

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

Agenda

Tuesday, June 13, 2023 6:00 PM

Unity School Board Room, 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. **5:00 PM** Board Dinner
2. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
3. Approval of the Agenda
4. 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, May 9, 2023 - Regular Board Meeting
 - c. Approval of Closed Minutes, May 24, 2023 - Superintendent Applicant Review Meeting
 - d. Approval of Closed Minutes, May 31, 2023 - Initial Superintendent Candidate Interviews
 - e. Approval of Minutes, June 1, 2023 - Initial Superintendent Candidate Interviews
 - f. Approval of Closed Minutes, June 7, 2023 - Final Superintendent Candidate Interviews
 - g. Personnel §19.85 (1)(c)
 - h. Adjourn Closed Session
 - i. Convene Regular Session
5. Possible Action on Recommendation(s) From Closed Session
6. Residents' 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, June 13, 2023. Such comments will be provided to the Board of Education for consideration and review.) (Board Policy 187 - Public Participation at Board Meetings)
7. Board of Education Member Update
8. **Information**
 - a. Submitted Reports
 - 1) Principal Reports 3
 - a. AGR Report
 - 2) Curriculum Reports
 - a. Early Learning
 - b. District Administrator's Report - *Mr. Brandon Robinson* 6
9. **Consent Agenda**
 - a. Approval of Minutes, May 9, 2023 - Regular Board of Education Meeting 10
 - b. Approval of Minutes, May 24, 2023 - Superintendent Applicant Review Meeting 13
 - c. Approval of Minutes, May 31, 2023 - Initial Superintendent Candidate Interviews 14
 - d. Approval of Minutes, June 1, 2023 - Initial Superintendent Candidate Interviews 15
 - e. Approval of Minutes, June 7, 2023 - Final Superintendent Candidate Interviews 16
 - f. Approval of Elementary/Middle School/High School Activity Accounts 17
 - g. Approval of Vouchers 19
 - h. Financial Report - *Ms. Kara Holden* 23
 - i. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. New Hire - Superintendent
 - b. Susan Roberts, New Hire - High School Chemistry Teacher
 - c. Raelin Sorenson, New Hire - Elementary Teacher

d. Lisa Robinson, Resignation - Early Childhood Teacher

10. **Action Agenda**

- a. Board Resolution in Recognition and Profound Appreciation of Distinguished Service to the Unity School District 24
- b. Consideration and Approval of the Unity Reopening Plan 2023 - *Mr. Brandon Robinson* 26
- c. Consideration and Approval of Proposed District Curriculum Purchases, as Defined by the District Long-Range Plan - *Mr. Brandon Robinson*
- d. Consideration and Approval of the Wisconsin Public School Record and Retention Schedule - *Mr. Brandon Robinson* 47
- e. Consideration and Approval to Authorize Year-End Inter-Fund Transfers - *Ms. Kara Holden*
- f. Consideration and Approval to Authorize Payment of the 2022-2023 Year-End Vouchers - *Ms. Kara Holden*
- g. Consideration and Approval of the 2023-2024 Eagle Care Club Handbook
- h. Consideration and Approval to Renew the 2023-2024 Early Childhood Shared Service 66.030 Contract- Frederic/Unity - *Mr. Brandon Robinson*
- i. Consideration and Approval of the 2023-2024 WIAA High School Membership Renewal - *Mr. Brandon Robinson*

11. Adjourn

Unity
Elementary
May 2023

Elementary Principal’s Report



fun just being kids. Thank you teachers, aides, parents, custodians, bus drivers, and everyone who helped make this year as fabulous as it was!

Thank You for a Great Year!

What a fabulous year we had at Unity Elementary School! Incredible learning took place, more and more kids are reading well than ever before, and most importantly we all had fun!

The Kindergarteners and Busy Bugs each did well with their year end events and we couldn’t be more proud of them!

We ended the school year with our annual carnival for the kids. Jumping, blowing bubbles, water games, and even minnow races! Kids had

Summer School Begins!

Summer School begins Monday, June 12th! Something for everyone is available, and every offering involves learning! Kobussen is calling families early this year and we have confirmed bussing will likely be in place in July and August as well. In a review of our registration numbers, this year will be the biggest year yet. Finally, if you have littles and need a longer day of care - please contact Eagle Care Club Coordinator, Amanda Siefert - when combined with summer school, we have care all summer long!



UNITY EAGLES

Unity Commencement: What a Group of Seniors!



On Friday, May 26th, Unity School District celebrated its newest class of high school graduates! The Class of 2023 experienced extremely high levels of success throughout their high school journey. 28 students finished with a 3.7 GPA or higher, more than 40 had a 3.0 GPA, and many experienced academic scholarships for post-secondary plans. Many of them were highlighted as all-conference athletes, fine arts award winners, state and national-level competitors, and

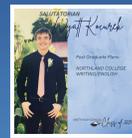
quality mentors through Kinship. The ceremony included beautiful weather, excellent speeches from Sloan Horgan (valedictorian), Wyatt Kocurek (salutatorian), and Mr. Brian Collins, and an upholding of important and strong district graduation traditions. A big thanks goes out to Unity Board members Pat Kastens and Andrea Jerrick for handing out diplomas, and to all of the families and community members that came out to support such a phenomenal group of seniors. Good luck to all graduates!

EXCITING EVENTS

Check out the Unity Website



Congratulations to Sloan Horgan on being the Valedictorian for the Class of 2023. Sloan remained a dedicated and passionate student-athlete, club officer, and positive influence over the course of her 4 years at UHS! **1**



Congratulations to Wyatt Kocurek on being the Salutatorian for the Class of 2023. Wyatt worked extremely hard during his junior and senior year to find himself in such an honored position. Nice work Wyatt! **2**



Unity FFA is grateful for the opportunity to pursue a chapter fundraiser as a part of Burnett Dairy's Dairy Days. Burnett Dairy has been an extremely supportive chapter partner. **3**



Unity's chapter of SkillsUSA put together an excellent Car Show fundraiser this year. There were so many excellent cars that were showcased during the event. Congratulations to the winners! **4**



The Class of 2023 had an amazing time at the Senior Grad Party following the commencement ceremony on the 26th. They played games, danced, ate excellent food, and received amazing prizes from incredibly supportive donors! **5**

"Practice like you have never won...compete like you have never lost."

Unity Eagles Track and Field Successes Abound!

The Unity Eagles Track and Field athletes had an incredibly successful season this spring. While the season started off slowly because of the unpredictable spring weather, things heated up quickly and both the Boys and Girls teams experienced successes early on. As the season came to a close in the end of May, many student-athletes pushed hard and performed well. the

The following students competed at the State competition in La Crosse the weekend of June 2nd: Emma Johnson (Shot), Ann Boland (3200m), Wyatt Kocurek (Disc), Jackson Cramlet (200m), Bryant Molamphy (Pole Vault and 400x100m Relay), Holden Erickson, Evan Johnson, Payton Merrida, Chandler Koether, and Kaden Kastens (all 400x100m Relay).

UNITY MIDDLE SCHOOL

JUNE BOARD REPORT 2023

STUDENTS OF THE WEEK

MAY 5, 2023
L TO R



MAY 12, 2023
L TO R

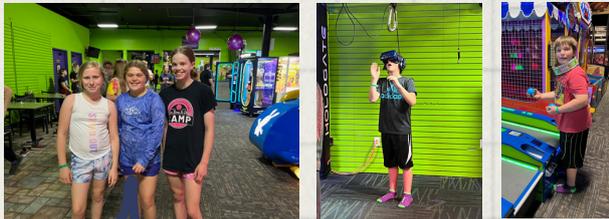


MAY 19, 2023
L TO R



P.B.I.S. REWARD TRIP

STUDENTS WHO MET THE GRADE AND SCHOOL LEVEL CRITERIA WERE ELIGIBLE TO ATTEND THE END OF YEAR REWARD TRIP. STUDENTS HAD THE CHOICE OF ATTENDING ACTION CITY OR VALLEY FAIR FOR THE DAY. ALL STUDENTS HAD A GREAT TIME AND REPRESENTED UNITY WELL!



PRESIDENTIAL AWARDS

18 EIGHTH GRADE STUDENTS WERE PRESENTED WITH THE PRESIDENTIAL ACADEMIC ACHIEVEMENT AWARD. THESE STUDENTS MAINTAINED A 3.5, OR HIGHER, CUMULATIVE GRADE POINT AVERAGE FROM GRADES 5 TO 8! CONGRATULATIONS TO THIS GROUP OF STUDENTS!!



CITIZENSHIP AWARDS

PICTURED BELOW ARE THE EIGHT MIDDLE SCHOOL STUDENTS SELECTED AS THIS YEAR'S CITIZENSHIP AWARD RECIPIENTS. THESE STUDENTS HAVE SHOWN POSITIVE LEADERSHIP, SCHOOL AND COMMUNITY INVOLVEMENT AND GREAT KINDNESS THROUGHOUT THE YEAR!



L TO R

EVELYN FUGATE, KINLEY FILIP, EZRA CROWE, URIAH FUGATE, LILLIAN WILSON, MADELYN SCHLEUSNER, SOPHIA AHLGREN & BREEYN NELSON

TALENT SHOW

SEVERAL MIDDLE SCHOOL STUDENTS ENTERTAINED THE CROWD WITH VARIOUS ACTS AT THE ANNUAL MIDDLE SCHOOL TALENT SHOW! FROM SINGING TO MAGIC, ALL STUDENTS ENJOYED THE PERFORMANCES!



