

# UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Patricia C. Kastens, Clerk

1. **6:00pm** Call to Order/Notice of Meeting/Roll Call
2. Approval of the Agenda
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) in considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - a. Roll Call
  - b. Approval of Closed Minutes, October 8, 2019
  - c. Personnel §19.85 (1)(c)
  - d. Adjourn Closed Session
  - e. Convene Regular Session
4. Possible Action on Recommendation(s) From Closed Session
5. Citizens' Requests to Speak/Address the Board (Germain to the Agenda)
6. Student Representative Introduction
  - a. FBLA Regional Leadership Conference Update - *Ms. Jaclyn Ahlgren, Ms. Rebekah Robinson, Ms. Aalyiah Bowers*
7. Board of Education Member Update
8. **Information**
  - a. CESA Report - *Mr. James Beistle*
  - b. Standing Committee Reports
    - 1) PSDC - *Ms. Sheryl Holmgren*
  - c. District Administrator's Report - *Mr. Brandon Robinson* 2
    - 1) Inclement Weather Information
    - 2) LEAP Program Update
9. **Consent Agenda**
  - a. Approval of Minutes, November 12, 2019 6
  - b. Approval of Elementary School/Middle School/High School Activity Accounts 8
  - c. Approval of Vouchers 10
  - d. Financial Report 14
    - 1) District Financial Audit July 1, 2018-June 30, 2019, CliftonLarsonAllen 15
  - e. Personnel
    - 1) Consideration and Approval of the Resignation of Erin Cronquist: Educational Assistant
    - 2) Consideration and Approval of the following Hires for LEAP Lead Teacher Positions:
10. **Action Agenda**
  - a. Consideration and Approval of the LEAP Child Care Employee Handbook
  - b. Consideration and Approval of the LEAP Child Care Parent Handbook
  - c. Consideration and Approval of Board Policy 534 17
  - d. Consideration of Various Administrative Rules 20
11. Adjourn

# District Administrator's Report

December 2019

## Unity School District

### School and District Report Cards Released by DPI

The Department of Public Instruction released the state report cards for schools and school districts today. Information regarding the report cards and the report cards themselves are available at <https://dpi.wi.gov/accountability/report-cards>.

As part of the state accountability system, the Department of Public Instruction (DPI) produces report cards for every publicly funded school and district in Wisconsin. These Accountability Report Cards include data on multiple indicators for multiple years across four Priority Areas (Student Achievement, Growth, Closing Gaps, and On-track and Post-secondary Success). A school or district's Overall Accountability Score places the school/district into one of five Overall Accountability Ratings:

Rating	Score	Stars
Significantly Exceeds Expectations	83-100	*****
Exceeds Expectations	73-82.9	****
Meets Expectations	63-72.9	***
Meets Few Expectations	53-62.9	**
Fails to Meet Expectation	0-52.9	*

Unity School District received a 2018-2019 Report Card Score of 76.7, or "Exceeds Expectations." This rating is one of the highest in the area and in the Lakeland Conference. Unity High School received a "Meets Expectations" designation, while Unity Elementary and Middle Schools received an "Exceeds Expectations" designation. In addition, all of the schools improved from last year.

Unity School District is proud of its educators and programming, and is working to improve with each report card.

### Unity's LEAP Program Updates

- Unity's Child Care program will be known as LEAP, "Little Eagles At Play"!
- The program will operate on a weekly fee-based payment schedule.
- Heather Tiedemann is the program director and is currently developing the programming and activities for the center. Current efforts include training of new staff.
- The District has started the hiring process for the various positions at the center. If interested in employment at the center, please contact [awarner@unity.k12.wi.us](mailto:awarner@unity.k12.wi.us).
- Parents who are considering enrolling their child(ren) are encouraged to contact the school district at [htiedemann@unity.k12.wi.us](mailto:htiedemann@unity.k12.wi.us). The wait list has is being developed. Information is available online at [www.unity.k12.wi.us](http://www.unity.k12.wi.us).
- The foundation is complete and the modules have been delivered. The modules will be craned into place later this week.
- A grand opening date will be made available soon, but it is anticipated that the center will open in mid-January.

# District Administrator's Report

*December 2019*

## Unity School District

### Have you ever thought of teaching a class?

Unity School District's Community Education Program is continually looking for instructors for classes. Unity Community Education offers a diverse catalog of classes to meet the needs and interests of the community. The program is looking for new, exciting, and interesting classes. If you are interested in teaching a class, please contact Christa Ross at (715) 825-2101 x1560.

### Unity Wall of Honor Nominations Sought

The Unity Board of Education has established a "Wall of Honor" to recognize and honor the accomplishments of Unity alumni and employees. Criteria for selection to the "Wall of Honor" will be based on contributions in the areas of education, business, human services, government, athletic, military, fine arts, and community involvement. Alumni selection is based on post-high school accomplishments. The nominee will be screened by a selection committee, which will meet in early March. Deadline for applications each year is March 1st.

If you know of someone who is worthy of being considered for the "Wall of Honor," nomination forms are available at Unity's District and School offices. Additionally, application forms are available on the District website at [www.unity.k12.wi.us](http://www.unity.k12.wi.us). If you have any questions, call or write to Unity Wall of Honor, Unity School District, 1908 150th St./ Hwy 46N, Balsam Lake, WI 54810; (715) 825-3515.

