
Revised 7/20/20
T.C. 2/8/21

© Neola 20 24 ~~20~~

Legal
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
47 C.F.R. 54.500
47 C.F.R. 54.501
47 C.F.R. 54.502
47 C.F.R. 54.503
47 C.F.R. 54.504
47 C.F.R. 54.505
47 C.F.R. 54.506
47 C.F.R. 54.507
47 C.F.R. 54.508
47 C.F.R. 54.509
47 C.F.R. 54.511
47 C.F.R. 54.513
47 C.F.R. 54.514

47 C.F.R. 54.515
47 C.F.R. 54.516
47 C.F.R. 54.517
47 C.F.R. 54.518
47 C.F.R. 54.519
47 C.F.R. 54.520
47 C.F.R. 54.522
47 C.F.R. 54.523

3. READY FOR POLICY COMMITTEE

po7540.04

Copy of STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED Mar 12, 2007 · REVISED Oct 29, 2024

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 - Use of Social Media and AG 7544 - Use of Social Media, and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02 - Web Content, Apps, and Services), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene,

objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Board utilizes software and/or hardware to monitor online activity of staff and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The District Administrator or the Principals may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Principals may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;

B. the inherent danger of students disclosing personally identifiable information online;

C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines during the Employee Handbook receipt and acceptance process. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]

[x] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator or Principal, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline.

Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and the school Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the District's Education Technology.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Revised 9/14/09
Revised 8/27/12
Revised 4/13/15
Revised 4/6/20
Revised 7/20/20
T.C. 2/8/21
T.C. 10/29/24

© Neola 20 24 ~~23~~

Legal
P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h, 1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
20 U.S.C. 6777
20 U.S.C. 9134 (2003)
47 C.F.R. 54.500
47 C.F.R. 54.501
47 C.F.R. 54.502
47 C.F.R. 54.503
47 C.F.R. 54.504
47 C.F.R. 54.505
47 C.F.R. 54.506
47 C.F.R. 54.507
47 C.F.R. 54.508
47 C.F.R. 54.509
47 C.F.R. 54.511
47 C.F.R. 54.513

47 C.F.R. 54.514
47 C.F.R. 54.515
47 C.F.R. 54.516
47 C.F.R. 54.517
47 C.F.R. 54.518
47 C.F.R. 54.519
47 C.F.R. 54.520
47 C.F.R. 54.522
47 C.F.R. 54.523

3. READY FOR POLICY COMMITTEE

po7540.05

Copy of ASSISTIVE TECHNOLOGY AND SERVICES

ADOPTED Mar 12, 2007 · REVISED Apr 27, 2011

7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in its ~~their~~ deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology ~~devices and services when deemed necessary~~ consistent with the student's 504 Plan.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English ~~Language~~ Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

A. the evaluation of needs including a functional evaluation, in the child's customary environment;

B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;

C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;

D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;

E. training or technical assistance for a child with disabilities, or where appropriate that child's family;

F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

Assistive technology used in conjunction with a student's Individual Education Plan (IEP) shall be used with any external communication or recording function disabled, except as provided for in the student's IEP.

The Board designates the District Administrator and the administration team as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

Revised 4/12/10

© Neola 20~~10~~ 24

Legal
Individuals with Disabilities Education Act (IDEA), as amended
20 U.S.C. 1401
Section 504 Rehabilitation Act of 1973
Assistive Technology Act (P.L. 105 – 394) 1998

3. READY FOR POLICY COMMITTEE

po7540.07

Copy of PERSONAL COMPUTER/NETWORK EQUIPMENT

ADOPTED May 14, 2008 · REVISED Sep 28, 2009

7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

(x) may be blocked at any time

( ) shall be blocked

if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

[x **]** Students are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.) **(** x **)** without authorization from the Principal **[END OF OPTION]. [END OF OPTIONAL SENTENCE]**

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the

( ) Technology Director.

(x) site administrator.

( ) _____ **[other]**.

Students may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list servs or other e-mail services do not **( )** become excessive **(x)** exceed the students' individual e-mail storage allotment. If a student is unsure whether they have adequate storage or should subscribe to a list servs or RSS feed, the student should discuss the issue with a classroom teacher, the building principal or the District's **(x)** Technology Director **( )** IT staff. The

(x) Technology Director

( ) site administrator

( ) _____ **[other]**

is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student **(x)** becomes excessive **( )** regularly exceed _____ (__) megabytes.

~~Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.~~

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to

transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

Furthermore, students using the District's e-mail system shall satisfactorily complete training **(x)**, pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, regarding the proper use of e-mail **(x)** annually.

© Neola 20~~21~~ 24

~~7540.07 - **PERSONAL COMPUTER/NETWORK EQUIPMENT**~~

~~Only school issued technology is to be used for school business.~~

~~No support is provided for nondistrict equipment unless special circumstances require it and it has been worked through with the Network Administrator and the respective building administrator.~~

~~Absolutely no connections to the District network are to be made without the knowledge of the Network Administrator.~~

3. READY FOR POLICY COMMITTEE

po7540.08

Copy of ARTIFICIAL INTELLIGENCE (AI)

ADOPTED Jul 22, 2024

7540.08 - **ARTIFICIAL INTELLIGENCE (AI)*** *** Replacement Policy**

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. is responsible for overseeing and ensuring compliance of this policy.

Definitions

For purposes of this policy, the following definitions apply:

Artificial Intelligence (AI)

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

Generative AI

A subset of AI that uses large language models (LLMs) and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

Natural Language Processing (NLP)

A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

Large Language Model (LLM)

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm

A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Open AI ("Open-Source AI")

Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly

available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.