District Administrator's Report

June 2023

Unity School District

Unity Partners With A New Bus Company

Unity School District is excited to announce its partnership with Safe-Way Wisconsin, Inc. as its new student transportation company. Effective July 1, 2023, Safe-Way Wisconsin, Inc. will be providing daily transportation and trip services for Unity. The five-year contract ensures a consistent and quality service for the future.

Safe-Way Wisconsin, Inc. is a family-owned and operated business since 1970, serving students in Hudson, Somerset, and the Twin Cities area. Working in coordination with Unity School District, Safe-Way Wisconsin, Inc. will provide a smooth transition, ensuring positive communication and a safe transportation experience for all Unity students.

Communication from Safe-Way Wisconsin, Inc. regarding July summer school will go out to families at the end of June. Information about the start of the school year will be shared in August.

Ever thought about being a bus driver? Becoming a bus driver means ensuring that kids in the area make it to and from school the "Safe-Way". This can be a very rewarding role that allows you to connect to students, families, and the community as well as make a difference in their lives.

If you, or someone you know is interested in working for Safe-Way Wisconsin, Inc., additional information and applications are available online at <http://www.safewaybus.com/>.

Unity Long-Range Plan and Summer Projects

Unity School District's Comprehensive Long-Range Plan was reviewed and updated at the Board of Education planning session in April. 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** - Career and technical education (CTE) and foreign language curriculum materials are being reviewed for consideration and adoption.
- * **Technology** - The district's wireless network and infrastructure are being replaced and updated this summer. This project is two years in the making and will ensure a robust network to handle the many learners with devices in the future.
- * **Facilities** - The remaining exterior window and door replacements, including the pool areas are all scheduled for summer completion. The north half of the middle school has had the roofing replaced in the last two weeks. The Bus Garage is being remodeled, with needed maintenance, to make way for the new bus company. In addition, the east three bays of the bus barn are being insulated and heated for district vehicle storage, as well as a shop area.

District Administrator's Report

June 2023

Unity School District

Summer School Has Started!

June 12-29, Monday Through Thursday

Unity's Summer School Program is always the most impressive summer school program in the region. 2023 is no different! The program is full of exciting and engaging learning opportunities!

In any given year, nearly 700 Unity students participate in many exciting, engaging, and unique learning opportunities in the summer. Unity provides the area's richest, most rigorous, and creative summer school programming, with students and teachers working together to learn through exciting opportunities and the great outdoors. The courses offered are geared toward students' interests while providing a project based approach to learning.

Some of the creative offerings are: Unusual Art, Sports From Around the World, Creativity With Crayons, Outdoor Fun, Survival Camping, Comic Book Creations, Adventures in BakingSports Camps, Driver Education, Strength and Conditioning, and Read Right. There are many more amazing offerings! Also, this year will have a Theatre Camp, "The Lion King Experience" for students in grades 2-4. There is something for everyone!

Summer Is Great Time For Swimming Lessons!

Unity has an amazing Aquatics Center and a fantastic swimming lesson program! Like every summer, swim 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 as they are always incredibly popular.

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.

District Budget Planning

The District budget process continues as administration is analyzing the educational impact of state legislative action regarding the biennium budget. This year's budget process is also affected greatly by federal funding due to the Elementary and Secondary School Emergency Relief Fund (ESSER).

Unity will be working through budget calculations and implications through the summer.

District Administrator's Report

June 2023

Unity School District

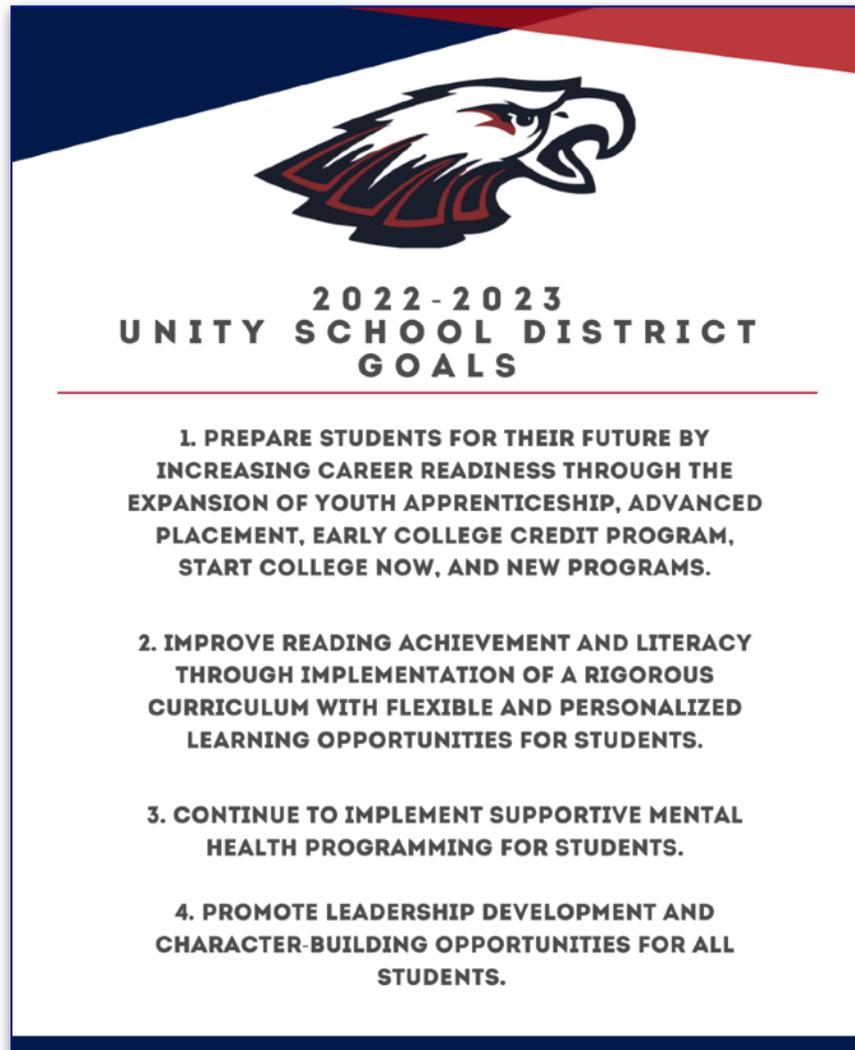
Unity: A Great Place to Live, Learn, and Work!

Join the team! Unity School District is seeking team members in a variety of different positions.

Consider becoming an employee of an amazing school district! Career opportunities are accessible at <https://www.unity.k12.wi.us/o/unity-school-district/page/employment>.

There are many new openings! Check out the school website!

Interested individuals are encouraged to contact the school district office at (715) 825-3515.



District Administrator's Report

June 2023

Unity School District

Upcoming Meetings and Events

DATE	MEETING	PLACE	TIME
Monday, June 12	First Day of June Summer School	District	
Tuesday, June 13	Board Meeting	Board Room	6:00 PM
Thursday, June 29	Last Day of June Summer School	District	
Friday, June 30	Last Day of the Fiscal Year	District	
Monday, July 10	First Day of July Summer School	District	
Tuesday, July 11	Board Meeting	Board Room	6:00 PM

"Expect Great Things"



Minutes of Regular Meeting

May 9, 2023

The Board of Education

Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, May 9, 2023 beginning at 6:00 PM in the Unity School District Board Room.

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
 - Members Present:** Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick
 - Admin. Team Present:** Supt. Brandon Robinson
 - Members Absent:** Jeromy Cox
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 and WI § 19.85(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - a. Roll Call
 - b. Approval of Closed Minutes, April 11, 2023 - Regular Board Meeting
 - c. Approval of Closed Minutes, April 13, 2023 - Board Planning Session
 - d. Personnel §19.85 (1)(c)
 - 1) Consideration of Final Notice of Non-Renewal of Certified Staff
 - e. Consideration of Bus Company Contract §19.85(g)
 - f. Adjourn Closed Session
 - g. Convene Regular Session
4. Possible Action on Recommendation(s) From Closed Session
 - The Board issued some final notices of non-renewal for certified staff members for licensure and financial reasons. The Board is withholding the names of the recipients until they are notified.
 - The Board of Education approved the Student Transportation Contract and Building Lease, providing authority to the District Administrator to do what is necessary to finalize the contract. The terms of the contract are withheld until finalized through the contract negotiation process.
5. **6:55 PM** - Board will attend ADP Graduation in the Performing Arts Center
6. **7:00 PM** - ADP Graduation Ceremony, Unity Performing Arts Center
7. **7:30PM** - Reconvene for Remaining Agenda Items
8. Residents' 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 9, 2023. Such comments will be provided to the Board of Education for consideration and review.) (Board Policy 187 - Public Participation at Board Meetings)

No comments were received.
9. Reorganization
 - a. Election of Officers
 - Motion to suspend the rules and maintain the current Board of Education Officer positions by Pat Kastens.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
 - b. Board Committee Appointments
 - Budget & Finance Committee
 - Calendar Committee
 - Long-Range Planning Committee
 - Policy and Programming Committee
 - Audit
 - Title I

