

# UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Patricia C. Kastens, Clerk

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
2. Approval of the Agenda
3. Citizens' Requests to Speak/Address the Board (Germane to the Agenda)
4. Student Representative Introduction
5. Board of Education Member Update
6. **Information**
  - a. CESA Report
  - b. Standing Committee Reports
    - 1) Curriculum Meeting
    - 2) PSDC
  - c. District Administrator's Report 3
7. **Consent Agenda**
  - a. Approval of Minutes, December 10, 2019 7
  - b. Approval of Elementary/Middle School/High School Activity Accounts 10
  - c. Approval of Vouchers 12
  - d. Financial Report 15
  - e. Personnel
    - 1) Consideration and Approval of the Hire of Bruce Holden, Middle School Wrestling Coach
    - 2) Consideration and Approval of the Hire of Deborah Janis, Educational Assistant
8. **Action Agenda**
  - a. Consideration and Approval of the Proposed WASB Resolutions
  - b. Consideration and Approval of Open Enrollment Space Availability for the 2020-2021 School Year
  - c. Consideration and Approval of the following Board Policy updates: 423, 423.1, 533 16
9. Adjourn
10. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
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18. Adjourn

# District Administrator's Report

January 2020

## Unity School District

### Diploma Plus Program Sees Additional Programming

Unity High School's Diploma Plus Program has helped many graduating students over the past few years earn college credit or certification in addition to their high school diplomas. With the Unity Board of Education adopting a district goal that focuses on "career, college, and technical readiness," there has been a renewed effort to establish cooperative agreements with the Wisconsin Indianhead Technical College (WITC) for transcribed and articulated credit for Unity's students who participate in specific career and technical education (CTE) classes. Next school year will see the most dual credit opportunities for Unity's high school students ever. In addition, Unity High School has some of the most Advanced Placement (AP) courses for college credit available for a high school of its size.

### 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. The center staff has started and are currently participating in training.
- 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).
- Interior finish work is being completed, the utilities are being connected, and exterior siding is being installed.
- A grand opening date will be made available soon, but it is anticipated that the center will open at the beginning of February.

### NEWS FLASH!

### Unity's District Report Amongst Highest in the Area!

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.

# District Administrator's Report

January 2020

## Unity School District

### Student Open Enrollment Opens Soon for 2020-2021

#### What is Public School Open Enrollment?

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend a school district other than the one in which they live. Applications may be submitted to up to three nonresident school districts.

#### Who may participate in open enrollment?

Pupils in 5-year-old kindergarten to grade 12 may apply to participate in open enrollment.

Open enrollment for prekindergarten, four-year-old kindergarten and early childhood education is limited. Parents should call their resident school districts to find out if their preschool-aged children qualify for open enrollment.

#### How and when may parents apply?

The open enrollment application period for the 2020-21 school year is from February 3-April 30, 2020. The application period closes at 4:00 p.m. on April 30, 2020. Late applications will not be accepted for any reason.

Parents may apply online at <https://dpi.wi.gov/oe>.

### 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.



# District Administrator's Report

January 2020

## 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

## January 2020

# Unity School District

## Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Monday, January 13	Upper St. Croix Valley Music Honors Band	PAC	All Day
Tuesday, January 14	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	
Thursday, January 23	District Curriculum Meeting	Elem. Conf. Rm.	7:40 AM
Wednesday, January 29	Administrative Team Meeting	Board Room	10:00 AM
Saturday, February 1	FBLA Region 1 Conference	Unity	All Day
Wednesday, February 5	Administrative Team Meeting	Board Room	10:00 AM
Thursday, February 6	Professional Staff Development Committee Meeting	Elem. Conf. Rm.	7:40 AM
Tuesday, February 11	Board of Education Meeting	Board Room	6:00 PM
Wednesday, February 12	Administrative Team Meeting	Board Room	10:00 AM
Monday, February 17	President's Day, No School	District	

"Expect Great Things"

