

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

Tuesday, May 11, 2021 6:00 PM

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

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.

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 the Closed Minutes, April 13, 2021 - Board of Education Meeting
 - c. Personnel §19.85 (1)(c)
 - 1) Consideration of Final Notice of Non-Renewal of Certified Staff
 - d. Adjourn Closed Session
 - e. Convene Regular Session
4. Possible Action on Recommendation(s) From Closed Session
5. **6:25 PM** - Board will attend ADP Graduation in the Performing Arts Center
6. **6:30 PM** - ADP Graduation Ceremony, Unity Performing Arts Center
7. **7:00PM** - Remaining Closed Session Items - If Applicable
8. **7:00 PM** (Approx.) Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to brobinson@unity.k12.wi.us by NOON on Tuesday, May 11, 2021. Such comments will be provided to the Board of Education for consideration and review.)
9. Reorganization
 - a. Election of Officers
 - b. Board Committee Appointments
 - c. Representative Appointments to School Standing Committees
 - d. Election of Board Member to CESA Board of Control
 - e. Appoint WASB Delegate and Alternate
 - f. Appoint Recording Secretary for 2021-2022
10. Board of Education Member Update
11. **Information**
 - a. Curriculum Report - *Ms. Elizabeth Jorgensen*
 - 1) PE/Health Board Report
 - b. District Administrator's Report - *Mr. Brandon Robinson* 3
 - 1) Summer School Update
12. **Consent Agenda**
 - a. Approval of Minutes, April 13, 2021 7
 - b. Approval of Elementary/Middle School/High School Activity Accounts 10
 - c. Approval of Vouchers 12
 - d. Financial Report - *Ms. Kara Holden* 16
 - e. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. Kendra Kurkowski Resignation, Elementary Teacher
 - b. Wren Rivers Resignation, Title VI Coordinator and Teacher
13. **Action Agenda** 1
 - a. Consideration and Approval of the Following Board Policies and Administrative Rules: 17

- 345.1 - Grading Policy
- 345.11 - High School Grading Policy
- 345.12 - Middle School Grading Policy
- 460 - Student Awards and Scholarships
- 460.5 - Student Awards and Scholarships Selection Process
- 840 - Gifts, Bequests, and Scholarships
- 881 - Community Organizations

14. Adjourn

District Administrator's Report

May 2021

Unity School District

The Most Fun and Creative Summer School Returns!

Unity's Summer School has always been an innovative, engaging, and rewarding experience for students. Unity's first summer school session is on the calendar for June 14th - July 2nd! These three weeks will have many different learning opportunities for students that will include new activities, exciting classes, and the traditional favorites. This year will also have some offerings geared toward students who need to close the achievement gap due to any learning losses during COVID.

If you are interested in your child attending summer school, please contact your child's school office. Summer School brochures are available online and were also sent home with students.

Here is a sample of some of the amazing offerings:

Elementary School	Middle School	High School
Paint with Watercolors	Summer School Olympics	Red Cross Lifeguarding
Creativity With Crayons	Music and Technology	Strength and Conditioning
Art and Culture	Summer Band Camp	Marching Band Camp
Cupcake Wars	Summer School Aquatics	Driver's Education
Candy Chemistry	Crazy for Cookies	Credit Recovery
Camp Nature	Strength and Conditioning	
Rock On	Camp Nature	
Kitchen Magic!	Farm 2 School	
Junk Box Wars	Music at the Movies	
Summer School Aquatics		

REGISTER SOON!!

Spring Is Here and Events Are Back!

Unity's spring season is busy, as there are many activities and events that are scheduled to close out this unique school year. While some events may look different, an effort is being made to schedule the "traditional" events that occur each spring at Unity. Many events have limited attendance, so please contact your child's school office regarding attending any events. Some highlighted events include:

- * Ag on the Lawn
- * Scholarship and Awards Night
- * Unity Metric Meet
- * Unity High School Graduation
- * Unity Senior Grad Party
- * Pre-K Ice Cream Social
- * Kindergarten Graduation

District Administrator's Report

May 2021

Unity School District

Unity Long-Range Plan Updated

Unity School District's Comprehensive Long-Range Plan was reviewed and updated at the Board of Education planning session on March 23rd. The plan includes a strategic approach to the District's next ten years. The revised plan has various components; a Facilities Plan, Campus Maintenance Plan, District Vehicle Replacement Plan, District Teaching and Learning Pathway, Curriculum Development Cycle Summary, Technology Plan Replacement Schedule, and Community Partnership Outline. The plan will help to ensure the Unity School District continues to meet the needs of its students and community into the future, providing quality educational programming.

Some highlights of the plan updates are:

- * **Curriculum** - English/Language Arts and Social Studies curriculum materials are being reviewed for consideration and adoption.
- * **Technology** - Student iPads are scheduled to be replaced this summer (2021). They were scheduled to be updated last summer (2020) but it was placed on hold due to COVID and virtual learning.
- * **Facilities** - Resurfacing of the tennis courts, parking lot asphalt repair, elementary school hallway flooring, and middle school window replacements are all being considered for summer completion.

We are having tons of fun at the LEAP Child Care Center!

Our youngest Eagles are learning and growing, too! From apple tasting, to barnyard animals, to light tables and more, we are expanding our brains and learning about our world through play!

The LEAP Center has openings for children ages six weeks to four! Call Heather at 715-825-3500 x4000 for more information.

<https://www.unity.k12.wi.us/page/leap-little-eagles-at-play-child-care-center>



"Expect Great Things"

District Administrator's Report

May 2021

Unity School District

Unity's Alternative Diploma Program Opens Many Doors

In its 17th year, Unity School District's Alternative Diploma Program (ADP) continues to open doors for graduates. It is one of the first and most successful non-traditional, alternative high school programs in the area. Many of its graduates have gone on to successful careers, college, technical training, and military service. The program is available to high school aged students, up to age 20, who seek to earn their high school diploma in a unique setting. Unity's ADP Graduating Class of 2021 will be honored on May 11th! This is the first graduating class from the new Unity Learning Center.

Swimming Lessons Returning This Summer!

After being canceled last summer due to the COVID Pandemic, swimming lessons are returning to the Unity Aquatics Center! Lessons will be offered in two formats.

First, lessons will occur for students during summer school. Students will receive swimming lessons and water safety safety/acclimation during their summer school day.

Second, there will also be community education swimming lessons scheduled during the summer. Space may be limited for the community education swimming lessons due to COVID precautions and pool capacity.

Parents can enroll in swimming lessons for summer school by selecting it on the summer school enrollment form. Enrollment for the community education swimming lessons can be found online at www.unity.k12.wi.us, on the Community Education page, starting May 1st.

Fitness and Aquatics Center Hours Expanded May 1st!

District Budget Planning

The District budget process has begun as administration is analyzing the educational impact of the Governor's Proposed State Budget as well as the action taken by the Joint Finance Committee. This year's budget process is also affected greatly by federal funding due to the Elementary and Secondary School Emergency Relief Fund (ESSER).