- c. Election of Board Member to CESA Board of Control
A unanimous Victoria Studtmann/Ryan Peterson motion approved for Debbie Ince-Peterson as the CESA Board of Control delegate.
 - d. Appoint WASB Delegate and Alternate
A unanimous Victoria Studtmann/Ryan Peterson motion approved for Andrea Jerrick to serve as the WASB delegate and Jeromy Cox as the WASB Alternate delegate.
 - e. Appoint Recording Secretary for 2023-2024
A unanimous Ryan Peterson/Victoria Studtmann motion approved for Amanda Warner as the Board Recording Secretary.
10. Board of Education Member Update
11. **Information**
- a. Submitted Reports
 - 1) Principal Reports
 - 2) Curriculum Reports
 - a. Physical Education/Health Report
 - b. Special Education Report
 - b. District Administrator's Report - *Mr. Brandon Robinson*
12. **Consent Agenda**
- a. Approval of Minutes, April 11, 2023 - Regular Board of Education Meeting
 - b. Approval of Minutes, April 13, 2023 - Board Planning Session
 - c. Approval of Minutes, April 19, 2023 - Special Meeting
Motion to Approve items 12.a-12.c by Ryan Peterson.
Second by Victoria Andrea Jerrick.
Motion carries by unanimous voice vote.
 - d. Approval of Elementary/Middle School/High School Activity Accounts
Motion to Approve the April 2023 Activity Accounts by Pat Kastens.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.
 - e. Approval of Vouchers
Motion to Approve the April 2023 Vouchers by Victoria Studtmann.
Second by Pat Kastens.
Motion carries by unanimous voice vote. (Ryan Peterson abstained.)
 - f. Financial Report - *Ms. Kara Holden*
Motion to Receive the April 2023 Financial Report by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.
 - g. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. Carol Kline, Resignation - Director of Special Education
Motion by Ryan Peterson to approve the Resignation of Carol Kline, Director of Special Education.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.
 - b. Joseph Schmidt, Resignation - High School Chemistry Teacher
Motion by Ryan Peterson to approve the Resignation of Carol Kline, Director of Special Education.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.
 - c. Hallie Amble, New Hire - Elementary Teacher
 - d. Stephanie Crawford, New Hire - Early Childhood Teacher
 - e. Leah Soderlund, New Hire - Middle School Teacher
 - f. Sydni Sondrol, New Hire - Special Education Teacher
Motion by Ryan Peterson to approve items 12.g.1.c-12.g.1f.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.

13. **Action Agenda**

- a. Resolution Authorizing Adoption of the District Amended and Restated Post-Employment Health Reimbursement Arrangement Plan
Motion by Victoria Studtmann to move that the Board of Education authorize the adoption of the District Amended and Restated Post-Employment Health Reimbursement Arrangement Plan; authorize the District Administrator or his designee to carry out all related obligations.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
- b. Resolution Authorizing Adoption of Revisions to the Post-Employment Benefit Employee Handbook Policy
Motion by Victoria Studtmann to move that the Board of Education authorize the adoption of revisions to the District's Post-Employment Benefit Policy in the District Employee Handbook and Personnel Policies; and authorize the District Administrator or his designee to carry out all related obligations.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
- c. Consideration and Approval of Student Transportation Services Contract - *Mr. Brandon Robinson*
Earlier, in closed session, the Board of Education Approved the Student Transportation Contract and Building Lease, providing authority to the District Administrator to do what is necessary to finalize the contract. The terms of the contract are withheld until finalized through the contract negotiation process.
- d. Consideration and Approval of 2023-2024 Student Accident Insurance - *Ms. Kara Holden*
Motion to Approve the 2023-2024 Student Accident Insurance by Ryan Peterson.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.
- e. Consideration and Approval of the following Administrative Rules and Board Policies: - *Mr. Brandon Robinson*
 - Administrative Rule 383.2 - Dogs on Campus
Motion to accept Administrative Rule 383.2 by Victoria Studtmann.
Second by Ryan Peterson.
Motion carries by unanimous voice vote.
 - Board Policy 723.6 - Inclement Weather - Outside Activities
Motion to approve Board Policy 723.6 by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.

14. Adjourn

Motion to adjourn by Victoria Studtmann.
Second by Pat Kastens.
Motion carries by unanimous voice vote by 8:32 p.m.

Minutes of Superintendent Applicant Review Meeting

May 24, 2023

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Wednesday, May 24, 2023 beginning at 6:00 PM in the Unity School District Board Room.

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
 - Members Present:** Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick
 - Members Absent:** Jeromy Cox
2. Approval of the Agenda
 - Motion to Agenda by Ryan Peterson.
 - Second by Andrea Jerrick.
 - Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) to review applicant materials, consider applicants for possible interviews, and may select applicants to interview for the position of superintendent.
 - a. Roll Call
 - b. Personnel §19.85 (1)(c)
 - c. Adjourn Closed Session
 - d. Convene Regular Session
 - Motion to Convene to Regular Session by Victoria Studtmann.
 - Second by Ryan Peterson.
 - Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
5. Adjourn
 - Motion to adjourn by Victoria Studtmann.
 - Second by Pat Kastens.
 - Motion carries by unanimous voice vote by 7:52 p.m.

Minutes of Initial Superintendent Candidate Interviews

May 31, 2023

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Wednesday, May 31, 2023 beginning at 5:15 PM in the Unity School District Board Room.

1. **5:15 PM** Call to Order/Notice of Meeting/Roll Call
Members Present: Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick, Jeromy Cox
2. Approval of the Agenda
Motion to Agenda by Ryan Peterson.
Second by Andrea Jerrick.
Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) to interview and consider candidates for the position of superintendent and may select candidates for a second interview.
 - a. Roll Call
Members Present: Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick, Jeromy Cox
 - b. Personnel §19.85 (1)(c)
 - c. Adjourn Closed Session
 - d. Convene Regular Session
Motion to Convene to Regular Session by Ryan Peterson.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
5. Adjourn
Motion to adjourn by Ryan Peterson.
Second by Victoria Studtmann.
Motion carries by unanimous voice vote.

Minutes of Initial Superintendent Candidate Interviews

June 1, 2023

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Thursday, June 1, 2023 beginning at 5:15 PM in the Unity School District Board Room.

1. **5:15 PM** Call to Order/Notice of Meeting/Roll Call
Members Present: Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick, Jeromy Cox
2. Approval of the Agenda
Motion to Agenda by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) to interview and consider candidates for the position of superintendent and may select candidates for a second interview.
 - a. Roll Call
 - b. Personnel §19.85 (1)(c)
 - c. Adjourn Closed Session
 - d. Convene Regular Session
Motion to Convene to Regular Session by Andrea Jerrick.
Second by Victoria Studtmann.
Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
5. Adjourn
Motion to adjourn by Ryan Peterson.
Second by Victoria Studtmann.
Motion carries by unanimous voice vote.

Respectfully Submitted

Pat Kastens, School Board Clerk

Minutes of Final Superintendent Candidate Interviews

June 7, 2023

The Board of Education

Unity School District

A Special Meeting of the Board of Education of Unity School District was held Wednesday, June 7, 2023 beginning at 5:15 PM in the Unity School District Board Room.

1. **5:15 PM** Call to Order/Notice of Meeting/Roll Call
Members Present: Debbie Ince-Peterson, Ryan Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren, Andrea Jerrick, Jeromy Cox
2. Approval of the Agenda
Motion to Agenda by Ryan Peterson.
Second by Sheryl Holmgren.
Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) to interview and consider candidates for the position of superintendent and may select candidates for a second interview.
 - a. Roll Call
 - b. Personnel §19.85 (1)(c)
 - c. Adjourn Closed Session
 - d. Convene Regular Session
Motion to Convene to Regular Session by Victoria Studtmann.
Second by Sheryl Holmgren.
Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
Motion by Victoria Studtmann to authorize Debbie Peterson to offer a contract to chosen candidate.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.
5. Adjourn
Motion to adjourn by Victoria Studtmann.
Second by Andrea Jerrick.
Motion carries by unanimous voice vote.

UNITY SCHOOL DISTRICT

ACTIVITY ACCOUNT SUMMARY AS OF MAY 31, 2023

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
164400-General Account	\$7,031.96	\$333.41	\$1,117.84	\$6,247.53
164401-Basketball - Boys	\$1,929.10		\$238.50	\$1,690.60
164402-Baseball - HS	\$2,235.08	\$1,153.00	\$2,618.00	\$770.08
164403-FFA	\$10,201.30	\$30.00	\$1,639.45	\$8,591.85
164404-FBLA	\$2,377.16	\$3,419.00	\$1,849.16	\$3,947.00
164405-Skills USA	\$2,561.36	\$2,464.61	\$897.15	\$4,128.82
164406-Athletics	\$556.54			\$556.54
164407-Football	\$3,374.18			\$3,374.18
164408-Volleyball	\$3,567.82		\$300.00	\$3,267.82
164409-Basketball - Girls	\$641.98			\$641.98
164410-Softball	\$1,498.45			\$1,498.45
164411-Soccer Club	\$0.00			\$0.00
164412-Grad Party	\$0.00			\$0.00
164413-Migizi Club	\$641.97	\$2,650.00	\$2,650.00	\$641.97
164414-Music Club	\$5,776.51			\$5,776.51
164415-Natnl Honor Society	\$797.40			\$797.40
164416-Student Council	\$2,406.33		\$148.21	\$2,258.12
164417-Theatre Arts	\$4,100.15	\$193.57		\$4,293.72
164418-Library	\$1,827.64			\$1,827.64
16419-Farm2School	\$758.00			\$758.00
164420-Tennis	\$4,086.67			\$4,086.67
164422 - Class of 2022	\$465.24			\$465.24
164423 - Class of 2023	\$2,890.27	\$450.00	\$3,058.52	\$281.75
164424 - Class of 2024	\$5,460.12	\$36.11	\$2,396.00	\$3,100.23
164425 - Class of 2025	\$689.20			\$689.20
164426 - Class of 2026	\$0.00			\$0.00
TOTALS	\$65,874.43	\$10,729.70	\$16,912.83	\$59,691.30
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$9,259.65	\$3,924.25	\$5,752.91	\$7,430.99
Student Council	\$3,017.75			\$3,017.75
Drama	\$551.17			\$551.17
Sopko	\$424.43			\$424.43
PE Program	\$623.50			\$623.50
MS Athletics	\$537.52			\$537.52
Girls Traveling Bball	\$5,104.01		\$225.00	\$4,879.01
Wrestling	\$1,093.42			\$1,093.42
TOTALS	\$20,611.45	\$3,924.25	\$5,977.91	\$18,557.79