### Professional Development Efforts

Unity School District is committed to providing quality professional development and training opportunities for its staff. Initiatives such as the Response to Intervention (RtI) Model planning, Positive Behavior Interventions and Supports (PBIS), Common Core Standards, Educator Effectiveness Program, successful transitions planning, and technology integration are at the center of the District's goals and efforts for the school year.

- January 20 In-Service:
  - Student Wellness
    - Social/Emotional/Learning (SEL) Curriculum
    - Habits of Mind
  - Staff Wellness
    - Growth Mindset
    - Team/Department Planning
  - Curriculum Planning
    - Social Studies Curriculum Materials Selection
    - Language Arts Curriculum Development



# District Administrator's Report

December 2019

## Unity School District

### 2019-2020 School District Goals

(Approved by the Unity Board of Education, April, 2019)

- Nurture and promote a positive culture of respect, leadership, and character for all.
- Encourage career readiness through school and community partnerships.
- Promote and provide flexible accelerated, personalized learning opportunities for students.
- Encourage healthy students, staff, and community while continuing to address mental health needs through various programs and partnerships.



### School Closing Information

Unity School District Website, [www.unity.k12.wi.us](http://www.unity.k12.wi.us)  
 WCCO Channel 4, [www.wcco.com](http://www.wcco.com)  
 KSTP Channel 5, [www.kstp.com](http://www.kstp.com)  
 KMSP Channel 9, [www.myfox9.com](http://www.myfox9.com)  
 KARE Channel 11, [www.kare11.com](http://www.kare11.com)  
 iOS or Google App, Unity School District

### Unity School District Belief Statements

Unity Belief Statements represent our strong convictions, our common core values, and our moral character.

#### We Believe:

- The student, family, school, and community as partners, share the responsibility for a successful educational experience.
- An awareness of and a tolerance for diversity enriches life.
- Learning thrives in a safe, caring, disciplined environment.
- Learning is lifelong.
- Character development (respect, trustworthiness, responsibility, fairness, caring, citizenship) is an essential component of effective education.
- All individuals learn in different ways, at different rates, and at different times.
- Education includes social, emotional, intellectual, physical, and aesthetic growth.
- Problem solving, critical thinking, effective communication, and working cooperatively are fundamental life skills.
- In challenging individuals to develop to their fullest potential.
- Education provides students with a solid academic foundation.

# District Administrator's Report

## December 2019

# Unity School District

## Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Tuesday, December 10	Board of Education Meeting	Board Room	6:00 PM
Wednesday, December 11	Administrative Team Meeting	Board Room	10:00 AM
Friday, December 13	CESA 11 Superintendent Meeting	Turtle Lake	9:00 AM
Monday, December 16	High School Band & Choir Holiday Concert	PAC	7:00 PM
Tuesday, December 17	Lakeland Conference Superintendent Meeting	Turtle Lake	9:00 AM
Wednesday, December 18	Administrative Team Meeting	Board Room	10:00 AM
Friday, December 20	Staff Holiday Breakfast	Elementary Gym	7:30 AM
December 23-27, 30, 31 Jan. 1	Winter Break - No School	District	
Thursday, January 2	Professional Staff Development Committee	Elem. Conf. Rm.	7:40 AM
Wednesday, January 8	Administrative Team Meeting	Board Room	10:00 AM
Monday, January 13	Upper St. Croix Valley Music Honors Band	PAC	All Day
Tuesday, January 1	Board of Education Meeting	Board Room	6:00 PM
Wednesday, January 15	Administrative Team Meeting	Board Room	10:00 AM
Monday, January 20	MLK Day, Staff In-Service, No School	District	
January 22-24	WASB Education Convention	Milwaukee	
Wednesday, January 29	Administrative Team Meeting	Board Room	10:00 AM
Saturday, February 1	FBLA Region 1 Conference	Unity	All Day

"Expect Great Things"

# Minutes of Regular Meeting

## November 12, 2019

### The Board of Education

### Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, November 12, 2019, beginning at 6:00 PM in the Board Room.

1. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call  
**Members Present:** Debbie Ince-Peterson, James Beistle, Kelly Kamish, Sheryl Holmgren, Ryan Peterson, Pat Kastens, Jeromy Cox  
**Admin. Team Present:** District Admin. Brandon Robinson  
**Members Absent:**
2. Approval of the Agenda  
Motion to approve the agenda by James Beistle.  
Second by Sheryl Holmgren.  
Motion carries by unanimous voice vote.
3. Citizens' Requests to Speak/Address the Board (Germane to Agenda Item)  
None
4. Student Representative Introduction – Sierra Swanson
5. Board of Education Member Updates
6. **Information**
  - a. CESA Report
  - b. Standing Committee Reports
    - 1) Professional Staff Development Committee (PSDC) Meeting
    - 2) Curriculum Meeting
  - c. Curriculum Reports
    - a. District Administrator's Report
7. **Consent Agenda**
  - a. Approval of Minutes, October 8, 2019
  - b. Approval of Minutes, October 11, 2019
  - c. Approval of Special Board Meeting Minutes, October 28, 2019  
Motion to Approve Consent Agenda items 7.a – 7.c by Kelly Kamish.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote.
  - d. Approval of Elementary/Middle School/High School Activity Accounts  
Motion to Approve the October 2019 Activity Accounts by James Beistle.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote.
  - e. Approval of Vouchers  
Motion to Approve the October 2019 Vouchers by James Beistle.  
Second by Pat Kastens.  
Motion carries by unanimous voice vote. Ryan Peterson Abstained.
  - f. Financial & Budget Report  
Motion to Approve the October 2019 Financial Report by James Beistle.  
Second by Sheryl Holmgren.  
Motion carries by unanimous voice vote.

