

# UNITY SCHOOL DISTRICT BOARD OF EDUCATION

## Regular Meeting

Tuesday, January 12, 2021 6:00 PM

Unity School District Library via Zoom, 1908 150th St., Balsam Lake, WI 54810

PUBLIC NOTICE: The health of District employees, School Board, and the community is our first priority. Therefore, the District will be taking precautionary measures consistent with CDC recommendations and the Governor's orders. Please consider joining the meeting remotely through the video conference.

### **Join Zoom Meeting**

<https://zoom.us/j/97321913866?pwd=bXh3TVBjcXhFbWFmbU5jeFlwMFdaZz09>

Meeting ID: 973 2191 3866

Passcode: 504237

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 time for public participation, for items germane to the agenda, during the meeting as indicated on the agenda.

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Patricia C. Kastens, Clerk

1. **6:00 PM** 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
  - 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 (Max. of 3 min. Items must be germane to the agenda. Because this is a virtual meeting via Zoom, no in-person comments will be permitted. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, January 12, 2021. Such comments will be provided to the Board of Education for consideration and review.)
6. Board of Education Member Update
7. **Information**
  - a. CESA Report - See Board Packet
  - b. Proposed WASB Resolutions - *Mr. James Beistle*
  - c. District Administrator's Report - *Mr. Brandon Robinson* 3
    - 1) Learning Model Transition Matrix
    - 2) ULC Update
8. **Consent Agenda**
  - a. Approval of Minutes, December 8, 2020 7
  - b. Approval of Elementary/Middle School/High School Activity Accounts 9
  - c. Approval of Vouchers 11
  - d. Financial Report 15
  - e. Personnel
    - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
      - a. Janet Otto - Retirement, Educational Assistant
9. **Action Agenda**
  - a. Budget Adjustment - *Ms. Kara Holden* 1 16
  - b. Consideration and Approval of Emergency COVID Leave Extension Program - *Mr. Brandon Robinson*

- c. Consideration and Approval of the Renewal of the 2021-2023 WIAA Co-op Agreement for Soccer - *Mr. Brandon Robinson*
- d. Consideration and Approval of Open Enrollment Space Availability for the 2021-2022 School Year - *Ms. Carol Kline*
- e. Consideration of Future Regular Board Meeting Location - *Mr. Brandon Robinson*
- f. Consideration and Approval of the following Board Policy Updates: 341.1, 342.6, 364, 535.24- *Mr. Brandon Robinson* 17

10. Adjourn

# District Administrator's Report

January 2020

## Determining Learning Model Transitions

Unity has developed and implemented the Unity Learning Model Transition Matrix to provide a framework for decision-making regarding the implementation of the different learning models. This matrix will be reviewed weekly to determine the learning model for the following week. This timeframe is to help parents with childcare decisions for longer periods of time and reduce the difficulties for students moving too frequently between learning models.

### Important Points:

- The **In-Person Learning Model** is the default and preferred model of the Unity School District.
- The **Unity Learning Model Transition Matrix** is to be considered as a guideline. Extenuating circumstances and additional information may require the deviation from the Matrix or a more specific approach.
- As was the case previously, any transition to the **Remote Learning Model** will likely be based on the availability and shortage of school staff.



### Unity Learning Model Transition Matrix

Version 2.0

		Number of New Positive Cases of COVID-19 in Polk County (Last 14 Days)					
		0-25	26-150	151-250	251-350	351-450	More than 450
Number of New Positive Cases of COVID-19 in Unity Staff and Students (Last 14 Days)	0-4	4K-12 In-Person Learning	4K-12 In-Person Learning	4K-12 In-Person Learning	4K-12 In-Person Learning	Hybrid Learning	Hybrid Learning
	5-8	4K-12 In-Person Learning	4K-12 In-Person Learning	4K-12 In-Person Learning	Hybrid Learning	Hybrid Learning	Hybrid Learning
	9-12	4K-12 In-Person Learning	Hybrid Learning	Hybrid Learning	Hybrid Learning	Hybrid Learning	4K-12 Remote Learning
	12-16	Hybrid Learning	Hybrid Learning	Hybrid Learning	Hybrid Learning	4K-12 Remote Learning	4K-12 Remote Learning
	More than 16	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning	4K-12 Remote Learning

- A weekly parent communication on Wednesday evening will occur for the implementation of the learning model on the following Monday.
- A change to the remote learning model may be conducted as frequently as one-week intervals.
- Learning Models may differ between schools and grade levels.
- Hybrid Learning may occur earlier in the matrix due to specific contact tracing.
- The matrix may be modified due to staff and/or substitute shortages.
- The matrix may be modified due to total attendance.
- Remote learning model may be implemented immediately due to a serious outbreak.
- The status of the LEAP Child Care Center is individually addressed.
- The source of the Polk County COVID data is the COVID-19 Case Dashboard at [www.co.polk.wi.us](http://www.co.polk.wi.us). It is the case activity positive number in the upper right hand tab, "Positivity Rate - Past 14 Day Range."
- If Polk County has "Critically High" COVID case activity, as reported by the WI DHS, the Matrix may be required to accelerate to the 4K-12 Remote Learning Model.
- The *Virtual Learning Option* will continue as an option for families throughout all learning models.