Closed AI ("Closed-Source/Proprietary AI")

Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies **(x)** including, but not limited to, the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety. **[DRAFTING NOTE: Confirm and Select as Needed] [END OF OPTION]**

General Principles

1. **Transparency**

   Users of AI tools must disclose when and how these tools have been employed in the creation of academic or professional work.

2. **Ethical Use**

   District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act (FERPA), Individual with Disabilities Education Act (IDEA), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

3. **Content Responsibility**

   District employees who use AI technologies are responsible for the content created by that AI tool.

Evaluation and Approval

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and ensure all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, Wisconsin statutes, and District policies. AI systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under federal and state civil rights laws.

AI Tool Selection

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated and approved by **(x)** Director of Technology & District Administrator **[e.g., IT Director, Curriculum Director, or a AI Committee]** for students and staff use.

Transparency

The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to **(x)** Director of Technology & District Administrator, and conducting regular audits to evaluate accuracy, fairness, and impact on equity and student rights. The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data-handling and privacy features. **[ ]** The AI Tool Inventory will be posted on the District website. **[END OPTION]**

Vendor Vetting & Contracts

All AI tools used by the district must undergo a formal risk assessment by the IT/Legal department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws.The District prohibits the input by any user of any student information, staff information, or confidential district data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

Employee Use of AI

Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using District-approved AI applications/tools.

When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content.

Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their **(x)** supervisor **( )** Principal **[END OF OPTION]** before doing so.

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

Student Use of AI

Students shall receive age appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in

accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct and Policy 5505 – Academic Honesty. **[DRAFTING NOTE: Confirm the Board has adopted both of these policies if included in this policy]**

Academic Accessibility

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan (IEP).

Employee Training

Employees will receive training **( )** annually **(x)** periodically **[END OF OPTION]** to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

Non-Academic Use of AI

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

Enforcement

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be

disciplined for violations, up to and including suspension or termination of employment. The District Administrator will refer any illegal acts to law enforcement.

Questions or Concerns

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the **(x)** District Administrator **( )** _____.

© Neola 2025

~~The Board recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.~~

~~Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies (x) including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.~~

~~Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.~~

~~**© Neola 2023**~~

3. READY FOR POLICY COMMITTEE

po7544

Copy of USE OF SOCIAL MEDIA

ADOPTED Apr 6, 2020 · REVISED Feb 24, 2025

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

The District Administrator is charged with designating the District-approved social media platforms/sites.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District-authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal and/or District Administrator, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members (including District-approved volunteers) must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-

approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). **( )** Identification of a student in any **( )** social media post **( )** publication and/or social media post **[END OF OPTION]** from the District must be approved by the parent in advance. **[END OF OPTION]** Any postings by District employees that identify students must be consistent with Policy 1213/Policy 3213/Policy 4213 - Student Supervision and Welfare.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A – Public Records.)

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's/volunteer's job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

Revised 8/28/23

© Neola 20 24 ~~23~~

Legal

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)

3. READY FOR POLICY COMMITTEE

po8120

Copy of VOLUNTEERS

ADOPTED Aug 24, 2015 · REVISED Feb 24, 2025

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.

Board members **(** x **)** and any other individuals who volunteer to work in the schools **[END OF OPTION]** must submit to a criminal history records and background check before being allowed to participate in any activity or program.

~~Any individual who volunteers to work in the schools or on any school-sponsored activity 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 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; all policies and guidelines can be found at www.mishicot.k12.wi.us

B. 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.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

The District Administrator shall ~~also ensure that~~ be responsible for informing each volunteer ~~is properly informed~~ of the District's appreciation for ~~their~~ the volunteer's time and efforts in assisting the operation of the schools.

Revised 11/14/16
T.C. 9/28/22

© Neola 20 25 ~~23~~

Legal
120.20, Wis. Stats.

3. READY FOR POLICY COMMITTEE

po8395

Copy of STUDENT MENTAL HEALTH SERVICES

ADOPTED Jan 25, 2021

8395 - **STUDENT MENTAL AND PHYISCAL HEALTH SERVICES**

The Board understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing access to physical and mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible.

The District will assist in facilitating students' access to physical and mental health services ("Services"), when appropriate through the Student Services Department and school nurses. These Services may be provided ~~and~~ in conjunction with ~~providers from~~ licensed agencies authorized to provide Services at the school s. ~~These Services are intended to provide support to a student~~ in a way that minimizes intrusion into the student's ~~day and are not intended to replace services~~ and which supplements those Services provided by a teacher, paraprofessional, school nurse and other health professionals, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services by outside agencies in the school setting will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

School District Mental Health Professionals

The Student Services Department is available to assist students with mental health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

Student Services shall maintain information regarding community-based and other types of mental health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to provide continuity of services in and out of school. All Services provided by and/or coordinated by Student Services shall be available to students who participate only on a voluntary basis.

Any staff member who, in the course of providing mental health services to a student shall report any circumstances giving rise to suspicion that the student has been or is the victim of abuse or neglect (See Policy 8462 – Child Abuse and Neglect) or hears of a threat of violence that the staff member believes in good faith presents imminent danger (See Policy 8462.01 – Threats of Violence).

School District Physical Health Professionals

The School Nurse is available to assist students with health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

The School Nurse shall maintain information regarding community-based and other types of health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to support continuity of services in and out of school. All Services provided by and/or coordinated by the District shall be available to students who participate only on a voluntary basis.