The legislative budget development process is in full swing and there are ongoing conversations regarding education funding that will likely result in changes prior to the final state budget. It is expected that the entire process may take several more months to arrive at an approved state budget. Unity will be working through budget calculations and implications through the spring.



District Administrator's Report

May 2021

Unity School District

Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Tuesday, May 11	Board of Education Meeting	Library	6:00 PM
Wednesday, May 12	Unity High School Scholarship and Award Night	PAC	7:00 PM
Friday, May 14	No School - Remote Learning Work Day	District	
Tuesday, May 18	Lakeland Conference Superintendent Meeting	ZOOM	9:00 AM
Wednesday, May 19	Administrative Team Meeting	Board Room	10:00 AM
Friday, May 28	Early Release In-Service	District	1:00 PM
Friday, May 28	Unity High School Graduation	ROK Stadium	7:00 PM
Monday, May 31	Memorial Day - No School	District	
Wednesday, June 2	Kindergarten Graduation	Streamed	10:00 AM
Wednesday, June 2	Last Day of School	District	
Thursday, June 3	Unity Staff In-Service	District	
Monday, June 14	Summer School - First Day	District	

Unity School District Goals

(Approved by the Unity Board of Education, March, 2021)

- Nurture and promote a positive and inclusive 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

April 13, 2021

The Board of Education

Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, April 13, 2021 beginning at 6:00 PM at the Unity School District via Zoom.

1. **6:00 p.m.** Call to Order/Notice of Meeting/Roll Call
Members Present: Debbie Ince-Peterson, James Beistle, Jeromy Cox, Sheryl Holmgren, Ryan Peterson, Jeromy Cox
Admin. Team Present: Supt. Brandon Robinson
Members Absent: Pat Kastens, Kelly Kamish
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 James Beistle.
Second by Jeromy Cox.
 - a. Roll Call
 - b. Approval of Closed Minutes, March 9, 2021- Board of Education Meeting
 - c. Approval of Closed Minutes, March 23, 2021- Board Planning Session
 - d. Personnel § 19.85 (1) (c)
 - e. Adjourn Closed Session
 - f. Convene Regular Session
4. Possible Action on Recommendation(s) from Closed Session
The Board of Education issued preliminary notices of non-renewal for certified staff as deemed necessary and the Board is withholding names until staff members are notified.
5. Citizens' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Because this is a meeting streamed live 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, April 13, 2021. Such comments will be provided to the Board of Education for consideration and review.)
None
6. Oath of Office
Debbie Ince-Peterson officiated the "Oath of Office" for Sheryl Holmgren and Victoria Studtmann.
7. Board of Education Member Update
8. **Information**
 - a. Standing Committee Meeting Reports – *Ms. Elizabeth Jorgensen*
 - b. Curriculum Reports – *Ms. Elizabeth Jorgensen*
 - 1) Fine Arts
 - 2) Special Education
 - c. District Administrator's Report – *Mr. Brandon Robinson*

9. Consent Agenda

- a. Approval of Board of Education Meeting Minutes, March 9, 2021
- b. Approval of Board Planning Session Minutes, March 23, 2021
- c. Approval of Budget and Finance Committee Meeting Minutes, March 31, 2021
 - Motion to items 9.a-9.c by Jeromy Cox.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
- b. Approval of Elementary/Middle School/High School Activity Accounts – *Ms. Kara Holden*
 - Motion to approve Elementary/Middle School/High School Activity Accounts by James Beistle.
 - Second by Ryan Peterson.
 - Motion carries by unanimous voice vote.
- c. Approval of Vouchers
 - Motion to approve vouchers by Jeromy Cox.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote. (Ryan Peterson Abstained.)
- d. Financial & Budget Report - *Ms. Kara Holden*
 - Motion to receive April 2021 Financial and Budget Report by Ryan Peterson.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
- e. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. Retirement Resignation of Brand Hoffman, Custodian
 - Motion to approve Retirement Resignation of Brand Hoffman, Custodian by Ryan Peterson with thanks to Brad’s years of service.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
 - b. Resignation of Karissa Bondhus, High School Mathematics Teacher
 - c. Resignation of Ashley Martinson, High School ELA Teacher
 - d. Resignation of Aalyssa Swenson, Accounts Payable
 - Motion to approve items 9.g.1.b-9.g.1.d by Ryan Peterson.
 - Second by Jeromy Cox.
 - Motion carries by unanimous voice vote.
 - e. Hiring of Wade Brabant, MS Football Coach
 - f. Hiring of Jennifer Cox, MS Cross Country Coach
 - g. Hiring of Karlie Hansen, Elementary Music Teacher
 - h. Hiring of Molly Loughlin, Assistant Softball Coach
 - i. Hiring of Grant Singer, MS and HS Choral Director
 - Motion to approve items 9.g.1.e-9.g.1.i by Ryan Peterson.
 - Second by James Beistle.
 - Motion carries by unanimous voice vote. (Jeromy Cox Abstained.)

10. Action Agenda

- a. Consideration and Approval of RFP Banking Considerations – *Ms. Kara Holden*
Motion to approve First Bank of Baldwin as the designated depository for Unity School District by Ryan Peterson.
Second by James Beistle.
Motion carries by roll call vote.
Debbie Ince-Peterson (Yes), James Beistle(Yes), Jeromy Cox(Yes), Sheryl Holmgren(Yes), Ryan Peterson(Yes)
- b. Consideration and Approval of the 2021-2022 Early Learning Calendar – *Dr. William DeWitt*
Motion to approve the 2021-2022 Early Learning Calendar by Ryan Peterson.
Second by Jeromy Cox.
Motion carries by unanimous voice vote.
- c. Consideration and Approval of the Fall 2021 Early Learning College Credit Program (ECCP) Applications– *Mr. Zachary Fugate*
Motion to approve Fall 2021 Early Learning College Credit Program (ECCP) Applications by Ryan Peterson.
Second by James Beistle.
Motion carries by unanimous voice vote.
- d. Consideration and Approval of the 2021-2022 CESA Shared Services Agreement – *Mr. Brandon Robinson*
Motion to approve the 2021-2022 CESA Shared Services Agreement by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.

11. Adjourn

- Motion to adjourn by James Beistle.
Second by Ryan Peterson.
Motion carries by unanimous voice vote by 6:58 p.m.