Current Level as of 1-7-2021

4K-12 In-Person Learning Model
Hybrid Learning: Classroom or Grade Level Specific Learning Model (Combination of In-Person or Remote) Due to Quarantines and Staffing Levels
4K-12 Remote Learning Model

Updated 1-7-2021



# District Administrator's Report

January 2020

Unity School District

## Unity Learning Center Opens!!



The Unity Learning Center has opened and is providing innovative educational programming for students at a state of the art facility. The learning center staff is focused on providing an exceptional alternative learning opportunity in a therapeutic setting for students who would achieve success in a non-traditional school setting. The program is an inventive program that is the first of its kind in the region by a school district. Unity is committed to providing quality, engaging, and innovative educational programming for all of its students. Participation in the program is based upon a cooperative decision between parents and school staff and is available for students in all three schools.



"Expect Great Things"

# District Administrator's Report

January 2020

## Unity School District

### Student Open Enrollment Opens Soon for 2021–2022

#### 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 2021-22 school year is from February 1-April 30, 2021. The application period closes at 4:00 p.m. on April 30, 2021.

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.

### Community Education Update

Community Education still has offerings at this time. There are several remote activities that are available. Please visit the Unity website, the Community Education page, for additional information. In addition, the hours of the Fitness Center and Aquatics Center changed earlier this winter and are posted online.

# District Administrator's Report

## January 2020

# Unity School District

## Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Tuesday, January 12	Board of Education Meeting	ZOOM	6:00 PM
Wednesday, January 13	Administrative Team Meeting	ZOOM	10:00 AM
Friday, January 15	Remote Learning Workday - NO SCHOOL	District	
Monday, January 18	Martin Luther King, Jr. Day - NO SCHOOL - Staff In-Service	District	
January 20-22	WASB Education Convention	Virtual	
Wednesday, January 27	Administrative Team Meeting	ZOOM	10:00 AM
Thursday, January 28	District Curriculum Committee Meeting	ZOOM	7:40 AM
Wednesday, February 3	Administrative Team Meeting	ZOOM	10:00 AM
Tuesday, February 9	Board of Education Meeting	ZOOM	6:00 PM
Friday, February 12	Remote Learning Workday - NO SCHOOL	District	
Monday, February 15	Presidents Day - NO SCHOOL	District	
Tuesday, February 16	Lakeland Conference Superintendent Meeting	ZOOM	9:00 AM
Wednesday, February 17	Administrative Team Meeting	ZOOM	10:00 AM
Thursday, February 18	Parent - Teacher Conferences	ZOOM	4:00 PM - 8:00 PM

### 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)

### Unity 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.

# Minutes of Regular Meeting

## December 8, 2020

### The Board of Education

### Unity School District

A Regular Meeting and Public Hearing of the Board of Education of Unity School District was held on Tuesday, December 8, 2020, at 6:00 PM in the Library via Zoom.

1. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call

**Members Present:** Debbie Ince-Peterson, Sheryl Holmgren, James Beistle, Kelly Kamish, Ryan Peterson, Pat Kastens, Jeromy Cox

**Admin. Team Present:** Supt. Brandon Robinson

**Members Absent:**

2. Approval of the Agenda

Motion to approve the agenda by Pat Kastens.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

3. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Because this is a virtual meeting via Zoom, no in-person comments will be permitted. Any written comment must be submitted by email to [brobinson@unity.k12.wi.us](mailto:brobinson@unity.k12.wi.us) by NOON on Tuesday, December 8, 2020. Such comments will be provided to the Board of Education for consideration and review.)

No comments were provided by NOON by email or by letter.

4. Board Member Update

5. **Information**

a. Standing Committee Meeting Reports

None to report

b. District Administrator's Report

6. **Consent Agenda**

a. Approval of Minutes, November 10, 2020

Motion to Approve the November 10, 2020 Minutes by Pat Kastens.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

b. Approval of Elementary/Middle School/High School Activity Accounts

Motion to Approve the November 2020 Activity Accounts by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

c. Approval of Vouchers

Motion to Approve the November 2020 Vouchers by Pat Kastens.

Second by Jeromy Cox.

Motion carries by unanimous voice vote. (Ryan Peterson Abstained).

d. Financial Report

1) District Financial Audit July 1, 2019- June 30, 2020, CliftonLarsonAllen

Motion to Approve the District Financial Audit July 1, 2019- June 30, 2020, from CliftonLarsonAllen by James Beistle.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

e. Personnel

1) Consideration and Approval of Various Hires and Resignations, including but not limited to:

a) Wade Brabant – 6<sup>th</sup> Grade Teacher

Motion to approve the Hire of Wade Brabant – 6<sup>th</sup> Grade Teacher by Ryan Peterson.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

**7. Action Agenda**

a. WASB Convention Discussion and Proposed WASB Resolutions

b. Discussion and Action on In-Person and Remote Learning Model Transitions and Decisions

Motion for the Board to Support In-Person and Remote Learning Model Transition by Pat Kastens.