g. Personnel

- 1) Consideration and Approval of the Hire of Marissa Arthur, Early Childhood Teacher
- 2) Consideration and Approval of the Hire of Hannah Unruh, Pre-K Teacher
- 3) Consideration and Approval of the Hire of Lorelei Zimmerman, Elementary Music Teacher
- 4) Consideration and Approval of the Hire of Laura Birling, Assistant Girls Track Coach
- 5) Consideration and Approval of the Hire of Andy Brown, Mental Health Coordinator
- 6) Consideration and Approval of the Hire of Terry Otradovec, Head Girls Track Coach
- 7) Consideration and Approval of the Hire of Briana Schock, Destination Imagination Coordinator

Motion to approve the Personnel items 7.g.1 – 7.g.7 by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

**8. Action Agenda**

- a. Unity High School 2020 Prom Presentation

Motion to approve the Unity High School 2020 Prom as presented by Pat Kastens.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

- a. Consideration and Approval of the following Board Policy: 345.4

Motion to approve Board Policy: 345.4 by Kelly Kamish

Second by Pat Kastens.

Motion carries by unanimous voice vote.

**9. Adjourn**

Motion to adjourn by James Beistle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote by 6:27 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

<b>UNITY SCHOOL DISTRICT</b>				
<b>ACTIVITY ACCOUNT SUMMARY AS OF November 30, 2019</b>				
<b>HIGH SCHOOL</b>				
<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General Account	\$4,690.85	\$36.67	\$777.90	\$3,949.62
Basketball - Boys	452.39			452.39
Basketball - Girls	275.98			275.98
Baseball - HS	2,692.55			2,692.55
Class of 2020	3,034.79			3,034.79
Class of 2021	322.00			322.00
Softball	548.21			548.21
FBLA	3,668.51	5,295.59	2,848.05	6,116.05
FFA	1,350.44		918.77	431.67
Grad Party	2,224.99			2,224.99
High School Athl	1,563.35	594.00		2,157.35
High School Foo	1,853.22	90.00	1,350.00	593.22
Library	1,846.45	1,211.95		3,058.40
Migizi Club	516.97			516.97
Music Club	12,455.72			12,455.72
National Honor S	908.00			908.00
Skills USA	844.59			844.59
Soccer Club	0.00			0.00
Student Council	1,386.98	1,550.00	239.25	2,697.73
Theatre Arts	4,165.05			4,165.05
Class of 2022	0.00			0.00
Class of 2023	0.00			0.00
Volleyball	4,802.23			4,802.23
<b>TOTALS</b>	<b>\$49,603.27</b>	<b>\$8,778.21</b>	<b>\$6,133.97</b>	<b>\$52,247.51</b>
<b>MIDDLE SCHOOL</b>				
<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General	\$2,433.30	\$12.55		\$2,445.85
Pop	1,346.37			1,346.37
Student Council	1,137.11			1,137.11
Nature Trail	3,717.48			3,717.48
Drama	747.76			747.76
Sopko	641.68			641.68
Target	511.13			511.13
PE Program	623.50			623.50
Athletics	387.52			387.52
Girls Traveling B	8,205.58		1,014.00	7,191.58

Wrestling	585.40			585.40
<b>TOTALS</b>	<b>\$20,336.83</b>	<b>\$12.55</b>	<b>\$1,014.00</b>	<b>\$19,335.38</b>
<b>ELEMENTARY SCHOOL</b>				
<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General #108	\$4,465.17	\$200.61	\$2,141.28	\$2,531.69
Elem Student Cn	1.08			\$1.08
Yearbook #102	2,163.47			\$2,163.47
Pencils #103	193.82			\$193.82
Fund Raisers #10	4,699.55			\$4,699.55
U.P.W.A.R.D. #1	18.37			\$18.37
Youth Sports #10	1,000.00			\$1,000.00
Mentoring Grant	589.11			\$589.11
<b>TOTALS</b>	<b>\$13,130.57</b>	<b>\$200.61</b>	<b>\$2,141.28</b>	<b>\$11,197.09</b>

