

AGENDA

SCHOOL DISTRICT OF NEW GLARUS REGULAR SCHOOL BOARD MEETING

MONDAY, SEPTEMBER 28, 2020

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING
LINK**

**[HTTPS://US02WEB.ZOOM.US/J/84906405396?PWD=ATBFC0XUVWNSV2ZCDMJL
Y2TQZNLTDZ09](https://us02web.zoom.us/j/84906405396?pwd=ATBFC0XUVWNSV2ZCDMJLY2TQZNLTDZ09) OR BY PHONE USING 1-646-568-7788 MEETING ID 849 0640**

5396 & PASSWORD 204936

1701 2ND STREET

NEW GLARUS, WISCONSIN 53574

7:15 PM

I. CALL TO ORDER

- A. Agenda Published
- B. Roll Call
- C. Approval of Agenda and Revisions

II. INTRODUCTIONS-PRESENTATIONS

III. PUBLIC COMMENT PERIOD

IV. APPROVAL OF CONSENT AGENDA

- A. Items(s) To Be Removed From Consent Agenda
 - 1. Board Minutes

**SCHOOL DISTRICT OF NEW GLARUS
DISCUSSION AND REGULAR SCHOOL BOARD MEETING**

Monday, September 14, 2020

CALL TO ORDER

The meeting was called to order at 7:15 p.m. by Board President, Kari Morrison. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, Bank of New Glarus, New Glarus Post Office, and the District Website. The meeting was held virtually via Zoom and at the New Glarus High School Library due to the Covid-19 pandemic.

ROLL CALL

Present: Kari Morrison, Bill Oemichen, Travis Zimmerman, Larry Stuessy, Debra Fairbanks, Jessica Geib, and Corrine Hendrickson.

APPROVAL OF AGENDA AND REVISIONS

Motion by Bill Oemichen to approve the agenda as presented. Second by Jessica Geib. Motion carried 7-0 following a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

INTRODUCTIONS-PRESENTATIONS:

~None

PUBLIC COMMENT PERIOD

~None

APPROVAL CONSENT AGENDA

ITEM(S) TO BE REMOVED FROM CONSENT AGENDA

1. BOARD MINUTES & CLOSED SESSION MINUTES
2. APPROVAL OF BILLS
3. TREASURER'S REPORT
4. STAFFING REPORT
5. DONATIONS

Motion by Debra Fairbanks to approve the Consent Agenda. Second by Jessica Geib. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; Met. The committee reviewed the Neola Policy revisions.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Did not meet.

CURRICULUM, SPORTS & CO-CURRICULAR; Met. The committee received updates from Dr. Thayer and Administration about curriculum for 2020-2021, and online learning for 2020-2021.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Did not meet.

DISCUSSION AND POSSIBLE ACTION ITEMS

A. COMMUNITY FACILITY PLANNING SURVEY

Bill Foster, from School Perceptions reviewed a draft of the proposed Community Facility Planning Survey with the Board.

B. LONG-TERM FACILITY PLANNING

Steve Kuhnen, from Bray Architects reviewed site plan drafts with the Board. The Board then proceeded to discuss long-term facility planning in relationship to the proposed survey.

C. CONSTRUCTION MANAGER SELECTION

The Board approved allowing Administration to negotiate a contract with J. H. Findorff & Son Inc. for construction management services.

Motion by Bill Oemichen, Facilities, Transportation & Technology Committee Chair to approve Administration to negotiate a contract with J.H. Findorff & Son, Inc. for construction management services. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

D. 2020-2021 BEGINNING OF SCHOOL YEAR UPDATES

Dr. Thayer and the Administration provided the Board with updates about the beginning of the school year.

E. COVID RESPONSE PROTOCOL

The Board and Administration discussed how the decision will be made to move to virtual instruction if necessary. Dr. Thayer was given authority to make the final decision in a previous Board Meeting, and will consult with Board Vice-President, Bill Oemichen, and School Nurse, Kayla Zimmerman prior to making the decision to move to virtual instruction.

F. FOOD SERVICE – WAIVER FOR FREE MEALS EXTENDED

Dr. Thayer updated the Board about the recent extension of the USDA Food Program for all students to eat breakfast and lunch for free until December 31st.

G. FALL FACILITY USE

The Board discussed fall facility use. They agreed to continue with the same plan used during the summer with no facility use if the District moves to all virtual learning.

H. BOARD PROFESSIONAL DEVELOPMENT

The Board discussed future Board Professional Development opportunities. They identified the school funding model, and equity as areas they would like additional training.

FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS

- September 28, 2020 – Discussion & Regular Board Meeting – 7:15 p.m.
- October 12, 2020 – Discussion & Regular Board Meeting – 7:15 p.m.

CLOSED SESSION: The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85 (1) (c) (d) and/or (f), Wis. Stats., as appropriate, to discuss a staff member’s performance, evaluation, and plan for improvement. The Board may take action that is necessary and appropriate. Thereafter, the Board will entertain a motion to reconvene into open session. After reconvening into open session, the Board may take further action that is necessary and appropriate. The Board will then entertain a motion to adjourn.

Motion by Debra Fairbanks to move into closes session at 9:38 p.m. Second by Jessica Geib. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

Motion by Travis Zimmerman, second by Bill Oemichen to return to open session at 10:54 p.m. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

ADJOURN

Motion by Travis Zimmerman, second by Bill Oemichen to adjourn the meeting at 10:55 p.m. Motion carried 7-0 with a roll call vote.

Kari Morrison, Aye, Bill Oemichen, Aye, Travis Zimmerman, Aye, Larry Stuessy, Aye, Debra Fairbanks, Aye, Jessica Geib, Aye, Corrine Hendrickson, Aye.

Respectfully submitted by Larry Stuessy/Kris Anderson

2. Approval of Bills

Budgetary Checks # 60018 - 60047

Direct Deposits - 900028364 - 28493

EFTPS - Wisconsin Retirement System - #264

EFT - Electronic Tax Payment System - # 496

EFT - Dept of Revenue - #825

EFT - WEA Tax Sheltered Annuity - #994

EFT - EBC - HSA payments - #1258

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
AUGUST 31, 2020**

Vendor	Description	Amount
WORTHINGTON DIRECT INC	(14) Classroom charging towers	5,581.54
NEW GLARUS UTILITIES	JULY SERV	4,934.16
WORTHINGTON DIRECT INC	(11) Classroom charging towers	4,426.34
NEW GLARUS UTILITIES	JULY UTIL	4,411.07
SCHOOL-CONNECT	District Curriculum for College and Career Readiness Class	4,195.80
AMZN MKTP US*MF63K9AU2	plexiglass barriers for teachers	3,085.68
N2Y LLC	Curriculum Subscription for SPED	2,524.08
OFFICEMAX/DEPOT 6869	2021 STUDENT SUPPLIES	2,276.30
SAN-A-CARE	custodial supplies	2,204.70
BSN SPORTS LLC	Cross Country Uniform Additions	2,118.55
INTERSTATE PLASTICS	plastics shields for teachers	1,844.48
AMAZON.COM*MM9Y53ZT0 AMZN	LOUNGE materials	1,841.38
DISCOUNTMUGS.COM	water bottles	1,748.35
DBC*BLICK ART MATERIAL	supplies for ms, foundations, drawing	1,693.57
QUAVERMUSIC.COM	Music Curriculum	1,680.00
NEW GLARUS UTILITIES	JULY SERV	1,540.05
OFFICEMAX/DEPOT 6869	2021 STUDENT SUPPLIES	1,172.65
AMZN MKTP US*MF2009KX2	disinfectant wipes	1,105.50
NEWEGG INC	ups battery pack	1,076.18
"MONOPRICE, INC."	USB to USB-C for charging towers	1,023.98
HARDER CORP	custodial supplies	988.59
NEWS PUBLISHING CO	July services	977.44
AMZN MKTP US*MM2C209A2	Physical Education Materials	897.52
OFFICEMAX/DEPOT 6869	Supplies	885.02
SAN-A-CARE	custodial supplies	848.02
SAN-A-CARE	custodial supplies	788.43
OFFICEMAX/DEPOT 6869	Workroom Supplies	729.48
AMZN MKTP US*MF14B94N0	Kindergarten supplies	718.55
DECKER EQUIPMENT	Sign Boards for Parking	628.32
AMZN MKTP US*MF8Q27G92	CLASSROOM SUPPLIES	606.92
"MONOPRICE, INC."	USB to USB-C for charging towers	593.44
WAYFAIR*WAYFAIR	lounge materials	587.98
OFFICEMAX/DEPOT 6869	supplies	580.50
OFFICEMAX/DEPOT 6869	2021 STUDENT SUPPLIES	573.58
OFFICEMAX/DEPOT 6869	SUPPLIES	568.64
AMZN MKTP US*MU97L3171 AM	disinfecting wipes	567.00
AMZ*SCHOOL OUTFITTER	headphones for elementary school	566.90
OFFICEMAX/DEPOT 6869	SUPPLIES	539.00
AMZN MKTP US*MM6H56M11	MATC books	525.47
"STEVEN ENTERPRISES, INC."	Rolls of paper for plotter	511.45
AMZN MKTP US*MM7AY51Z2	Math Classroom Supplies	506.08
MCCORMICK'S	Band PPE	494.45