Second by James Beistle.

Motion carries by unanimous voice vote.

c. Consideration of the Suspension of the 2021 Graduation Community Service Requirements, Administrative Rule 345.64

Motion to Approve the Suspension of the 2021 Graduation Community Service Requirements, Administrative Rule 345.64 for the 2020-2021 Graduating Class by James Beistle.

Second by Pat Kastens.

Motion carries by unanimous voice vote.

d. Consideration and Approval of the following Board Policies and Administrative Rules, Including but not Limited to: 851, 860

Motion to Approve the Board Policies and Administrative Rules: 851, 860 by Pat Kastens.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

**8. Adjourn**

Motion to adjourn by Pat Kastens.

Second by Kelly Kamish.

Motion carries by unanimous voice vote at 7:31 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

## UNITY SCHOOL DISTRICT

### ACTIVITY ACCOUNT SUMMARY AS OF December 31, 2020

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
600416-General Account	\$320.42	\$2,705.26	\$0.00	\$3,025.68
600417-Basketball - Boys	1,751.39	0.00	0.00	1,751.39
600418-Baseball - HS	2,946.55	0.00	0.00	2,946.55
600425-FFA	4,244.46	15.00	389.49	3,869.97
600426-Grad Party	2,224.99	0.00	0.00	2,224.99
600427-Athletics	1,385.73	0.00	0.00	1,385.73
600428-Football	509.12	0.00	0.00	509.12
600429-Migizi Club	516.97	0.00	0.00	516.97
600430-Music Club	12,539.96	0.00	0.00	12,539.96
600431-Natnl Honor Society	908.00	0.00	0.00	908.00
600432-Skills USA	1,760.79	646.95	0.00	2,407.74
600434-Student Council	3,529.87	45.00	438.45	3,136.42
600435-Theatre Arts	1,163.90	0.00	0.00	1,163.90
600436-Library	1,846.48	0.00	0.00	1,846.48
600437-Volleyball	936.33	0.00	0.00	936.33
600438-Basketball - Girls	281.98	0.00	0.00	281.98
600442-FBLA	3,358.13	1,006.08	486.20	3,878.01
600445-Class of 2020-2023	3,777.79	3,605.30	0.00	7,383.09
600446-Softball	548.21	0.00	0.00	548.21
600447-Soccer Club	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>\$44,551.07</b>	<b>\$8,023.59</b>	<b>\$1,314.14</b>	<b>\$51,260.52</b>
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$1,381.89	\$1.99	\$100.00	\$1,283.88
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	569.24			569.24
Target	511.13			511.13
PE Program	623.50			623.50
Athletics	537.52			537.52
Girls Traveling Bball	7,171.58			7,171.58
Wrestling	470.40			470.40
<b>TOTALS</b>	<b>\$18,213.98</b>	<b>\$1.99</b>	<b>\$100.00</b>	<b>\$18,115.97</b>
ELEMENTARY SCHOOL				

<b>ACCOUNT</b>	<b>BEG BALANCE</b>	<b>INCOME</b>	<b>EXPENSES</b>	<b>END BALANCE</b>
General #108	\$1,891.59	\$1.08		\$1,892.67
Elem Student Cncl #101	1.08			\$1.08
Yearbook #102	1,261.67			\$1,261.67
Pencils #103	193.82			\$193.82
Fund Raisers #104	4,550.29			\$4,550.29
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>\$9,505.93</b>	<b>\$1.08</b>	<b>\$0.00</b>	<b>\$9,507.01</b>