# Board Check List

November 2019

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
142160	MOSAY, NICOLE	11/1/2019	\$60.00
142161	HICKS, JESSICA	11/1/2019	\$100.00
142164	CAROLINA BIOLOGICAL SUPPLY CO	11/4/2019	\$1,607.05
142165	CDW GOVERNMENT	11/4/2019	\$5,780.00
142166	CESA #12	11/4/2019	\$261.41
142167	CHIPPEWA VALLEY SPORTING GOODS	11/4/2019	\$3,640.77
142168	CURRICULUM ASSOCIATES, LLC	11/4/2019	\$291.87
142169	DEMCO	11/4/2019	\$2,177.12
142170	FRONTIER AG & TURF	11/4/2019	\$3,702.02
142171	INDIANHEAD FOODSERVICE DIST.	11/4/2019	\$485.75
142172	NASCO	11/4/2019	\$102.72
142173	SCHOOL SPECIALTY, INC	11/4/2019	\$228.46
142174	SUPREME SCHOOL SUPPLY	11/4/2019	\$197.58
142175	THE LOGO SPOT	11/4/2019	\$683.50
142176	TRIO SUPPLY COMPANY	11/4/2019	\$430.20
142177	BARTINGALE MECHANICAL	11/5/2019	\$450.30
142178	BRAUN THYSSENKRUPP ELEVATOR	11/5/2019	\$1,435.97
142179	CESA #5	11/5/2019	\$150.00
142180	CLIFTON LARSON ALLEN, LLP	11/5/2019	\$4,850.00
142181	DALCO	11/5/2019	\$933.80
142182	E.O. JOHNSON	11/5/2019	\$3,828.78
142183	EISENMAN, JESSICA	11/5/2019	\$32.73
142184	EL STINKO PORTABLE TOILETS LLC	11/5/2019	\$1,215.00
142185	FRISBY, REBECCA	11/5/2019	\$20.48
142186	HIKEL, KAIJA	11/5/2019	\$17.68
142187	INTER-COUNTY LEADER	11/5/2019	\$4,290.85
142188	IRLBECK OUTDOORS	11/5/2019	\$17.99
142189	JOHN DEERE FINANCIAL	11/5/2019	\$197.98
142190	MATBOSS LLC	11/5/2019	\$559.00
142191	MEDICA	11/5/2019	\$350.00
142192	MENARDS-SCF	11/5/2019	\$1,015.88
142193	MEYERS ELECTRIC SERVICE LLC	11/5/2019	\$3,781.28
142194	MOONLIGHT IRRIGATION LLC	11/5/2019	\$250.00
142195	PAPCO, INC	11/5/2019	\$1,223.70
142196	PAULS SHEET METAL	11/5/2019	\$522.00
142197	POLK COUNTY COMMUNITY SERVICES	11/5/2019	\$18,664.80
142198	POLK BURNETT ELECTRIC COOP.	11/5/2019	\$34.00
142199	PRIME TIME TIMING	11/5/2019	\$200.00
142200	RASSBACH COMMUNICATIONS SERVIC	11/5/2019	\$4,343.02
142201	SCHOLASTIC EQUIPMENT COMPANY, LLC	11/5/2019	\$6,449.85
142202	SKOGLUND OIL CO.,INC	11/5/2019	\$3,461.19
142203	ST CROIX REGIONAL MEDICAL CTR	11/5/2019	\$12,592.33

142204 STATE OF WISCONSIN	11/5/2019	\$100.00
142205 UNITY HIGH SCHOOL ACTIVITY	11/5/2019	\$25.00
142206 VERIZON WIRELESS	11/5/2019	\$41.55
142207 WI ASSOC OF SCHOOL COUNCILS	11/5/2019	\$446.00
142208 WATERMAN SANITATION	11/5/2019	\$225.00
142209 WI FFA	11/5/2019	\$96.00
142210 WIAA	11/5/2019	\$1,248.30
142211 WITC BOOKSTORE	11/5/2019	\$1,528.00
142212 ALLEVA, WILLIAM	11/7/2019	\$100.00
142213 MORRIS, MIKE	11/7/2019	\$100.00
142214 POLK COUNTY SHERIFF'S DEPT	11/7/2019	\$7,388.68
142215 TWIN CITY HARDWARE	11/7/2019	\$1,176.88
142220 UNITY FOOD SERVICE	11/7/2019	\$585.00
142221 ELECTRONIC FEDERAL TAX PAYMENT	11/5/2019	\$65,178.60
142222 PAPA MURPHY'S TAKE N BAKE	11/7/2019	\$118.45
142223 SUBWAY	11/7/2019	\$206.74
142224 WEA TAX SHELTERED ANNUITY TRUST	11/5/2019	\$3,934.24
142227 HICKS, JESSICA	11/8/2019	\$80.00
142228 MOSAY, NICOLE	11/8/2019	\$100.00
142229 ELECTRONIC FEDERAL TAX PAYMENT	11/7/2019	\$845.69
142230 WISCONSIN DEPARTMENT OF REV	11/5/2019	\$12,761.38
142231 ALLEVA, WILLIAM	11/14/2019	\$100.00
142232 MORRIS, MIKE	11/14/2019	\$100.00
142233 SUBWAY	11/14/2019	\$760.00
142234 AMERY FREE PRESS	11/15/2019	\$1,962.50
142235 CESA #9	11/15/2019	\$6,705.00
142236 CHALLONER, MEGAN	11/15/2019	\$150.00
142237 COBORN'S INC	11/15/2019	\$21.98
142238 COLLINS, BRIAN	11/15/2019	\$371.14
142239 COSTCO	11/15/2019	\$240.00
142240 CWS SECURITY WATCH	11/15/2019	\$8,572.84
142241 DELTA DENTAL	11/15/2019	\$26,456.82
142242 DIKKERS, KATHRYN	11/15/2019	\$175.52
142243 DPI BUSINESS OFFICE	11/15/2019	\$6,880.00
142244 E.O. JOHNSON	11/15/2019	\$2,664.89
142245 ECKROTH MUSIC	11/15/2019	\$691.78
142246 EL STINKO PORTABLE TOILETS LLC	11/15/2019	\$115.00
142247 HICKS, JESSICA	11/15/2019	\$100.00
142248 ICEPAC	11/15/2019	\$30.00
142249 LEDGER NEWSPAPER	11/15/2019	\$285.93
142250 MOSAY, NICOLE	11/15/2019	\$100.00
142251 SCOTT MAREK BUILDING	11/15/2019	\$385.00
142252 SKILLS USA	11/15/2019	\$150.00
142253 SOUTH SHORE SCHOOL DISTRICT	11/15/2019	\$50.00
142254 ST CROIX REGIONAL MEDICAL CTR	11/15/2019	\$149.00
142255 TRICK, KATHY	11/15/2019	\$125.70
142256 UNITY CUSTOM SERVICES	11/15/2019	\$258.48