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AWL*PEARSON EDUCATION	AIMSweb program	487.50
AMZN MKTP US*MF0504KL2	disinfectant spray	479.80
AMZN MKTP US*MM3PM0342	LOUNGE materials	459.92
AMAZON.COM*MM3CD97S2	Supplies to send online materials home	432.90
WALMART.COM AS	furniture for isolation rooms in MS	416.69
WF* WAYFAIR 3387117863	Couch for Guidance Office	390.34
OFFICEMAX/DEPOT 6869	2021 STUDENT SUPPLIES	363.85
AMZN MKTP US*MM5139XK0	USB-C Chargers - Chromebooks	359.82
AMZN MKTP US*MM5D91XU0	supplies for recording, middle school art	351.01
AMZN MKTP US*MM3U49ZD1	hand sanitizer	350.39
IN *WISCONSIN SCHOOL MUSI	HS WSMA Membership	329.00
BSN SPORTS LLC	New Staff District Tops	304.15
AMZN MKTP US*MF8SX7NE0	dry erase markers, pencils, glue sticks, activity pads	301.70
OFFICEMAX/DEPOT 6869	MS Student Supplies	300.00
WRIST-BAND.COM	Spray Bottles for Maintenance	299.50
AMZN MKTP US*MF1MU7L52	Conference room camera	299.00
AMZN MKTP US*MF7JI0DY2	PPE for district	295.29
AMZN MKTP US*MU18H1N01	Physical Education Materials	284.20
AMZN MKTP US*MM7DI9FP0	LOUNGE materials	279.97
AMZN MKTP US*MM0R76750	2020 order KN95s	276.70
AMZN MKTP US*MM35G39K2 AM	Supplies:	271.91
OFFICEMAX/DEPOT 6869	workroom paper supplies	265.38
AMZN MKTP US*MM7SK7T30	MATC books	263.73
AMZN MKTP US*MM4HI8460	MATC math books	263.63
AMZN MKTP US*MM7HB2J12	MATC math books	263.37
IN *WISCONSIN SCHOOL MUSI	MS WSMA Membership	261.00
OFFICEMAX/DEPOT 6869	2021 STUDENT SUPPLIES	259.50
AMZN MKTP US*MM1NP9R42	2020 2 small sneeze guards	257.00
AMZN MKTP US*MU6SD6AZ1	Physical Education Materials	254.97
AMAZON.COM*MV4M36WU2	books	253.80
WASBO FOUNDATION	membership dues	250.00
AMZN MKTP US*MF08B3W51	24090.jpg drawing supplies, foundaitons i	240.90
AMZN MKTP US*MM9EC3AW2	MATC math books	235.53
WILLIAM V MACGILL & CO	nursing supplies	235.33
AMZN MKTP US*MM4ZC3T71	MISC Supplies - HMDI Cables	233.91
AMZN MKTP US*MM8X98UT2	Physical Education Materials	233.88
AMZN MKTP US*MM6DR7WE2	MS SUPPLIES	232.06
AMZN MKTP US*MU48S0ZU1	sneeze guard shield	228.50
SHERWIN WILLIAMS 701849	Paint for teacher's lunchroom	225.95
OFFICEMAX/DEPOT 6869	MS Student Supplies	225.00
NEW GLARUS UTILITIES	JULY FB	218.76
SP * CLEARMASK	masks	201.00
AMZN MKTP US*MM4G52C90	MATC math books	200.44
OFFICEMAX/DEPOT 6869	Supplies	198.32

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DECKER EQUIPMENT	Add'l whiteboard inserts for sign boards	198.02
AMZN MKTP US*MU6003FV1	MS Office Supplies	197.72
WAL-MART #0802	Supplies for room, life skills cooking, and student supplies	197.69
AMZN MKTP US*MU30Y3441	Classroom materials for math 6-8	189.30
AMZN MKTP US*MM39D8F20	LOUNGE supplies	187.96
AMZN MKTP US*MM91X5QT0	Classroom Materials	180.85
AMZN MKTP US*MM3921581	MATC math books	179.28
New Glarus Post Office	Postage	175.00
DECKER EQUIPMENT	parking lot signagge	171.17
AMAZON.COM*MM1V12QA0	3 Ring Binders	169.60
AMZN MKTP US*MM9TS52K0	Audio converter /usb microphone	167.28
AMZN MKTP US*MM5V25Z00	Classroom Needs	164.87
LAKESHORE LEARNING MATER	order cancelled	164.00
AMAZON.COM*MF0W35O32 AMZN	PD books and curriculum	161.99
AMZN MKTP US*MM9V688V2	MISC Supplies -Cable raceway	161.89
AMZN MKTP US*MM6QW87Y2	teacher lunchroom supplies	159.00
OFFICEMAX/DEPOT 6869	SUPPLIES	159.00
WAYFAIR*WAYFAIR	LOUNGE materials	154.01
AMZN MKTP US*MM6Q337H1	LOUNGE materials	153.98
SAFETYSIGN.COM	Hand Sanitizing Station Signs	153.68
AMZN MKTP US*MU9LM74B1	g 2020 order laura's iso lounger 149.99.pdf	149.99
AMZN MKTP US*MM3LK4HC0	MISC Supplies - ethernet cable	149.99
PAYPAL *QWIZCARDS	Online learning resource	149.00
AMZN MKTP US*MF5PC6740 AM	MISC Supplies - (5) tripods	144.95
OFFICEMAX/DEPOT 6869	New Cart-Equipment	143.99
AMZN MKTP US*MM5SU9590	Physical Education Materials	143.38
AMZN MKTP US*MM08C11A2	ms ela supplies	140.24
AMZN MKTP US*MM9OU8E90	ms ela supplies	139.60
AMZN MKTP US*MM6W616U1	ms ela supplies	139.60
SAFETYSIGN.COM	Door decals for Covid-19 safety	138.98
AMZN MKTP US*MM5DE2VL0	Whiteboards for math	137.12
SP * CLEARMASK	Clear masks - SPED	134.00
AMZN MKTP US*MM5DI0YF2	Covid- PPE for staff	127.05
AMZN MKTP US*MF1V36LE0	Classroom PPE Supplies	123.42
AMZN MKTP US*MF6L20Y80	Supplies	119.84
AMAZON.COM*MF9QZ2UG1	Wireless HDMI transmitter	118.99
AMZN MKTP US*MM2RP0LG1	pencil cases	116.65
AMZN MKTP US*MM40K6BI1	MISC Supplies (3) headsets with mic	110.97
AMZN MKTP US*MU6A083F1	Supplies	110.93
AMZN MKTP US*MF87C92I0	earbuds for recording and bags for COVID supplies	110.81
WALMART.COM AS	Computer Monitor	109.99
AMZN MKTP US*MU1MC3FG1 AM	Supplies	109.95
OFFICEMAX/DEPOT	Sign Holders and laminating sheets	108.19
SMARTSIGN	Severe weather shelter signs	107.61

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IMAGEABILITY INC DBA COHA	Large White Board Markers for Sign Boards	106.92
ZOOM.US	Zoom - add as licensed user	105.28
AMAZON.COM*MF2UE68N0	MS Student Supplies-school supply bags	102.48
AMAZON.COM*MF1L57B52 AMZN	pens f1, ms, drawing	101.28
AMAZON	Sign Holders and laminating sheets	100.93
OFFICEMAX/DEPOT 6869	supplies	100.61
WASBO FOUNDATION	VIRTUAL CONF	100.00
ALFRED MEDIA	Digital Lesson Plan Activities	99.97
AMZN MKTP US*MU5F17NA1	MISC Supplies - (5) ipad tripod	99.95
AMZN MKTP US*MU9NN2L51	HS Band Supplies	98.66
AMZN MKTP US*MM6506U61	Bottle Stickers	97.67
AMAZON.COM*MM5ZE5130 AMZN	SUPPLIES	95.57
OFFICEMAX/DEPOT 6869	MS Student Supplies	95.37
ZOOM.US	Zoom - add as licensed user	94.95
AMZN MKTP US*MM6GY5R42 AM	Supplies:	94.95
AMZN MKTP US*MM2N21VR2	Plexiglass for Elem conference room	91.89
SP * THEMES AND VARIAT	Themes and Variations books	90.00
AMZN MKTP US*MM4UU0D81	MISC Supplies - iPad stands	89.98
AMZN MKTP US*MM6C81I82	Classroom supplies	86.99
AMZN MKTP US*MM2924PJ2	PPE/Cleaning for art room	85.73
OVR*O.CO/OVERSTOCK.COM	LOUNGE MATERIALS	85.40
MICHAELS STORES 3745	Classroom Supplies	84.97
AMAZON.COM*MF86O10M2 AMZN	Printer Ink	83.78
AMAZON.COM*MM6637CR0	Classroom supplies	81.61
AMAZON.COM*MM5XP8D82 AMZN	ES curriculum	81.06
TOFFLERS PUB GRILL	Knight Crew - summer lunch party	80.00
OFFICE DEPOT #1080	supplies	79.96
AMZN MKTP US*MM8OP7EJ0	Classroom Materials	78.97
AMZN MKTP US*MF4FZ8862	blank books to draw in	78.55
OFFICEMAX/DEPOT 6869	supplies	78.48
AMZN MKTP US*MM2LC4M22	LOUNGE MATERIALS	78.44
AMZN MKTP US*MM3ZW46L0	Clip boards for classroom and class folders	78.04
AMZN MKTP US*MM0JX9BT0	Physical Education Materials	77.97
OFFICEMAX/DEPOT 6869	supplies	76.66
AMZN MKTP US*MM5Q51951	laminating sheets, cardstock	75.93
AMZN MKTP US*MM05S4CX1	boxes	75.31
AMZN MKTP US*MM7US4EZ0	filters for al/l's air purifiers	71.98
AMZN MKTP US*MM7N502C0	Classroom materials for math 6-8	69.99
VIKING HARDWARE	softener salt	69.48
USPS PO 5659000694	Postage	69.00
AMZN MKTP US*MM3M89VV1	MATC math books	68.27
AMZN MKTP US*MM8T859X1	Classroom supplies	66.61
AMAZON.COM*MM5J11H70 AMZN	AP Language books	66.48
AMZN MKTP US*MF8OK89J1	CLASSROOM SUPPLIES	65.97

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AMZN MKTP US*MM1HP2UF1 AM	Clipboards for classroom	65.38
SUBWAY 29346	PLC Lunch	63.82
PAYPAL *BESTBUY COM	50 foot HDMI cord	63.29
PAYPAL *BESTBUY COM	HDMI to USB adapter	63.29
AMZN MKTP US*MU7GW1JN1	Classroom materials for math 6-8	63.10
USPS PO 5659000694	Postage - priority stamps for district	62.00
AMZN MKTP US*MM1UC1NW2	Band PPE	61.17
AMZN MKTP US*MM9XY56R0	lunchroom materials	60.99
VIKING HARDWARE	lawn equip rental	60.00
CENEX BLANCHAR07070501	PROPANE FOR SCHOOL GRILL	58.01
AMZN MKTP US*MM43R4M42	LOUNGE MATERIALS	55.99
AMAZON.COM*MM4NT42M0 AMZN	ES Curriculum	55.04
AMZN MKTP US*MF7B50P01	MISC Supplies - Baggies	54.87
AMZN MKTP US*MM7LI6QJ1	Math Classroom Supplies	54.20
AMZN MKTP US*MU8PF3O41	Microwave Cart	53.99
DICK'SSPORTINGGOODS.COM	FRAUD	53.11
DICK'SSPORTINGGOODS.COM	FRAUD	53.11
TARGET 00021063	General School Supplies	52.86
WALMART.COM AU	sanitizing wipes	52.84
AMZN MKTP US*MU3G97LC1	Physical Education Materials	51.98
AMZN MKTP US*MM9025IU1	LOUNGE MATERIALS	51.80
AMZN MKTP US*MU0M28JQ1	Learning the Trades - Consumables	51.30
AMAZON.COM*MF2WT5XL1	Wireless keyboard/mouse	51.13
AMZN MKTP US*MM9MS9FP1	containers for drawing class	50.64
AMZN MKTP US*MU9FH7NO1	Webcam	49.99
SP * SITSPOTS	MUSIC NOTES	48.57
SSI SCHOOL SPECIALTY	Classroom supplies	48.57
AMZN MKTP US*MM0ZV5GC2	MISC Supplies - (4) Wireless Mouse	47.96
BUILDERSFIRSTSOURCE63731	4 x 4 8'	47.26
WAYFAIR*WAYFAIR	lounge materials	46.99
AMZN MKTP US*MM6YZ6Y52	Physical Education Materials	45.99
OFFICEMAX/DEPOT 6869	Classroom Supplies	45.22
AMAZON.COM*MM5OW2ZC2 AMZN	magnetic name plates	44.97
AMZN MKTP US*MM3QA31T0	ms art supplies	44.26
AMZN MKTP US*MM1124RX1	Classroom supplies	43.80
AMAZON.COM*MM29578P2 AMZN	Storage Containers	43.56
TARGET.COM *	Quart bags, pocket folders	42.67
AMZN MKTP US*MM6509QD0	Classroom materials for math 6-8	42.40
AMZN MKTP US*MF4J60100	CLASSROOM SUPPLIES	42.37
TEACHERSPAYTEACHERS.COM	Music History Digital Lesson Activities	42.21
AMZN MKTP US*MM4KF7JB0	sanitizer	42.16
MONROE ENGRAVING	Band/Choir Award Engraving	42.00
AMZN MKTP US*MM30H48X2	MISC Supplies - HDMI cables	41.98
TERRAFORMACARDS.COM	Art curriculum resource	41.49