Respectfully Submitted,

Pat Kastens, School Board Clerk

UNITY SCHOOL DISTRICT

ACTIVITY ACCOUNT SUMMARY AS OF April 30, 2021

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
600416-General Account	\$2,822.36	\$4.07	\$150.49	\$2,675.94
600417-Basketball - Boys	1,751.39	210.00		1,961.39
600418-Baseball - HS	2,946.55	1,052.00		3,998.55
600425-FFA	2,236.13		490.47	1,745.66
600426-Grad Party	2,224.99			2,224.99
600427-Athletics	1,385.73			1,385.73
600428-Football	509.12			509.12
600429-Migizi Club	616.97			616.97
600430-Music Club	12,539.96			12,539.96
600431-Natnl Honor Society	1,014.40			1,014.40
600432-Skills USA	2,717.75			2,717.75
600434-Student Council	3,536.42			3,536.42
600435-Theatre Arts	1,363.90			1,363.90
600436-Library	1,846.48			1,846.48
600437-Volleyball	936.33			936.33
600438-Basketball - Girls	281.98			281.98
600442-FBLA	3,214.70	97.20		3,311.90
600445-Class of 2021-2024	5,783.09		985.67	4,797.42
600446-Softball	548.21			548.21
600447-Soccer Club	0.00			0.00
TOTALS	\$48,276.46	\$1,363.27	\$1,626.63	\$48,013.10
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$1,168.32	\$1.45		\$1,169.77
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	198.78			198.78
Target	511.13			511.13
PE Program	623.50			623.50
Athletics	537.52		105.00	432.52
Girls Traveling Bball	7,171.58			7,171.58
Wrestling	470.40			470.40
TOTALS	\$17,629.95	\$1.45	\$105.00	\$17,526.40
ELEMENTARY SCHOOL				

ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General #108	\$2,670.61	\$0.92		\$2,671.53
Elem Student Cncl #101	1.08			\$1.08
Yearbook #102	2,031.67			\$2,031.67
Pencils #103	193.82			\$193.82
Fund Raisers #104	4,285.43			\$4,285.43
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
TOTALS	\$10,790.09	\$0.92	\$0.00	\$10,791.01

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
144449	DALCO	04/19/2021	-429.93
144647	ELECTRONIC FEDERAL TAX PAYMENT	04/05/2021	70,927.28
144648	WEA TAX SHELTERED ANNUITY TRUST	04/05/2021	4,083.42
144649	WISCONSIN DEPT OF REVENUE	04/05/2021	115.86
144650	WISCONSIN DEPARTMENT OF REV	04/05/2021	14,129.75
144655	UNITY FOOD SERVICE	04/08/2021	287.50
144656	ALL GLIDES	04/13/2021	132.50
144657	AMERY FREE PRESS	04/13/2021	856.24
144658	BALSAM LAKE HARDWARE	04/13/2021	57.95
144659	BALSAM LAKE PRO LAWN, INC	04/13/2021	1,000.00
144660	BALSAM LAKE WATER/SEWR COMMIS.	04/13/2021	3,353.26
144661	BARTINGALE MECHANICAL	04/13/2021	3,015.14
144662	BRAUN THYSSENKRUPP ELEVATOR	04/13/2021	227.02
144663	CAROLINA BIOLOGICAL SUPPLY CO	04/13/2021	53.55
144664	CENTRAL RESTAURANT	04/13/2021	82.19
144665	CESA #11	04/13/2021	48.00
144666	CHIPPEWA VALLEY SPORTING GOODS	04/13/2021	1,234.00
144667	COMMAND CENTRAL	04/13/2021	2,557.50
144668	CONFIDENTIAL RECORDS, INC	04/13/2021	131.25
144669	CWS SECURITY WATCH	04/13/2021	61.00
144670	DALCO	04/13/2021	2,547.45
144671	DON JOHNSON'S CUMBERLAND MOTORS LLC	04/13/2021	376.32
144672	DUDE SOLUTIONS INC	04/13/2021	3,396.10
144673	E.O. JOHNSON	04/13/2021	3,202.36
144674	EARTHGRAINS BAKING CO'S INC	04/13/2021	363.92
144675	ECKROTH MUSIC	04/13/2021	0.00
144676	ECKROTH MUSIC	04/13/2021	943.31
144677	ECOLAB	04/13/2021	1,168.80
144678	FORK FARMS	04/13/2021	192.95
144679	FREDERIC SCHOOL DISTRICT	04/13/2021	479.00
144680	GRAINGER, INC	04/13/2021	0.00
144681	GRAINGER, INC	04/13/2021	1,838.34
144682	GREAT LEAPS	04/13/2021	2,970.00
144683	GREEN MOUNTAIN TECHNOLOGIES	04/13/2021	5,800.00
144684	HOLDTS DISPOSAL, LLC	04/13/2021	600.00
144685	HORIZON COMMERCIAL POOL SUPPLY	04/13/2021	1,323.13
144686	ICCPA	04/13/2021	604.75
144687	INDIANHEAD FOODSERVICE DIST.	04/13/2021	105.80
144688	JAMF SOFTWARE	04/13/2021	15,408.00
144689	JEFFS SMALL ENGINE REPAIR	04/13/2021	36.70
144690	JOSTENS	04/13/2021	788.22
144691	JUNIOR LIBRARY GUILD	04/13/2021	13,439.90
144692	KEMPS	04/13/2021	2,935.60
144693	KOBUSSEN BUSES LTD	04/13/2021	763.20
144694	LAKELAND COMMUNICATIONS	04/13/2021	2,246.12
144695	MACMH	04/13/2021	90.00
144696	MCCLELLAND-KOMOROUSKI, JULIE	04/13/2021	153.08
144697	MCFARLAND, BAILEY	04/13/2021	39.00
144698	MENARDS-SCF	04/13/2021	0.00
144699	MENARDS-SCF	04/13/2021	1,680.00
144700	NAPA AUTO PARTS	04/13/2021	8.54
144701	NASCO	04/13/2021	624.32
144702	NEHER ELECTRIC SUPPLY	04/13/2021	6,600.00
144703	NORTHWIND BOOK AND FIBER	04/13/2021	491.35
144704	NVB PLAYGROUNDS	04/13/2021	2,630.00
144705	OAK RIDGE CHEMICAL INC	04/13/2021	1,888.95