142257 UNITY HIGH SCHOOL ACTIVITY	11/15/2019	\$198.00
142258 WI FOUNDATION FOR EDUCATIONAL ADMIN	11/15/2019	\$249.00
142259 WI ASSOC OF SCHOOL BOARDS INC	11/15/2019	\$135.00
142260 WILHELM, MARCUS	11/15/2019	\$150.00
142261 WITC BOOKSTORE	11/15/2019	\$39.20
142262 ALLEVA, WILLIAM	11/18/2019	\$300.00
142263 MORRIS, MIKE	11/18/2019	\$300.00
142264 THE MADISON CONOURSE HOTEL & GOVERNOR'S CLUB	11/18/2019	\$1,095.00
142265 UNITY SCHOOL DISTRICT	11/18/2019	\$120.00
142266 HORACE MANN LIFE INSURANCE COM	11/20/2019	\$460.00
142267 HORACE MANN LIFE INSURANCE	11/20/2019	\$100.00
142268 THRIVENT FINANCIAL FOR LUTHERANS	11/20/2019	\$200.00
142269 UNITY EDUCATION SCHOLARSHIP	11/20/2019	\$15.00
142270 UNITY FOOD SERVICE	11/20/2019	\$540.00
142271 WEA TAX SHELTERED ANNUITY TRUST	11/20/2019	\$3,934.24
142272 STANDARD INSURANCE COMPANY	11/20/2019	\$4,036.94
142273 VISION SERVICE PLAN	11/20/2019	\$652.67
142274 ELECTRONIC FEDERAL TAX PAYMENT	11/20/2019	\$66,424.55
142275 GIBSON, JEREMY	11/21/2019	\$80.00
142276 GRETZLOCK, PATRICK	11/21/2019	\$80.00
142277 JOHNSON, DALE	11/21/2019	\$140.00
142278 PAULSEN, GREGORY	11/21/2019	\$60.00
142279 BENTS, JANICE	11/22/2019	\$79.00
142280 HICKS, JESSICA	11/22/2019	\$80.00
142281 MOSAY, NICOLE	11/22/2019	\$100.00
142282 WI ASSOC OF SCHOOL COUNCILS	11/22/2019	\$446.00
142283 WISCONSIN DEPARTMENT OF REV	11/20/2019	\$12,861.09
142284 WISCONSIN RETIREMENT SYSTEM	11/29/2019	\$73,049.42
142285 AFLAC	11/25/2019	\$1,129.56
142286 PAYROLL ACCOUNT	11/20/2019	\$436,654.96
142287 VANCO PAYMENT SOLUTIONS	11/8/2019	\$375.74
142288 BALSAM LAKE HARDWARE	11/26/2019	\$170.57
142289 CESA #11	11/26/2019	\$13,712.08
142290 CHUBB GROUP OF INSURANCE COMPANIES	11/26/2019	\$212.00
142291 DALCO	11/26/2019	\$2,301.18
142292 DON JOHNSON'S CUMBERLAND MOTORS LLC	11/26/2019	\$104.00
142293 E.O. JOHNSON	11/26/2019	\$1,350.00
142294 FILTRATION SYSTEMS INC	11/26/2019	\$109.63
142295 HOUGHTON MIFFLIN	11/26/2019	\$126.19
142296 INT'L CHEMTEX CORP.	11/26/2019	\$506.03
142297 INTER-COUNTY LEADER	11/26/2019	\$1,210.45
142298 JOHNSON, MICHAEL	11/26/2019	\$60.00
142299 JOHNSON, SABRINA	11/26/2019	\$10.40
142300 KBANDS TRAINING LLC	11/26/2019	\$199.92
142301 KOBUSSEN BUSES LTD	11/26/2019	\$111,799.45
142302 LAKELAND COMMUNICATIONS	11/26/2019	\$1,082.44
142303 LEDGER NEWSPAPER	11/26/2019	\$1,227.22

142304 LEES PRO SHOP	11/26/2019	\$163.96
142305 MCCLELLAND-KOMOROUSKI, JULIE	11/26/2019	\$86.78
142306 MENARDS-SCF	11/26/2019	\$129.65
142307 OAK RIDGE CHEMICAL INC	11/26/2019	\$1,358.37
142308 RAMICH, DOUGLAS	11/26/2019	\$387.88
142309 SCHOLASTIC INC	11/26/2019	\$1,524.35
142310 SCHOOL DISTRICT OF SHELL LAKE	11/26/2019	\$200.00
142311 SECURITY CHECK ME	11/26/2019	\$84.00
142312 STAPLES ADVANTAGE	11/26/2019	\$3,418.44
142313 TL ENTERPRISE	11/26/2019	\$918.00
142314 VALLEY SCALE SERVICE,INC	11/26/2019	\$115.00
142315 VERIZON WIRELESS	11/26/2019	\$670.51
142316 WI DEPT OF TRANSPORTATION	11/26/2019	\$77.50
142343 NORTHWESTERN	11/22/2019	\$17,722.21
142344 WE ENERGIES	11/13/2019	\$5,735.36
142344 WE ENERGIES	11/13/2019	\$5,735.36
142345 CHASE CARD SERVICES	11/21/2019	\$5,431.81
142346 BMO MASTERCARD	11/13/2019	\$10,062.77
142348 HIGHER STANDARDS INC.	11/6/2019	\$164.00
142349 REVTRAK, INC.	11/7/2019	\$52.34
		<u>\$1,036,829.37</u>