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TARGET.COM *	Classroom Materials	40.25
AMZN MKTP US*MF2D75DD1	MISC Supplies -Power cord	39.97
AMZN MKTP US*MM5E65PX2	MISC Supplies - lavalier mic	39.90
WARD BRODT MUSIC	Mouthpiece Sanitizer	39.88
OFFICEMAX/DEPOT 6869	kgn supplies	39.00
AMZN MKTP US*MM8823DV2	supplies for foundations I virtual students.	38.82
CASEYS NEW GLARUS	Pizza for after camp	37.95
WALMART GROCERY	Staff cookout	37.86
BIBLIO ORDER 8960269	used text	37.85
J.W. PEPPER	Digital Lesson Plan Activities	36.99
WALGREENS #3343	HS Band PPE	36.91
AMZN MKTP US*MM0HY43Y2	Tape	36.23
MONROE ENGRAVING	Band/Choir Award Engraving	36.00
AMZN MKTP US*MM1ZB7GJ2 AM	MISC Supplies - replacement screen	35.99
AMZN MKTP US*MU4A98JX1	Colored pencils for 3rd grade supplies	34.99
AMAZON.COM*MU8XS3AU1 AMZN	Books	33.98
ROYS MARKET	Cutlery for Cookout	33.84
CASEYS PIZZA 3572	Retreat Lunch	33.73
AMZN MKTP US*MF14Z2TL2	MISC Supplies -Wipes	32.99
WM SUPERCENTER #802	Principal- Supplies for 1st day of school	32.78
AMZN MKTP US*MU8BL9AK1	classroom supplies and materials	32.53
AMZN MKTP US*MF3ZU99R1	snatizer	31.62
AMAZON.COM*MU1V29L01	Plumbing Supplies for Fish Tank	30.64
AMZN MKTP US*MF8T805P1	carpet spots, gel pens, cut-outs	30.24
AMZN MKTP US*MM83N52N0	MISC Supplies - keystones	29.99
J.W. PEPPER	Music Theory Sheets & Quizzes	29.99
AMZN MKTP US*MM1178RS1	Classroom supplies	29.95
AMZN MKTP US*MM5XS4DK2	Technology holder for video for online learning	28.97
AMZN MKTP US*MF5QO9CM2	wall mount for TV	28.69
AMZN MKTP US*MM0PT9NG0	student supplies for speech therapy	28.09
AMAZON.COM*MM2635H10	ES Curriculum	27.98
AMZN MKTP US*MF1KM3510	dry erase, folders	27.44
THE HOME DEPOT #4909	hand sanitizer	27.18
AMAZON.COM*MU8PA6F71	ES Curriculum	27.06
FTP*FINANCIAL TIMES	News	27.00
AMAZON.COM*MM3094PN2 AMZN	Classic Legos	26.99
CASEYS NEW GLARUS	Retreat Food	26.04
AMZN MKTP US*MM5GN2SCO	Physical Education Materials	25.99
AMZN MKTP US*MM1SI5M22	Classroom decor- colored pencil border, two posters	25.97
AMZN MKTP US*MM8UN7CA2	classroom start up supplies	25.96
AMZN MKTP US*MU83M8L71	Middle School Purchase - Mousetrap Cars	25.90
AMZN MKTP US*MM0HN3X71	Student supplies for speech therapy	25.22
AMZN MKTP US*MU9IT1NS1	Classroom supplies	25.21
"SP * TONE DEAF COMICS,"	Band Covid 19 saftey ¹² posters	25.00

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
AUGUST 31, 2020**

DELTAMATH.COM	virtual math site membership	25.00
WISCONSIN SCHOOL MUSIC AS	CMP Workshop Registration Fee	25.00
DELTAMATH.COM	Subscription for Deltamath.com	25.00
"JAMF SOFTWARE, LLC"	Monthly charge - MACBOOK management	24.00
VIKING HARDWARE	hardware tv mounting	23.99
AMZN MKTP US*MM7J578G2	student supplies for speech therapy	23.95
AMAZON.COM*MM5CH0QR1 AMZN	Speech therapy resources for student instruction	23.20
AMZN MKTP US*MM70M0X90	Desk Calendar	22.95
AMZN MKTP US*MM4IB3VLO	used texts (Textbook Rush: \$13.93 + \$7.67.)	22.79
AMAZON.COM*MU7NM3471 AMZN	Physical Education Materials	22.56
SSI SCHOOL SPECIALTY	SUPPLIES	22.36
AMZN MKTP US*MM0M086L1	rulers	22.14
AMZN MKTP US*MM8Q66DA2	Beach Window	21.99
DIRECTORSASSISTANT.COM	Blowhole Masks	21.98
AMZN MKTP US*MF1HN6X80	CLASSROOM SUPPLIES	21.66
EBAY O*25-05624-43862	Physical Education Materials	21.05
TEACHERSPAYTEACHERS.COM	Music Elements Posters/Charts/Theory	20.59
AMZN MKTP US*MU3JM2F92	Class Supplies - Various	20.48
AMAZON.COM*MM86N2912	student supplies for speech therapy	19.99
AMAZON.COM*MF5T917Q0 AMZN	MISC Supplies - GLUE	19.95
AMZN MKTP US*MM0HN1YS1	hand held sharpeners for drawing, foundations	18.98
AMZN MKTP US*MM2ZO3LT1	Supplies	18.89
AMZN MKTP US*MU8MU7JT1	3rd Grade - Mounting putty	18.76
USPS PO 5659000694	Records Request	18.25
AMAZON.COM*MF8NS1Z50	MISC Supplies - Dry Erase markers	17.99
AMAZON.COM*MF1SB9CY2 AMZN	MISC Supplies - Labels	17.96
AMZN MKTP US*MM40M6KO1	Classroom Materials	17.94
AMZN MKTP US*MM00R3K22	used text (Allied Books - recvd)	17.92
AMZN MKTP US*MM4AB3VNO	Used Text - Georgia Books	17.92
AMZN MKTP US*MM74Q6U41	Carpet dots to mark where students will sit in the Guidance Room	17.92
AMAZON.COM*MF22X6OK2 AMZN	Book	17.78
AMZN MKTP US*MM12Z9Q60	Used Text - Better Books	17.05
AMZN MKTP US*MU2Z61AJ1	Physical Education Materials	16.99
USPS PO 5659000694	postage records requests	16.50
AUDIBLE*MF70X7PB0	Audible Aug 2020 membership	15.77
AUDIBLE*MM6SD3FN2	PD Books	15.77
AMZN MKTP US*MM7IC0C80	Student supplies for speech therapy	15.68
CASEYS PIZZA 3572	Retreat Breakfast Pizza	14.76
AMZN MKTP US*MM4520YH1	used text	14.76
AMZN MKTP US*MU8JJ9F11	Used Text - Glass Frogs Books	14.68
AMZN MKTP US*MU1W48NN1	Bottle Stickers	13.98
AMZN MKTP US*MM5GY1IZ2	disposable masks	13.70
AMAZON.COM*MF0J09D92	Teacher Planner	13.38
NYTIMES	news	12.58

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
AUGUST 31, 2020**

AB* ABEBOOKS GLVCWF	Used Text - Textbook Rush	12.30
AMZN MKTP US*MU44A5CC2	2 Banners	11.95
SAN-A-CARE	custodial supplies	11.72
AMZN MKTP US*MM95T7522	Welcome Sign for the Door	11.58
WAL-MART #0802	Classroom resources. Rug and command strips.	11.42
DOLLAR TREE	Supplies and Materials	11.00
AMZN MKTP US*MM8WY99K2	MS Office Supplies	10.98
AMAZON.COM*MM6RX3U91 AMZN	Poster	10.79
AMZN MKTP US*MM3DD1JB0	MISC Supplies - labels	10.50
AMZN MKTP US*MM6H49LM1	Supplies	9.99
J.W. PEPPER	HS Trumpet Solo	9.99
TARGET.COM *	Classroom Materials	9.48
AMZN MKTP US*MM9PJ9T52	school supplies	9.43
TARGET.COM *	Classroom Materials	9.06
DOLLAR TREE	Speech/Language Supplies	9.00
NOTEFLIGHT	Noteflight Subscription	7.95
AMZN MKTP US*MU0EK0N41	spray bottles for sanitizing spray	7.37
VIKING HARDWARE	Hardware/brace	7.05
AMZN MKTP US*MU8WI33U1	Lamp	6.99
AMZN MKTP US*MM9PE9EB2	PPE-Shields	6.33
MICHAELS STORES 3745	Speech/Language Supplies	6.00
AMAZON.COM*MM9F80XX0	FCS Classroom	5.38
VIKING HARDWARE	hardware tv mounts	5.16
AMAZON.COM*MM37U4I71 AMZN	MISC Supplies - Labels	4.44
MICHAELS STORES 3745	Speech/Language Supplies	4.00
TEACHERSPAYTEACHERS.COM	sounds cards	3.17
AMAZON WEB SERVICES	web charge	1.00
TWP*PROMO28538583	News	1.00
TEACHERSPAYTEACHERS.COM	classroom materials -	0.56
MICHAELS STORES 3745	Return--damaged supply purchase	(4.00)
AMZN MKTP US	used texts (Textbook Rush: \$13.93 + \$7.67.)	(8.09)
TARGET.COM	Sales Tax Refund	(8.64)
AMZN MKTP US	Return and Refund	(11.00)
OFFICEMAX/DEPOT 6869	MS Office Supplies	(159.00)
LAKESHORE LEARNING MATER	ordere cancelled	(164.00)
Total Purchasing Card Activity		92,677.65