<u>CHECK</u>	<u>CHECK</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	
144706 OFFICE DEPOT	04/13/2021	83.48
144707 OSCEOLA MEDICAL CENTER	04/13/2021	1,250.00
144708 PAPCO, INC	04/13/2021	93.42
144709 PIONEER DRAMA SERVICE, INC	04/13/2021	49.90
144710 POLK COUNTY SHERIFF'S DEPT	04/13/2021	2,656.00
144711 POLK BURNETT ELECTRIC COOP.	04/13/2021	5,000.00
144712 QUADIENT LEASING USA INC	04/13/2021	195.93
144713 ROBERT B HILL CO	04/13/2021	213.33
144714 SCHILLING SUPPLY COMPANY	04/13/2021	461.59
144715 SECURITY CHECK ME	04/13/2021	21.00
144716 ST CROIX REGIONAL MEDICAL CTR	04/13/2021	128.25
144717 STAPLES ADVANTAGE	04/13/2021	574.73
144718 STENCIL, LARRY	04/13/2021	20.00
144719 TWIN CITY HARDWARE	04/13/2021	2,231.02
144720 TECHUNWRECK	04/13/2021	840.00
144721 TL ENTERPRISE	04/13/2021	3,190.00
144722 TODAYS CLASSROOM	04/13/2021	1,325.29
144723 TRIO SUPPLY COMPANY	04/13/2021	443.90
144724 UNEMPLOYMENT INSURANCE	04/13/2021	165.50
144725 UNITY CUSTOM SERVICES	04/13/2021	210.00
144726 UW STOUT	04/13/2021	308.63
144727 UW-RIVER FALLS STUDENT BILLING	04/13/2021	1,875.50
144728 VERIZON WIRELESS	04/13/2021	92.62
144729 WASDA	04/13/2021	230.00
144730 WATERMAN RECYCLING AND DISPOSAL LLC	04/13/2021	1,511.50
144731 WEA INSURANCE	04/13/2021	104,674.84
144732 WE ENERGIES	04/19/2021	15,438.49
144733 HUEBSCH SERVICES	04/07/2021	230.90
144734 CHASE CARD SERVICES	04/20/2021	358.28
144735 BMO MASTERCARD	04/27/2021	354.01
144736 NORTHWESTERN WIS ELECTRIC CO	04/19/2021	1,446.79
144737 ELECTRONIC FEDERAL TAX PAYMENT	04/20/2021	66,559.44
144738 WEA TAX SHELTERED ANNUITY TRUST	04/20/2021	4,083.42
144739 WISCONSIN DEPARTMENT OF REV	04/20/2021	12,957.59
144740 HORACE MANN LIFE INSURANCE COM	04/20/2021	850.00
144741 THRIVENT FINANCIAL FOR LUTHERANS	04/20/2021	200.00
144742 UNITY EDUCATION SCHOLARSHIP	04/20/2021	15.00
144743 UNITY FOOD SERVICE	04/20/2021	287.50
144744 STANDARD INSURANCE COMPANY	04/20/2021	3,983.64
144745 TRANSAMERICA LIFE INSURANCE	04/20/2021	19.66
144746 VSP INSURANCE CO. (CT)	04/20/2021	805.45
144747 WISCONSIN RETIREMENT SYSTEM	04/30/2021	78,385.66
144748 AFLAC	04/19/2021	1,129.56
144749 CAROLINA BIOLOGICAL SUPPLY CO	04/26/2021	2,661.41
144750 CENTURIA UTILITIES	04/26/2021	44.25
144751 CHIPPEWA VALLEY SPORTING GOODS	04/26/2021	1,908.32
144752 CONFIDENTIAL RECORDS, INC	04/26/2021	131.25
144753 DELTA DENTAL	04/26/2021	18,616.53
144754 ECOLAB	04/26/2021	45.62
144755 EL STINKO PORTABLE TOILETS LLC	04/26/2021	780.00
144756 HORIZON COMMERCIAL POOL SUPPLY	04/26/2021	1,221.88
144757 JEFFS SMALL ENGINE REPAIR	04/26/2021	65.89
144758 JOHN DEERE FINANCIAL	04/26/2021	1,237.33
144759 JOHNSON, RYLEE	04/26/2021	39.00
144760 LRP PUBLICATIONS	04/26/2021	259.50
144761 MEDICA	04/26/2021	359.00

<u>CHECK</u>		<u>CHECK</u>	<u>AMOUNT</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	
144762	MENARDS-SCF	04/26/2021	164.06
144763	POLK BURNETT ELECTRIC COOP.	04/26/2021	441.61
144764	PRO-ED	04/26/2021	12.60
144765	QUADIENT LEASING USA INC	04/26/2021	203.88
144766	REALLY GOOD STUFF	04/26/2021	36.94
144767	RMM SOLUTIONS	04/26/2021	1,634.50
144768	SCHOOL SPECIALTY, INC	04/26/2021	163.86
144769	ST CROIX REGIONAL MEDICAL CTR	04/26/2021	61.00
144770	SUPREME SCHOOL SUPPLY	04/26/2021	430.91
144771	TECHUNWRECK	04/26/2021	741.00
144772	TL ENTERPRISE	04/26/2021	506.50
144773	VERIZON WIRELESS	04/26/2021	92.54
144774	WEA INSURANCE	04/26/2021	111,374.54
144775	BEDNAR, JILL	04/26/2021	180.00
144776	POLK BURNETT ELECTRIC COOP.	04/26/2021	5,000.00
144777	STENCIL, LARRY	04/26/2021	124.00
144778	WREN, RIVERS	04/26/2021	41.99
144779	CWS SECURITY WATCH	04/26/2021	2,492.29
144780	JOHNSON, CHARITY	04/26/2021	39.00
144781	BARNES, ED	04/27/2021	95.00
144782	BEREITER, ANDY	04/27/2021	95.00
144783	CHALLONER, MEGAN	04/27/2021	95.00
144784	KUHN, JOSH	04/27/2021	95.00
144785	LABLANC, ROGER	04/27/2021	95.00
144786	MORRIS, BRAD	04/27/2021	95.00
144793	HIGHER STANDARDS INC.	04/06/2021	75.00
144794	PAYROLL ACCOUNT	04/20/2021	476,072.58
144795	REVTRAK, INC.	04/07/2021	31.00
144796	VANCO PAYMENT SOLUTIONS	04/08/2021	12.43
144797	AMAZON/SYNCB	04/29/2021	577.82
		Totals for RCUG	1,302,001.30
		Totals for checks	1,302,001.30

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	261,137.66	261,137.66
27	SPECIAL EDUCATION	0.00	0.00	14,916.81	14,916.81
50	FOOD SERVICE FUND	0.00	0.00	30,670.58	30,670.58
80	COMMUNITY SERVICE FUND	0.00	0.00	3,296.00	3,296.00
83	DRIVERS EDUCATION	0.00	0.00	376.32	376.32
84	COMMUNITY POOL	0.00	0.00	1,514.42	1,514.42
85	AFTER SCHOOL PROGRAM	0.00	0.00	10,594.89	10,594.89
86	CHILD CARE	0.00	0.00	9,576.40	9,576.40
98	PAYROLL ACCRUAL	969,918.22	0.00	0.00	969,918.22
***	Fund Summary Totals ***	969,918.22	0.00	332,083.08	1,302,001.30

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

UNITY SCHOOL DISTRICT
Bank Reconciliation
April, 2021

BALANCE PER BANK	BEGINNING BALANCE March 31, 2021	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE April 30, 2021
6223 - RCU Scholarship Account	55,116.10	4.53	0.00	55,120.63
2737 - RCU Scholarship CD	21,924.66	41.90	0.00	21,966.56
6098 - RCU General Checking		815,715.21	815,715.21	0.00
7149 - RCU Sweep Checking	5,132,399.85	291,507.39	1,291,478.91	4,132,428.33
0419 - RCU Debt Service	5,974.51	0.98	0.00	5,975.49
0001 - LGIP Debt Service	47,557.04	1.83	0.00	47,558.87
0002 - LGIP General	1,808.40	0.07	0.00	1,808.47
4217 - Matrix Trust Fund	698,368.56	336.44	0.00	698,705.00
9849 - MidWestOne Bank Scholarship	44,564.81	3.66	0.00	44,568.47
0907 - Bremer Capital Improvement Trust	75,470.66	0.62	0.00	75,471.28
	\$ 6,083,184.59	\$ 1,107,612.63	\$ 2,107,194.12	\$ 5,083,603.10