# Minutes of Regular Meeting

## December 10, 2019

### The Board of Education

### Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, December 10, 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, Pat Kastens, Ryan Peterson  
**Admin. Team Present:** District Admin. Brandon Robinson  
**Members Absent:** Jeromy Cox
2. Approval of the Agenda  
Motion to approve the agenda by James Beistle.  
Second by Ryan Peterson.  
Motion carries by unanimous voice vote.
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.  
Motion to convene into closed session by Ryan Peterson.  
Second by Sheryl Holmgren.
  - a. Roll Call  
Roll Call: Debbie Peterson (yes), Sheryl Holmgren (yes), Kelly Kamish (yes), Pat Kastens (yes), James Beistle (yes), Ryan Peterson (yes)
  - b. Approval of Closed Minutes October 8, 2019
  - c. Adjourn Closed Session
  - d. Convene Regular Session
4. Possible Action on Recommendation(s) from Closed Session  
Early Graduation Request was granted.
5. Citizens' Requests to Speak/Address the Board (Germane to Agenda Item)  
None
6. Student Representative Introduction
  - a. FBLA Regional Leadership Conference Update – *Ms. Jaclyn Ahlgren, Ms. Rebekah Robinson*
7. Board Member Updates
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*
    - 1) Inclement Weather Information
    - 2) LEAP Program Update

- a. Approval of Minutes, November 12, 2019
  - Motion to Approve the November 12, 2019 Minutes by Kelly Kamish.
  - Second by Pat Kastens.
  - Motion carries by unanimous voice vote.
- b. Approval of Elementary/Middle School/High School Activity Accounts
  - Motion to Approve the November 2019 Activity Accounts by Pat Kastens.
  - Second by Ryan Peterson.
  - Motion carries by unanimous voice vote.
- c. Approval of Vouchers
  - Motion to Approve the November 2019 Vouchers by Kelly Kamish.
  - Second by Pat Kastens. (Ryan Peterson Abstained.)
  - Motion carries by unanimous voice vote.
- d. Financial & Budget Report – *Ms. Kara Holden/Mr. Brandon Robinson*
  - 1) District Financial Audit July 1, 2018 – June 30, 2019, CliftonLarsonAllen
    - Motion to approve the District Financial Audit as presented by Pat Kastens.
    - Second by Sheryl Holmgren.
    - Motion carries by unanimous voice vote.
- e. Personnel
  - 1) Consideration and Approval of the Resignation of Erin Cronquist: Educational Assistant
    - Motion to approve the Resignation of Erin Cronquist by Ryan Peterson.
    - Second by Sheryl Holmgren.
    - Motion carries by unanimous voice vote.
  - 2) Consideration and Approval of the following Hires for LEAP Lead Teacher Positions: Alyssa Backlin, Brooklynn Kumlin, Leah Mooney, and Sonya Peterson
    - Motion to approve the Hire of Alyssa Backlin, Brooklynn Kumlin, Leah Mooney, and Sonya Peterson for LEAP Lead Teacher Positions by James Beistle.
    - Second by Pat Kastens.
    - Motion carries by unanimous voice vote.

## **9. Action Agenda**

- a. Consideration and Approval of the LEAP Child Care Employee Handbook
  - Motion to approve the LEAP Child Care Employee Handbook by Ryan Peterson.
  - Second by Pat Kastens.
  - Motion carries by unanimous voice vote.
- b. Consideration and Approval of the LEAP Child Care Parent Handbook
  - Motion to approve the LEAP Child Care Parent Handbook by James Beistle.
  - Second by Sheryl Holmgren.
  - Motion carries by unanimous voice vote.
- c. Consideration and Approval of Board Policy 537
  - Motion to approve Board Policy 537 by Sheryl Holmgren.
  - Second by Ryan Peterson.
  - Motion carries by unanimous voice vote.
- d. Consideration of Various Administrative Rules
  - Motion to approve Administrative Rules 449.1 and 535.5 by James Beistle
  - Second by Sheryl Holmgren.
  - Motion carries by unanimous voice vote.

10. Adjourn

Motion to adjourn by James Beistle.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote by 7:15 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