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
264	WISCONSIN RETIREMENT SYSTEM	09/15/2020	20200915AD	Payroll accrual	36,168.91
		09/15/2020	20200915AF	Payroll accrual	36,168.91
Totals for 264					72,337.82
496	ELECTRONIC TAX FILING	09/15/2020	20200915AD	Payroll accrual	1,924.33
		09/15/2020	20200915AD	Payroll accrual	7,589.44
		09/15/2020	20200915AD	Payroll accrual	40,687.23
		09/15/2020	20200915AD	Payroll accrual	32,451.47
		09/15/2020	20200915AF	Payroll accrual	7,589.44
		09/15/2020	20200915AF	Payroll accrual	32,451.47
Totals for 496					122,693.38
825	WI DEPARTMENT OF REVENUE	09/15/2020	20200915AD	Payroll accrual	325.00
		09/15/2020	20200915AD	Payroll accrual	25,979.45
Totals for 825					26,304.45
994	WEA TAX SHELTERED ANNUITY TRST	09/15/2020	20200915AD	Payroll accrual	3,500.00
		09/15/2020	20200915AD	Payroll accrual	618.33
		09/15/2020	20200915AD	Payroll accrual	4,110.00
		09/15/2020	20200915AD	Payroll accrual	1,841.26
		09/15/2020	20200915AF	Payroll accrual	1,500.04
Totals for 994					11,569.63
1258	EMPLOYEE BENEFITS CORP	09/15/2020	20200915AD	HSA EMPLOYEE CONTR	8,412.25
		09/15/2020	20200915AF	EMPLOYER CONTR	25,312.50
Totals for 1258					33,724.75
60018	AFLAC WORLDWIDE HEADQUARTERS	09/15/2020	20200915AD	Payroll accrual	72.76
Totals for 60018					72.76
60020	DEAN HEALTH PLAN, INC	09/15/2020	09/15/20 C	COBRA	-685.20
		09/15/2020	09/15/20 A	ACCL ADJ	10,841.79
		09/15/2020	20200915AD	Payroll accrual	1,454.72
		09/15/2020	20200915AD	Payroll accrual	1,185.90
		09/15/2020	20200915AD	Payroll accrual	7,879.74
		09/15/2020	20200915AD	Payroll accrual	158.12
		09/15/2020	20200915AD	Payroll accrual	1,272.88
		09/15/2020	20200915AD	Payroll accrual	79.06
		09/15/2020	20200915AD	Payroll accrual	0.00
		09/15/2020	20200915AF	Payroll accrual	448.02
		09/15/2020	20200915AF	Payroll accrual	7,213.08
		09/15/2020	20200915AF	Payroll accrual	896.04
		09/15/2020	20200915AF	Payroll accrual	8,243.52
		09/15/2020	20200915AF	Payroll accrual	6,720.30
		09/15/2020	20200915AF	Payroll accrual	44,248.30
Totals for 60020					89,956.27
60022	DELTA DENTAL OF WISCONSIN	09/15/2020	09/15/20 A	ACCL ADJ	1,450.55
		09/15/2020	20200915AD	Payroll accrual	131.41
		09/15/2020	20200915AD	Payroll accrual	1,150.45
		09/15/2020	20200915AD	Payroll accrual	7.73
		09/15/2020	20200915AD	Payroll accrual	272.06
		09/15/2020	20200915AD	Payroll accrual	7.73
		09/15/2020	20200915AD	Payroll accrual	279.84
		09/15/2020	20200915AF	Payroll accrual	1,585.44
		09/15/2020	20200915AF	Payroll accrual	43.85

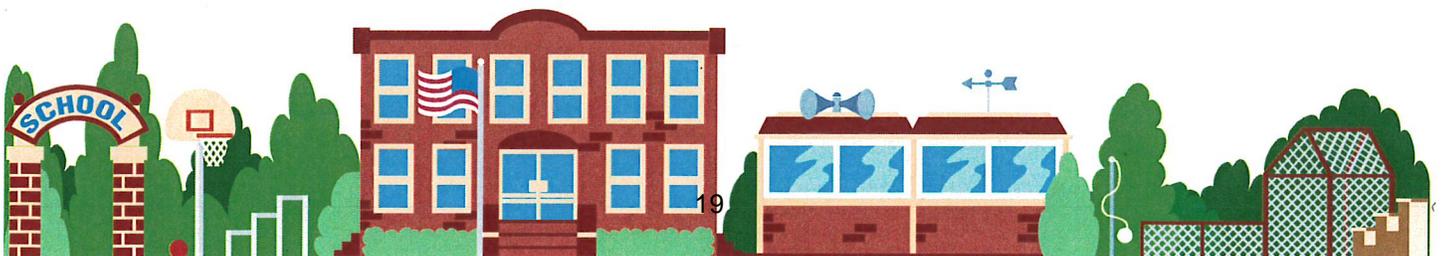
CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
60022	DELTA DENTAL OF WISCONSIN	09/15/2020	20200915AF	Payroll accrual	1,437.78
		09/15/2020	20200915AF	Payroll accrual	43.85
		09/15/2020	20200915AF	Payroll accrual	6,466.11
		09/15/2020	20200915AF	Payroll accrual	745.62
				Totals for 60022	13,622.42
60023	EMPLOYEE BENEFITS CORPORATION	09/15/2020	20200915AD	Payroll accrual	1,166.65
		09/15/2020	20200915AD	Payroll accrual	431.66
				Totals for 60023	1,598.31
60024	MADISON NATIONAL LIFE	09/15/2020	09/15/20 B	BILLING NEW EMPL	-207.03
		09/15/2020	09/15/20 A	ACCL ADJ	155.25
		09/15/2020	20200915AD	Payroll accrual	669.88
		09/15/2020	20200915AF	Payroll accrual	1,699.22
				Totals for 60024	2,317.32
60025	MINNESOTA MUTUAL LIFE	09/15/2020	09/15/20 A	ACCL ADJ	61.98
		09/15/2020	20200915AD	Payroll accrual	683.73
		09/15/2020	20200915AD	Payroll accrual	909.33
		09/15/2020	20200915AD	Payroll accrual	122.50
		09/15/2020	20200915AF	Payroll accrual	136.75
				Totals for 60025	1,914.29
60026	NEW GLARUS COMMUNITY FOUNDATION EIE	09/15/2020	20200915AD	Payroll accrual	198.33
				Totals for 60026	198.33
60027	UNITED WAY GREEN COUNTY INC	09/15/2020	20200915AD	Payroll accrual	100.00
				Totals for 60027	100.00
60028	WI SCTF	09/15/2020	20200915AD	[REDACTED]	590.00
				Totals for 60028	590.00
60029	ADVANCED DISPOSAL	09/22/2020	A100008422	SEPT SERV	498.00
				Totals for 60029	498.00
60030	ANDERSON, KRISTIN	09/22/2020	09/11/20	MILEAGE	38.64
				Totals for 60030	38.64
60031	BACKFLOW PREVENTION SERVICES	09/22/2020	232982	BACKFLOW PREVENTER ASSEMBLY TESTING	150.00
				Totals for 60031	150.00
60032	CHARTER COMMUNICATIONS	09/22/2020	0006197090	SEPT SERV	870.00
				Totals for 60032	870.00
60033	CLARK ELECTRIC	09/22/2020	7368	GPS IMOD UNITS	2,295.52
				Totals for 60033	2,295.52
60034	EDPUZZLE	09/22/2020	8001	ED PUZZLE ACCESS	1,140.00
				Totals for 60034	1,140.00
60035	EMPLOYEE BENEFITS CORPORATION	09/22/2020	3015281	ADMIN FEES	406.50
				Totals for 60035	406.50
60036	GORDON FLESCH CO INC	09/22/2020	13056091	MO SERV	58.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
Totals for 60036					58.00
60037	HAPARA INC	09/22/2020	116488	INSTRUCTIONAL MANAGEMENT SUITE	547.40
Totals for 60037					547.40
60038	MID-AMERICAN RESEARCH CHEMICAL CORP	09/22/2020	0711179	CUSTODIAL SUPPLIES	588.82
Totals for 60038					588.82
60039	MONROE POWERSPORTS INC	09/22/2020	13142-C	UTV	700.00
Totals for 60039					700.00
60040	NORTH AMERICAN MECHANICAL INC	09/22/2020	910015198	HVAC SERV	798.23
		09/22/2020	910015268	FALL SERVICES	9,937.50
Totals for 60040					10,735.73
60041	NSBA NATIONAL AFFILIATE	09/22/2020	ORD-17784-	NATIONAL CONNECTION	975.00
Totals for 60041					975.00
60042	POSTER COMPLIANCE CENTER	09/22/2020	SO-3385521	POSTER RENEWAL	227.72
Totals for 60042					227.72
60043	RYDIN DECAL INVOICE	09/22/2020	373849	PARKING PERMITS	496.00
Totals for 60043					496.00
60044	SCHOLASTIC INC	09/22/2020	M6939457	MS MAG	671.84
Totals for 60044					671.84
60045	STRANG, PATTESON, RENNING, LEWIS, &	09/22/2020	987147	AUG LEGAL	5,873.50
		09/22/2020	987149	AUG LEGAL	3,600.00
Totals for 60045					9,473.50
60046	TAHER, INC.	09/22/2020	57574	AUG SERV	11,974.50
Totals for 60046					11,974.50
60047	WOLF, KRIS	09/22/2020	SEPT 2020	WEBSITE COURSE	25.00
Totals for 60047					25.00
Totals for checks					418,871.90

3. Treasurer's Report

New Glarus School District

Treasurer's Report August 31, 2020



**SCHOOL DISTRICT OF NEW GLARUS
FUND SUMMARY
August 31, 2020**

	Fund Balance Audited 6/30/2020	+	FY2021 Revenues	-	FY2021 Expend.	+	Transfers Sources	=	Fund Balance 8/31/2020
General Fund	3,289,386.26		39,904.60		559,675.98		0.00		2,769,614.88
General Fund -Committed	0.00				0.00		0.00		0.00
TOTAL FUND 10	3,289,386.26		39,904.60		559,675.98		0.00		2,769,614.88
Special Revenue Trust (Fund 21)	243,792.61		2,521.74		2,891.28				243,423.07
Spec. Ed. Grants	0		0.00		52,595.96				-52,595.96
Special Education (Fund 27)	0		0.00		26,470.73		0.00		-26,470.73
TOTAL FUND 27	0		0.00		79,066.69		0.00		-79,066.69
DEBT SERVICE (Fund 39)	164,351.73		69.82		0.00				164,421.55
LT CAPITAL (Fund 46)	205,000.72		62.04		0.00				205,062.76
FOOD SERVICE (Fund 50)	149,201.17		28,268.17		9,708.55				167,760.79
COMMUNITY SERVICE FUND (80)	12,255.82		0.00		0.00				12,255.82