**UNITY SCHOOL DISTRICT**  
**Bank Reconciliation**  
**November, 2019**

BALANCE PER BANK	BEGINNING BALANCE October 31, 2019	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE November 30, 2019
6223 - RCU Scholarship Account	54,996.93	11.30	0.00	55,008.23
2737 - RCU Scholarship CD	21,237.57	40.58	0.00	21,278.15
6098 - RCU General Checking		615,517.73	615,517.73	0.00
7149 - RCU Sweep Checking	2,034,358.59	278,478.59	1,052,232.43	1,260,604.75
0419 - RCU Debt Service	5,956.19	2.20	0.00	5,958.39
0001 - LGIP Debt Service	47,182.81	66.45	0.00	47,249.26
0002 - LGIP General	1,794.16	2.53	0.00	1,796.69
4217 - Matrix Trust Fund	883,202.29	1,258.97	0.00	884,461.26
9849 - MidWestOne Bank Scholarship	44,480.84	5.30	0.00	44,486.14
0907 - Bremer Bank Capital Improvement Trust	75,448.64	3.10	0.00	75,451.74
	<b>\$ 3,168,658.02</b>	<b>\$ 895,386.75</b>	<b>\$ 1,667,750.16</b>	<b>\$ 2,396,294.61</b>

BALANCE PER BOOK	BEGINNING BALANCE October 31, 2019	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE November 30, 2019
Beginning Balance	2,966,574.22			2,966,574.22
Receipts - Actual		280,297.52	0.00	280,297.52
Receipts - Journal Entries		0.00	0.00	0.00
Disbursements - Accounts Payable		0.00	600,174.41	(600,174.41)
Disbursements - Journal Entry			0.00	0.00
Disbursements - Payroll		0.00	436,654.96	(436,654.96)
Transfers/Reclass Entries		2,869.95	2,869.95	0.00
FUND TOTALS	<b>\$ 2,966,574.22</b>	<b>\$ 283,167.47</b>	<b>\$ 1,039,699.32</b>	<b>\$ 2,210,042.37</b>

RECONCILED BANK TO BOOK	
Ending Bank Balance	\$ 2,396,294.61
Deposits in Transit	-
Outstanding Checks	(186,252.24)
Payroll Adjustment	-
Accounts Payable Adjustment	-
Bank Adjustment	-
Bank Charge	-
<b>BANK ADJUSTED</b>	<b>\$ 2,210,042.37</b>
<b>BALANCE PER BOOK</b>	<b>\$ 2,210,042.37</b>
<b>VARIATION</b>	<b>-</b>

BALANCE SHEET ACCOUNTS	November 30, 2019
FUND 10 - General Fund	448,211.10
FUND 21 - Special Projects	31,228.20
FUND 27 - Special Education	(456,028.29)
FUND 29 - Title VII, Indian Education	(3,481.92)
FUND 38 - Non-Referendum Debt Srvc	4,421.40
FUND 39 - Referendum Approved Debt	129,173.50
FUND 46 - Capital Improvement Fund	75,451.74
FUND 49 - Capital Projects Bond	559,861.22
FUND 50 - Food Service	141,665.53
FUND 72 - Scholarship Trust	82,037.27
FUND 73 - Employee Benefit Trust	884,461.26
FUND 80 - Community Service	136,652.65
FUND 83 - Drivers Education	43,740.84
FUND 84 - Community Pool	1,767.65
FUND 85 - Alternative Diploma Program	24,393.32
FUND 86 - Childcare	41,351.64
FUND 98 - Payroll Accrual	65,135.26
<b>TOTAL</b>	<b>\$ 2,210,042.37</b>
<b>CASH PER BOOKS</b>	<b>\$ 2,210,042.37</b>
<b>VARIATION</b>	<b>-</b>

**2019 Audit Report Notations**

**Item #**

**1 Auditor's Report (Opinion):**

We have issued an unmodified opinion on the financial statements.

**Management Letter:**

Our report on internal control included the following deficiencies in internal control over financial reporting.

**Material Weaknesses:**

- 2019-001: Limited Segregation of Duties
- 2019-002: Material Audit Adjustments

**Compliance**

As part of our audit, we tested the District's compliance with the requirements of laws, regulations, contracts and grants applicable to its federal and state programs as well as the District's internal controls over compliance. No items were reported.

**Other:**

- PI-1506 Aid Certification Examination Report
- Federal Data Collection Report

**2 General Fund:** The General fund is the general operating fund of the District. It is used to account for all financial resources which are not required to be accounted for in another fund.

NOTE: Represents the combination of funds 10 and 27.