Coordination of On-Site Services (Face-to-Face and /or Virtual)

Where appropriate, Student Services and school health professionals may, in consultation with the student's building administration, provide access for on-site and/or virtual delivery of Services by independent, appropriately licensed and authorized, professionals subject to the following requirements:

A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the Board prior to commencing services. The Agreement shall specify the term of the Agreement, the amount of time intended to be spent on site, and all financial arrangements ~~necessities~~.

B. All individuals providing Services must have on file with the District the following prior to providing Services: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information. ~~All items on file with the District prior to commencing Services.~~

C. To be eligible to receive Services at school, students must have a signed Waiver and Indemnification Agreement and Consent for Release of Information on file with the District specifying the organization's plan for frequency of

Services ~~services~~, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents. This agreement will also stipulate the District's responsibility to provide a Free and Appropriate Public Education (FAPE) for students with Individualized Education Plans (IEPs) so that Services ~~services~~ are consistent with the District's requirements.

D. Services provided during class time must be approved by the teacher or building principal in consultation with the teacher. No such Services ~~services~~ shall be provided in class unless expressly approved by the teacher and District Administrator, and only in such a fashion that no other student's privacy rights, record information, or educational interests are adversely impacted.

E. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.

F. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive Services ~~services~~ from any specific provider or agency but may provide referrals, or information concerning resources available to students.

G. All providers are expected to adhere to Board policies while on school grounds and providing Services ~~services~~ to students.

Establishing a School Site Clinic

The Board authorizes the District Administrator to pursue opportunities for establishing a permanent on-site clinic or agency ~~mental service operations~~ Services provider through comprehensive agreement with third party organizations that are organized for the purpose of providing outpatient ~~mental~~ health services, specializing in child and adolescent Services. Such arrangements shall specify all requirements described above (for coordination of on-site Services ~~services~~), and include details concerning the duration of the agreement, whether the agreement involves exclusive presence, and if so, what provisions are made to accommodate current students presently receiving services on-site from a different provider, and all financial commitments required of both parties.

No such arrangement may be finalized ~~and/~~ or commenced until such time as the agreement is approved by the Board.

Complementary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other physical or mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources. This policy is to be administered consistent with Policy 5330 - Administration of Medication/Emergency Care, Policy 5310.01 - Emergency Nursing Services, as well as other Board policies concerning student health.

© Neola 20 24 ~~20~~

3. READY FOR POLICY COMMITTEE

po8420

Copy of SCHOOL SAFETY

ADOPTED Mar 12, 2007 · REVISED Jul 22, 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 ~~A~~ copy of its school safety plan; ~~:~~

B. t~~T~~he 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. c~~C~~ertification that the Board reviewed a required written evaluation of the drill or drills; ~~.~~

D. t~~T~~he date of the most recent school training on school safety and the number of attendees; ~~.~~

E. t~~T~~he most recent date the Board reviewed and approved the school safety plan; ~~.~~

F. t~~T~~he 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 policy/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.

[DRAFTING NOTE: The following section is only required for District's operating high school grades. This section implements the reporting provisions of 118.124, Wis. Stats.]

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 **(x)** the District Administrator **( )** 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 review ~~approve~~ the report prior to submission to DPI. The report may not include the identity of any students.

118.07, 118.124, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

Revised 7/23/14
Revised 8/26/19
T.C. 4/12/21

© Neola 20 25 ~~23~~

Legal
118.07, 121.02(1)(i), 175.32(2), (3), 48.981(2)(a), Wis. Stats.

3. READY FOR POLICY COMMITTEE

po8531

Copy of FREE AND REDUCED-PRICE MEALS

ADOPTED Mar 12, 2007 · REVISED Jul 22, 2024

8531 - **FREE AND REDUCED-PRICE MEALS**

The Board recognizes the importance of good nutrition to each student's educational performance.

~~**[ ] OPTION ONE - Free and Reduce d - lunch eligibility option which should be the option selected for any district participating in the Federal school lunch program that has NOT received District-wide approval through the Community Eligibility Provision (CEP) described in Option Two, below.**~~

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 student s 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.

At ~~The schools shall~~ least once annually at the beginning of each school year, ~~annually~~ 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 and 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. The notice shall contain all information required by State and Federal regulation.

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:

1. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;

2. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;

3. no student shall be required to work or perform any service in order to receive food service;

4. 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 reduce program;

5. 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 C ommunity E ligibility P rovision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

[~~END OF OPTION 1]~~
~~[ ] OPTION TWO - Community Eligibility Provision (CEP) - May be selected only if the District has obtained approval from DPI to provide free meals to all students based on community poverty~~ :

If the ~~The~~ District has received approval to extend free meals to all students in one (1) or more of the District's schools through the Community Eligibility Provision (CEP) ,such participation ~~. Participation~~ in CEP means that all students attending those qualifying schools receive free meal service on an equal basis, and that no individual household applications may be collected. If any school is found in any fourth year of CEP to have an identified student percentage less than twenty-five percent (25%) but more than fifteen percent (15%), the **[ ]** District Administrator **[** x **]** Food Service Director **[END OF OPTIONS]** shall notify DPI and request an additional year of CEP eligibility through a grace year.

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the **( )** District Administrator **(** x **)** Food Service Director **[END OF OPTIONS]** 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, ~~the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.~~ 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.

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.
7 C.F.R. Part 245
Revised 9/25/17
T.C. 4/12/21
T.C. 1/23/24

© Neola 20 25 ~~23~~

Legal
115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
42 U.S.C. 1771 et seq.