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
143980	BEAUDRY, JOE	12/07/2020	-95.00
144090	ALLEVA, WILLIAM	12/01/2020	75.00
144091	BERNDT, TROY	12/01/2020	95.00
144092	KLEIN, DON	12/01/2020	95.00
144093	MARSON, DAVE	12/01/2020	95.00
144094	PAULSEN, GREGORY	12/01/2020	75.00
144095	LEWIS, ALTRAVIS	12/02/2020	188.37
144096	ALLEVA, WILLIAM	12/02/2020	120.00
144097	RUCK, JACOB	12/02/2020	120.00
144098	UNITY HIGH SCHOOL ACTIVITY	12/02/2020	316.00
144105	BARTINGALE MECHANICAL	12/04/2020	1,005.40
144106	BISHOP FIXTURE & MILLWORK	12/04/2020	3,605.50
144107	CHIPPEWA VALLEY SPORTING GOODS	12/04/2020	259.10
144108	CLIFTON LARSON ALLEN, LLP	12/04/2020	4,042.50
144109	CONFIDENTIAL RECORDS, INC	12/04/2020	125.00
144110	CWS SECURITY WATCH	12/04/2020	61.00
144111	DALCO	12/04/2020	1,555.32
144112	DELTA DENTAL	12/04/2020	9,658.58
144113	E.O. JOHNSON	12/04/2020	1,549.68
144114	EARTHGRAINS BAKING CO'S INC	12/04/2020	274.75
144115	ECOLAB	12/04/2020	1,435.00
144116	EDUCERE	12/04/2020	5,839.75
144117	EL STINKO PORTABLE TOILETS LLC	12/04/2020	750.00
144118	FILTRATION SYSTEMS INC	12/04/2020	1,352.36
144119	FREDERIC SCHOOL DISTRICT	12/04/2020	329.09
144120	GOPHER	12/04/2020	91.68
144121	HILLYARD	12/04/2020	3,415.15
144122	IDVILLE	12/04/2020	299.75
144123	INDIANHEAD FOODSERVICE DIST.	12/04/2020	16,091.72
144124	J.W. PEPPER & SON, INC	12/04/2020	339.24
144125	JOHN DEERE FINANCIAL	12/04/2020	1,494.20
144126	LAKESHORE	12/04/2020	181.62
144127	MENARDS-SCF	12/04/2020	390.94
144128	MORRIS, MIKE	12/04/2020	120.00
144129	NAPA AUTO PARTS	12/04/2020	128.92
144130	NASCO	12/04/2020	132.52
144131	NATURES SELECT ORCHARD	12/04/2020	160.00
144132	OAK RIDGE CHEMICAL INC	12/04/2020	60.56
144133	POLK BURNETT ELECTRIC COOP.	12/04/2020	37.00
144134	SECURITY CHECK ME	12/04/2020	49.00
144135	TRIO SUPPLY COMPANY	12/04/2020	657.11
144136	WASB INC	12/04/2020	130.00
144137	WEA INSURANCE	12/04/2020	110,265.65
144138	WI DCF	12/04/2020	600.00
144139	ALLEVA, WILLIAM	12/07/2020	150.00
144140	BEAUDRY, JOE	12/07/2020	95.00
144141	CZYSCON, WAYNE	12/07/2020	190.00
144142	DEROUSSEAU, DAVE	12/07/2020	190.00
144143	RUCK, JACOB	12/07/2020	150.00
144144	TAHTINEN, SCOTT	12/07/2020	190.00
144145	ALLEVA, WILLIAM	12/07/2020	120.00
144146	NORTHWESTERN WIS ELECTRIC CO	12/16/2020	17,099.11
144146	NORTHWESTERN WIS ELECTRIC CO	12/16/2020	-17,099.11
144146	NORTHWESTERN WIS ELECTRIC CO	12/16/2020	17,999.11
144147	UNITY FOOD SERVICE	12/08/2020	146.00
144148	ELECTRONIC FEDERAL TAX PAYMENT	12/04/2020	62,341.43

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
144149	WEA TAX SHELTERED ANNUITY TRUST	12/04/2020	4,008.41
144150	WISCONSIN DEPARTMENT OF REV	12/04/2020	12,149.58
144151	HUEBSCH SERVICES	12/10/2020	2,335.84
144152	CHASE CARD SERVICES	12/20/2020	2,693.99
144153	AMAZON/SYNCB	12/09/2020	13,468.66
144154	WE ENERGIES	12/14/2020	7,176.61
144155	AEP CONNECTIONS, LLC	12/14/2020	130.00
144156	ALLEVA, WILLIAM	12/14/2020	75.00
144157	BALSAM LAKE HARDWARE	12/14/2020	386.38
144158	BARRON HIGH SCHOOL	12/14/2020	20.00
144159	BARTINGALE MECHANICAL	12/14/2020	1,910.72
144160	CAREERSAFE	12/14/2020	500.00
144161	CEBERY EXCAVATING & TRUCKING LLC	12/14/2020	3,235.00
144162	CESA #11	12/14/2020	25.00
144163	CESA #9	12/14/2020	5,150.00
144164	CULLIGAN OF RICE LAKE	12/14/2020	418.78
144165	DALCO	12/14/2020	439.32
144166	E.O. JOHNSON	12/14/2020	1,350.00
144167	ECKROTH MUSIC	12/14/2020	254.80
144168	HOLDTS DISPOSAL, LLC	12/14/2020	1,500.00
144169	KOBUSSEN BUSES LTD	12/14/2020	35,384.18
144170	LAKELAND COMMUNICATIONS	12/14/2020	1,587.47
144171	LAKES REGION EMS, INC	12/14/2020	30.00
144172	MENARDS-SCF	12/14/2020	568.56
144173	MUSIC K8	12/14/2020	119.45
144174	OAK RIDGE CHEMICAL INC	12/14/2020	1,841.25
144175	PAULSEN, GREGORY	12/14/2020	75.00
144176	RMM SOLUTIONS	12/14/2020	1,465.00
144177	SECURITY CHECK ME	12/14/2020	21.00
144178	ST CROIX REGIONAL MEDICAL CTR	12/14/2020	6,585.50
144179	SWANK MOTION PICTURES	12/14/2020	552.00
144180	TWIN CITY HARDWARE	12/14/2020	4,525.29
144181	UNEMPLOYMENT INSURANCE	12/14/2020	311.32
144182	WATERMAN RECYCLING AND DISPOSAL LLC	12/14/2020	1,580.30
144183	WI DEPT OF JUSTICE	12/14/2020	196.00
144184	WILHELM, MARCUS	12/14/2020	75.00
144185	EICHELT, JACOB	12/14/2020	350.00
144186	BALSAM LAKE PRO LAWN, INC	12/16/2020	225.00
144187	COUNTRYSIDE COOPERATIVE	12/16/2020	61.99
144188	ELECTRONIC FEDERAL TAX PAYMENT	12/18/2020	69,910.43
144189	WEA TAX SHELTERED ANNUITY TRUST	12/18/2020	4,008.41
144190	WISCONSIN DEPARTMENT OF REV	12/18/2020	14,158.90
144191	HORACE MANN LIFE INSURANCE COM	12/18/2020	850.00
144192	HORACE MANN LIFE INSURANCE	12/18/2020	100.00
144193	THRIVENT FINANCIAL FOR LUTHERANS	12/18/2020	200.00
144194	UNITY EDUCATION SCHOLARSHIP	12/18/2020	15.00
144195	UNITY FOOD SERVICE	12/18/2020	146.00
144196	ANDERSON, ED	12/18/2020	70.00
144197	ANDERSON, STEVE	12/18/2020	30.00
144198	BFG SUPPLY CO, LLC	12/18/2020	2,711.00
144199	CRISIS PREVENTION INSTITUTE, INC	12/18/2020	150.00
144200	DICK'S MARKET	12/18/2020	460.00
144201	EXPLORE LEARNING LLC	12/18/2020	455.00
144202	FREDERIC SCHOOL DISTRICT	12/18/2020	1,272.68
144203	GREATMATS	12/18/2020	656.55
144204	HORIZON COMMERCIAL POOL SUPPLY	12/18/2020	1,080.33