	6/30/2019	6/30/2018	6/30/2017	6/30/2016
<b>General Fund Balance Sheet Summary:</b>				
Cash and Investments	\$ 160,087	\$ -	\$ 271,749	\$ -
Taxes Receivable	4,409,096	3,992,638	4,517,817	4,725,730
Accounts Receivable	2,500	16,359	28,658	25,231
Due from Other Governments	592,522	682,492	679,024	748,424
Due from Other Funds	265,573	238,228	232,269	234,422
Prepaid Items	-	-	14,923	100,208
	<u>\$ 5,429,778</u>	<u>\$ 4,929,717</u>	<u>\$ 5,744,440</u>	<u>\$ 5,834,015</u>
Payables and Other Accruals	\$ 1,407,943	\$ 1,154,904	\$ 2,054,868	\$ 1,793,222
Due to Other Funds	443,141	217,951	-	65,646
Fund Balance:				
Nonspendable	-	-	14,923	100,208
Unassigned	3,578,694	3,556,862	3,674,649	3,874,939
	<u>\$ 5,429,778</u>	<u>\$ 4,929,717</u>	<u>\$ 5,744,440</u>	<u>\$ 5,834,015</u>
Revenues	\$ 14,464,282	\$ 14,100,006	\$ 13,457,593	\$ 13,481,968
Expenditures	(14,563,110)	(14,386,529)	(14,067,808)	(13,494,955)
Net Other Financing Sources (Uses)	120,660	153,813	324,640	(10,111)
Change in Fund Balance	<u>\$ 21,832</u>	<u>\$ (132,710)</u>	<u>\$ (285,575)</u>	<u>\$ (23,098)</u>
<b>% of Unassigned Fund Balance to General Fund Expenditures</b>	<b>24.6%</b>	<b>24.7%</b>	<b>26.1%</b>	<b>28.7%</b>

**2019 Audit Report Notations**

Item  
#

**3 Special Revenue Funds:** Special Revenue funds are used to account for the proceeds of specific revenues sources that are restricted to expenditures for specified purposes.

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>
<b>Special Revenue Fund Balances:</b>				
Education Trust	\$ 25,184	\$ 26,262	\$ 34,167	\$ 26,379
Special Projects	-	-	-	-
Food Service	168,201	167,173	181,325	212,047
Adult Recreation and Education	181,164	170,998	174,175	153,845
Drivers Education	44,882	43,316	42,080	43,002
Pool	36,826	44,580	45,980	71,117
After School Program	34,182	32,963	29,158	22,699
Day Care Program	62,000	31,000	-	-
	<u>\$ 552,439</u>	<u>\$ 516,292</u>	<u>\$ 506,885</u>	<u>\$ 529,089</u>

**4 Debt Service Funds:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of certain general long-term debt principal, interest and related charges.

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>
<b>Debt Service Funds Balances:</b>	<u>\$ 310,320</u>	<u>\$ 327,940</u>	<u>\$ 341,019</u>	<u>\$ 506,128</u>

**5 Capital Project Funds:** Capital Project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>
<b>Capital Projects Fund Balances:</b>				
Capital Improvement Trust Fund	\$ 75,429	\$ 50,384	\$ 50,338	\$ 50,300
Capital Project Fund	616,000	-	4,739,618	16,921,122
	<u>\$ 691,429</u>	<u>\$ 50,384</u>	<u>\$ 4,789,956</u>	<u>\$ 16,971,422</u>

**6 Fiduciary Funds:** Trust and agency funds are use to account for assets held by the District either in a trustee capacity or as an agent for individuals, private organizations or other governmental units.

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>
<b>Trust and Agency Fund Balances:</b>				
Employee Benefit Trust Fund (Net Position)	\$ 683,177	\$ 550,350	\$ 591,042	\$ 484,175
Private Purpose Trust Fund (Net Position)	82,573	84,839	86,835	56,871
Agency Fund (Cash)	75,915	71,229	74,822	81,416
	<u>\$ 841,665</u>	<u>\$ 706,418</u>	<u>\$ 752,699</u>	<u>\$ 622,462</u>

**7 Long-term Obligations**

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>
General Obligation Bonds	\$ 13,980,000	\$ 14,715,000	\$ 15,435,000	\$ 16,630,000
General Obligation Notes	1,001,834	585,834	780,834	975,834
Capital Leases	243,168	306,640	457,874	172,510
Other Postemployment Benefit Liability	443,741	740,643	662,067	-
WRS Pension (Asset) Liability	1,488,065	(1,273,886)	363,590	739,305
Total Long Term Obligations	<u>\$ 17,156,808</u>	<u>\$ 15,074,231</u>	<u>\$ 17,699,365</u>	<u>\$ 18,517,649</u>

Equalized Valuation \$ 1,127,550,457 \$ 1,071,861,138 \$ 1,027,036,923 \$ 1,004,804,017

General Obligation Debt Limit (10% EV) \$ 112,755,046 \$ 107,186,114 \$ 102,703,692 \$ 100,480,402

**General Obligation Debt as Percent of Debt Limitation**

13.3% 14.3% 15.8% 17.5%

# Unity School District - Board of Education

## Board Policy 537

### Staff Development Opportunities

Last Revised 12/5/2019

The Board recognizes the importance of providing quality professional development for maintaining, developing, and extending the skills of all staff members. The Board encourages employees, at all levels, to engage in programs and activities which will lead to their professional growth, expansion of skills, and increased career competence. Programs and activities may include inservice education, conferences, meetings, activities, online learning, and workshops.

### Support Staff Development

The Board authorizes the District Administrator in conjunction with non-certified support staff, to develop a quality non-going inservice program for food service, facilities, educational assistants, and secretaries.

### Professional Staff Development Committee

#### A. Philosophy Statement of Unity School District

The ultimate goal of the professional staff development program of the Unity School District is to promote the best possible learning experience for the students. This will be accomplished by identifying the needs of the District, students, staff and community, establishing priorities, and planning a course of action for staff development to help meet the needs. The primary focus shall be the completion of the Board approved District Goals.

B. The professional staff development committee (PSDC) shall serve in an advisory capacity to the District Administrator and the administrative team. PSDC shall provide the administrative team with feedback and input regarding the perceived needs of the staff with respect to achieving the District's goals.