3. READY FOR POLICY COMMITTEE

po8540

Copy of VENDING MACHINES

ADOPTED Mar 12, 2007 · REVISED Apr 13, 2015

8540 - **VENDING MACHINES**

The Board ~~of Education~~ recognizes that vending machines can produce revenues which 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. n ~~N~~o food or beverages are to be sold or distributed which will compete with the District's food-service program; ~~:~~

B. f ~~F~~ood items and beverages available for sale to students in vending machines available for sale to students comply with the current USDA Dietary Guidelines for Americans and Smart Snack Requirements ~~Rules~~; ~~:~~

C. t ~~T~~he District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.

The District Administrator shall develop and implement administrative guidelines that will require these conditions are adhered to on a continuing basis.

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 8/27/12

© Neola 20 25 ~~14~~

3. READY FOR POLICY COMMITTEE

po8550

Copy of COMPETITIVE FOOD SALES

ADOPTED Apr 13, 2015

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~~.

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.

[ ] 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

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 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.

© Neola 20 25 ~~14~~

Legal

Title 7 C.F.R. 210.11

3. READY FOR POLICY COMMITTEE

po8600

Copy of TRANSPORTATION

ADOPTED Mar 12, 2007 · REVISED Aug 28, 2023

8600 - **TRANSPORTATION**

It is the policy of the Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - Transportation ~~Bus~~ Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - Transportation ~~Bus~~ Services Contracts shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

For the purposes of this policy, the term "student with a disability" refers to a student who qualifies for special education under the Individuals with Disabilities Education Act (IDEA). In addition to transportation provided routinely to all students, some students with disabilities require transportation (often called "specialized transportation") as a related service as part of their individualized education program (IEP). Students with disabilities are entitled to transportation as a related service only if the IEP team has determined that transportation is necessary for the student to benefit from special

education. Outside of IEP team determinations about specialized transportation, State and local officials set most transportation policies and procedures.

Transportation must be viewed as a way to include students with disabilities with their nondisabled peers. In general, transportation for students with disabilities should occur in the same manner as for their peers. This may be especially important for students with disabilities who have limited opportunities during the school day to interact with their nondisabled peers. Safety issues must also be taken into consideration when determining appropriate transportation arrangements.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily required procedures.

[ ] Nonroutine Use of School Buses

The Board may permit the school buses owned or leased by this District to be used for purposes other than regularly scheduled routes to and from school in accordance with legal requirements, provided such trips do not interfere with routine school transportation services.

Vehicles must be operated when possible by an employee of this District, or otherwise by a qualified individual approved by the District Administrator. The cost of transportation shall be reimbursed to the Board **( )** based on the actual cost to the District of the school bus usage **(x)** in accordance with a formula established in the District's administrative guidelines **[END OF OPTIONS]**.

[x] The District Administrator shall develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school-age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.

[x] Surveillance on School Buses

[DRAFTING NOTE: Whether posted notice of audio surveillance in a school

facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]

The Board authorizes the District Administrator to install and operate video and audio surveillance on District buses to enhance student safety and well-being. Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video and audio surveillance on all school buses.

It is strongly recommended that the District provide notification to parents regarding video and audio on District buses.

The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable.

District-Owned Vehicles Used for Transporting Students

All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board as required by 121.52, Wis. Stats.

All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. and may be subject to the District's employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.
Revised 8/24/15

© Neola 20 24 ~~23~~

Legal
120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.
Wis. Admin. Code Trans 300.81

3. READY FOR POLICY COMMITTEE

po8640

Rescind Policy - Vol. 33, No. 2, May 2024 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

ADOPTED Mar 12, 2007

Rescind Policy - Vol. 33, No. 2

~~8640 - **TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**~~

~~It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.~~

~~The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator.~~

~~[ ] The District shall assume transportation costs for~~

~~( ) all field trips.~~

~~( ) a certain number of approved field trips as specified in the District Administrator's administrative guidelines.~~

~~It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

~~It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~( ) by the sponsoring organization.~~

~~( ) from the designated fund.~~

~~It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

-

~~( ) by the sponsoring organization.~~

-

~~( ) from a designated fund.~~

-

~~[ ] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

-

~~[ ] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

-

~~[ ] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

-

~~[ ] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.~~

-

~~( ) without the approval of the principal.~~

-

~~[ ] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.~~

-

~~( ) and does not transport any other student.~~

-

~~The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~

-

~~**© Neola 1998**~~

Legal

121.54(7), Wis. Stats.

3. READY FOR POLICY COMMITTEE

po8651 - rescind

Copy of NONROUTINE USE OF SCHOOL BUSES

ADOPTED Mar 12, 2007

** RESCIND POLICY

~~8651 - **NONROUTINE USE OF SCHOOL BUSES**~~

~~The Board of Education will permit the school buses owned or leased by this District to be used for purposes other than regularly- scheduled routes to and from school in accordance with law and rules of the State, provided such trips do not interfere with routine school transportation services.~~

~~The nonroutine use of buses shall be defined for purposes of this policy as those uses which are specified in State law.~~

~~Vehicles must be operated by the holder of a valid bus driver's license and a school bus safety certificate and, when possible by an employee of this District. The cost of transportation shall be reimbursed to the Board in accordance with a formula established in the District's administrative guidelines.~~

~~The District Administrator shall develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.~~

~~**Legal**~~

~~120.13(27), Wis. Stats.~~

3. READY FOR POLICY COMMITTEE

po9151

Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

ADOPTED Oct 13, 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 School District of Mishicot.~~

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.**)**

The following recording devices will be permitted in the locker room and for the particular use described:

1. **( )** Audio tape recorders may be used by staff or students for otherwise appropriate purposes, provided the recording is purely audio and contains no video or still photo component.