**SCHOOL DISTRICT OF NEW GLARUS
REVENUES
August 31, 2020**

GENERAL FUND - 10					
	ANNUAL MTG BUDGET REVENUES 2020-2021	MTD REVENUES	YTD REVENUES	20-21 YTD % RCVD	19-20 YTD % RCVD
Property Taxes	\$ 4,148,789.00		\$ -	0.00%	0.00%
Mobile Home/DNR Tax	\$ 10,600.00			0.00%	0.00%
Interest Income	\$ 16,000.00	\$ 503.91	\$ 1,074.22	6.71%	28.73%
Summer School	\$ -			0.00%	0.00%
General Tuition-Open Enrollment	\$ 954,495.00			0.00%	0.00%
Sale of Fixed Assets	\$ -			0.00%	0.00%
Capital Lease (Computers/Bus)	\$ -			0.00%	0.00%
Other Local Income	\$ 122,406.00	\$ 20,041.30	\$ 37,451.30	30.60%	42.88%
Per Pupil Aid	\$ 679,425.00			0.00%	0.00%
Transportation Aid	\$ 24,000.00			0.00%	0.00%
Library (Common School Fund)	\$ 31,000.00			0.00%	0.00%
Equalization Aid	\$ 6,123,455.00			0.00%	0.00%
State Tax Exempt - Computer Aid	\$ 6,716.00			0.00%	0.00%
State Tax Exempt - Personal Property	\$ 26,782.00			0.00%	0.00%
Grants - State	\$ 7,780.00			0.00%	0.00%
Grants-Federal-Special Projects	\$ 64,233.00			0.00%	0.00%
Grants/Donations - Local	\$ -	\$ 20.00	\$ 1,379.08	#DIV/0!	10.22%
Total General Fund Revenues	\$ 12,215,681.00	\$ 20,565.21	\$ 39,904.60	0.33%	0.89%

SPECIAL PROJECTS FUNDS - 21 & 27					
Special Revenue Fund - 21	\$ 190,000.00	\$ 336.32	\$ 2,521.74	1.33%	35.81%
Special Education Grants - Fund 27	\$ 213,266.00		\$ -	0.00%	0.00%
Special Education - Categorical Aid - Fund 27	\$ 373,023.00		\$ -	0.00%	0.00%
Special Education - Medicaid	\$ 50,000.00		\$ -	0.00%	0.00%
Operating Transfer from Fund 10	\$ 1,278,904.00		\$ -	0.00%	0.00%
Total Special Projects Revenues	\$ 2,105,193.00	\$ 336.32	\$ 2,521.74	0.12%	3.91%

DEBT SERVICE FUNDS & OTHER CAPITAL DEBT - 38, 39 & 40					
Fund 38-Non Referendum Debt	\$ -	\$ -	\$ -	0.00%	0.04%
Fund 39-Referendum Debt-Debt Retirement	\$ 1,934,168.00	\$ 34.90	\$ 69.82	0.00%	0.01%
Fund 46 - Long Term Cap Maint	\$ 500.00	\$ 43.53	\$ 62.04	12.41%	0.00%
Total Debt Service Revenues	\$ 1,934,668.00	\$ 78.43	\$ 131.86	0.01%	0.01%

FOOD & COMMUNITY SERVICE FUNDS - 50 & 80					
Fund 50-Local Sources	\$ 399,210.00	\$ 608.25	\$ 3,210.10	0.80%	4.40%
Fund 50-State/Federal Sources	\$ 155,186.45	\$ 25,058.07	\$ 25,058.07	16.15%	0.00%
Community Services - Fund 80	\$ 2,000.00		\$ -	0.00%	0.00%
Total Food & Community Service Revenues	\$ 556,396.45	\$ 25,666.32	\$ 28,268.17	5.08%	2.42%

Total Revenues	\$ 16,811,938.45	\$ 46,646.28	\$ 70,826.37	0.42%	1.19%
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**SCHOOL DISTRICT OF NEW GLARUS
EXPENDITURES
August 31, 2020**

GENERAL FUND - 10

Instruction	ANNUAL MTG BUDGET EXPENDITURES 2020-2021	MTD EXPENDITURES	YTD EXPENDITURES	20 - 21 YTD % EXPD	19 - 20 YTD % EXPD
Undifferentiated Curriculum	\$ 2,436,622.00	\$ 35,154.94	\$ 40,533.65	1.66%	4.26%
Regular Curriculum	\$ 2,979,429.00	\$ 29,332.73	\$ 34,216.51	1.15%	2.32%
Vocational Curriculum	\$ 352,961.00	\$ 245.08	\$ 245.08	0.07%	0.51%
Physical Curriculum	\$ 266,642.00	\$ 2,076.48	\$ 2,088.80	0.78%	1.91%
Co-Curricular Activity	\$ 191,965.00	\$ 2,697.55	\$ 6,026.70	3.14%	5.56%
Special Curriculum	\$ 6,500.00	\$ 1,142.50	\$ 1,142.50	17.58%	3.33%
Total Instruction	\$ 6,234,119.00	\$ 70,649.28	\$ 84,253.24	1.35%	3.05%
Support Services					
Pupil Services	\$ 229,860.00	\$ 882.17	\$ 882.17	0.38%	2.13%
Instructional Services	\$ 814,349.00	\$ 20,316.61	\$ 45,338.08	5.57%	21.92%
General Operations	\$ 346,550.00	\$ 34,126.40	\$ 55,443.78	16.00%	12.23%
School Building Operations	\$ 738,322.00	\$ 59,574.29	\$ 101,057.05	13.69%	13.65%
Business Services	\$ 224,924.00	\$ 40,529.80	\$ 60,800.84	27.03%	23.91%
Building Operations	\$ 644,994.00	\$ 39,650.49	\$ 44,614.41	6.92%	11.58%
Maintenance	\$ 273,394.00	\$ 17,829.15	\$ 32,020.35	11.71%	52.28%
Capital Maintenance Projects (Facilities)	\$ 276,336.00	\$ 5,280.00	\$ 7,895.00	2.86%	16.92%
Pupil Transportation	\$ 273,613.00	\$ 3,952.87	\$ 3,952.87	1.44%	65.65%
Central Services	\$ 72,006.00	\$ 3,319.73	\$ 13,248.29	18.40%	19.38%
Insurance	\$ 128,941.00	\$ 3,324.45	\$ 19,290.45	14.96%	31.51%
Debt Services	\$ 97,073.00	\$ -	\$ -	0.00%	0.00%
Other Support Services	\$ 305,178.00	\$ 43,254.36	\$ 89,770.59	29.42%	11.37%
Total Support Services	\$ 4,425,540.00	\$ 272,040.32	\$ 474,313.88	10.72%	25.52%

Non-Program Transactions					
Operating Transfers to another Fund	\$ 1,278,904.00	\$ -	\$ -	0.00%	0.00%
General Tuition/Non-Open enrollment	\$ 20,000.00	\$ 1,108.86	\$ 1,108.86	5.54%	7.99%
Co-Curricular Cooperative Programs	\$ 56,415.00	\$ -	\$ -	0.00%	0.00%
General Tuition/Open Enrollment	\$ 200,603.00	\$ -	\$ -	0.00%	0.00%
Other Non-Program Transactions	\$ 100.00	\$ -	\$ -	0.00%	0.00%
Total Non-Program Transactions	\$ 1,556,022.00	\$ 1,108.86	\$ 1,108.86	0.07%	0.10%
TOTAL GENERAL FUNDS	\$ 12,215,681.00	\$ 343,798.46	\$ 559,675.98	4.58%	11.52%

Special Revenue Fund - Fund 21	\$ 190,000.00	\$ 166.79	\$ 2,891.28	1.52%	7.88%
Special Education Grants - Fund 27	\$ 213,266.00	\$ 9,367.54	\$ 52,595.96	24.66%	20.62%
Special Education - Regular - Fund 27	\$ 1,701,927.00	\$ 12,134.63	\$ 26,470.73	1.56%	1.55%
TOTAL SPECIAL PROJECTS FUNDS	\$ 2,105,193.00	\$ 21,668.96	\$ 81,957.97	3.89%	4.08%

DEBT SERVICE FUNDS & OTHER CAPITAL DEBT - 38, 39, 40 & 49

Non Referendum Debt - Fund 38	\$ -	\$ -	\$ -	0.00%	0.00%
Referendum Debt-Debt Retirement - Fur	\$ 1,938,418.00	\$ -	\$ -	0.00%	0.00%
Long Term Capital - Fund 46	\$ -	\$ -	\$ -	0.00%	0.00%
TOTAL DEBT SERVICE FUNDS	\$ 1,938,418.00	\$ -	\$ -	0.00%	0.00%

FOOD & COMMUNITY SERVICE FUNDS - 50 & 80

Food Service - Fund 50	\$ 556,500.26	\$ 6,318.15	\$ 9,708.55	1.74%	1.56%
Community Services - Fund 80	\$ 2,000.00	\$ -	\$ -	0.00%	0.00%
TOTAL FOOD & COM. SRV. FUNDS	\$ 558,500.26	\$ 6,318.15	\$ 9,708.55	1.74%	1.56%

TOTAL EXPENDITURES-ALL FUNDS	\$ 16,817,792.26	\$ 371,785.57	\$ 651,342.50	3.87%	9.01%
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4. Staffing Report

**STAFFING REPORT
SEPTEMBER 28, 2020**

CHANGES	Employee Leaving Position	New Employee in Position	hours per day / % of empl	Term of Employment	Position
	Kendra Mussehl coaching resignation	Matt Nelson	varies	2020-21 Season	HS Volleyball Asst Coach

OPEN POSITIONS	Position	Term of Employment	hours per day / % of empl	Reason for opening	
Support Staff	Special Education Assistant	2020-21 school year	7.25 hrs/day (Tues - Friday) 29 hrs/week	Jody Gerner Resignation	reorganized position from 8 hrs/day, 40 hrs/week
Support Staff	Special Education Assistant	2020-21 school year	7.25 hrs/day	Weinbrenner transf Spec Ed Teacher	on hold
Support Staff	Custodian	Year Round	8 hours/day	Dale Freidig resignation	
Coach	HS Boys Baseball Asst Coach	2020 Spring Season	varies	Additional need per policy	on hold
Coach	MS Track Coach	2020 Spring Season	varies	Tammy Newberry resignation	on hold
Coach	MS Track Coach	2020 Spring Season	varies	Mark Woelfel coaching resignation	on hold

5. Donations

DONATIONS - 9-28-20

8/26/2020	Larry Daehn	Band Shirts	NGHS Band	\$2,000.00
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B. Discuss Item(s) Removed From Consent Agenda

V. **COMMITTEE UPDATES**

A. Policy, Communication & Advocacy

B. Handbook and Personnel

C. Budget

D. Curriculum, Sports & Co-Curricular

E. Facilities, Transportation & Technology

VI. **DISCUSSION AND POSSIBLE ACTION ITEMS**

A. Community Facility Planning Survey



Dear Parents and Community Members,

These are unprecedented times as our nation, state, and the New Glarus community respond to the COVID-19 pandemic. This situation has also challenged our staff as we have done everything in our power to provide both in-person and at-home learning opportunities this fall.