<b>UNITY SCHOOL DISTRICT</b>				
<b>ACTIVITY ACCOUNT SUMMARY AS OF December 31, 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	\$4,681.71	\$62.50	\$1,497.00	\$3,247.21
Basketball - Boys	2,145.39			2,145.39
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	6,314.49	845.38	3,103.00	4,056.87
FFA	8,687.71	859.00	7,330.50	2,216.21
Grad Party	2,224.99			2,224.99
High School Athletics	1,563.35			1,563.35
High School Football	669.02			669.02
Library	1,846.48			1,846.48
Migizi Club	516.97			516.97
Music Club	12,455.72			12,455.72
National Honor Society	908.00			908.00
Skills USA	332.59	243.00	266.65	308.94
Soccer Club	0.00			0.00
Student Council	2,634.48	281.24	0.00	2,915.72
Theatre Arts	4,720.33		45.50	4,674.83
Class of 2022	0.00			0.00
Class of 2023	0.00			0.00
Volleyball	970.53			970.53
<b>TOTALS</b>	<b>\$57,545.29</b>	<b>\$2,291.12</b>	<b>\$12,242.65</b>	<b>\$47,593.76</b>
<b>MIDDLE SCHOOL</b>				
<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General	\$2,445.85	\$2,890.45	\$2,876.53	\$2,459.77
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	185.00	200.00	626.68
Target	511.13			511.13
PE Program	623.50			623.50
Athletics	387.52	100.00		487.52
Girls Traveling Bball	7,191.58			7,191.58

Wrestling	585.40			585.40
<b>TOTALS</b>	<b>\$20,336.83</b>	<b>\$3,175.45</b>	<b>\$3,076.53</b>	<b>\$19,434.30</b>
<b>ELEMENTARY SCHOOL</b>				
<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General #108	\$2,531.69	\$10.89	\$150.00	\$2,392.58
Elem Student Cncl #101	1.08			\$1.08
Yearbook #102	2,163.47			\$2,163.47
Pencils #103	193.82			\$193.82
Fund Raisers #104	4,699.55	200.00		\$4,899.55
U.P.W.A.R.D. #105	18.37			\$18.37
Youth Sports #106	1,000.00			\$1,000.00
Mentoring Grant #107	589.11			\$589.11
<b>TOTALS</b>	<b>\$11,197.09</b>	<b>\$210.89</b>	<b>\$150.00</b>	<b>\$11,257.98</b>

Board Check List  
December 2019

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
142317	DOCS PUB AND EATERY	12/2/2019	\$1,725.00
142318	ALLEVA, WILLIAM	12/3/2019	\$200.00
142319	LOGSLETT, TRAVIS	12/3/2019	\$160.00
142320	MORRIS, MIKE	12/3/2019	\$200.00
142321	PRINCE, JEFF	12/3/2019	\$160.00
142322	PRINCE, RICK	12/3/2019	\$160.00
142323	UW EAU CLAIRE-BARRON COUNTY	12/3/2019	\$5,000.00
142324	UW LA CROSSE	12/3/2019	\$1,000.00
142325	UW STEVENS POINT	12/3/2019	\$1,000.00
142326	WILLIAMSON, AMY	12/3/2019	\$567.00
142327	ELECTRONIC FEDERAL TAX PAYMENT	12/5/2019	\$64,191.12
142328	WEA TAX SHELTERED ANNUITY TRUST	12/5/2019	\$3,934.24
142329	WISCONSIN DEPARTMENT OF REV	12/5/2019	\$12,564.86
142330	UNITY FOOD SERVICE	12/5/2019	\$590.00
142331	ALLEVA, WILLIAM	12/5/2019	\$200.00
142332	BAUER, TED	12/5/2019	\$160.00
142333	BIRLING, LAURA	12/5/2019	\$258.54
142334	BJORNSTAD, ADAM	12/5/2019	\$160.00
142335	MORRIS, MIKE	12/5/2019	\$200.00
142336	PAULSEN, GREGORY	12/5/2019	\$120.00
142337	PEPER'S SERVICE STATION	12/5/2019	\$907.53
142338	RUCK, JACOB	12/5/2019	\$120.00
142339	TIEDEMANN, HEATHER	12/5/2019	\$79.52
142340	UNITY SCHOOL DISTRICT	12/5/2019	\$43.00
142341	VRIEZE, PETER	12/5/2019	\$160.00
142342	WI FFA	12/5/2019	\$475.00
142343	NORTHWESTERN WIS ELECTRIC CO	11/22/2019	\$17,722.21
142343	NORTHWESTERN WIS ELECTRIC CO	12/5/2019	-\$17,722.21
142344	WE ENERGIES	12/5/2019	-\$5,735.36
142347	WHSFA	12/11/2019	\$375.00
142350	HICKS, JESSICA	12/6/2019	\$80.00
142351	ALLEVA, WILLIAM	12/10/2019	\$200.00
142352	CZYSCON, WAYNE	12/10/2019	\$160.00
142353	DEROUSSEAU, DAVE	12/10/2019	\$160.00
142354	MORRIS, MIKE	12/10/2019	\$200.00
142355	TAHTINEN, SCOTT	12/10/2019	\$160.00
142356	HAHN, JEFFREY	12/11/2019	\$160.00
142357	WE ENERGIES	12/12/2019	\$8,802.81
142358	UPPER ST CROIX VALLEY MUSIC	12/12/2019	\$1,225.00
142359	XELLO	12/12/2019	\$1,095.00
142360	ALLEVA, WILLIAM	12/12/2019	\$100.00
142361	MORRIS, MIKE	12/12/2019	\$100.00