2. **( )** Video recording devices of any type may be used in the locker room provided that no students are present in the locker room when the recording device is being used.

3. **( )** Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a

District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.

4. **( )** Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the _____. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.

5. **( )** _____

6. **( )** _____

[ ] Parents may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.

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 **( )** in the locker room **(** x **)** in a locker room in the School District or in use for District purposes **[END OF OPTIONS]**.

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.

© Neola 20~~08~~ 25

Legal

175.22, 942.08, 942.09, Wis Stats.

School District of Mishicot
Notice of Board of Education Meeting
Monday, August 3, 2026
Policy Committee Meeting
Middle/High School Conference Room
660 Washington Street
Mishicot, Wisconsin 54228
3:30 PM

Agenda

1. Call to Order & Roll Call
2. Approve Policy Committee Meeting Agenda
3. Discussion Items
    A. Review & Discuss Policy
        1. Policy 2464 - Advanced Learning Instruction ("Gifted and Talented")
        2. Policy 5310.01 - Emergency Nursing Services/Plan
        3. Policy 5330 - Administration of Medication/Emergency Care
        4. Policy 5460 - Graduation Requirements
        5. Policy 5464 - Early Graduation
        6. Policy 5505 - Academic Honesty
        7. Policy 5512 - Use of Tobacco and Nicotine by Students
        8. Policy 5515 - Student Use and Parking of Motor Vehicles
        9. Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
        10. Policy 5610 - Suspension and Expulsion
        11. Policy 5611 - Due Process Rights
        12. Policy 5771 - Search and Seizure
        13. Policy 5895 - Student Employment
        14. Policy 6110 - Grant Funds
        15. Policy 6111 - Internal Controls
        16. Policy 6112 - Cash Management of Grants
        17. Policy 6114 - Cost Principles - Spending Federal Funds
        18. Policy 6231 - Budget Implementation
        19. Policy 6235 - Fund Balance
        20. Policy 6320 - Purchasing
        21. Policy 6325 - Procurement - Federal Grants/Funds
        22. Policy 6423 - Use of Credit Cards
        23. Policy 7310 - Disposition of Personal Property
        24. Policy 7410 - Maintenance
        25. Policy 7430 - Safety Standards
        26. Policy 7440 - Facility Security
        27. Policy 7440.02 - Smart Sensor and Monitoring Technology

28. Policy 7440.03 - Small Unmanned Aircraft Systems (Drones)
29. Policy 7450 - Property Inventory
30. Policy 7455 - Accounting System for Capital Assets
31. Policy 7540.02 - Digital Content and Accessibility
32. Policy 7540.03 - Student Technology Acceptable Use and Safety
33. Policy 7540.04 - Staff Technology Acceptable Use and Safety
34. Policy 7540.05 - Assistive Technology and Services
35. Policy 7540.07 - District-Issued Student E-Mail Account
36. Policy 7540.08 - Artificial Intelligence (AI)
37. Policy 7544 - Use of Social Media
38. Policy 8120 - Volunteers
39. Policy 8395 - Student Mental Health Services
40. Policy 8420 - School Safety
41. Policy 8531 - Free and Reduced-Price Meals
42. Policy 8540 - Vending Machines
43. Policy 8550 - Competitive Food Sales
44. Policy 8600 - Transportation
45. Policy 8640 - Transportation for Field and Other District-Sponsored Trips
46. Policy 8651 - Nonroutine Use of School Buses (Rescind)
47. Policy 9151 - Use of Cameras and Other Recording Devices in Locker Rooms

B. Committee Input

4. Action Items

A. Recommendation to Forward Above-Listed Policy Revisions to the Board of Education for First Reading

5. Adjournment

Any person needing special services to address the Board of Education should contact the Board of Education Office at 920-755-4633 to receive help in making arrangements. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

Allison Butler <abutler2@mishicot.k12.wi.us>

Brotherhood donation

1 message

Sarah Schmidt <sschmidt@mishicot.k12.wi.us> Tue, Aug 11, 2026 at 10:06 AM
To: Allison Butler <abutler2@mishicot.k12.wi.us>

DONOR	Brotherhood Against Bullying Inc.
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$350.00
DATE DONATION RECEIVED	8/11/2026
CHECK #	1073

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

--

Sarah Schmidt
Mishicot High School Library
Assistant Trap Coach
920-755-3177

Allison Butler <abutler2@mishicot.k12.wi.us>

Nelson Trucking Donation

1 message

Sarah Schmidt <sschmidt@mishicot.k12.wi.us> Tue, Aug 11, 2026 at 10:07 AM
To: Allison Butler <abutler2@mishicot.k12.wi.us>

DONOR	Keith or Amanda Nelson (Nelson Truck & Equipment)
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$400.00
DATE DONATION RECEIVED	8/11/2026
CHECK #	6199

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

--

Sarah Schmidt
Mishicot High School Library
Assistant Trap Coach
920-755-3177

Allison Butler <abutler2@mishicot.k12.wi.us>

Mishicot Sportsmens Club Donation

1 message

Sarah Schmidt <sschmidt@mishicot.k12.wi.us> Tue, Aug 11, 2026 at 10:08 AM
To: Allison Butler <abutler2@mishicot.k12.wi.us>

DONOR	MIshicot Sportsmens Club
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$500.00
DATE DONATION RECEIVED	8/11/2026
CHECK #	4509