During times like these, good planning becomes even more important. The results from this survey will help the District develop a long-range facility master plan to manage enrollment growth, address building maintenance, and respond to a petition signed by community members asking the District to explore various ideas to update our facilities. In March, these planning efforts were put on hold when the COVID-19 pandemic closed school buildings.

While we paused these planning efforts, we also know that these issues are not going away. Furthermore, interest rates are at historic lows, the District is in a healthy financial situation, and there may be potential stimulus funding available for “shovel-ready projects” once the COVID-19 pandemic subsides. **Therefore, we need your input to decide when and how the District should pursue the next phase of the facility master plan.**

We are working with School Perceptions LLC, a Wisconsin-based firm with expertise in conducting community surveys. All survey data is returned to School Perceptions, and your identity will remain confidential. Please take 10 minutes to complete this survey.

TAKE THE SURVEY IN ONE OF TWO EASY WAYS

Online:

- 1) Simply go to the survey website: **www.Feedback2000.com**
- 2) Enter your Survey Access Number:

By Paper:

If you do not have internet access, please return the survey to:
School Perceptions, 317 East Washington Street, Slinger, WI 53086.

The Survey Access Number can be used only once. To obtain additional surveys for other adults in your household, please call the District Office at (608) 527-2410.

Please complete the survey by November 9, 2020

Final survey results will be reported at a school board meeting and will also be available on the District website at www.ngsd.k12.wi.us.

Sincerely,

Jennifer Thayer, Ph.D. Kari Morrison Bill Oemichen Travis Zimmerman Larry Stuessy
Superintendent Jessica Geib Debra Fairbanks Corrine Hendrickson
New Glarus School Board

Project Review

Last year, the New Glarus School District sent a survey asking residents to share their thoughts related to updating our school facilities. The results of this survey showed that District residents prioritized the following projects:

- ✓ Addressing capacity issues at New Glarus Elementary School.
- ✓ Improving classrooms, cafeteria, and educational support areas at the middle and high schools.
- ✓ Updating and expanding our Science, Technology, Engineering, Arts/Agriculture, and Math (STEAM) and technical education (shop) classrooms.
- ✓ Improving pedestrian safety, traffic flow, and site circulation.
- ✓ Building a track around a soccer/football field.

The District used these priorities to develop the projects explored in this survey.

Project Timing

The original planning timeline assumed the community could consider a referendum to update facilities this November. However, these planning efforts were put on hold to be sensitive to the challenges the COVID-19 pandemic has created for families and the broader community.

Before moving ahead, the School Board is looking for guidance from our community. We want to respect the original survey results that urged the District to move forward with an investment in our facilities.

The School Board believes this is a good time to consider our options. **Because of careful planning, the District can borrow up to \$26.8 million to address facility needs without increasing the debt portion of the District's tax mill rate over the current level.**

Would you support the District exploring a referendum in April 2021 to update and expand the facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I'm not sure/need more information
---	--

Comments/suggestions/questions:

Since it may not be realistic to complete all of the potential projects at one time, the District identified a Base Plan as the first phase of a facility improvement plan. The Base Plan addresses the most pressing issues with the current facilities and positions the District well for the future.

Base Plan Project 1A: Build a 4K-2 Primary Center

The original section of New Glarus Elementary School was built as a high school nearly 70 years ago and converted into an elementary school in 1995. The school is operating at capacity, lacks age-appropriate classrooms and spaces for small-group instruction. The District explored expanding the building, but because of its age, location, and a large number of load-bearing walls, remodeling options are limited.

The District is proposing to build a new primary center to serve students in four-year-old kindergarten through second grade. This investment would address immediate space needs at all our schools, improve the learning environment for our youngest learners, and reduce traffic congestion and pedestrian safety concerns. New Glarus Elementary would continue to serve students in third through fifth grade. Sixth-grade students would be moved from the middle school to free up space in that building. The new primary center would be designed to be expanded over time as enrollment increases.



Estimated cost: \$25.9 million

<p>Would you support a referendum that provides funding to build a primary center as described above?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided
--	---

Base Plan Project 1B: Renovate Elementary School

A facility audit identified several issues at our elementary school that, if fixed, would better serve the third-, fourth-, and fifth-grade students who would remain in the building, as well as the sixth-grade students who would move to the elementary school if a new primary school is built. These include:

- ✓ Renovating doors, lighting, and acoustics in the oldest corridors.
- ✓ Upgrading/replacing plumbing, electrical, and heating-ventilation-air conditioning components that have exceeded their service life.

Estimated cost: \$600,000

<p>Would you support a referendum that provides funding to renovate the elementary school as described above?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided
--	---

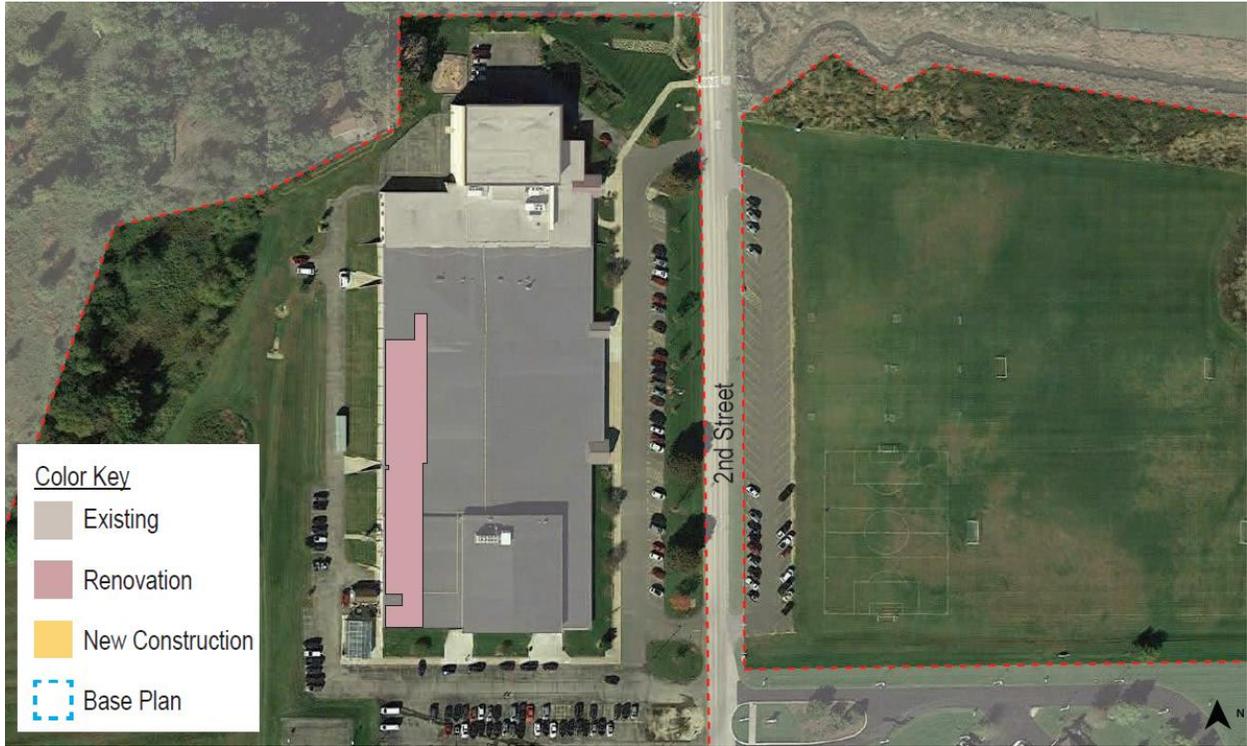
Comments/suggestions/questions:

Base Plan Project 1C: Renovate and Expand the STEAM Areas at the Middle/High School

Many New Glarus students are pursuing careers in science, technology, engineering, arts/agriculture, and math (STEAM). However, many of our labs and classrooms are outdated, limiting our ability to provide real-world, hands-on learning for students interested in these career paths.

Investment in the middle/high school building could:

- ✓ Update STEAM classrooms and labs to better prepare students for college and careers in our region.



Estimated cost: \$1.1 million

Would you support a referendum that provides funding to renovate and expand the STEAM areas at the middle/high school as described above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided
--	---

Base Plan Funding Support

Base Plan

- | | |
|--|-----------------------|
| ✓ Building a new 4K-2 primary center | \$25.9 million |
| ✓ Renovating the elementary school | \$ 0.6 million |
| ✓ Update STEAM areas at the middle/high school | <u>\$ 1.1 million</u> |
| | \$27.6 million |

<p>Would you support a \$27.6 million referendum to fund the Base Plan?</p> <p><i>Representing an estimated tax increase of up to \$9 annually per every \$100,000 of home value over the current levy for debt.</i></p> <p><i>Note: Tax impacts assume 21-year repayment of debt and interest rates of 3.75%.</i></p>	<input type="checkbox"/> Definitely yes <input type="checkbox"/> Probably yes <input type="checkbox"/> Undecided <input type="checkbox"/> Probably no <input type="checkbox"/> Definitely no
---	--

Comments/suggestions/questions:

Additional Projects

In addition to completing the Base Plan, the following projects could be added to a potential referendum.

Project 2: Additional Renovations at the Middle/High School

Project 1, as presented in the image below, could include:

- ✓ Increasing cafeteria space by creating a multi-purpose room off the cafeteria that could also be used as a classroom or community space after school hours.
- ✓ Creating a student services center that focuses on social/emotional support and career counseling.
- ✓ Adding restrooms.
- ✓ Expanding the tech ed (shop) classrooms and labs to accommodate welding, metals, and a flexible manufacturing/construction space.



Estimated cost: **\$2.9 million**

Funding Support: Base Plan + Project 2

Base Plan

- ✓ Building a new 4K-2 primary center \$25.9 million
- ✓ Renovating the elementary school \$ 0.6 million
- ✓ Update the STEAM areas at the middle/high school \$ 1.1 million

Project 2

- ✓ Updating educational spaces at the middle/high school \$ 2.9 million
- \$30.5 million**

Would you support a \$30.5 million referendum to fund the Base Plan AND Project 2?

Representing an estimated tax increase of \$39 annually per every \$100,000 of home value over the current levy for debt.

Note: Tax impacts assume 21-year repayment of debt and interest rates of 3.75%.