BALANCE PER BOOK	BEGINNING BALANCE March 31, 2021	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	ENDING BALANCE April 30, 2021
Beginning Balance	5,909,730.09			5,909,730.09
Receipts - Actual		291,947.42	0.00	291,947.42
Receipts - Journal Entries		0.00	0.00	0.00
Disbursements - Accounts Payable		0.00	825,928.72	(825,928.72)
Disbursements - Journal Entry			0.00	0.00
Disbursements - Payroll		0.00	476,072.58	(476,072.58)
Transfers/Reclass Entries		0.00	0.00	0.00
FUND TOTALS	\$ 5,909,730.09	\$ 291,947.42	\$ 1,302,001.30	\$ 4,899,676.21

RECONCILED BANK TO BOOK	
Ending Bank Balance	\$ 5,083,603.10
Deposits in Transit	-
Outstanding Checks	(183,926.89)
Payroll Adjustment	-
Accounts Payable Adjustme	-
Bank Adjustment	-
Bank Charge	-
BANK ADJUSTED	\$ 4,899,676.21
BALANCE PER BOOK	\$ 4,899,676.21
VARIATION	-

BALANCE SHEET ACCOUNTS	April 30, 2021
FUND 10 - General Fund	3,742,402.62
FUND 21 - Special Projects	50,007.85
FUND 27 - Special Education	(823,297.95)
FUND 29 - Title VII, Indian Education	(8,934.00)
FUND 38 - Non-Referendum Debt Svc	11,831.40
FUND 39 - Referendum Approved Debt	507,111.20
FUND 46 - Capital Improvement Fund	75,476.57
FUND 49 - Capital Projects Bond	0.00
FUND 50 - Food Service	129,112.08
FUND 72 - Scholarship Trust	83,570.41
FUND 73 - Employee Benefit Trust	698,705.00
FUND 80 - Community Service	277,012.96
FUND 83 - Drivers Education	51,808.10
FUND 84 - Community Pool	120,183.72
FUND 85 - Alternative Diploma Program	86,732.27
FUND 86 - Childcare	(122,241.40)
FUND 98 - Payroll Accrual	20,195.38
TOTAL	\$ 4,899,676.21
CASH PER BOOKS	\$ 4,899,676.21
VARIATION	\$ -

Unity School District - Board of Education

Board Policy 345.2 345.1

Grading Policy

Last Revised 5/11/2021

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents evaluate how well the student is achieving the goals of the District's program and determine the student's level of understanding of the corresponding concepts.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level K - 12.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 411 – Pupil Nondiscrimination which:

1. Develops clear, consistent criteria and standards particularly when grades are based on subjective assessment.
2. Helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade.
3. Provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs.
4. Provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning each student's individual strengths and weaknesses.

The grading system is to be defined by Administrative Rule. It is to be communicated annually with the principal for each school building. The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only by the District Administrator, with suggestions offered by the school principals. Any changes must assure a more valid or reliable or clearer system of grading.

Adherence to and implementation of this policy and corresponding Administrative Rules is the responsibility of the building principal.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the District Administrator.

Unity School District - Board of Education

Board Policy **Administrative Rule 345.11**

High School Grading Policy

Last Revised 5/11/2021

High School Grading Scale: *(to be included in Student Handbook)

- A 100-94 – Exceptional**
- A- 93-90**
- B+ 89-87**
- B 86-83 – Above Average**
- B- 82-80**
- C+ 79-77**
- C 76-73 – Average**
- C- 72-70**
- D+ 69-67**
- D 66-63 – Below Average**
- D- 62-60**
- F 59- – Failing**

- ✓ Any grade less than a 'C' is not acceptable at Unity High School.
- ✓ A grade of an 'F' in specific classes required for graduation will result in the student retaking that specific course. A grade of an 'F' in other courses will require the student to continue to take courses to reach the credit requirements for graduation, but may not require the student to retake the given course.
- ✓ If a student does not complete all the work necessary to earn a trimester grade, the teacher may assign an incomplete to be made up within two (2) weeks.
- ✓ Only final trimester grades are used in calculating grade point average. Student progress reports do not affect cumulative grade point average.
- ✓ Students with an 'F' trimester grade or progress report will be ineligible for athletic and co-curricular activities as defined by the Unity High School Activity Code.

High School Grading Guidelines:

1. A floor score of '50' of the total points for an assignment exists for all completed work except tests and quizzes. Work completed and of good quality will retain a score of 50.
2. A teacher may assign a modified or alternative assignment for any incomplete work. The teacher will do so considering the time frame, ability of the student, curricular nature of the assignment, and parent feedback.
3. Assignments should never be used as a punishment and must be related directly to the curricular content in the course.
4. Assignments are to be assigned in small, manageable increments and each course must average at least one graded assignment per week per semester.
5. Extra credit is extra work that should be given sparingly and is not meant to replace work not completed in class. Extra credit must be related directly to the curricular content in the course and cannot account for greater than 5% of total points for the course.
6. One assignment will not be the basis of passing or not passing the course meaning no assignment can be worth more than 40% of the semester grade.
7. Students are not to be graded on a bell-curved grading scale.
8. Students who display mastery of skills can be given alternative assignments based on the district acceleration policy.

9. A student's grade will be computed using a "total points method." Students and families are encouraged to keep running totals of their grade.
10. In the computation of grades, homework will not make up more than 40% of the student's final trimester grade. Homework may not make up less than 20% of the final grade.
11. Grade reporting should be multifaceted, not relying on any one form of communication with parents or students, and should be both regular and spontaneous, including the following: conferences, report cards, progress reports, telephone calls, emails, notes, etc. Teachers are expected to contact parents between mid trimester progress report time and trimester grading if there is a chance of student failure in the given course.
12. Report cards will be issued each trimester of the school year. Progress reports will be issued once each trimester at equal intervals.
13. Grade reports provide for teachers to give students continual feedback on the quality of work as it relates to course objectives, including confidentially posting student grades in the classroom.
14. All assignments, tests, quizzes, etc. should be evaluated, returned promptly, and reviewed with students before the next related test is administered.
15. Electronic grade books should be updated within five days of each assignment, per the district employee handbook, to provide the student and parents with the most recent information regarding the academic progress of the student.
16. Teachers will distribute to each student at the beginning of courses specific classroom grading expectations that will follow this board policy and allow teachers to provide written instructional objectives and evaluation measures that reflects the curriculum and student achievement.
17. Teachers will avail themselves to students who have questions about their grades.
18. Students caught plagiarizing an assignment will receive an automatic zero and can be removed from the course with an 'F' if caught cheating a second time in the same course in a given semester. A student may complete the assignment or an alternative assignment up to 50% of the original possible score.