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

--

Sarah Schmidt
Mishicot High School Library
Assistant Trap Coach
920-755-3177

Allison Butler <abutler2@mishicot.k12.wi.us>

Cretton Enterprise Donation

2 messages

Sarah Schmidt <sschmidt@mishicot.k12.wi.us> Tue, Aug 11, 2026 at 10:09 AM
To: Allison Butler <abutler2@mishicot.k12.wi.us>

DONOR	Cretton Enterprise
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$400.00
DATE DONATION RECEIVED	8/11/2026
CHECK #	10202

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

--
Sarah Schmidt
Mishicot High School Library
Assistant Trap Coach
920-755-3177

Allison Butler <abutler2@mishicot.k12.wi.us> Tue, Aug 11, 2026 at 12:13 PM
To: Sarah Schmidt <sschmidt@mishicot.k12.wi.us>

I have received all 4 of these, thanks!
[Quoted text hidden]

DONATIONS FOR SCHOOL BOARD APPROVAL FORM

Purpose of the form: Board of Education approval is required for any donation with an estimated value of $250.00 or more.

Please complete the following information and submit to the District Office by email – abutler2@mishicot.k12.wi.us

DONOR	Larrabee Sportsmans Club
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$1,500.00
DATE DONATION RECEIVED	8/18/2026
CHECK #	7342

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

DONATIONS FOR SCHOOL BOARD APPROVAL FORM

Purpose of the form: Board of Education approval is required for any donation with an estimated value of $250.00 or more.

Please complete the following information and submit to the District Office by email – abutler2@mishicot.k12.wi.us

DONOR	LeClair Bros Heating and A/C
TYPE OF GIFT OR DONATION	Monetary / Check
PURPOSE FOR SPONSORSHIP	Trap Team Sponsorship
LOCATION	High School
ESTIMATED VALUE	$400.00
DATE DONATION RECEIVED	8/20/2026
CHECK #	4750

Sarah Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

SCHOOL DISTRICT OF MISHICOT

GIFTS/DONATIONS FORM

Purpose of the form: Board of Education approval is required for any donation with an estimated value of $250.00 or more.

Please complete the following information and submit to the District Office by email – sdirkmann@mishicot.k12.wi.us.

DONOR	Grid Iron Club
TYPE OF GIFT OR DONATION	Check
PURPOSE FOR SPONSORSHIP	Flag Football Equipment
LOCATION	
ESTIMATED VALUE	$1,147.85
DATE DONATION RECEIVED	8/6/2026
CHECK #	1072

Nicole Schmidt
Received by (Printed – First and Last Name)

8/24/2026
Board Approval Date

9/6/19
12/14/23

79-113/759

1072

GRIDIRON CLUB
PO BOX 363
MISHICOT, WI 54228

Date 8/5/26

Pay to the order of Mishicot High School $ 1,147.85

one thousand one hundred forty seven & 85/100 Dollars

Heat Reactive Ink

BANKFIRST
WWW.BANKFIRST.COM

For Flag Football Supplies

Mark [signature]

MP

⑆075901134⑆ 8⑈002⑈8828⑈ 1072

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK

SCHOOL DISTRICT OF MISHICOT

GIFTS/DONATIONS FORM

Purpose of the form: Board of Education approval is required for any donation with an estimated value of $250.00 or more.

Please complete the following information and submit to the District Office by email – sdirkmann@mishicot.k12.wi.us.

DONOR	Grid Iron Club
TYPE OF GIFT OR DONATION	Check
PURPOSE FOR SPONSORSHIP	Coaching Polo Shirts
LOCATION	
ESTIMATED VALUE	$922.36
DATE DONATION RECEIVED	
CHECK #	

Nicole Schmidt

Received by (Printed – First and Last Name)

Board Approval Date

9/6/19
12/14/23

YEOMANS INC,

SPORTS WORLD
1945 VENA CT
PRAIRIE DU CHIEN, WI 53821
608-326-5118

Invoice

Date	Invoice #
8/6/26	SW88455

Bill To	Ship To
Mishicot High School 660 Washington St. Mishicot, WI 54228	Atn. Joe Baeten FB Coach Polo

S.O. No.	P.O. No.	Terms	Due Date	Rep
88455		Net 30	9/5/26	MF

Item	Qty	Size	Description	Rate	Amount
Embroidery	22		#222530 Momentec Black/Orange Avenger Polo w/ Front EMB Logo 2 - MD, 1 - LG, 9 - XL, 6 - XXL, 2 - XXXL, 2 - XXXXL	40.00	880.00
Embroidery	6		XXL Upcharge	2.00	12.00
Embroidery	2		XXXL Upcharge	3.00	6.00
Embroidery	2		XXXXL Upcharge	4.00	8.00
Freight to Ship	1		Shipping Charge	16.36	16.36

We accept payment by Check, ACH or Card (Mastercard, Visa or Discover).
If Paying by Card a 3% Convenience Fee will be add to the Total

Past Due Balances are subject to a Finance Charge of 1.5% per Monthly or 18% annually

Please notice that our remittance address has changed. New Address:
1945 Vena Ct
Prairie du Chien, WI 53821

Sales Tax (0.0%)	$0.00
Total	$922.36
Payments/Credits	$0.00
Balance Due	$922.36

This message has been deleted. Restore message

Yes

Joe Baeten
(920) 621-1437

On Tue, Aug 18, 2026 at 1:18 PM Nicole Schmidt <nschmidt@mishicot.k12.wi.us> wrote:

Will Grid Iron be paying (reimbursing) for this one?