ELEMENTARY SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
General	\$7,640.42	\$928.79		\$8,569.21
Yearbook	\$3,380.78			\$3,380.78
TOTALS	\$11,021.20	\$928.79	\$0.00	\$11,949.99

CHECK #	VENDOR	CHECK DATE	AMOUNT
18544	BARNES, ED	5/11/23	\$ (95.00)
18545	BIRTZER, MICHAEL	5/11/23	\$ (140.00)
18546	KURKIEWICZ, WALTER	5/11/23	\$ (95.00)
18547	SEGUIN, CHAD	5/11/23	\$ (100.00)
18548	BELANGER, KEN	5/1/23	\$ 250.00
18549	DEJARDIN, TIM	5/1/23	\$ 175.00
18550	EICHMAN, STEVE	5/1/23	\$ 175.00
18551	WYSS, PATTI	5/1/23	\$ 250.00
18552	UNITY HIGH SCHOOL ACTIVITY	5/2/23	\$ 2,650.00
18553	BENOY, DENNIS	5/4/23	\$ 95.00
18554	KLIMEK, JOSH	5/4/23	\$ 95.00
18560	SUBWAY	5/5/23	\$ 79.88
18562	BUNGAARD, VAN	5/8/23	\$ 95.00
18563	FOX, SKYLER	5/8/23	\$ 85.00
18564	GERICH SR, MARTY	5/8/23	\$ 100.00
18565	GERICH JR, MARTY	5/8/23	\$ 100.00
18566	LARSON, JAMES	5/8/23	\$ 95.00
18567	RUCK, DAN	5/8/23	\$ 85.00
18568	SCHOOL DISTRICT OF GRANTSBURG	5/8/23	\$ 300.00
18569	SCHOOL DISTRICT OF WEBSTER	5/8/23	\$ 250.00
18570	ST CROIX FALLS SCHOOL DISTRICT	5/8/23	\$ 200.00
18571	ELECTRONIC FEDERAL TAX PAYMENT	5/5/23	\$ 70,747.42
18572	WEA TAX SHELTERED ANNUITY TRUST	5/5/23	\$ 6,116.46
18573	WISCONSIN DEPARTMENT OF REV	5/5/23	\$ 11,135.63
18574	UNITY FOOD SERVICE	5/8/23	\$ 347.50
18575	APPLE INC	5/12/23	\$ 5,032.00
18576	APPTEGY, LLC	5/12/23	\$ 6,490.00
18577	BALSAM LAKE HARDWARE	5/12/23	\$ 186.32
18578	BARTINGALE MECHANICAL	5/12/23	\$ 621.10
18579	BIMBO BAKERIES USA, INC	5/12/23	\$ 126.00
18580	BRAUN INTERTEC CORPORATION	5/12/23	\$ 2,471.00
18581	CAHILL STUDIOS	5/12/23	\$ 1,547.50
18582	CESA #10	5/12/23	\$ 2,530.00
18583	CESA #11	5/12/23	\$ 21,759.33
18584	CONFIDENTIAL RECORDS, INC	5/12/23	\$ 163.00
18585	DAHN, JENNIFER	5/12/23	\$ 173.55
18586	E.O. JOHNSON	5/12/23	\$ 1,985.97
18587	ECKROTH MUSIC	5/12/23	\$ 4,037.30
18588	FRISBY, REBECCA	5/12/23	\$ 65.08
18589	INDIANHEAD FOODSERVICE DIST.	5/12/23	\$ 4,591.76
18590	INDIANHEAD GLASS, INC.	5/12/23	\$ 1,146.00
18591	INNER PEAK COUNSELING AND CONSULTING	5/12/23	\$ 4,000.00

18592 J.W. PEPPER & SON, INC	5/12/23	\$	67.99
18593 JOHNS REFRIGERATION INC.	5/12/23	\$	6,794.71
18594 KEMPS	5/12/23	\$	5,059.46
18595 KOBUSSEN BUSES LTD	5/12/23	\$	79,728.11
18596 LAKELAND COMMUNICATIONS	5/12/23	\$	2,232.76
18597 LOFFLER	5/12/23	\$	290.20
18598 LOFFLER COMPANIES, INC.	5/12/23	\$	454.08
18599 MCKUSICK, JODI	5/12/23	\$	352.77
18600 MECA	5/12/23	\$	298.00
18601 MENARDS-SCF	5/12/23	\$	288.92
18602 NEW ERA TECHNOLOGY	5/12/23	\$	1,634.50
18603 NORTHWOOD TECH COLLEGE	5/12/23	\$	2,628.90
18604 OAK RIDGE CHEMICAL INC	5/12/23	\$	163.41
18605 POLK COUNTY HWY DEPT	5/12/23	\$	2,309.61
18606 POLK BURNETT ELECTRIC COOP.	5/12/23	\$	5,100.50
18607 PORTA PHONE	5/12/23	\$	799.00
18608 SCHILLING SUPPLY COMPANY	5/12/23	\$	1,205.61
18609 SECURITY CHECK ME	5/12/23	\$	91.00
18610 ST CROIX HEALTH	5/12/23	\$	7,867.50
18611 STRUCTURAL BUILDINGS OF MN, INC.	5/12/23	\$	2,310.00
18612 TRIO SUPPLY COMPANY	5/12/23	\$	1,060.07
18613 UNITY HIGH SCHOOL ACTIVITY	5/12/23	\$	102.00
18614 VIKING AUTOMATIC SPRINKLER	5/12/23	\$	960.00
18615 WASDA	5/12/23	\$	100.00
18616 WATERMAN RECYCLING AND DISPOSAL LLC	5/12/23	\$	470.00
18617 WAYZATA RESULTS, LLC	5/12/23	\$	2,214.00
18618 WESTPHAL, EVETT	5/12/23	\$	50.64
18619 WI ASSOCIATION OF FFA, INC	5/12/23	\$	235.00
18620 WISCONSIN FBLA	5/12/23	\$	2,401.74
18621 WISCONSIN FFA CENTER	5/12/23	\$	200.00
18622 BEREITER, ANDY	5/15/23	\$	95.00
18623 CONCORDIA ACADEMY	5/15/23	\$	200.00
18624 EICHMAN, STEVE	5/15/23	\$	150.00
18625 LUND, KATHY	5/15/23	\$	150.00
18626 MORRIS, BRAD	5/15/23	\$	95.00
18627 SCHOOL DISTRICT OF WEBSTER	5/15/23	\$	150.00
18628 STRUCTURAL BUILDINGS OF MN, INC.	5/15/23	\$	11,000.00
18629 WYSS, PATTI	5/15/23	\$	150.00
18630 JURISCH, SIENNA	5/17/23	\$	1,000.00
18631-18640 AMAZON CAPITAL SERVICES	5/18/23	\$	9,978.65
18641-18642 CHIPPEWA VALLEY SPORTING GOODS	5/18/23	\$	7,322.13
18643 CONTINENTAL CLAY	5/18/23	\$	340.45
18644 DELTA DENTAL	5/18/23	\$	10,509.23