142362 NORTHWESTERN WIS ELECTRIC CO	12/12/2019	\$18,995.29
142363 BACKLIN, ALYSSA	12/13/2019	\$39.00
142364 WHITE, CHRISTINA	12/16/2019	\$100.00
142365 ANDERSON, MACKENZIE	12/16/2019	\$39.00
142366 GLENNA, MEGAN	12/16/2019	\$39.00
142367 PEPER, ASHLEY	12/16/2019	\$39.00
142368 PETERSON, SONYA	12/16/2019	\$39.00
142369 THE CHOLCOLATE GNOME	12/17/2019	\$990.00
142370 ALLEVA, WILLIAM	12/17/2019	\$140.00
142371 HOFFMAN, DAN	12/17/2019	\$160.00
142372 LINEHAN, JEFF	12/17/2019	\$160.00
142373 MORRIS, MIKE	12/17/2019	\$140.00
142374 PAULSEN, GREGORY	12/17/2019	\$70.00
142375 RUCK, JACOB	12/17/2019	\$120.00
142376 TAPPE, COLE	12/17/2019	\$160.00
142377 HICKS, JESSICA	12/20/2019	\$140.00
142378 MOSAY, NICOLE	12/20/2019	\$80.00
142388 ANTCZAK, STEVE	12/19/2019	\$110.00
142389 BERNDT, TROY	12/19/2019	\$220.00
142390 JOHNSON, DALE	12/19/2019	\$220.00
142391 LORUSSO, MARY	12/19/2019	\$39.00
142392 SCHMIDT, JEFFREY	12/19/2019	\$220.00
142393 UNITY HIGH SCHOOL ACTIVITY	12/19/2019	\$100.00
142394 CEDAR CORPORATION	12/23/2019	\$8,799.00
142395 CESA #11	12/23/2019	\$451.00
142396 CHIPPEWA VALLEY SPORTING GOODS	12/23/2019	\$684.45
142397 DSGW	12/23/2019	\$3,000.00
142398 EARTHGRAINS BAKING CO'S INC	12/23/2019	\$553.35
142399 EDMENTUM	12/23/2019	\$3,187.50
142400 EDUCERE	12/23/2019	\$798.00
142401 ENDEAVORS ADULT DEVELOPMENT CENTER	12/23/2019	\$100.00
142402 FOLLETT SCHOOL SOLUTIONS, INC.	12/23/2019	\$907.05
142403 FRANKLIN COVEY	12/23/2019	\$37.51
142404 GOODHEART-WILCOX PUBLISHER	12/23/2019	\$1,530.88
142405 GRAINGER, INC	12/23/2019	\$237.14
142406 INDIANHEAD FOODSERVICE DIST.	12/23/2019	\$33,244.85
142407 INDIANHEAD GLASS, INC.	12/23/2019	\$33,500.00
142408 KOBUSSEN BUSES LTD	12/23/2019	\$95,677.40
142409 NASCO	12/23/2019	\$283.84
142410 NATURES SELECT ORCHARD	12/23/2019	\$240.00
142411 NELSON CONSTRUCTION SERVICES	12/23/2019	\$6,000.00
142412 PLAINVIEW MILK PRODUCTS COOPERATIVE	12/23/2019	\$10,128.28
142413 POLY-TEX, INC.	12/23/2019	\$197.98
142414 TIEDEMANN, HEATHER	12/23/2019	\$39.00
142415 TL ENTERPRISE	12/23/2019	\$270.00
142416 TRIDENT BEVERAGE INC	12/23/2019	\$516.00
142417 ELECTRONIC FEDERAL TAX PAYMENT	12/20/2019	\$69,445.53