End of Semester Culminating Assessment Guidelines:

1. All teachers will give culminating final assessments to all students. The assessment process may include but will not be limited to final exams (written or oral), exit conferences, portfolio self assessments, final research project presentations, etc.
2. The final culminating activity must be based on stated objectives of the course and Board-approved curriculum and must not account for more than 10% of the points in the course for the semester.
3. Students shall be afforded an opportunity to discuss end of term results and final grades with their teachers during the school year.

Definition of Terms:

- School Work – General term that relates to any work done by a student for educational purposes.
- Homework – Student work that is designed to be completed at home or out of school.
- Classwork - Student work that is designed to be completed in class or during the school day.

Unity School District - Board of Education

Board Policy **Administrative Rule 345.12**

Middle School Grading Policy

Last Revised 5/11/2021

Middle School Grading Scale: *(to be included in Student Handbook)

- A 100-94 – Exceptional**
- A- 93-90**
- B+ 89-87**
- B 86-83 – Above Average**
- B- 82-80**
- C+ 79-77**
- C 76-73 – Average**
- C- 72-70**
- D+ 69-67**
- D 66-65 – Below Average**
- I 64- Incomplete**

- ✓ Any grade less than a 'C' is not acceptable at Unity Middle School.
- ✓ A grade of a 'D' or an 'I' will require the student to complete any outstanding work within 2 weeks of earning the trimester grade.
- ✓ If a student does not complete all work within 2 weeks of earning the trimester grade, the student may be required to attend summer school.
- ✓ Students with an 'I' at mid trimester may receive additional support. Communication will be given to parents regarding the inadequate progress.
- ✓ Students with an 'I' or 'D' for a trimester grade may be ineligible for athletic and co-curricular activities as defined by the Unity Middle School Activity Code.

Middle School Grading Guidelines:

1. A floor score of '50' of the total points for an assignment exists for all completed work except tests and quizzes. Work completed and of good quality will retain a score of 50.
2. A teacher may assign a modified or alternative assignment for any incomplete work. The teacher will do so considering the time frame, ability of the student, nature of the assignment, and parent feedback.
3. Unannounced "Pop" Quizzes are not to be included in the grading of students.
4. Homework will not be assigned over the weekend. This does not include incomplete work.
5. Homework should never be used as a punishment.
6. Homework is to be assigned in small, manageable increments.
7. Homework should not be used to introduce new information/concepts.
8. A student's grade will be computed using a "total points method." Students and families are encouraged to keep running totals of their grade.
9. In the computation of grades, homework will not make up more than 20% of the student's final quarter grade, or less than 10%.
10. Grade books should be updated as frequently as possible to provide the student and parents with the most recent information regarding the academic progress of the student.
11. One assignment will not be the basis of passing or not passing the course.

12. Students are not to be graded on a bell curved grading scale.
13. Students who display mastery of skills can be given alternative assignments based on the district acceleration policy.
14. Grade reports provide for teachers to give students continual feedback on the quality of work as it relates to course objectives, including confidentially posting student grades in the classroom.
15. All assignments, tests, quizzes, etc. should be evaluated, returned promptly, and reviewed with students before the next related test is administered.
16. Electronic grade books should be updated within five days of each assignment, per the district employee handbook, to provide the student and parents with the most recent information regarding the academic progress of the student.
17. Teachers will avail themselves to students who have questions about their grades.

Definition of Terms:

- Home work – Student work that is designed to be completed at home or out of school.
- Class work – Student work that is designed to be completed in class or during the school day.
- School work – General term that relates to any work done by a student for educational purposes.

Unity School District - Board of Education

Board Policy 460

Student Awards and Scholarships

Last Revised 5/11/2021

Students at Unity School District shall be informed annually by the high school counselor or high school principal of any locally available scholarships and awards.

Literature concerning available scholarships and awards shall be made available in the High School Office.

The District Administrator shall establish an administrative rule that defines the scholarship award and selection process.

The Unity School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons 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.

Ref: WI Stat. 118.13
WI Admin Code PI 9.03(1)(d)
Discrimination Complaint Procedures

Unity School District – Board of Education
Administrative Rule 460.5
Student Awards and Scholarships Selection Process
Last Revised 5/11/2021

Any scholarship awarded by the Unity High School Scholarship Committee (Scholarship Committee) is based not only on grades and academic achievement, but also on leadership, excellence, character, and community involvement. The Scholarship Committee has the responsibility to uphold these honored distinctions in making its decisions.

Scholarship Eligibility

1. To be eligible to receive a scholarship awarded through the Scholarship Committee, students must meet the following criteria:
 - a. Have been in attendance at Unity High School their senior year during the third Friday count of September and the second Friday count of January, making early graduates eligible.
 - b. Have resided within the boundaries of the Unity School District and/or attended Unity School District full-time under the state open enrollment option.
 - c. Have met the criterion of GPA as determined annually by the Scholarship Committee.

Code of Conduct

If a scholarship recipient violates the Code of Conduct prior to the close of the school day on the last day of school of the student’s senior year, the scholarship recipient will forfeit his/her scholarship. This includes but is not limited to:

1. Code of Conduct
 - a. Violations involving academic dishonesty, alcohol and other drugs, criminal or civil law which adversely reflects or degrades the dignity and character of the UHS scholarship program.
 - b. Attending and knowingly remaining at a party or gathering of any individuals involving alcohol, controlled substances, tobacco, anabolic-androgenic steroids, other performance enhancing substances, or street drugs even though he/she is not consuming/using alcohol, controlled substances, tobacco, anabolic-androgenic steroids, other performance enhancing substances, or street drugs.
 - c. Any Code of Conduct violation that, in its severity, is considered a disqualification by the Scholarship Committee, or as determined by the District Administrator.
2. Attendance
 - a. The scholarship committee reserves the right to revoke a scholarship awarded to any student who meets the criteria for habitual truancy. A student is considered habitually truant if he/she is absent from school without an acceptable excuse for part, or all, of five or more days on which school is held during a school semester.

Scholarship Administration

In addition, this Administrative Rule provides parameters for the administration of the scholarship award process.

1. Scholarship Committee Membership
 - a. The Unity High School Scholarship Committee is comprised of:
 - i. High School Counselor – Scholarship Coordinator and Chairperson
 - ii. High School Principal
 - iii. Two (2) High School Teachers

- iv. No more than two (2) community members
 - 1. These positions may remain unfilled.
 - 2. These positions may be specific to certain scholarship awards.
- v. District Finance Director - Ex-Officio Member
- b. All members of the Unity High School Scholarship Committee serve as appointed by the District Administrator and at their sole discretion.
- c. No individual may serve on the Unity High School Scholarship Committee if their relative is an applicant for a scholarship award, or If an applicant resides in their home.
 - i. Relatives include siblings, children, grandchildren, great grandchildren, nieces, and nephews.
- d. The Scholarship Committee is appointed annually.
- 2. Scholarship Recordkeeping
 - a. The Scholarship Committee will maintain the following records regarding scholarship information. Such documentation shall be provided to the District Finance Director:
 - i. Electronic copies of all scholarship applications, both awarded and denied
 - ii. Committee review and the decision ballots for scholarship pools
 - iii. Records on all scholars and their respective scholarships
 - iv. Minutes of the Scholarship Committee
 - v. List of members of the Scholarship Committee
- 3. Scholarship Committee members are to maintain confidentiality regarding any information obtained and reviewed through the selection process.