18645 EMC INSURANCE COMPANIES	5/18/23	\$	340.00
18646 EMPLOYEE BENEFITS CORPORATION	5/18/23	\$	79.05
18647 ENDEAVORS ADULT DEVELOPMENT CENTER	5/18/23	\$	90.00
18648 EQUAL RIGHTS DIVISION	5/18/23	\$	15.00
18649 FLINN SCIENTIFIC INC	5/18/23	\$	246.08
18650 GOPHER	5/18/23	\$	1,637.08
18651 GRAINGER, INC	5/18/23	\$	234.02
18652 HILLYARD	5/18/23	\$	354.00
18653 HODGES BADGE COMP, INC	5/18/23	\$	263.54
18654 HORIZON COMMERCIAL POOL SUPPLY	5/18/23	\$	520.07
18655 INDIANHEAD FOODSERVICE DIST.	5/18/23	\$	14,994.64
18656 KEY BENEFITS CONCEPTS, LLC	5/18/23	\$	2,200.00
18657 LEWIS LAW OFFICE, LLC	5/18/23	\$	5,796.00
18658 MENARDS-SCF	5/18/23	\$	722.27
18659 NEW ERA TECHNOLOGY	5/18/23	\$	1,634.50
18660 NORCOSTCO INC	5/18/23	\$	654.80
18661 NORTHWOOD TECHNICAL COLLEGE	5/18/23	\$	22,301.00
18662 OAK RIDGE CHEMICAL INC	5/18/23	\$	121.66
18663 POLK BURNETT ELECTRIC COOP.	5/18/23	\$	336.28
18664 RAMICH, DOUGLAS	5/18/23	\$	581.67
18665 REALLY GOOD STUFF	5/18/23	\$	131.96
18666 REGISTRATION FEE TRUST	5/18/23	\$	5.00
18667 SCHOLASTIC BOOK FAIRS - 15	5/18/23	\$	1,201.85
18668 SKOGLUND OIL CO.,INC	5/18/23	\$	3,164.65
18669 SKYWARD	5/18/23	\$	1,050.00
18670 STAPLES ADVANTAGE	5/18/23	\$	1,006.59
18671 SWANSON, ZOE	5/18/23	\$	39.00
18672 THOEN COUNSELING SERVICES	5/18/23	\$	780.00
18673 UNIVERSITY OF WI - EAU CLAIRE	5/18/23	\$	2,080.00
18674 UNIVERSITY OF WI-MILWAUKEE	5/18/23	\$	337.10
18675 VALLEY ATHLETICS	5/18/23	\$	4,999.50
18676 VERIZON WIRELESS	5/18/23	\$	651.50
18677 WASPA	5/18/23	\$	1,290.00
18678 WEST MUSIC COMPANY, INC.	5/18/23	\$	2,372.54
18679 WHSFA	5/18/23	\$	30.00
18680 WI DEPT OF JUSTICE	5/18/23	\$	105.00
18681 ELECTRONIC FEDERAL TAX PAYMENT	5/19/23	\$	72,054.88
18682 WEA TAX SHELTERED ANNUITY TRUST	5/19/23	\$	6,116.46
18683 WISCONSIN DEPARTMENT OF REV	5/19/23	\$	11,366.74
18684 HORACE MANN LIFE INSURANCE COM	5/22/23	\$	2,026.32
18685 THRIVENT FINANCIAL FOR LUTHERANS	5/22/23	\$	526.32
18686 UNITY EDUCATION SCHOLARSHIP	5/22/23	\$	15.00
18687 UNITY FOOD SERVICE	5/22/23	\$	347.50

18688 WISCONSIN RETIREMENT SYSTEM	5/30/23	\$	88,460.90
18689 STANDARD INSURANCE COMPANY	5/22/23	\$	3,356.92
18690 MESSERLI & KRAMER	5/22/23	\$	300.56
18691 OLSON, JOSH	5/23/23	\$	95.00
18692 PETERSON, BRADLEY	5/23/23	\$	100.00
18693 SCHMIDT, DOUG	5/23/23	\$	95.00
18694 SCHOOL DISTRICT OF WEBSTER	5/23/23	\$	125.00
18695 SEGUIN, CHAD	5/23/23	\$	100.00
18696 CASH	5/31/23	\$	990.00
18697 CASH	5/31/23	\$	100.00
18698 J HILL CONSTRUCTION LLC	5/31/23	\$	6,132.25
18754 PAYROLL ACCOUNT	5/23/23	\$	510,112.27
18761 BMO MASTERCARD	5/31/23	\$	11,408.60
18762 CHASE CARD SERVICES	5/31/23	\$	788.91
18763 HUEBSCH SERVICES	5/31/23	\$	3,252.47
18764 NORTHWESTERN WIS ELECTRIC CO	5/31/23	\$	19,076.74
18765 WE ENERGIES	5/31/23	\$	7,370.62
		\$	1,135,218.55

May, 2023				
UNITY SCHOOL DISTRICT				
ALL FUNDS				
PROOF OF CASH				
BANK	BALANCE April 30, 2024	DEPOSITS/ RECEIPTS	WITHDRAWALS/ DISBURSEMENTS	BALANCE May 31, 2023
BALANCE PER BANK:				
Pillar Bank - 4034 General Checking	\$ -	\$ 787,623.22	\$ 787,623.22	\$ -
Pillar Bank - 3781 Sweep	3,715,050.01	174,642.51	1,298,412.04	2,591,280.48
Pillar Bank - 9458 Debt Service	1,124.54	4.85	0.00	1,129.39
LGIP - #1 - Debt Service	49,066.74	208.86		249,275.60
LGIP - #2 - General	1,865.79	7.94		1,873.73
BMO Bank - 4217 - OPEB	921,226.52	5,800.96	0.00	927,027.48
Bremer Bank - 0907 Capital Improvement	382,726.20	325.05		383,051.25
Pillar Bank - 3863 ES Activity	11,274.87	928.79	73.67	12,129.99
Pillar Bank - 8579 MS Activity	20,924.45	3,924.25	3,871.91	20,976.79
Pillar Bank - 3894 HS Activity	72,972.69	10,729.70	20,775.40	62,926.99
Pillar Bank- 7068 Scholarship Milltown CC	36,188.53	0.00		36,188.53
Pillar Bank - 1817 Scholarship Lumsden	33,730.92	0.00		33,730.92
Pillar Bank - 2643 Scholarship Amery Farmers	15,729.29	0.00		15,729.29
Pillar Bank - 7799 Scholarship Checking	59,997.86	258.60		60,256.46
Pillar Bank - 1217 Scholarship G Melby Am Legion	15,306.58	0.00		15,306.58
	\$ 5,337,184.99	\$ 984,454.73	\$ 2,110,756.24	\$ 4,210,883.48



UNITY SCHOOL DISTRICT

1908 150TH STREET/HWY 46 NORTH, BALSAM LAKE, WI 54810

PHONE: 715-825-3515

FAX: 715-825-3517

WWW.UNITY.K12.WI.US

@UNITYSCHOOL

"EXPECT GREAT THINGS"

#UNITYEAGLEPRIDE

BOARD RESOLUTION OF BRANDON ROBINSON IN RECOGNITION AND PROFOUND APPRECIATION OF DISTINGUISHED SERVICE BY THE UNITY BOARD OF EDUCATION

DULY PASSED ON JUNE 13, 2023

IN RECOGNITION AND PROFOUND APPRECIATION OF DISTINGUISHED SERVICE BY THE UNITY BOARD OF EDUCATION

WHEREAS, Brandon Robinson has always been mindful of the interests of the Unity School District and he has worked tirelessly to advance all students;

WHEREAS, Brandon Robinson has provided outstanding leadership and guidance to the students and staff of the Unity School District;

WHEREAS, Brandon Robinson faithfully and with honor, integrity, and great distinction served as District Administrator of Unity School District for over twenty years;

RESOLVED, that the Unity Board of Education formally acknowledges and extends its profound appreciation to Brandon Robinson for his many years of service to Unity School District.

RESOLVED FURTHER, that the Unity Board of Education are, and each acting alone is, hereby authorized, and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that the Unity Board of Education is comprised of seven members, of whom seven, constituting a quorum were present at a meeting duly and regularly called, noticed, convened and held this 13th day of June, 2023, and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of seven members, and opposed by seven members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

Debbie Ince-Peterson, Board President

Ryan Peterson, Board Vice President

Pat Kastens, Board Clerk

Victoria Studtmann, Board Treasurer

Jeromy Cox, Board Director

Sheryl Holmgren, Board Director

Andrea Jerrick, Board Director



UNITY SCHOOL DISTRICT

SOAR TO SCHOOL PLAN 2022-2023

June, 2023 Version 5.1

SOAR TO SCHOOL PLAN

PLAN FOCUS

- In-Person Learning
- Practical COVID Mitigation Procedures
- Mental Health and Social Supports
- Academic Interventions
- Positive Comprehensive School Experience

SOAR TO SCHOOL PLAN

Plan Changes

- The UNITY SOAR TO SCHOOL PLAN 2023-2024 is subject to change based upon local community COVID health data. Various COVID mitigation strategies may be changed or reinstated.
- District administration is authorized to make changes as needed, subject to Board approval.
- The Plan will be modified to comply with a legal order or mandate by a superseding governmental authority.
- The Plan satisfies the requirements of Federal ESSER Funding.

SOAR TO SCHOOL PLAN

Plan Overview

TOPIC	DISTRICT COVID STRATEGY
Face Coverings	Masks and Face Coverings are not required for students and staff on District property.
COVID-19 Health Services Office	Unity has a COVID isolation room available in the Health Services Office, if someone develops symptoms during the school day.
Close Contact Process	Close contact processing (contact tracing) is not conducted by the school district.
Positive Case Communication	Unity does not provide parent notification regarding positive COVID cases. Parents should continue to monitor their children for symptoms. The District Administrator may direct continued communication if determined necessary.
Screening	COVID screening should be conducted by students and staff each day, prior to arriving at school.
Vaccination Exemption	All students and staff identified as a close contact are exempted from the requirement of isolation if vaccinated, unless symptomatic.
Voluntary COVID Testing	Voluntary take-home COVID tests may be available through the Unity Health Services Office, while supplies last.

SOAR TO SCHOOL PLAN

Plan Overview

TOPIC	DISTRICT COVID STRATEGY
COVID Related Student Absences	COVID related student absences are supported through Canvas Learning.
Visitors	Visitors to classrooms are allowed, if non-symptomatic. Visitors must follow school safety check-in procedures. Pickup and drop-off access for parents are limited to the entrance, in accordance with the school safety plan.
Transportation	Assigned seats are required on daily bus routes. There are no limitations at this time.
Field Trips	School sponsored field trips are allowed.
Social Distancing	Social distancing is not required at this time.
Hygiene	Increased hand washing procedures will continue. Hand sanitizer stations continue to be available in all common areas.
Cleaning and Disinfection	Increased cleaning and disinfection between student groups continues in all classrooms, buses, and interior common areas.
Ventilation	Filtration and ventilation air exchange rates are to meet or exceed CDC recommended levels.
Communication	Information regarding updates to the Soar to School Plan will be posted to the District website at www.unity.k12.wi.us .