142418 WEA TAX SHELTERED ANNUITY TRUST	12/20/2019	\$3,934.24
142419 WISCONSIN DEPARTMENT OF REV	12/20/2019	\$13,893.50
142420 WISCONSIN RETIREMENT SYSTEM	12/31/2019	\$73,372.64
142421 HORACE MANN LIFE INSURANCE COM	12/30/2019	\$710.00
142422 HORACE MANN LIFE INSURANCE	12/30/2019	\$100.00
142423 THRIVENT FINANCIAL FOR LUTHERANS	12/30/2019	\$200.00
142424 UNITY EDUCATION SCHOLARSHIP	12/30/2019	\$15.00
142425 UNITY FOOD SERVICE	12/30/2019	\$570.00
142426 TRANSAMERICA LIFE INSURANCE	12/30/2019	\$39.32
142427 AFLAC	12/30/2019	\$1,129.56
142428 MIDWESTONE BANK	12/30/2019	\$1,212.44
142429 STANDARD INSURANCE COMPANY	12/30/2019	\$3,995.00
142430 VISION SERVICE PLAN	12/30/2019	\$652.67
142461 HIGHER STANDARDS INC.	12/5/2019	\$65.00
142462 REVTRAK, INC.	12/9/2019	\$50.35
142463 VANCO PAYMENT SOLUTIONS	12/6/2019	\$344.96
142464 PAYROLL ACCOUNT	12/20/2019	\$440,858.47
142465 HPAI FSA	12/20/2019	\$2,500.00
142466 BMO MASTERCARD	12/5/2019	\$4,245.00
142467 CHASE CARD SERVICES	12/20/2019	\$1,592.82
142468 TASC	12/30/2019	\$363.60
142469 TASC	12/30/2019	\$157.80
	<i>Total</i>	<i>\$941,883.68</i>

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

BALANCE PER BANK	BEGINNING BALANCE November 30, 2019	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE December 31, 2019
6223 - RCU Scholarship Account	55,008.23	11.68	0.00	55,019.91
2737 - RCU Scholarship CD	21,278.15	39.35	0.00	21,317.50
6098 - RCU General Checking		506,053.91	506,053.91	0.00
7149 - RCU Sweep Checking	1,260,604.75	677,859.30	946,474.19	991,989.86
0419 - RCU Debt Service	5,958.39	2.28	0.00	5,960.67
0001 - LGIP Debt Service	47,249.26	65.50	0.00	47,314.76
0002 - LGIP General	1,796.69	2.49	0.00	1,799.18
4217 - Matrix Trust Fund	884,461.26	2,379.26	265,573.43	621,267.09
9849 - MidWestOne Bank Scholarship	44,486.14	5.85	0.00	44,491.99
0907 - Bremer Bank Capital Improvement Trust	75,451.74	3.20	0.00	75,454.94
	<b>\$ 2,396,294.61</b>	<b>\$ 1,186,422.82</b>	<b>\$ 1,718,101.53</b>	<b>\$ 1,864,615.90</b>

BALANCE PER BOOK	BEGINNING BALANCE November 30, 2019	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE December 31, 2019
Beginning Balance	2,210,042.37			2,210,042.37
Receipts - Actual		681,216.41	0.00	681,216.41
Receipts - Journal Entries		0.00	0.00	0.00
Disbursements - Accounts Payable		0.00	502,750.21	(502,750.21)
Disbursements - Journal Entry			265,573.43	(265,573.43)
Disbursements - Payroll		0.00	440,858.47	(440,858.47)
Transfers/Reclass Entries		278.90	278.90	0.00
<b>FUND TOTALS</b>	<b>\$ 2,210,042.37</b>	<b>\$ 681,495.31</b>	<b>\$ 1,209,461.01</b>	<b>\$ 1,682,076.67</b>

RECONCILED BANK TO BOOK	
Ending Bank Balance	\$ 1,864,615.90
Deposits in Transit	-
Outstanding Checks	(182,539.23)
Payroll Adjustment	-
Accounts Payable Adjustment	-
Bank Adjustment	-
Bank Charge	-
<b>BANK ADJUSTED</b>	<b>\$ 1,682,076.67</b>
<b>BALANCE PER BOOK</b>	<b>\$ 1,682,076.67</b>
<b>VARIATION</b>	<b>-</b>