Non-Discrimination Policy

- a. In accordance with **Board Policy 113 - Nondiscrimination in District Programs**, Activities, and Operations, Unity School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations.

Unity School District - Board of Education

Board Policy ~~841~~ 840

Grift, Bequests, and Scholarships

Last Revised 5/11/2021

In order to ensure that gifts, bequests and scholarships are not discriminatory, it is necessary that each is reviewed by the District Administrator and the Board of Education.

As a general rule, gifts, bequests and scholarships may not be awarded to students by public or private agencies, organizations or persons in any way that discriminates against students based on their sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. (WI Statutes §118.13)

All gifts, bequests, and scholarships made available to the Unity School District of \$5,000 or more shall be accepted at a regular Board meeting and shall be under the direct control of the Board of Education and their policies. The Board of Education authorizes the District Administrator to accept gifts, bequests and scholarships of lesser value in accordance with the other terms of this policy. The District Administrator shall provide an annual report of gifts, bequests and scholarships to the Board of Education.

The Board of Education may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with District goals. Any gift presented to the District of \$5,000 or more value, should be accompanied by a letter from the donor for consideration by the Board.

To be accepted, a gift shall:

Have a purpose consistent with those of the school; Be offered by a donor acceptable to the board;

Not begin a program which the Board would be unwilling to continue when gift or grant funds are exhausted;

Not bring undesirable or hidden costs to the District;

Place no restrictions on the school program;

Not be inappropriate or harmful to the best education of students;

Not imply exclusive endorsement of any business or product, but not limit any business or community partnership; and;

Not be in conflict with any provisions of policy, school code or public law.

All gifts, grants and bequests become school property to be used at the discretion of the District unless otherwise specified in the bequest.

The Board of Education encourages any public or private agencies, organizations, or persons that give gifts, bequests, or scholarships to provide guidelines on how they shall be managed. This may include designating portions to be un-expendable, expendable or guidelines as to who are to receive gifts, bequests and/or scholarships. These guidelines may be followed at the discretion of the District.

The District may also establish a scholarship fund, trust, or foundation. Such funds shall be managed by the District Administrator, with assistance of the Finance Director.

Ref: WI Statutes § 118.13, 118.27

WI Admin Code PI 9.03(1)(d)

Discrimination Complaint Procedures

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools or to provide sponsorships in support of District programs, facilities and services. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity.

In order to maintain control over the District's educational program and student activities and to best pursue the District's mission, goals and priorities, there needs to be close communication between the potential donor/sponsor and school officials prior to the solicitation of any funds in pursuit of a school gift(s) or sponsorship and prior to the acceptance of any gift or sponsorship by the District.

No employee or agent of the District shall accept any gift or sponsorship that requires the financial commitment of District funds, that provides for the establishment of a new District program, or that involves facility naming rights without first obtaining the prior specific approval of the Board. The Board otherwise authorizes the District Administrator to accept all other monetary or other gifts to the schools, and to approve all other sponsorships, provided they are for a purpose consistent with the mission and goals of the District and are in line with this policy and the guidelines established to implement the policy. Notwithstanding this delegation of authority, the District Administrator may, at his/her discretion, elect to obtain Board approval of any particular gift or proposed sponsorship.

To be accepted, a gift must, at a minimum:

- have a purpose consistent with the mission and goals of the District;
- be compatible with curricular, technological, instructional, programmatic, and operational practices of the District, as may be applicable;
- neither impose, nor be substantially likely to impose, any undesirable or unacceptable costs (whether direct or indirect) upon the District, including but not limited to unacceptably adding to staff workloads;
- not begin a program that the donor intends to be ongoing, but where the Board has determined prior to acceptance of the gift that the District very likely would be unable or unwilling to continue the program when gift funds are exhausted;
- not prevent the Board from being able to properly discharge its duty to ultimately determine the District's educational program and the manner in which educational and other services are to be delivered;
- not require the District to publicly endorse any specific business, organization, service or product, with the understanding that recognition of a donor differs from explicit endorsement; and
- be consistent with applicable provisions of District policy and school rules and in compliance with legal requirements.

For purposes of this policy, a "sponsorship" is defined as a person, organization, business or other entity providing money, goods and/or services to support the District, a public school in the District, or a school activity or program in return for the sponsor receiving an agreed-upon public acknowledgement by the District or by a school or program indicating that the money, services and/or goods were donated by the sponsor or that the program/activity was sponsored by or sponsored in part by the sponsor.

The District shall not unlawfully discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons

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. Discrimination complaints shall be processed in accordance with established procedures.

The District reserves the right to accept or reject any gift or sponsorship offer made to the District from any individual, organization, business or other entity. Except for any conditions or restrictions expressly accepted by the District in connection with approving and receiving a gift or sponsorship, the District's acceptance of a gift or sponsorship shall not entitle the donor or sponsor to any special privileges or considerations from the District.

The Board shall be advised of all gifts and sponsorships accepted by the District Administrator or his/her designee(s) with a value of \$5,000 or more.

Upon acceptance, all non-monetary gifts and sponsor-supplied items (furniture, supplies, equipment, etc.) shall become the property of the District and shall be subject to the same controls, policies and procedures governing other District property, except as otherwise expressly specified in the gift offer that was accepted by the District. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

It is the intention of the Board to provide proper acknowledgement (recognition) for all gifts accepted and received by the District and for all approved sponsorships. The degree of recognition should be reasonably correlated with the significance of the contribution.

It shall be the responsibility of the District Administrator to oversee District compliance with this policy, including providing proper notification to staff, school booster clubs and the general public regarding the existence of this policy and its implementing guidelines and ensuring that appropriate acknowledgement is provided to all gift donors and sponsors on behalf of the District.

**Unity School District – Board of Education
Board Policy 881
Community Organization Collaboration
Last Revised 5/11/2021**

Booster, Community Service, Parent, and Alumni Organizations

The following rules apply to the relationship between the Unity School District (District) and booster, community service, parent, alumni organizations (Organizations):

District Approval

District affiliation with any Organization must be approved by the District. At all times, including after approval, the Organization will remain a separate and distinct entity from the District.

Nondiscrimination

The District prohibits discrimination on the basis of a protected class (e.g., sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability). All Organizations affiliated with the District shall prohibit such discrimination in accordance with Board Policy 113 - Non-Discrimination in District Programs, Activities, and Operations.