CHECK		CHECK	AMOUNT
NUMBER	VENDOR	DATE	
144205	MCKESSON MEDICAL SURGICAL MOORE MEDICAL	12/18/2020	46.06
144206	MEIER, PATRICK V	12/18/2020	80.00
144207	MENARDS-SCF	12/18/2020	196.86
144208	NASCO	12/18/2020	820.57
144209	NEI ELECTRIC	12/18/2020	310.60
144210	ORIENTAL TRADING CO, INC	12/18/2020	89.93
144211	OSCEOLA MEDICAL CENTER	12/18/2020	1,250.00
144212	PETERSON, MEGAN	12/18/2020	136.00
144213	POLK COUNTY SHERIFF'S DEPT	12/18/2020	9,842.27
144214	POLK BURNETT ELECTRIC COOP.	12/18/2020	8,431.43
144215	QUADIENT LEASING USA INC	12/18/2020	195.93
144216	RMM SOLUTIONS	12/18/2020	1,465.00
144217	SCHWAB, VOLLHABER, LUBRATT INC	12/18/2020	114.18
144218	SCHOOL DISTRICT OF WEBSTER	12/18/2020	133.19
144219	ST CROIX REGIONAL MEDICAL CTR	12/18/2020	372.25
144220	STRANG, PATTESON, RENNING, LEWIS & LACY	12/18/2020	696.00
144221	SWEET BEET BAKERY	12/18/2020	800.00
144222	TWIN CITY HARDWARE	12/18/2020	749.05
144223	WALTON, DEANNA	12/18/2020	50.00
144224	WAYNE'S FOOD PLUS	12/18/2020	1,680.00
144225	WILHELM, MARCUS	12/18/2020	40.00
144226	WORTHINGTON DIRECT	12/18/2020	4,130.18
144227	STANDARD INSURANCE COMPANY	12/21/2020	4,076.62
144228	TRANSAMERICA LIFE INSURANCE	12/21/2020	19.66
144229	VISION SERVICE PLAN	12/21/2020	788.84
144230	AFLAC	12/16/2020	1,203.54
144231	WISCONSIN RETIREMENT SYSTEM	12/30/2020	80,011.26
144232	ALLEVA, WILLIAM	12/22/2020	120.00
144233	PAULSEN, GREGORY	12/22/2020	120.00
144234	ARNOLD, BRIAN	12/29/2020	120.00
144235	HIGHER STANDARDS INC.	12/08/2020	45.00
144236	REVTRAK, INC.	12/07/2020	43.91
144237	VANCO PAYMENT SOLUTIONS	12/08/2020	15.38
144238	PAYROLL ACCOUNT	12/18/2020	477,368.89
144249	BMO MASTERCARD	12/15/2020	12,552.95
Totals for RCUG			1,066,316.25
Totals for checks			1,066,316.25