SOAR TO SCHOOL PLAN

Plan Components

- COVID Screener and Absences
- Optional Mask Policy
- Learning Model
- Special Education and 504 Plans
- Health Services
- Mental Health Supports
- Athletics and Co-Curricular Activities
- Technology
- Communication
- School Nutrition
- Transportation
- Facilities Management
- Unity Child Care

SOAR TO SCHOOL PLAN

COVID Screener and Absences

- **Parents/Guardians should not send their child(ren) to school if they are ill.**
- A COVID screener tool is located on the District website at www.unity.k12.wi.us.
- Parents/Guardians should screen their child(ren) daily, prior to arriving at school or placing their child on the school bus.

SOAR TO SCHOOL PLAN

Masks are not required

- All students, staff, and visitors have the option of wearing a mask or face covering on school property.
- All students, regardless of whether they are wearing a mask or not, will be treated with kindness, empathy, and respect.
- The policy of mask wearing will be periodically reviewed by the district administration.

SOAR TO SCHOOL PLAN

Learning Model

- Unity School District is committed to providing an In-Person learning model for the success of its students.
- Canvas Learning Management System is used to organize learning activities and lessons for students, for those in school and absent.

SOAR TO SCHOOL PLAN

Special Education and 504 Plans

- Unity School District is committed to working collaboratively with families of students with disabilities to ensure that consistent, quality services are provided.
- Parents of students with disabilities are encouraged to communicate with their principal or child's case manager regarding their child's IEP and whether additional adjustments or modifications may be necessary.
- Parents have the option of attending meetings in person, via telephone, Google Meet, or ZOOM.

SOAR TO SCHOOL PLAN

Health Services

- **Free, voluntary take-home COVID testing may be offered at the school through an agreement with WI DHS.** Testing may be offered as a convenience for families, while supplies last.
- A separate COVID isolation room is located in the Health Services Office. The isolation room has additional ventilation and filtration.
- The school nurse will send home students who present with symptoms during the school day.
- All individuals with COVID symptoms are to remain home for 24 hours after symptoms subside, without the use of fever reducing medication.

SOAR TO SCHOOL PLAN

Mental Health Supports

- A school social worker continues to provide parent/family support, connecting with available resources.
- Unity has an in-school therapy clinic, with an agreement with Family Therapy Associates (FTA), to provide therapy sessions. Parents are encouraged to communicate directly with their child's school counselor or FTA for referral or scheduling.
- Unity will continue to utilize screeners to identify students who may benefit from assistance or counseling.
- Unity has implemented the daily screener, CloseGap, so that struggling students may receive a same-day connection with a counselor.

SOAR TO SCHOOL PLAN

Athletics and Co-Curricular Activities

- **The WIAA COVID guidelines are posted online at www.wiaawi.org.**
- Unity will follow the WIAA COVID guidelines as much as possible, to ensure that Unity's student-athletes are allowed to compete.
- Sharing of common items, like water bottles, is discouraged.
- Home events may be streamed via Unity's YouTube Channel or WeAreUnity.
- Events, concerts, and games may have an audience or spectators.
- Concession sales are allowed.

SOAR TO SCHOOL PLAN

Technology

- Students are provided with school issued technology devices.
 - Grades 1-4: iPad, stored at school, unless needed during absence.
 - Grades 5-8: iPad, with keyboard case, able to be taken home daily.
 - Grades 9-12: Apple Laptop, able to be taken home daily.
- Internet Access: Parents are encouraged to communicate with the District if internet access is limiting your family's educational experience.
 - Public WiFi Access:
 - Unity School Parking Lot
 - Village Public Libraries
 - Lakeland Communications - Milltown, WI
- Canvas Learning Management System is used to organize learning activities and lessons for students, for those in school and absent.
- Google Meet and Zoom is used when virtual meetings are necessary.
- If a parent or student is interested in a virtual learning setting, they must meet with their principal for approval. Virtual learning is provided by a contracted vendor (Wisconsin Virtual Academy, EduCere, etc.) and supported by District staff.

SOAR TO SCHOOL PLAN

Communication

- COVID information will be shared via the District website at www.unity.k12.wi.us. Parents are encouraged to download the Unity App and follow the District on Facebook and Instagram.
- Any school or district-wide parent communication is facilitated via the Infinite Campus Parent Notification System. Parents are encouraged to update their contact information in the parent portal. Communication occurs in various ways through this system; phone call, text messaging, and emails.
- Periodic letters may be mailed or sent home with students.
- Parents are encouraged to communicate with their child(ren)'s teachers and principal whenever they have concerns or questions.

SOAR TO SCHOOL PLAN

School Nutrition

- Students have access to hand sanitizer and hand washing prior to eating.
- Food options are available. The Food Service Department follows the guidance of the WI DPI and USDA regarding school meals.

SOAR TO SCHOOL PLAN

Transportation

- Assigned seats are required on school buses for daily routes, as noted in the student transportation policy.
- Social distancing is not possible on school buses.
- Buses are disinfected frequently.

SOAR TO SCHOOL PLAN

Facilities Management

- Daily and weekly cleaning and disinfecting continues.
- Disinfection supplies continue to be made available and used between student groups.
- Plexiglass shields may remain in the food service areas.
- Ventilation systems continues to maximize air filtration and fresh air circulation.
- Hand sanitizer stations continue to be provided in common areas.
- Additional water bottle filling stations have been installed.

SOAR TO SCHOOL PLAN

Unity Child Care

- The LEAP Childcare Center has distinct COVID mitigation strategies unique to the needs of the setting.
- LEAP Childcare Center closure and exclusion decisions are made separately from the school buildings and will be communicated directly with parents.

Questions

Questions regarding the Soar To School Plan, 2023-2024, and any other COVID related measures should be directed to:

Brandon Robinson, District Administrator

Plan Review

The plan is reviewed continually by the District Administration, in consultation with the Health Department, DPI, and DHS.

SOAR TO SCHOOL PLAN SUMMARY

June 2023

Plan Overview

- ☆ Face coverings for students and staff are not required.
- ☆ Bus Capacity is not limited (social distancing not possible).
- ☆ Volunteers are welcome on campus. Visitors are allowable, if non-symptomatic.
- ☆ Events are conducted in-person, streaming/recordings are available.
 - ☆ Evening events are open to the public, school day events are open to family, as is aligned with District practice.
- ☆ Community Education classes and events are not limited.
- ☆ Mental Health and social supports are available to students.

COVID Cases & Testing

- Confirmed positive COVID cases are excluded while symptomatic.
- Contact tracing is not conducted by the school district.
- Take-home COVID tests may be available for students and staff, while supplies last.

COVID Precautions

- Plexiglass barriers remain in Food Service serving areas.
- Additional Bottle filling stations.
- Cleaning/Disinfection practices continue.
- Facility HVAC fresh air intake remains at maximum levels.

Student Learning & Technology

- Canvas is used by students, staff, and parents as our LMS. Canvas extends the classroom beyond the building, so students can connect with learning at home.
- iPads and MacBooks will be available, Grades 1-12.
- Academic interventions are provided to students who have been identified as being behind learning expectations.

Events & Activities

- Specific information is shared prior to events (Homecoming, Dads & Donuts, Poetry Readings, etc.) about how parents can participate.
- Follow WIAA Sports Guidance.

Student Pick Up & Drop Off

- Parents entrance to the buildings is limited before and after school, as defined by the school safety plan. Pre-arrangement of meetings is always encouraged.

Notification of General Records Schedule Adoption

Schedule Title: _____ Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

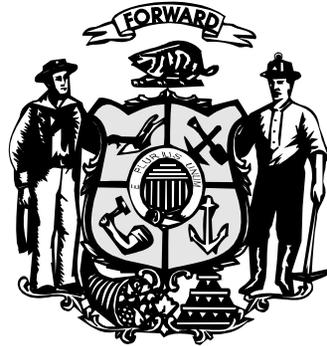
General Records Schedule

Wisconsin Public School District and Related Records

48

Approved by the Public Records Board:

March 20, 2023



Expiration: March 20, 2033

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records created and used in the operation of Wisconsin public school districts. This general records schedule provides retention periods for records common to all school districts and denotes records of historical importance. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#). 49

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same. 50

VI. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VII. Revision History

See the “Revision History” section for a listing of changes to this GRS

VIII. Additional Schedules

School Districts should adopt [General Records Schedules](#) to augment the Public School Records GRS. These additional schedules have been approved by the PRB for state agency and local unit of government use. Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

To adopt the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- Complete one (PRB-002) form for each unique GRS.
- A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
School Board and Administrative Records								
PUBSC100	School Board and School Board Committee Meeting Materials - Open Session	Official written minutes and agenda packets for meetings held in open session per Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98.	Yes	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	This does not include Ad Hoc or Board Appointed citizen committees. This does not include audio or video recordings of board meetings.	1.1.1, 1.1.2 51
PUBSC120	School Board and School Board Committee Meeting Materials - Closed Session	Official written minutes and agenda packets for meetings held in closed session per exceptions to the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.35(1)(a) and 19.85(1).	Yes	Yes Wis. Stat. §§ 19.35(1)(a) and 19.85(1)	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	School board minutes related to specific students, including expulsion hearing minutes, are to be governed under SCH400. This does not include audio or video recordings of board meetings.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC140	Public Correspondence – Policy Related	Policy-related correspondence received by the school board or provided to the public regarding issues or concerns of general applicability to a school or school district.	May include PII	Yes Wis. Stat. § 118.125; FERPA	Event+10 years and destroy confidential	Event is end of school year.	This does not include any formal legal opinion. This does not include complaints made to the school board that involve specific students or situations not generally applicable to school district policy.	52
School District Historical Records								
PUBSC160	Referendum Results	Official results of a referendum presented to voters in an election.	No	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		1.1.12