Nicole Schmidt - RAA
Athletic Director
School District of Mishicot
920-755-3291
The person, the student, the athlete, all are considered equal - Pat Summitt

Get your Mishicot Gear HERE

--------- Forwarded message ---------
From: **Joseph Baeten** <joseph.baeten@gmail.com>
Date: Fri, Aug 7, 2026 at 7:41 AM
Subject: Fwd: Mishicot Football Coach Polo Invoice
To: Nicole Schmidt <nschmidt@mishicot.k12.wi.us>, Milkinaire Dairy <milkinaire@gmail.com>

Good Morning Nicole and Mark, attached is the invoice for coaches polos. Thank you!

--------- Forwarded message ---------
From: **Mark Farrell** <mjfarrell279@gmail.com>
Date: Thu, Aug 6, 2026 at 1:38 PM
Subject: Mishicot Football Coach Polo Invoice
To: Joseph Baeten <joseph.baeten@gmail.com>

August 17, 2026

To Whom It May Concern:

Please accept this letter as my official resignation from my position as the Vocal Music Director for Mishicot High School and Middle School, as well as from my extracurricular duties as the Vocal Music Director for both the High School and Middle School Musicals and all other assigned extracurricular duties as the Vocal Music Director. My resignation will be effective immediately, and I will be turning in my keys and laptop charger as soon as I am able. All other assigned tasks were completed prior to me leaving for summer break.

I have recently accepted a new opportunity to teach vocal music in another school district at the high school and middle school level. For this upcoming school year, I was facing a 50+ minute commute one way to Mishicot; by accepting this new position, I am able to reduce that commute by half. With my wife and I excitedly expecting a baby in January 2027, this allows for a better balance for me and my family. I leave feeling grateful for the opportunities I have had to teach and learn at Mishicot High School and Middle School over the past year, including directing and coaching choirs, directing musicals, Solo and Ensemble, and much more.

I wish for the continued success of the School District of Mishicot's vocal music program and its other music programs. I am happily providing documents via Google Drive for the next choir teacher so that the program can transition smoothly from one teacher to another and help build the program for the coming year. Please let me know if I can be of any additional assistance, or if you have any other questions.

Sincerely,

Joe Phillips

---------- Forwarded message ---------
From: **Kelly Erickson** <kerickson@mishicot.k12.wi.us>
Date: Tue, Aug 18, 2026 at 10:04 AM
Subject: Resignation
To: Kari Stryhn <kstryhn@mishicot.k12.wi.us>

Hello Kari,

This is my letter of resignation. I will not be returning to Mishicot School District the upcoming school year.

Kelly Erickson

NOTES

Notice of resignation: Sub for the kitchen @
OH Schultz Elementary School

Dear Karri Wugert:

Please accept this letter as formal notice of my resignation from my position as substitute kitchen help at OH Schultz Elementary. Due to personal reasons I have decided to step down from this role. My last day will be today August 13, 2026.

I sincerely appreciate the opportunities to work with wonderful people in the kitchen.

Thank you for your time.
Sincerely
Del Gozlanzyk

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Kristy Schanilec**	
		Additional Info / Notes
Date of Recommendation	08/11/2026	
Position Title for Consideration	Full time paraeducator Mishicot Middle School	
Number of Applicants	7	
Criminal Background Check	Completed	08/03/2026
Specific Training/Strength/Abilities	Calm, patient demeanor	
	Medical background that can support some of our students with health conditions	
	Understands the importance of building relationships with students and getting to know what their needs are as well as their strengths and interests.	
Schools Attended & Degrees/Certifications Achieved	Lakeshore Technical College- Certified Firefighter, Advanced EMT, Basic EMT Northeast Wisconsin Technical College- Horticulture Technical Degree	
Previous Work Experience	Mishicot Ambulance Service Holy Family Convent, Manitowoc Bellin Memorial Hospital, Green Bay	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Jim Meissner	Mishicot Ambulance
	Kristin Abts	Holy Family Convent
	Chief Paul Granger	Public Safety Relations

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Heather Nixon**	
		Additional Info / Notes
Date of Recommendation	8/24/2026	
Position Title for Consideration	Elementary Full Time Para Educator	
Number of Applicants	7	
Criminal Background Check	Completed	8/11/2026
Specific Training/Strength/Abilities	Previous experience working with individuals with disabilities with a variety of needs. Has knowledge, skills, and strategies for how to work with students who exhibit a variety of needs.	
	Calm, patient demeanor.	
	Collaborative and strong team member in previous positions	
Schools Attended	University of Phoenix Online	Business
Degrees/Certifications Achieved	Associates in Business	
Previous Work Experience	Ascend Services, Manitowoc	
	Jay's Legacy, Manitowoc	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Tim Karl	Co-worker
	Gwen Petrashek	Co-worker
	Meg Hagan	Co-worker

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	Megan Schnell (currently PT moving to FT)	
		Additional Info / Notes
Date of Recommendation	08/11/2026	
Position Title for Consideration	Full time elementary paraeducator	
Number of Applicants	7	
Criminal Background Check	Completed	7/10/2024
Specific Training/Strength/Abilities	Megan has been a paraeducator with us for 2 years. During this time she has demonstrated the ability to remain patient, be flexible, and invested in helping students be successful. She is reliable and always interested in knowing how she can help others.	
Schools Attended	Lakeshore Technical College	
Degrees/Certifications Achieved	CNA Dental Assistant	
Previous Work Experience	OH Schultz Elementary- PT Paraeducator	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Kari Stryhn	Director of Pupil Services
	Stephanie Degener	Special Education Teacher
	Cathryn Schmoll	Nurse