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	161,122.14	161,122.14
27	SPECIAL EDUCATION	0.00	0.00	12,382.14	12,382.14
50	FOOD SERVICE FUND	0.00	0.00	22,144.96	22,144.96
72	TRUST FUND	0.00	0.00	350.00	350.00
80	COMMUNITY SERVICE FUND	0.00	0.00	367.11	367.11
84	COMMUNITY POOL	0.00	0.00	1,435.00	1,435.00
85	AFTER SCHOOL PROGRAM	0.00	0.00	11,720.74	11,720.74
86	CHILD CARE	0.00	2,390.14	2,976.82	5,366.96
98	PAYROLL ACCRUAL	851,427.20	0.00	0.00	851,427.20
***	Fund Summary Totals ***	851,427.20	2,390.14	212,498.91	1,066,316.25

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

**UNITY SCHOOL DISTRICT**  
**Bank Reconciliation**  
**December, 2020**

<b>BALANCE PER BANK</b>	<b>BEGINNING BALANCE</b> November 30, 2020	<b>DEPOSITS/ RECEIPTS</b>	<b>WITHDRAWALS/ DISBURSEMENTS</b>	<b>ENDING BALANCE</b> December 31, 2020
6223 - RCU Scholarship Account	55,097.83	4.68	0.00	55,102.51
2737 - RCU Scholarship CD	21,763.21	40.25	0.00	21,803.46
6098 - RCU General Checking	0.00	566,654.84	566,654.84	0.00
7149 - RCU Sweep Checking	1,196,476.52	730,112.06	1,043,934.11	882,654.47
0419 - RCU Debt Service	5,969.55	1.27	0.00	5,970.82
0001 - LGIP Debt Service	47,544.04	4.21	0.00	47,548.25
0002 - LGIP General	1,807.90	0.16	0.00	1,808.06
4217 - Matrix Trust Fund	694,706.17	1,915.71	0.00	696,621.88
9849 - MidWestOne Bank Scholarship	44,550.04	3.78	0.00	44,553.82
0907 - Bremer Capital Improvement Trust	75,468.15	0.64	0.00	75,468.79
	<b>\$ 2,143,383.41</b>	<b>\$ 1,298,737.60</b>	<b>\$ 1,610,588.95</b>	<b>\$ 1,831,532.06</b>

<b>BALANCE PER BOOK</b>	<b>BEGINNING BALANCE</b> November 30, 2020	<b>DEPOSITS/ RECEIPTS</b>	<b>WITHDRAWALS/ DISBURSEMENTS</b>	<b>ENDING BALANCE</b> December 31, 2020
Beginning Balance	1,999,555.66			1,999,555.66
Receipts - Actual		662,712.03	176.84	662,535.19
Receipts - Journal Entries		69,697.57	0.00	69,697.57
Disbursements - Accounts Payable		0.00	595,365.27	(595,365.27)
Disbursements - Journal Entry			0.00	0.00
Disbursements - Payroll		0.00	477,368.89	(477,368.89)
Transfers/Reclass Entries		54.65	54.65	0.00
<b>FUND TOTALS</b>	<b>\$ 1,999,555.66</b>	<b>\$ 732,464.25</b>	<b>\$ 1,072,965.65</b>	<b>\$ 1,659,054.26</b>

<b>RECONCILED BANK TO BOOK</b>	
Ending Bank Balance	\$ 1,831,532.06
Deposits in Transit	-
Outstanding Checks	(171,937.80)
Payroll Adjustment	-
Accounts Payable Adjustme	(540.00)
Bank Adjustment	-
Bank Charge	-
<b>BANK ADJUSTED</b>	<b>\$ 1,659,054.26</b>
<b>BALANCE PER BOOK</b>	<b>\$ 1,659,054.26</b>
<b>VARIATION</b>	<b>-</b>

<b>BALANCE SHEET ACCOUNTS</b>	<b>December 31, 2020</b>
FUND 10 - General Fund	621,608.29
FUND 21 - Special Projects	49,952.85
FUND 27 - Special Education	(447,161.26)
FUND 29 - Title VII, Indian Education	(4,448.61)
FUND 38 - Non-Referendum Debt Srvc	4,481.74
FUND 39 - Referendum Approved Debt	244,495.42
FUND 46 - Capital Improvement Fund	75,468.79
FUND 49 - Capital Projects Bond	0.00
FUND 50 - Food Service	72,226.65
FUND 72 - Scholarship Trust	87,249.54
FUND 73 - Employee Benefit Trust	696,621.88
FUND 80 - Community Service	166,779.47
FUND 83 - Drivers Education	45,291.11
FUND 84 - Community Pool	19,175.49
FUND 85 - Alternative Diploma Program	39,452.30
FUND 86 - Childcare	(130,431.23)
FUND 98 - Payroll Accrual	118,291.83
<b>TOTAL</b>	<b>\$ 1,659,054.26</b>
<b>CASH PER BOOKS</b>	<b>\$ 1,659,054.26</b>
<b>VARIATION</b>	<b>-</b>

**NOTICE OF CHANGE IN ADOPTED BUDGET  
UNITY SCHOOL DISTRICT**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Unity School District, on January 12, 2021, adopted the following changes to previously approved budgeted 2020-2021 amounts. The following presents only adopted budget line items with changes. Unchanged line items are not presented.