BALANCE SHEET ACCOUNTS	December 31, 2019
FUND 10 - General Fund	191,926.48
FUND 21 - Special Projects	31,678.20
FUND 27 - Special Education	(544,613.12)
FUND 29 - Title VII, Indian Education	(4,564.26)
FUND 38 - Non-Referendum Debt Srvc	4,421.40
FUND 39 - Referendum Approved Debt	129,241.28
FUND 46 - Capital Improvement Fund	75,454.94
FUND 49 - Capital Projects Bond	557,333.96
FUND 50 - Food Service	119,227.13
FUND 72 - Scholarship Trust	82,094.15
FUND 73 - Employee Benefit Trust	621,267.09
FUND 80 - Community Service	125,098.04
FUND 83 - Drivers Education	42,130.95
FUND 84 - Community Pool	(3,610.34)
FUND 85 - Alternative Diploma Program	17,350.61
FUND 86 - Childcare	35,759.24
FUND 98 - Payroll Accrual	201,880.92
<b>TOTAL</b>	<b>\$ 1,682,076.67</b>
<b>CASH PER BOOKS</b>	<b>\$ 1,682,076.67</b>
<b>VARIATION</b>	<b>\$ -</b>

# Unity School District - Board of Education

## Board Policy 423

### Public School Choice - Open Enrollment

Last Revised 1/14/2020

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

#### DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

**A. Non-Resident District**

A school district located in Wisconsin which is not a student's district of residence.

**B. Non-Resident Student**

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

**C. Tuition Student**

A non-resident student who attends school in the District and pays tuition in accordance with State law.

**D. Full-Time Enrollment**

A student is enrolled for the entire school day and receives all of his/her required education in this District.

**E. Class Size**

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

**F. Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

**G. Resident Student**

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Wisconsin State Statute.

#### FULL-TIME OPEN ENROLLMENT

**A. Procedures for Processing of Open Enrollment Applications**

If space is still available, the District will accept open enrollment students.

Prior to accepting any open enrollment applicants, the District will accept or reject timely applications, made under the Chapter 220 program.

If, after making all Chapter 220 decisions, space is still available, the District will accept open enrollment students.

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

## **B. Decisional Criteria for Non-resident Applications**

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. The availability of space in the schools, programs, classes, or grades within the District. The School Board shall determine during a regular meeting each January the number of regular education and special education spaces available. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.

Other factors the District Administrator may consider in determining the availability of space include:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
  - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
  - c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for Chapter 220 and open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology of foreign languages) or similar District educational initiatives.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
  3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
    - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
    - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
    - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
    - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.
  4. Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

5. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") are available in the District. Funding for the education of students with disabilities will be made to the non-resident school district by the Department of Public Instruction in accordance with State law.
6. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
7. Whether the non-resident student has been referred to his/her resident Board under Wis. Stat. 115.777(1) or identified by his/her resident school board under Wis. Stat. 115.77(1m)(a), but not yet evaluated by an individualized education program team.

**(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident Board. If such notice is provided, the non-resident may be transferred to his/her resident school district.)**

8. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

### **C. Reapplication Procedures**

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, junior high school or high school. A non-resident student may be required to reapply only once.

### **D. Transportation**

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site or, if space is available, to a scheduled in-District bus stop, unless the non-resident student is a special education student and transportation is required by his/her IEP.

The Board may provide transportation to non-resident students from his/her resident district provided by the student's resident district approved. The District Administrator shall develop procedures for implementing this provision.

The Board will permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District. The District Administrator shall develop procedures for implementing this provision.

## **ALTERNATIVE APPLICATION PROCEDURES**

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts.

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

## **ANNUAL REVIEW**

The Board shall review its Open Enrollment Program annually.

### **General Provisions**

- A.** The District's Policy 411 – Pupil Nondiscrimination shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
  
- B.** The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
  - 1. Participation in interscholastic athletics.
  - 2. District transportation services.
  - 3. Transfer of academic credit.
  - 4. Assignment within the District.
  - 5. Payment of fees and other charges.

## **Unity School District - Board of Education**

### **Board Policy 423.1**

#### **Public School Choice - Part Time High School Open Enrollment**

**Last Revised 1/14/2020**

The Board will provide students enrolled in the District, including nonresidents enrolled through a whole grade sharing agreement with the student's resident school district, with the ability to take up to two (2) courses at any given time in a non-resident public school district. Likewise, the Board will consider the enrollment of a non-resident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

#### **Resident Student Applications for Part-Time Open Enrollment**

##### **A. General Procedures**

The parent of any student enrolled as a resident of the District or a nonresident enrolled through a whole grade sharing agreement with the student's resident school district who wishes to attend one (1) or two (2) courses at a non-resident school district under this policy shall make a written application to such non-resident district no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the Board at the same time as the application is made to the non-resident school district.