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC280	Reporting to Enforcement Agencies	Reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health or local law enforcement and animal control agencies.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date report is submitted.		4.3.4
55								
Management of Student Records								
PUBSC300	Record of disclosure of pupil record	<p>Listing of each time a record was disclosed with reason, date, and to whom. FERPA Records of Access to Information Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student.</p> <p>Records may include but are not limited to documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data. Documentation of requests from and disclosures to any party not referenced above.</p>	Yes	Yes 34 C.F.R. 99.32, 34 C.F.R. 300.614	Event+0 years and destroy confidential	Event is date underlying disclosed public record is no longer retained.		4.3.8
PUBSC320	Protest of Record Statements	Statements by parents or eligible students commenting on contested information in a student record or stating why they disagree with a district's decision not to amend a record, or both.	Yes	Yes 34 C.F.R. 99.21	Event+0 years and destroy confidential	Event is date underlying contested public record is no longer retained.		4.4.0

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Student Records								
PUBSC340	Full-time Open Enrollment Program Records	Open enrollment applications, nonresident and resident district notice of approval or denial, and notice of assignment and intent to attend. Retention is outlined in PI 36.08 (4)	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date student application is rejected, the student declines enrollment, or the student is no longer enrolled in the nonresident district, whichever is later.		4.1.4, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.8 56
PUBSC380	Custody Documents	Records documenting legal custody of a student.	Yes	Yes Wis. Stat. § 118.125(1)(a)	Event+1 year and destroy confidential	Event is date student graduates or withdraws from district or date superseded by a subsequent order.		4.4.1

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC400	Behavioral Records	<p>Per Wis. Stat. § 118.125(1)(a) behavioral records include all pupil records that are not identified by a more specific RDA, including but not limited to, psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, law enforcement records, and the pupil's physical health records.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> -Enrollment and registration forms -Records of transfers of pupil records -Physical Health Records <ul style="list-style-type: none"> • Basic health information • Emergency medical card • Log of first aid and medicine administered • Accident reports • Athletic permit card • Routine screening test results such as hearing, vision, or scoliosis • Records concerning ability to participate in an education program • Immunization exclusion verification -Disciplinary records <ul style="list-style-type: none"> • Disciplinary file, expulsion and suspension reports • Assault against staff reports <p>-504 records</p>	Yes	Yes. Wis. Stat. § 118.125; FERPA	Event+1 year and destroy confidential	Event is date of creation.	<p>Does not include immunization records or any lead screening records required under s. 254.162.</p> <p>Per Wis. Stat. § 118.125(3), no behavioral record may be maintained for more than one year after the pupil ceases to be enrolled in the school, unless the pupil specifies in writing that his or her behavioral records may be maintained for a longer period.</p>	<p>1.3.3, 1.3.7, 4.1.1, 4.1.3, 4.1.6, 4.2.2, 4.3.2, 4.3.3, 4.4.3, 4.4.4, 4.4.6, 4.4.7, 5.1.4</p> <p>57</p>

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC410	Student Expulsion Order	An order expelling a pupil issued under Wis. Stat. §§ 119.25 or 120.13(1).	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date the order is no longer in effect.		4.4.5
PUBSC420	Progress Records	Per Wis. Stat. § 118.125(1)(c) progress records may include but are not limited to pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record, the pupil's immunization records, any lead screening records, records of the pupil's school extracurricular activities, teacher grade book, and athletic records.	Yes	Yes Wis. Stat. § 118.125(2)	Event+5 years and destroy confidential	Event is date student graduates or withdraws from district.		4.1.5, 4.1.14, 4.1.15, 4.2.1, 58 4.2.1.1, 4.2.1.2, 4.2.1.3, 4.2.1.4, 4.2.1.5, 4.2.1.6
PUBSC440	Individuals with Disabilities Education Act (IDEA) Records	Records pertaining to compliance with the Individuals with Disabilities Education Act. Records may include but are not limited to individualized education programs (IEPs), progress reports, test reports, assessments and evaluations, functional behavioral assessments (FBAs), behavioral intervention plans (BIPs), manifestation determinations.	Yes	Yes Wis. Stat. § 118.125; FERPA; IDEA	Event+1 year and destroy confidential	Event is date student graduates or withdraws from district.	See note below.	4.5.0, 4.5.1, 4.5.2

NOTE for SCH440:

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The personally identifiable information that is no longer needed must be redacted or otherwise removed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC500	4K-8 Report Cards	Report cards received while in elementary and middle school.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date student graduates or withdraws from district.		4.2.1.8
School Library Records								
PUBSC520	School Library Media Plans	Library program plan created to meet requirements of Wisconsin Administrative Code PI § 8.01(2)(h).	No	No	Event+1 year and destroy	Event is date plan is superseded.		60
PUBSC540	Circulation Records	Records documenting the loan of library materials by students and school staff.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost.		
PUBSC560	Library Use Reports	Records documenting the use of library materials, equipment, services, and space by students and school staff.	No	No	Event+1 year and destroy	Event is date report is superseded.		
PUBSC580	Overdue Notices	Notices sent to students and school staff to remind them to return borrowed items.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Food Service Records								
PUBSC600	Food Service Program Records	<p>Records related to food and nutrition programs including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Wisconsin School Day Milk Program, and Elderly Nutrition Program.</p> <p>Records may include but are not limited to contracts and agreements, food and nutrition program contracts, policy statements, and applications with DPI, applications for free and reduced price meals, direct certification reports, and verification summary and documentation, daily participation/meal count records by district and by building, food service financial records, monthly claim worksheets for each food nutrition program, sales records for food and nutrition programs, and sales records for non-program foods, monthly food inventory records, menus/food production records, professional standards training and civil rights training compliance records, and complaints regarding USDA programs.</p>	No	No	FIS+3 years and destroy	Event end of fiscal year.		2.2.34.1, 2.2.34.4, 2.2.34.5, 2.2.34.6, 2.2.34.7, 2.2.34.8, 2.2.34.9, 2.2.34.10, 2.2.45, 2.2.46, 2.2.47
PUBSC620	Free and Reduced-Price Eligibility Records	Records related to a student's eligibility to receive free or reduced lunch.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+3 years and destroy confidential	Event is the end of the federal fiscal year.		2.2.34.2

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC640	School Nutrition Procurement Contract and Agreement Records	Food service procurement records may include but are not limited to bids (successful and unsuccessful), the food service management company contracts, and the joint and vendor agreements for food, equipment, and supplies.	No	No	Event+6 years and destroy	Event is date contract expires or the final payment is recorded, whichever occurs first.		2.2.34.3
School Finance Records								
PUBSC660	School District Debt Documentation	Records documenting debt owed by a school district in the form of long-term bonds, long-term and short-term notes, and land contracts. Records may include but are not limited to indebtedness statements and notifications, approved state trust fund applications, certificates of bond sales, schedules of bond retirements, and cancelled bond of indebtedness and interest.	No	No	Event+7 years and destroy	Event is date debt is paid off or cleared.		2.2.27, 2.2.27.1, 2.2.27.2, 2.2.27.3, 2.2.27.4, 2.2.27.5, 2.2.27.6, 2.2.27.7, 2.2.28
PUBSC680	State Tuition Claim Documentation	Records relating to filing a state tuition claim from the state to Wisconsin school districts for enrolling students who reside in eligible facilities defined by Wis. Stat. § 121.79. Records may include but are not limited to reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, and corrections.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+1 year and destroy	Event is date of final audit of claims.		2.2.37, 2.2.38
PUBSC700	Tuition Waiver Records	Records documenting a request for tuition waiver due to move.	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date waiver is approved.		5.2.5, 5.2.6, 5.2.7

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years	Obsolete
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years	Obsolete
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years	Obsolete
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years	Obsolete
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years	Obsolete
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years	Obsolete
1.5.14	State AODA Grants End of Year Report	5 years	Obsolete
2.2.9	Regular Tuition Reports (PI-1514)	Permanent	Obsolete
2.2.20	District Equalization Valuation Report	7 years	Records maintained by the Wisconsin Dept. of Revenue.
2.2.21	State Aid Computation Cards (PI-1519)	7 years	Obsolete
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years	Obsolete
2.2.25	Common School Fund Voucher	7 years	Obsolete
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years	Obsolete
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent	Obsolete
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent	Obsolete
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year	Obsolete
4.3.7	Family Educational Rights and Privacy Act (FERPA) Access Policies	Until superseded	Not a school district record.