<b>SPECIAL PROJECTS FUND 27</b>				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
<b>Expenditure Appropriations:</b>				
	27E 179300	82,920.00	0.00	82,920.00
Undifferentiated Curriculum	27E 158000	655,306.00	708,223.00	(52,917.00)
Regular Curriculum	27E 159100	253,842.00	283,845.00	(30,003.00)
<b>Total Expenditure Appropriations</b>		<b>992,068.00</b>	<b>992,068.00</b>	0.00
<b>Projected Ending Fund Balance:</b>				
Restricted Fund Balance	27B 9000000	0.00	0.00	0.00
<b>Projected Ending Fund Balance</b>	<b>27B 9000000</b>	<b>0.00</b>	<b>0.00</b>	0.00

<b>CAPITAL PROJECTS FUND 49</b>				
LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
<b>Expenditure Appropriations:</b>				
Remodeling	49E 250000	0.00	99,937.45	(99,937.45)
Childcare	49E 390000	0.00	9,097.32	(9,097.32)
<b>Total Expenditure Appropriations</b>		<b>0.00</b>	<b>109,034.77</b>	0.00
<b>Projected Ending Fund Balance:</b>				
Restricted Fund Balance	49B 936900	109,034.77	0.00	0.00
<b>Projected Ending Fund Balance</b>	<b>49B 936900</b>	<b>109,034.77</b>	<b>0.00</b>	(109,034.77)

## Unity School District - Board of Education

### Board Policy 341.1

#### Reading Program **District Goals for Reading Instruction**

Last Revised 1/12/2021

The Unity Board of Education shall implement a comprehensive reading program encompassed in the following goals:

1. — To encourage individual improvement.
2. — To involve staff, parents and community at large in decision-making for program planning.
3. — To provide resources to deliver programs.
4. — To provide a framework for program evaluation.
5. — To appoint, through the superintendent, a staff member as Reading Specialist.

The District Administrator, working in conjunction with other administrators and appropriate instructional staff, including the certified reading specialist(s) with primary authority for the monitoring of the District's reading curriculum, shall propose for School Board approval a program of reading goals for grades Pre-K to 12. Such a proposal shall be submitted upon request by the Board or whenever the administration determines that it would be beneficial or prudent to revisit existing goals.

Following approval by the Board, the District's reading goals shall be a part of the District's annual evaluation of the reading curriculum and the District's regular assessment of reading-related needs across all instructional levels.

## Unity School District - Board of Education

### Board Policy 324.2 342.6

#### Homebound Education Program and Curriculum Modifications for Individual Students

Last Revised 1/12/2021

#### HOMEBOUND INSTRUCTOR

A student may be placed in a homebound program placement for extraordinary circumstances to include but not limited to illness, pregnancy, discipline, and instructional program modification. Such a placement is specifically designed by the principal, approved by the Superintendent.

As further provided under state law, any student's parent or guardian, or the student if the parent or guardian is notified, may submit a written request asking the District to approve and provide the student with program or curriculum modifications, including but not limited to the following:

1. Modifications within the student's current academic program.
2. A school-facilitated work training or work study program.
3. Homebound study, including District-approved correspondence courses, tutoring provided by the District, or other courses of study approved by the District.
4. Enrollment in any alternative public school or program located in the District.
5. Enrollment in any public educational program located outside the District, which may include enrollment pursuant to a contractual agreement between school districts.
6. Enrollment in a qualifying nonsectarian private school or program, or tribal school, located in the District under a contractual tuition agreement as further provided in state law.

The District retains discretion to approve or deny program and curriculum modifications requested under this policy to the extent permitted under applicable laws. The District Administrator or his/her designee, may approve or deny such requests on behalf of the District. In the alternative, the administration may elect to refer a pending request to the School Board for an initial disposition (e.g., when the administration determines that the request has significant financial or operational implications for the District).

Any initial decision made by the Board or by a designee of the Board in response to a parent-initiated or student-initiated request for a program or curriculum modification under this policy shall be reviewed (or reconsidered) by the Board upon the request of the student's parent or guardian (or upon the request of an adult student, if applicable).

In addition to parent-initiated and student-initiated requests for a program or curriculum modification:

1. The District may approve and implement a discretionary program or curriculum modification for an individual student following a District-initiated referral and a District determination such modification would be appropriate for the student, provided that the District obtains consent for the modification from the student's parent or guardian (or from an adult student) whenever such consent is required by any applicable law.

2. Where required by law in certain situations involving a child's truancy, the District shall include consideration of possible program or curriculum modifications in connection with educational counseling that is offered to address the child's truancy.

# Unity School District - Board of Education

## Board Policy 364

### Guidance Program ~~School Counseling Program~~

Last Revised 1/12/2021

In order to serve the needs of students in and outside the classroom, the Unity Board of Education recognizes the need to provide in part for all students help with emotional, education, career, civic and social development. Therefore, the Unity Board of Education establishes the following policy:

The Unity School District shall maintain a guidance and counseling program which will serve all students, and provide assistance with emotional, educational, civic, and social development. The program shall be developmental in nature and integrated with all curriculum when practical.