Bylaws

- A. Organizations shall establish and maintain bylaws that do not conflict with any of the following: District-established handbooks and codes of conduct; Board of Education (Board) policies; federal or state laws; or Wisconsin Interscholastic Athletic Association (WIAA) rules.
- B. Upon request of the District, an Organization shall submit a copy of the Organization's bylaws to the District Administrator.

Financial Operations and Funding

- A. Organizations shall be considered a separate legal entity from the District and shall not use the District's tax exemption number and/or federal tax ID number in any financial transaction(s) of the Organization without express written consent of the District. Such Organizations are encouraged to acquire Sec. 501(c)(3) status, pursuant to the Internal Revenue Code.
- B. Organizations are required to maintain a bank account separate from any District bank account and shall not commingle funds with the funds of the District.
- C. Organizations shall keep accurate and complete financial records using an accounting method that has been approved by the District Finance Director.
 - 1. Organizations shall submit a financial report to the District Finance Director upon request, or once per year.

2. Organizations may request the assistance of the District Finance Director to conduct an unofficial audit of their financial records.
- D. Organizations must receive the approval of the District Administrator for any fundraising activities or events which involve District students, staff, or property.
- E. Organizations shall comply with Board Policy 841 – Gifts, Bequests, and Scholarships and Administrative Rule 353.3 – Volunteering when presenting the District or its students offers of support, including, but not limited to, gifts, bequests, scholarships, funds, supplies, equipment, and voluntary service.

District Support and Sponsorship

- A. District employees may serve as members, custodians, clerical assistants, ex-officio officers, or officers of Organizations, provided the following:
 1. District employees serving as members, custodians, clerical assistants, ex-officio officers, or officers of such Organizations, should act as ambassadors of the District, articulating District codes of conduct, handbook provisions, and Board policies when necessary.
- B. Organizations that wish to use District facilities shall comply with Board Policy 742 – Use of School Owned Facilities, Equipment and Materials. Organizations that wish to conduct other activities on or through the use of District property, including, but not limited to: distributing literature or making verbal announcements, must seek prior written approval from the District Administrator or the Building Principal.
- C. Organizations seeking to use the District name, logos, mascots, slogans, or other such items that are protected by or regularly used and identified with the District must obtain prior written approval from the District for such use and must clearly identify themselves as independent of the District when using such items.

Prizes/Scholarships/Other Awards

- A. The District, upon request of an Organization, may administer or assist in the administration of student awards offered by Organizations (i.e., prizes, scholarships, fellowships, or other forms of financial assistance).
- B. The District may permit restrictive awards that have been designated for students of a particular protected class (e.g., sex or race) by a domestic or foreign will, trust, bequest, or similar legal instrument, so long as the overall effect of all such restrictive awards is nondiscriminatory.
- C. If working with Organizations to determine student award recipients, the District must observe the following:
 1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the consent of the student who is eighteen (18), or if the student is under the age of eighteen (18), the consent of the student's parent or legal guardian, in accordance with Board Policy 347 – Student Records.

2. A Building Principal, upon the request of the Organization, may assemble a committee of staff members for the purpose of advising the Organization in the selection of any student award recipients.
- D. The District may periodically review and/or revise their award procedures.

Educational Programming and Communication

- A. Any educational programming or communications of Organizations when presented to District students must benefit the education and/or development of the District and its students. Such programming or communications include, but are not limited to, the following:
1. Surveys or questionnaires distributed by Organizations to District students;
 2. Fundraising activities run by Organizations that involve District students and/or staff;
 3. Materials with commercial messages distributed by Organizations to students and/or staff; and
 4. Speakers hired by Organizations to present messages to students and/or staff.
- B. Speakers hired by Organizations who will be presenting to students shall serve the educational or developmental interests of District students and shall limit any commercial aspect of their messages to the naming of any business affiliation.
- C. Organizations, staff, and students may distribute or post literature related to non-school sponsored activities, utilizing District property, so long as they follow the guidelines set forth under Administrative Rule 852.1 – Distribution of Non-School Materials.

Restrictions

- A. Organizations shall not compensate District staff in any form (e.g., salary, cash, merchandise, or share of proceeds).
1. Organizations may gift District staff with items of minimal value (e.g., plaques or t-shirts).
- B. Organizations shall not be permitted to use the name, picture, and/or personal appearance of any District student(s), with or without endorsement, in the promotion of an event, item, plan, or service without the express written consent of the student's parent or legal guardian.
- C. Organizations shall not violate any WIAA rules.
- D. Organizations must not be involved in the selection, evaluation, or decision-making of school employees, including coaches and advisors.
- E. Organizations must not sponsor any business or organization that has as its primary function the sale or distribution of alcohol, tobacco products, controlled substances, or products/items which are inappropriate for school-age children.

- F. Organizations must refrain from soliciting advertising, business, resources, or funds that primarily benefit an entity or a person other than the District and its students, while purporting or appearing to act on the District's behalf.
- G. Organizations shall not allow an individual who has not passed a background check to volunteer in any program, activity, or event that involves District students or that uses any District identifier (e.g., name, logo, mascot, or slogan).

District Authority

- A. The District reserves the right to accept or to reject any and all offers of support from Organizations, including, but not limited to, gifts, bequests, scholarships, funds, supplies, equipment, or voluntary service.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. Upon approval of the District Administrator, any gifts of money, supplies, or equipment become the property of the District.
- B. The District reserves the right to accept or reject any fundraising events or activities of an Organization that involve District students, staff, or facilities.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any previously authorized fundraising events or activities of an Organization, if the Organization does not comply with the terms of this Policy.
- C. The District reserves the right to accept or reject any Organization's request for use of District assets, including but not limited to District facilities, technology, and communication networks.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any authorized use of the District's property or facilities by the Organization, if the Organization does not comply with the terms of this Policy.
- D. The District reserves the right to accept or reject any Organization's use of the District name or other identifier (e.g., mascot, logo, or slogan).
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any authorized use of the District's name or other identifier, if the Organization does not comply with the terms of this Policy.
 - 3. Any Organization who uses the District's name or other identifier, or derives its identity from the District, shares the responsibility with the Board in preserving the District's good name, reputation, and image.

- E. The District reserves the right to accept or reject any programming or communications an Organization intends to share with District students.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any previously authorized programming or communications of an Organization, if the Organization does not comply with the terms of this Policy.

- F. The District reserves the right to recognize any sponsors making contributions that are advantageous to the District and its students.
 - 1. The District may recognize such sponsors on a case-by-case basis.
 - 2. All such recognitions will read “made possible through funding by (business name).”
 - 3. The District will not recognize any sponsorship that promotes illegal or unhealthy activities.

- G. The District Administrator has the authority to terminate the relationship with any Organization if the Organization places its interests above the interests of the District or District students, fails to adhere to its bylaws, or fails to comply with any other term of this Policy.