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project	Obsolete

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	1.1.3	Citizens Advisory Committee Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.4	Management Team Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.5	Reports to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.6	School Board Policies and Procedures	Supersede with Administrative Records GRS. 65
02/2023	1.1.7	School Board Correspondence	Supersede with Administrative Records GRS.
02/2023	1.1.8	Management Guidelines	Supersede with Administrative Records GRS.
02/2023	1.1.9	Legal Opinions	Supersede with Municipal Records GRS.
02/2023	1.1.10	Notice of Meetings	Supersede with Administrative Records GRS.
02/2023	1.1.11	Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.13	Complaints to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.14	Newsletters/Bulletins	Supersede with Administrative Records GRS.
02/2023	1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	Supersede with Administrative Records GRS.
02/2023	1.1.16	Management Correspondence/Memos	Supersede with Administrative Records GRS.
02/2023	1.1.17	Election Notices	Supersede with Municipal Records GRS.
02/2023	1.1.18	Election Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.19	Election Poll Lists	Supersede with Municipal Records GRS.
02/2023	1.1.20	Election Tally	Supersede with Municipal Records GRS.
02/2023	1.1.21	Election Tally Books and Returns	Supersede with Municipal Records GRS.
02/2023	1.1.22	Election Canvassing	Supersede with Municipal Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	1.1.23	Election Registrations	Supersede with Municipal Records GRS.
02/2023	1.2.2	Architecture Building Blueprints	Supersede with Facilities Records GRS.
02/2023	1.2.3	Building and Site Data Books	Supersede with Facilities Records GRS.
02/2023	1.2.4	Tools and Equipment Inventory	Supersede with Fiscal and Accounting Records GRS. ⁶⁶
02/2023	1.2.5	Specification	Supersede with Facilities Records GRS.
02/2023	1.2.6	Building Permits	Supersede with Facilities Records GRS.
02/2023	1.2.7	Electrical Information	Supersede with Facilities Records GRS.
02/2023	1.2.8	Maintenance Requests	Supersede with Facilities Records GRS.
02/2023	1.2.9	Abstract/Deeds/Title Papers/Mortgages	Supersede with Facilities Records GRS.
02/2023	1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Supersede with Risk Management Records GRS.
02/2023	1.3.2	Bus Transportation Contract	Supersede with Purchasing and Procurement Records GRS.
02/2023	1.3.4	Financial Statement for Out-of-District Field Trips	Supersede with Fiscal and Accounting Records GRS.
02/2023	1.3.5	Bus Rules/Policy	Supersede with Administrative Records GRS.
02/2023	1.5.1	ESEA Consolidated Application (PI-9550)	Supersede with Administrative Records GRS.
02/2023	1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	Supersede with Administrative Records GRS.
02/2023	1.5.6	Carl Perkins Basic Grant Application (PI-1303)	Supersede with Administrative Records GRS.
02/2023	1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	Supersede with Administrative Records GRS.
02/2023	1.5.11	Title I Comparability Report (PI-1753)	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.1	Purchase Requisition	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.2	Purchase Orders	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.3	Bids & Contracts	Supersede with Purchasing and Procurement Records GRS. 67
02/2023	2.1.4	Performance Guarantee/Warrant of Vendor	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.5	Vacation/Personal Leave Records	Supersede with Payroll Records GRS.
02/2023	2.1.6	W-2 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.7	W-4 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.8	Social Security Report	Supersede with Payroll Records GRS.
02/2023	2.1.9	Retirement Reports	Supersede with Payroll Records GRS.
02/2023	2.1.10	Enrollment Cards	Supersede with Payroll Records GRS.
02/2023	2.1.11	Disability Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.12	Life Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.13	Health/Dental Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.14	Tax Sheltered Annuity	Supersede with Payroll Records GRS.
02/2023	2.1.15	United Way Contributions	Supersede with Payroll Records GRS.
02/2023	2.1.16	Union Dues	Supersede with Payroll Records GRS.
02/2023	2.1.17	Payroll Distribution Report	Supersede with Payroll Records GRS.
02/2023	2.1.18	Payroll Deduction Report	Supersede with Payroll Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.19	Additional Pay Authorization Forms	Supersede with Payroll Records GRS.
02/2023	2.1.20	Insurance Reports and Bills	Supersede with Payroll Records GRS.
02/2023	2.1.21	Absence Report/Time Sheets	Supersede with Payroll Records GRS.
02/2023	2.1.22	State and Federal Tax Reports	Supersede with Payroll Records GRS. 68
02/2023	2.1.23	Stop Payments	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.24	Cancelled Payroll Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.12	Annual Audit Reports	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.13	Disbursement and Receipt Journal	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.14	General Ledger – All Funds	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.15	Fund Ledger Cards	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.16	Canceled General Voucher Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.17	Monthly Bank Statements	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.18	Monthly Reconciliation Ledger	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.19	Bank Deposit Receipts	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.29	Invoices	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.32	Insurance Policies	Supersede with Human Resources Records GRS.
02/2023	2.2.33	Damage and Loss Reports	Supersede with Risk Management Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.2.35	Grant Applications – Successful ++	Supersede with Administrative Records GRS.
02/2023	2.2.36	Grant Applications – Unsuccessful	Supersede with Administrative Records GRS.
02/2023	2.2.42	Mentoring Grant for Initial Educators (PI-1640)	Supersede with Administrative Records GRS.
02/2023	2.2.43	Peer Review and Mentoring Grants (PI-1653)	Supersede with Administrative Records GRS. 69
02/2023	3.1.1	Teaching Certificates (Including permits and certifications)	Supersede with Human Resources Records GRS.
02/2023	3.1.2	Transcript of College Credit	Supersede with Human Resources Records GRS.
02/2023	3.1.3	Certified Staff Certificates of Previous Experience	Supersede with Human Resources Records GRS.
02/2023	3.1.4	Evaluation Records	Supersede with Human Resources Records GRS.
02/2023	3.1.5	Individual Teaching Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.6	Other Individual Employment Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.7	Applications (Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.8	Applications (Not Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.9	Immigration and Nationalization Services INS-9 Forms	Supersede with Human Resources Records GRS.
02/2023	3.1.10	Staff Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.10.1	Injury Claims	Supersede with Human Resources Records GRS.
02/2023	3.1.10.2	Workers Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.10.3	Public Liability	Supersede with Human Resources Records GRS.
02/2023	3.1.10.4	Settlements	Supersede with Human Resources Records GRS.
02/2023	3.1.11	Medical Records	Supersede with Human Resources Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	3.1.11.1	Physical Examinations	Supersede with Human Resources Records GRS.
02/2023	3.1.11.2	TB Tests	Supersede with Human Resources Records GRS.
02/2023	3.1.12	Health & Dental Insurance Waivers	Supersede with Human Resources Records GRS.
02/2023	3.1.13	Affirmative Action Files	Supersede with Human Resources Records GRS. 70
02/2023	3.1.14	Arbitration Decisions – Negotiator	Supersede with Human Resources Records GRS.
02/2023	3/1/2023	Athletic Activity Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.16	Classification Studies – Description of job duties of individual school district positions.	Supersede with Human Resources Records GRS.
02/2023	3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	Supersede with Human Resources Records GRS.
02/2023	3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	Supersede with Human Resources Records GRS.
02/2023	3.1.19	Employee Deficiency/Termination Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	Supersede with Human Resources Records GRS.
02/2023	3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	Supersede with Human Resources Records GRS.
02/2023	3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	Supersede with Human Resources Records GRS.
02/2023	3.1.23	Insurance Certificates and Policies	Supersede with Human Resources Records GRS.
02/2023	3.1.24	Insurance Premium Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.25	Insurance Working Files	Supersede with Human Resources Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	3.1.26	Labor Union – Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.27	Labor Union – Disputes	Supersede with Human Resources Records GRS.
02/2023	3.1.28	Labor Union – Negotiations Minutes	Supersede with Human Resources Records GRS.
02/2023	3.1.29	Non-Union Salary Determination – Annual salary schedules for all non – union employees.	Supersede with Human Resources Records GRS. 71
02/2023	3.1.30	OSHA – Employee Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.31	OSHA – Employee Exposure Records	Supersede with Human Resources Records GRS.
02/2023	3.1.32	OSHA – Employee Medical Records	Supersede with Human Resources Records GRS.
02/2023	3.1.33	Performance of Work Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.34	Personnel Files	Supersede with Human Resources Records GRS.
02/2023	3.1.35	Personnel files – Summer School	Supersede with Human Resources Records GRS.
02/2023	3.1.36	Personnel and Promotion List	Supersede with Human Resources Records GRS.
02/2023	3.1.37	Position Recruitment File	Supersede with Human Resources Records GRS.
02/2023	3.1.38	Requisition for Personnel	Supersede with Human Resources Records GRS.
02/2023	3.1.39	Substitute Teacher Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.40	Unemployment Claims/Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.41	Summons/Pleadings, Other Legal Documents	Supersede with Human Resources Records GRS.
02/2023	3.1.42	Notices of Claims	Supersede with Human Resources Records GRS.
02/2023	4.1.16	Lesson Plans	Supersede with Administrative Records GRS.
02/2023	5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	5.1.2	IDEA Application/Plan (PI-2111)	Supersede with Administrative Records GRS.
02/2023	5.1.2.1	Flow-Through Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.2	Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.3	Local Educational Agency Transfer Funds	Supersede with Administrative Records GRS. 72
02/2023	5.1.2.4	Preschool Entitlement Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.5	Preschool Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	Supersede with Administrative Records GRS.
02/2023	5.2.19	Application to Offer GED Option #2 (PI-8201)	Supersede with Administrative Records GRS.
02/2023	5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	Supersede with Administrative Records GRS.
02/2023	5.2.9	Alternative Education Program Grant Application (PI-9710)	Supersede with Administrative Records GRS.
02/2023	5.2.10	Disproportionality Application (PI-8801)	Supersede with Administrative Records GRS.
02/2023	5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	Supersede with Administrative Records GRS.