The guidance and counseling services shall exist to help improve the learning climate by involving students, parents, staff and community members who can influence the educational, personal and career development of students. Counselors shall assist all students in identifying strengths in order to be happy, healthy and successful in life. Counselors shall help all students develop a knowledge of self as it applies to personal, education and career decisions. Further, the guidance and counseling program shall help prepare individuals to live effective lives and to engage in meaningful, satisfying, paid and/or unpaid work in harmony with themselves, with others and with their environment.

The specific goals of the guidance and counseling program shall be to:

1. Help students in developing a knowledge of self including aptitudes, abilities, needs, values, interests, strengths, limitations and self-worth.
2. Assist students with emotional growth, including family relationships and the understanding of others.
3. Assist students in the development of social skills and civic responsibilities.
4. Assist students with problem solving, decision making and coping skills.
5. Help students with educational development including basic skills.
6. Form partnerships between school and community designed to assist students in their career development.
7. Assist staff as resource consultant in student/teacher relationships, behavior management, student evaluation and parent contacts.
8. Provide assistance to students and families during crisis situations.
9. Offer guidance services and information to the local community.
10. Work cooperatively with other agencies to develop a full scope of services for the students and family.

The Unity School District shall not discriminate in the methods, practices and materials used for counseling, testing or evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital

or parental status, sexual orientation or physical, mental emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

*LEGAL REF: Sections 118.13, 121.02(1)(g) Wisconsin Statutes  
PI 9.03(1)(f) of the Wisconsin Administrative Code*

*CROSS REF: Discrimination Complaint Procedures*

A comprehensive and sequential program of developmentally-based school counseling services shall be maintained in grades Early Childhood/PreK through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services.

School counseling services shall be planned and provided by District school counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall involve and seek the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

The school counseling program and services shall be integrated with the District's Academic and Career Planning services at all appropriate grade levels. School counselors shall have an integral role in delivering Academic and Career Planning services and be represented on District-level and building level Academic and Career Planning leadership teams.

The school counselors shall work cooperatively and collaboratively with the school social worker and school psychologist, as needed on the Pupil Services Team.

The general goals and functions of the District's school counseling program, which shall be reflected in a Board-approved plan for such services, shall be:

1. Personal and social development, including the following:
  - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and weaknesses, aptitudes, needs, interests and worth as unique individuals.
  - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
  - c. Assist students in developing problem-solving and decision-making skills.
  - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.
2. Academic development and planning, including the following:
  - a. Assist students in understanding educational requirements and options.
  - b. Assist students in understanding and resolving educational difficulties.

c. Assist students in accepting increased responsibility for their educational and life-planning goals.

3. Career development and planning, including the following:

a. Assist students by helping them develop positive work traits.

b. Assist students in exploring various career options.

c. Assist students in identifying and developing career interests.

d. Assist students in learning career decision-making and goal-setting skills.

Staff members who provide school counseling services and other staff who work collaboratively with school counselors are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

### Legal References:

### Wisconsin Statutes

<a href="#">Section 115.28(59)</a>	[academic and career planning]
<a href="#">Section 118.01(2)(d)</a>	[educational program goals related to personal development]
<a href="#">Section 118.125</a>	[maintenance and confidentiality of student records]
<a href="#">Section 118.126</a>	[privileged communication about student alcohol and other drug problems]
<a href="#">Section 118.295</a>	[liability exemption for suicide intervention]
<a href="#">Section 121.02(1)(e)</a>	[school district standard; guidance and counseling services]

### Wisconsin Administrative Code

PI 8.01(2)(e) [school district standard; guidance and counseling program requirements]

PI 9.03(1)(f) [requirement to address nondiscrimination in policy on guidance and counseling program]

PI 26 [education for employment regulations, including academic and career planning requirements]

### **Federal Laws and Regulations**

Family Educational Rights and Privacy Act [federal student records law]

34 C.F.R. part 99 [U.S. Department of Education FERPA Regulations]

34 C.F.R. part 300 [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

**Unity School District - Board of Education**  
**Board Policy 535.24**  
**Supervision and Evaluation of Activity Personnel**  
**Last Revised 1/12/2021**

The purpose of evaluation is to ensure high quality performances of activity personnel and high quality programs for all students of the Unity School District.

The athletic director shall be responsible for the regular supervision and evaluation of athletic personnel. Head (Varsity) coaches are evaluated by the high school principal and athletic director in cooperation. The principal shall be responsible for the regular supervision and evaluation of other activity personnel.

An annual written performance evaluation shall be made of each coach by the athletic director for each athletic season in which they coach. The normal evaluation schedule applicable to any position may be adjusted in individual circumstances at the discretion of the District. A copy of the evaluation shall be reviewed and placed in the personnel file.