C. The District Administrator shall provide guidance to PSDC regarding the parameters of collective professional development opportunities. Specifically, PSDC shall offer advice regarding programming on the in-service days during the school year.

D. The District Administrator shall develop a procedure for the application, consideration, and approval of individual professional development opportunities.

E. The professional staff development committee (PSDC) shall be comprised of:  
1 Chairperson, 2 Middle School (5-8), 2 High School (9-12) 2 Elementary (PK-4), 1 Special Needs, 1 Support Staff, 1 Special Education Director, 3 Principals, 1 District Administrator or Designee, 1 Board Member

F. Membership of the committee is by appointment as determined by the corresponding administrator.

G. Members serve up to a two year term, or at the discretion of the corresponding administrator.

H. The District Administrator appoints the support staff member and the chairperson.

I. Meetings shall be scheduled as appropriate, usually monthly.

J. The chairperson will develop the meeting agendas and goals.

K. To meet DPI regulations, state mandates, and various other requirements, District-wide professional development requires approval of the District Administrator.

a. Functions of the Professional Staff Development Program

1. To identify the needs of:

- a. District
- b. Staff
- c. Students, and
- d. Community

~~2. To develop a plan of action or program to meet these individual needs~~

~~3. To develop a process for the evaluation of the plan of action~~

~~4. To facilitate open communication in the school district~~

~~5. To educate the staff, board and administration as to the function of inservice~~

b. Desirable Characteristics of the Professional Staff Development Program

i. Motivate the staff to become more effective and participatory

ii. Flexible time frame on a realistic basis to take advantage of professional offerings

iii. An ongoing program to meet identified needs

L. Function of the Professional Staff Development Committee

a. Responsibility and Authority

The Committee shall establish a process, plan of action, priorities and time table.

i. Identify needs—District, students, staff and community

ii. Develop short and long term goals and objectives

iii. Coordinate the development and implementation of program

iv. Evaluate and/or revision of program

v. Improve communication for better understanding between District, students, staff and community.

b. Support Mechanism

i. Release time and/or other compensation for participants in committee activities will be provided as approved by the Board.

ii. The budget and calendar for committee activities will be included in the plan for action, calendar and overall budget presented to the School Board for approval.

c. Role Clarification

i. Each committee member is to communicate committee action to the staff and bring feedback from the staff to the committee.

ii. Members are to attend meetings of the committee and pertinent Board meetings.

M. ~~Criteria for Structure~~

a. ~~Committee Structure Members~~ total 15

- |   |                              |                      |
|---|------------------------------|----------------------|
| 1 chairperson                           | 1 special needs              | 2 high school (9-12) |
| 2 middle school (5-8)                   | 1 board member               | 2 elementary (PK-4)  |
| 1 District Administrator<br>or designee | 1 special education director |                      |
| 3 Principals                            | 1 support staff              |                      |

b. ~~Membership~~

- i. ~~Membership is by appointment as determined by building principal.~~
- ii. ~~Chairperson(s) to be determined by the committee (may vote to break a tie).~~

c. ~~Length of Time~~

- i. ~~The length of time on the committee for a teacher or support staff member is a two-year term.~~
  - ~~The building principal may assign different membership upon the fulfillment of a term.~~

d. ~~Meetings~~

- i. ~~Meetings shall be scheduled as appropriate, typically monthly.~~
- ii. ~~Chairperson will draw up agenda and goals to be achieved.~~

District professional staff development opportunities and the schedule/calendar require approval of the District Administrator.

**Unity School District**  
**Administrative Rule 535.5**  
**Long-Term and Substitute Teacher Assignments**  
**12/6/19**

1. The assignment of a substitute teacher in a building or program is at the discretion of the principal/director. Further, whether someone is hired and approved as a substitute employee in the District is at the sole discretion of the District Administrator or designee.
2. A substitute teacher may be paid at the long-term substitute teacher rate on the 21<sup>st</sup> day in an assignment. The rate is the daily rate of the base fundamental compensation rate in the District Compensation plan for certified staff with a Bachelor's degree.
3. The assignment days must be served consecutively, unless an absence is pre-approved by a principal/director and it is determined that it is imperative to have the same substitute remain in the position.
4. Similar positions within the same program/building that have been contiguous, by the same substitute teacher, may be compiled to 21 days to obtain the long-term substitute status or to remain in the long-term substitute status if the principal/director determines that it is imperative to have the same substitute remain in the program for continuity.
5. According to the Wisconsin Department of Public Instruction (DPI), a short-term substitute license is necessary for assignments under 45 days. Assignments of 45 days and longer require the appropriate educator license.
6. The implementation of this rule shall be under the authority of the District Administrator. The final determination of short-term or long-term status shall be made by the District Administrator. Such determination is final.

**Unity School District**  
**Administrative Rule 449.1**  
**Backpacks in Classrooms**  
**12/6/19**

1. The first, foremost, and highest priority of the school setting is student and staff safety.
2. Reference to backpacks includes backpacks, bags, duffle bags, luggage, large purses, satchels, packs, messenger bags, and the like. Throughout this rule, “backpacks” shall refer to all of these.
3. Students may not transport their backpacks to classrooms.
4. Backpacks must be stowed in a school provided locker and secured with a lock.
5. Students with specific medical needs or physical limitations may be allowed, with approval of the building principal, the accommodation of using a backpack or similar bag to transport their learning materials.
6. Violation of this administrative rule and subsequent discipline shall be in accordance with the school’s student/parent handbook.