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Joseph Gallagher**	
		Additional Info / Notes
Date of Recommendation	8/24/2026	
Position Title for Consideration	Part-time elementary paraeducator	
Number of Applicants	15	
Criminal Background Check	Completed	8/19/2026
Specific Training/Strength/Abilities	Joey has experience working with children with disabilities. His references shared that his strengths include connecting with children and gaining their respect. His previous supervisor shared that he is dedicated and patient. He has an understanding of a variety of disabilities.	
Schools Attended	Manitowoc Lincoln University of Wisconsin-Green Bay	
Degrees/Certifications Achieved	High School Diploma Working towards his Psychology degree (UWGB)	
Previous Work Experience	Lead Youth Mentor- Ascend Shake Maker- The Station Associate- Aquatic Center	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Ashley Braun	Supervisor- Ascend
	Deanna Genske	Co-worker

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Samantha Schmidt**	
		Additional Info / Notes
Date of Recommendation	8/24/2026	
Position Title for Consideration	Part Time Paraeducator & Food Services Employee	
Number of Applicants	7	
Criminal Background Check	Completed	
Specific Training/Strength/Abilities	Samantha has worked as a substitute paraeducator for our district for the past year. She is calm and patient when working with our students. She is flexible and able to take on any request made of her. She comes highly recommended by our special education teachers.	
Schools Attended	Two Rivers High School	
Degrees/Certifications Achieved	High School Diploma	
Previous Work Experience	Substitute Paraeducator, School District of Mishicot Food Services, Two Rivers Public School District	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Kari Stryhn	Director of Pupil Services
	Lisa Van Hefty	Special Education Teacher
	Stephanie Degener	Special Education Teacher

660 Washington Street - PO Box 280
Mishicot, WI 54228
Phone 920.755.4633
Fax 920.755.4068

2026-2027 Extra Curricular Contract

Staff Name: Katie Schlingman

Supervisor: Mentor Coordinator
Position Mentor - Katrina Benzinger
Compensation $950.00
Contract Term 07/01/2026 - 06/30/2027 Fiscal Year
Payment Procedure One Time Payment on 06/15/2027

Pursuant to a resolution adopted by the Board of Education of the School District of Mishicot on the **1st day of July** the District hereby contracts with the above named staff for the listed position following the conditions stated below.

It is understood that the immediate supervisor will establish the procedures to be followed in the performance of the job and that the employee is directly responsible to the Building Principal.

This assignment is contingent upon completing any School District of Mishicot training as may be required.

This appointment is subject to the policies, rules and regulations of the District existing at the time of the appointment and those that may come into effect during the course of the appointment. In addition, the employee is expected to comply with all federal, state and local laws and regulations applicable to the appointment.

It is understood that any employment relationship with the District under this appointment is at-will and subject to termination by either the employee or the District upon notice to the other. There are no fringe benefits or other compensation with this appointment other than the dollar amount set forth above. Assignment to the position in the school year covered by this contract creates no expectation of such assignment in future years. Nonrenewal and termination provisions of Wis. Stat. § 118.22 does not apply to this appointment.

With regard to the compensation referenced above, if the employee does not perform the services required by this appointment in full, i.e., because he/she resigns, the District terminates his/her appointment prior to the conclusion of the assigned duties, he/she requires a leave of absence, or the extra-curricular activity is suspended or canceled, the employee shall not be entitled to the full compensation referenced above; the District shall prorate the amount owed to the employee for any services performed and issue payment without delay.

The employee's signed acceptance of this contract must be received in the District Office no later than 20 calendar days after it is issued. If the employee fails to return a signed acceptance of this contract by the specified date, the District will conclude that the employee has rejected the appointment.

Signature: _____ Date: _____
Katie Schlingman

For the Board _____ Date: _____
David Skwor, Board President

FOR OFFICE USE ONLY:

Activities Contract - Teacher Account Number: 10 E 800 116 221200 000

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Lily Trochil**	
		Additional Info / Notes
Date of Recommendation	August 5, 2026	
Position Title for Consideration	Youth Apprentice	Childcare Aide Approx. 10 hours/week
Number of Applicants	2	
Criminal Background Check	Incomplete	
Specific Training/Strength/Abilities	Agriculture Education Club and coach for 8U softball team.	
Schools Attended	Current Mishicot High School Student	
Degrees/Certifications Achieved	N/A	Will be required to complete 45 hour Introduction to Child Care Course and CPR/First Aid
Previous Work Experience	wait staff/customer service	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Samantha Dirkmann	CESA 7 Youth Apprenticeship Coach
	Carrie Sand	High School English Teacher

660 Washington Street - PO Box 280
Mishicot, Wisconsin 54228
Phone (920) 755-4633
Fax (920) 755-4068
Cory Erlandson - Superintendent
cerlandson@mishicot.k12.wi.us

Employee Recommendation

Candidate Name	**Reagan Marquardt**	
		Additional Info / Notes
Date of Recommendation	August 5, 2026	
Position Title for Consideration	Youth Apprenticeship	Assistant Teacher
Number of Applicants	2	
Criminal Background Check	Completed	DCF is completed, she will have to have the district one completed yet
Specific Training/Strength/Abilities	Babysitting, customer service, and helping with summer school.	
Schools Attended	OH Schultz, middle school, and current high school student	
Degrees/Certifications Achieved	N/A	
Previous Work Experience	Babysitting	
Reference Checks Completed (List Names and Titles)	**Name**	**Title**
	Sarah Hoffman	Teacher
	Daija Christensen	Co-worker