##### **B. Decisional Criteria for Resident Applications**

The Board shall review all applications received under this policy to attend courses at a non-resident school district under the criteria below. Both the non-resident school district of proposed attendance and the Board must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application. One of the following reasons must be the basis for such rejection:

1. *Individualized Education Program (IEP)*. If the Board determines that the proposed course conflicts with the student's IEP, the Board shall reject the course.
2. *Undue Financial Burden*. The Board may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District's economic circumstances, including applicable revenue limits, ability to pay the cost of tuition, and the per student cost of educating all District students.

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

## **Non-Resident Student Applications for Part-Time Open Enrollment**

### **A. General Procedures**

The parent of any non-resident student that wishes to attend one or two courses offered by the District shall make a written application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the student's resident School Board at the same time as the application is made to the non-resident School Board.

### **B. Decisional Criteria**

The Board will determine acceptance or rejection of a non-resident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance may be given to resident students.

Applications from non-resident students that are already accepted into two courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to non-resident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

## **General Requirements**

### **A. Notice of Intent to Enroll**

The parents of the student must notify both the resident school district and the district in which the student has applied for part-time open enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

### **B. Transportation**

By enrolling in a course under this policy either as a resident or non-resident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

### **C. Tuition for Attendance at Another School District**

Tuition costs shall be paid for by the resident school district in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction.

### **D. Appeal of Rejection**

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within thirty (30) days of the decision. The State Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

## Unity School District - Board of Education

### Board Policy 533

#### Hiring of School District Employees

Last Revised 1/14/2020

The Board of Education directs the District Administrator, Principals, and Directors in the hiring of permanent full time or part time certified, administrative personnel, teachers, certified support staff, supervisors, and support staff employees to base hiring practices on **sound** human resources principles. ~~of sound management.~~

The District Administrator holds authority to make all recommendations to the Board of Education.

The Board of Education directs the District Administrator to establish a procedure for the effective selection of personnel.

It is the responsibility of the immediate supervisor to ensure that the candidate for employment meets all qualifications established by the job description.

The District Administrator shall personally oversee the selection of principals, directors, and District office personnel.

The District Administrator may implement a selection process utilizing a group when applicable.

**The District Administrator may designate another administrator to oversee the selection process of teachers and support staff. The designated administrator shall make recommendations to the District Administrator.**

Based on the prior procedure, the Unity Board of Education, upon recommendation by the District Administrator may approve the employment of candidates presented for employment in the Unity School District. Should the recommended candidate be rejected by the Board, it will be the duty of the District Administrator to bring forth another candidate.

#### Exceptions:

The District Administrator is authorized **by the Board of Education to hire and make continued employment decisions for specific positions.** ~~to exemptions as is necessary and in accordance to Administrative Rule.~~

~~Exempt from the procedure are those~~ **The positions that the District Administrator is authorized exclusively to hire are:**

1. Employees that are classified as temporary, seasonal, project specific, casual, occasional, student, and long-term.
2. ~~An example is~~ Substitute employees in all capacities. ~~Other exempt positions are support staff employees that are casual and occasional, i.e., substitute cooks, substitute janitors, substitute educational assistants, seasonal groundskeepers.~~
3. Specific advisory positions are also exempt and include; auditors, consultants, attorneys, architects, guest speakers, or engineers for opinions or recommendations and other similar professionals.
4. Workers employed by outside agencies such as CESA, concentrated employment programs, U.S. conservation corps, AmeriCorps or other contractors for regular maintenance or emergencies are considered exceptions in the hiring policy.
5. Professional advisory positions are filled at the discretion of the District Administrator. Such positions may include: mentors, committee chairpersons, library board positions, high school advisory, PBIS, RtI, and technology coaches.
6. **LEAP Child Care Program employees in all categories.**

**Non-Discrimination:**

Pursuant to § 118.13, Wis. Stats. and PI 9 that no person on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities may be denied employment in the Unity School District. This policy also prohibits discrimination under federal statutes including Title IV, of the Civil Rights Act of 1964, race and national origin, Title IX Education Amendments of the 1972 (Sex), and section 504 of the Rehabilitation Act of 1973, handicapped.