- Definitely yes
- Probably yes
- Undecided
- Probably no
- Definitely no

Comments/suggestions/questions:

Project 3: Build a Track and Soccer/Football Field

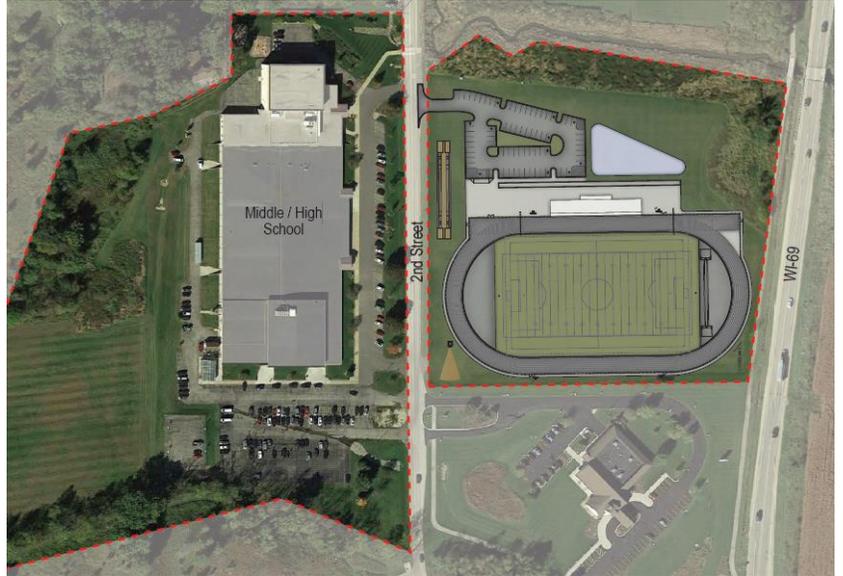
Right now, the district does not have a track or a regulation-size soccer field. Because of this, the middle school track program does not have a space for practices or competitions.

The boys' and girls' high school soccer and track teams co-op with Belleville. However, the teams will likely become too large, and at some point, the Belleville co-op may not be approved by the athletic conference and/or the WIAA. When this happens, the District will need to compete independently, requiring a track and regulation-size soccer field to be built.

Additionally, the football field has significant drainage issues and is easily torn up through routine practices and games, and needs north end lighting replaced in the near future.

Project 2, as presented in the image to the right, could include:

- ✓ Building a track
- ✓ Building a football and soccer field
- ✓ Adding bleachers with press box
- ✓ Building a parking lot



Estimated cost: \$6.4 million

Funding Support: Base Plan + Project 2 + Project 3

Base Plan

- ✓ Building a new 4K-2 primary center \$25.9 million
- ✓ Renovating the elementary school \$ 0.6 million
- ✓ Renovating/expanding the STEAM areas at the middle/high school \$ 1.1 million

Project 2

- ✓ Updating educational spaces at the middle/high school \$ 2.9 million

Project 3

- ✓ Building a track and soccer/football field \$ 6.4 million
- \$36.9 million**

Would you support a \$36.9 million referendum to fund the Base Plan AND Project 2 AND Project 3?

Representing an estimated tax increase of \$107 annually per every \$100,000 of home value over the current levy for debt.

Note: Tax impacts assume 21-year repayment of debt and interest rates of 3.75%.

- Definitely yes
- Probably yes
- Undecided
- Probably no
- Definitely no

Comments/suggestions/questions:

New Glarus School District
1701 2nd Street
New Glarus, WI 53574

If you have questions, please consider attending a **virtual informational meeting**.

Details about these meetings can be found on the New Glarus School District website
at <http://www.ngsd.k12.wi.us/> or call 608.527.2410

Please complete the survey by November 9, 2020.

This publication was produced for the residents of the New Glarus School District. Due to the overlap of postal routes, residents from neighboring school districts may receive this publication. Given the limitations of bulk mailing, this overlap was difficult to eliminate without significant cost. Thank you for your understanding.

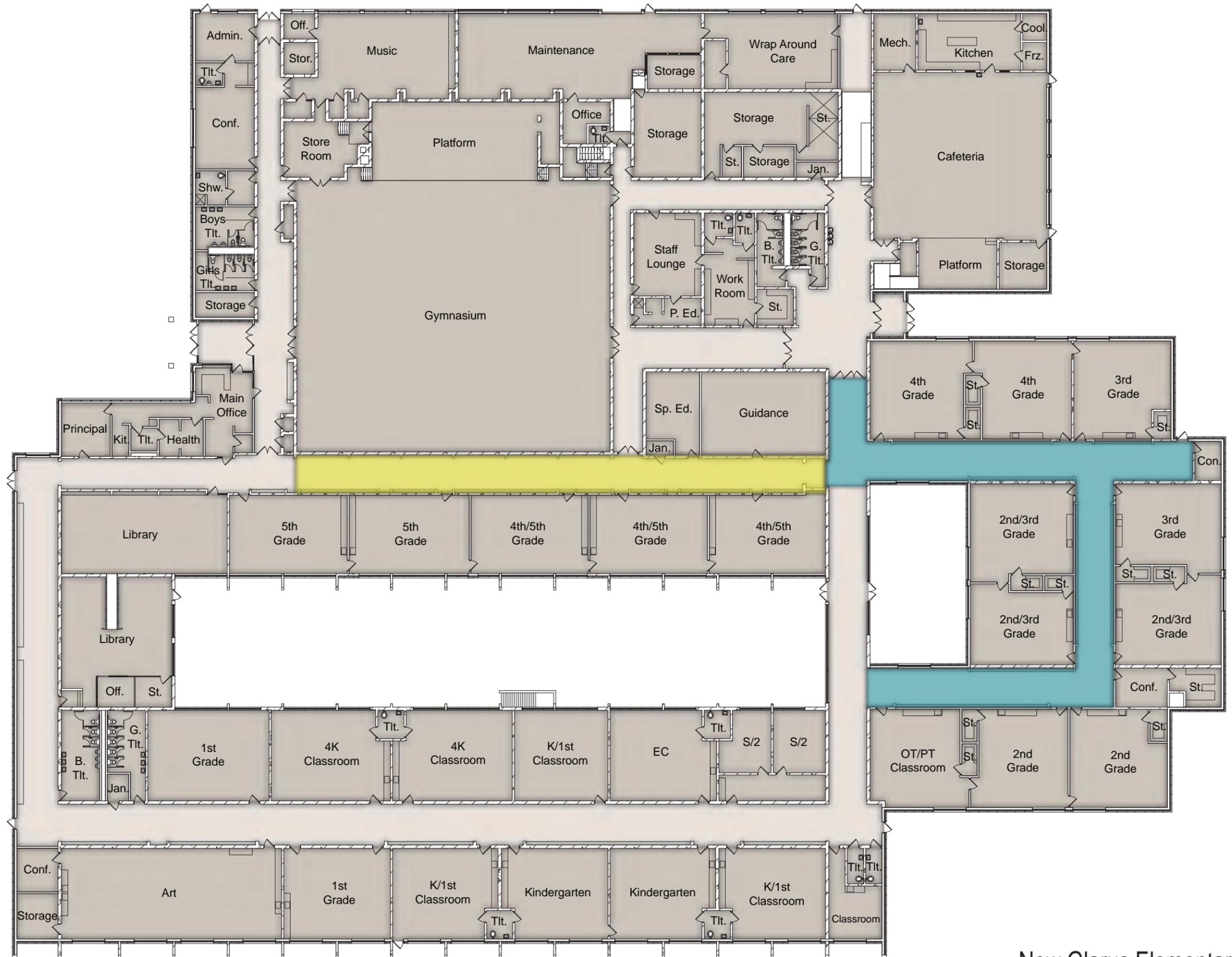
- 1. Flooring to remain
- 2. Add drywall down center of ceiling
- 3. New direct/ indirect linear pendant light fixtures
- 4. Paint walls, lockers, wood deck, wood beams, and new soffit
- 5. Add acoustical panels above lockers

- 1. New flooring and base

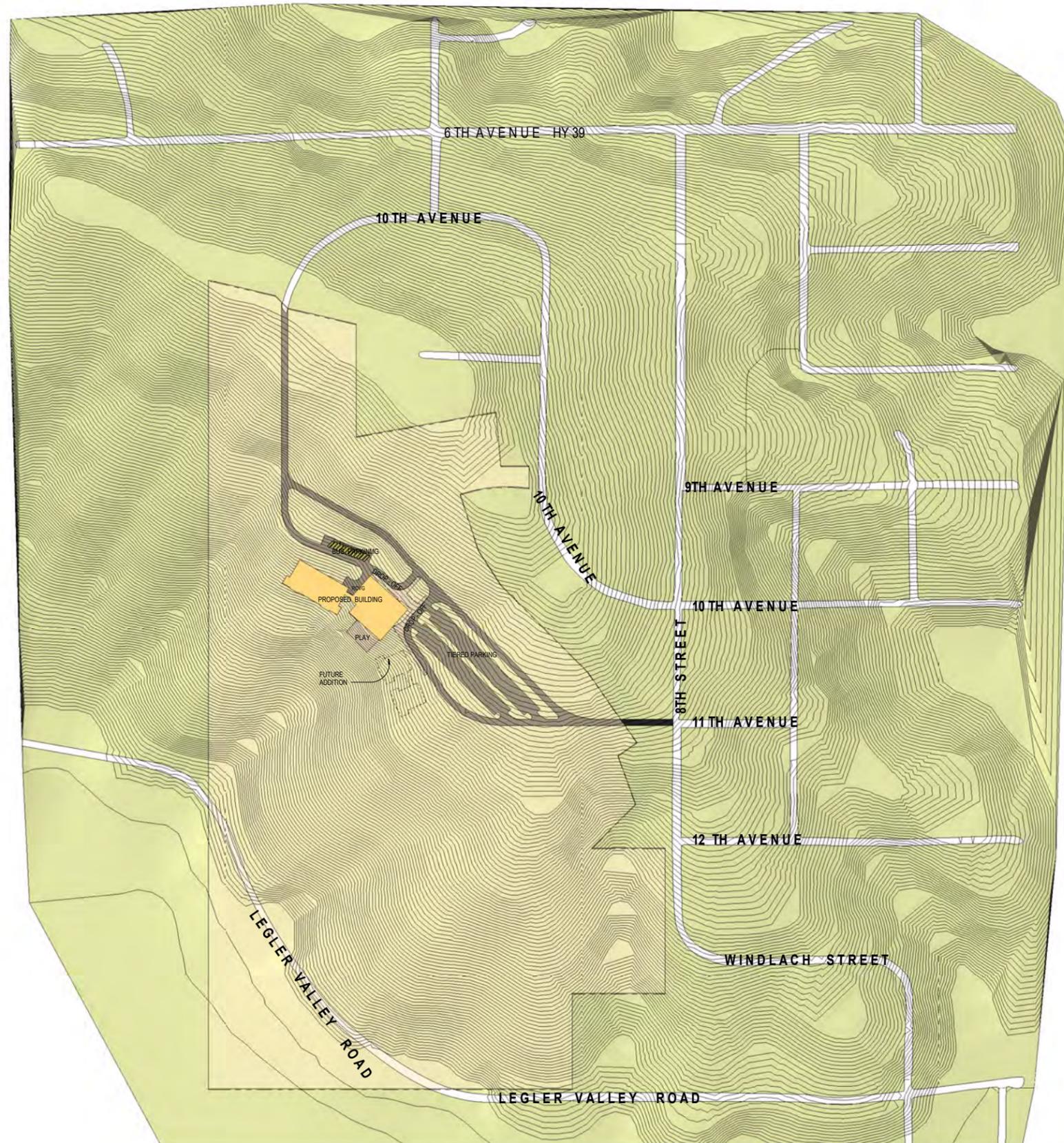
Building Infrastructure/Systems

HVAC:

- 1. Replace both rooftop air handling units







PROJECT:
NEW GLARUS HIGH SCHOOL

LOCATION:
1701 2ND ST.
NEW GLARUS,
WISCONSIN 53574

CLIENT:

RELEASE:
PRELIMINARY

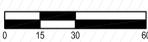
REVISIONS:

#	DATE	DESCRIPTION

NORTH ARROW:



SCALE: 1" = 30'



SEAL:

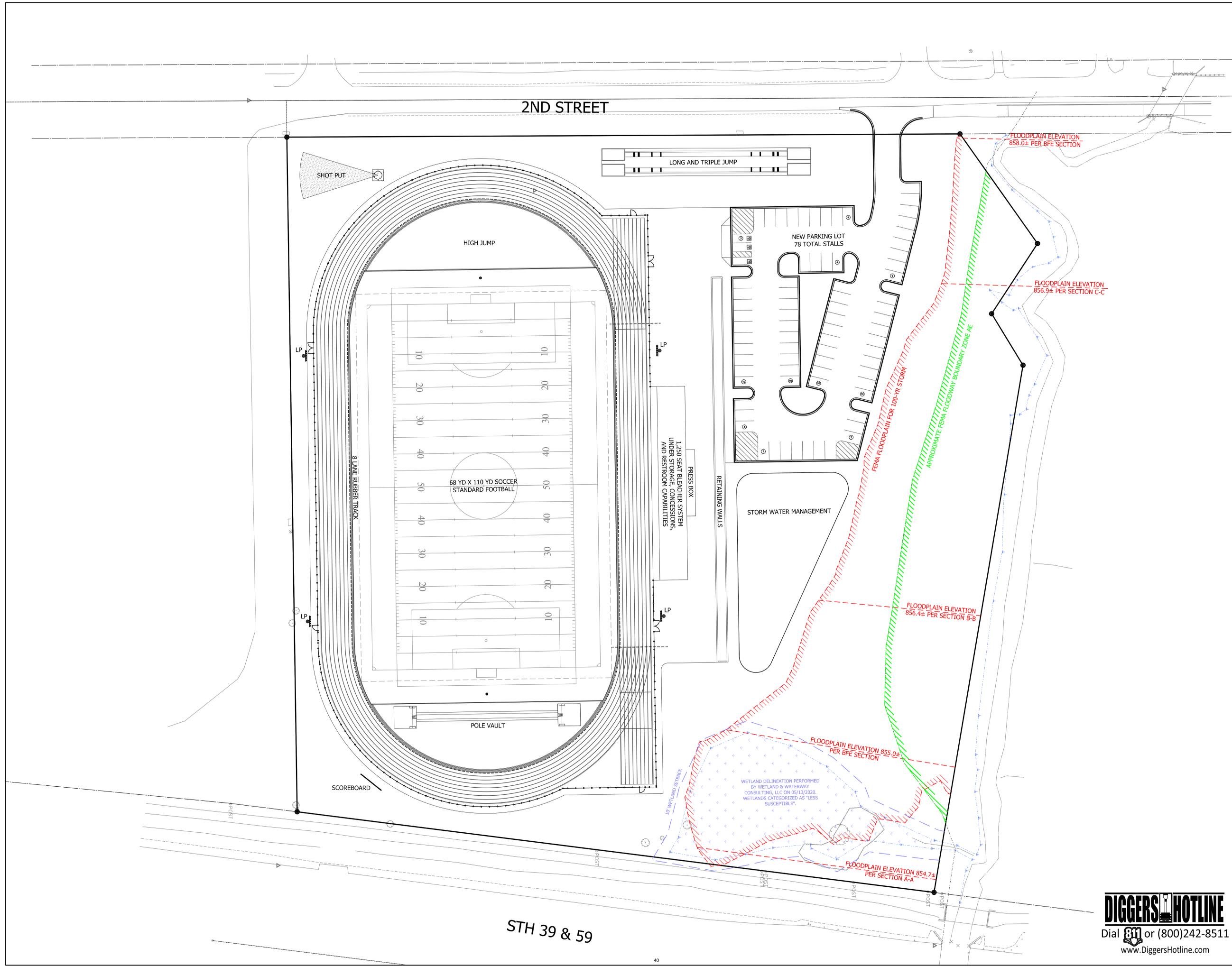
all in

SHEET:
SITE LAYOUT PLAN

PROJECT MANAGER: RB
PROJECT NUMBER: 200364.01
DATE: 07/10/2020

SHEET NUMBER:

C1.2



BUDGET SUMMARY IS:

- Based on conceptual scope
- Consistent with costs on similar projects
- Inclusive of inflation
- Assuming bidding starts in 2022
- Comprehensive total project costs
(materials, installation, fees, bond, contingencies, etc.)

BUDGET SUMMARY IS NOT:

- Final construction estimates
- Based on a defined scope of work / final designs
- Detailed estimate
- Inclusive of operational costs

For questions, please contact Erik Ivers, Project Manager
eivers@findorff.com | Mobile: 608.228.5068 | Office: 608.257.5321

Pre-Referendum Budget Summary

New Glarus School District

Preliminary Budget

Base Plan Project 1A: Build a 4K-2 Primary Center	
New Construction - 83,000gsf	\$21,500,000
CONSTRUCTION COST	\$21,500,000
OWNER SOFT COST	\$4,400,000
TOTAL PROJECT COST	\$25,900,000
Base Plan Project 1B: Renovate Elementary School	
Renovations	\$150,000
Capital Maintenance - AHU replacement	\$350,000
CONSTRUCTION COST	\$500,000
OWNER SOFT COST	\$100,000
TOTAL PROJECT COST	\$600,000
Base Plan Project 1C: Renovate and Expand the STEAM Areas at the Middle/High School	
Renovations + Site accommodations to south	\$800,000
CONSTRUCTION COST	\$800,000
OWNER SOFT COST	\$300,000
TOTAL PROJECT COST	\$1,100,000
TOTAL CONSTRUCTION BUDGET	\$22,800,000
TOTAL OWNER SOFT COSTS	\$4,800,000
TOTAL BASE PLAN PROJECT BUDGET	\$27,600,000

Project 2: Additional Renovations and Expansion at the Middle/High School	
New Construction / Addition	\$900,000
Renovations	\$1,500,000
CONSTRUCTION COST	\$2,400,000
OWNER SOFT COST	\$500,000
TOTAL PROJECT COST	\$2,900,000

Project 3: Build a Track and Soccer/Football Field	
New Construction / Addition	\$1,600,000
Sitework	\$3,700,000
CONSTRUCTION COST	\$5,300,000
OWNER SOFT COST	\$1,100,000
TOTAL PROJECT COST	\$6,400,000

- B. Resolution Authorizing A Taxable Tax And Revenue Anticipation Promissory Note For Cash Flow Purposes In An Amount Not To Exceed \$2,000,000



The Bank of New Glarus® and Sugar River Bank Branches

www.thebankofnewglarus.bank

CREDIT COMMITMENT FOR SCHOOL DISTRICT OF NEW GLARUS

The Bank of New Glarus (the “Bank”) is pleased to provide the School District of New Glarus (the “Borrower”) with a financing commitment for a Taxable Revolving Line of Credit for \$2,000,000 (the “Commitment”). This Commitment has been duly authorized by the Bank and is subject to the acceptance by the Borrower of the following terms and conditions.

Taxable Revolving Line of Credit

Borrower: School District of New Glarus

Type of Credit: Taxable Revolving Line of Credit

Loan Amount: \$2,000,000

Purpose: Working Capital: Immediate expenses of operating and maintaining the public instruction during the Borrower’s fiscal year.

Interest Rate: 1.94% Fixed Rate.

Notwithstanding the foregoing, at no time during the loan term shall the interest rate exceed 1.94%. In addition, in no event will the interest rate exceed that permitted by any applicable law. Interest shall be payable from the day any amount is drawn on the Taxable Revolving Line of Credit. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding.

Disbursements/

Draws: The Taxable Revolving Line of Credit is revolving so principal can be drawn and repaid in any amount(s) and/or at any time(s) during the term of the loan provided that no draw on the Taxable Revolving Line of Credit may be made after June 30th.

Closing Costs: None

Loan Fees: The Bank will not charge any origination or application fees

Collateral: The Borrower shall pledge taxes for operation and maintenance of the Borrower heretofore levied and other available current fiscal year revenues, including state

Sugar River Bank-Belleville
12 North Shore Dr.
Belleville, WI 53508
(608) 424-1520

Sugar River Bank-Brodhead
2006 1st Center Ave.
Brodhead, WI 53520
(608) 897-8607

Sugar River Bank-Juda
W2903 Main St.
Juda, WI 53550
(608) 934-5151

44

Sugar River Bank-Monroe
250 N. 18th Ave.
Monroe, WI 53566
(608) 325-3025

The Bank of New Glarus®
1101 State Road 69
New Glarus, WI 53574
(608) 527-5275

The Bank of New Glarus®
501 First St.
New Glarus, WI 53574
(608) 527-5205



aids (the "Revenues"), sufficient to pay the Taxable Revolving Line of Credit, together with the interest thereon, when due. The Revenues shall be deposited in a special fund.

Maturity/Term: 12 Month Term but no later than November 1, 2021 (the "Maturity Date"). The entire principal balance outstanding plus all accrued and unpaid interest is due on the Maturity Date.

Amortization: N/A

Prepayment: The Taxable Revolving Line of Credit may be repaid in whole or in part at any time without penalty.

Conditions: The Taxable Revolving Line of Credit shall be subject to the following requirements:

- (1) The School Board of the Borrower approves a resolution (the "Resolution") authorizing temporary borrowing pursuant to Section 67.12(8)(a)(1), Wisconsin Statutes and the Commitment at a lawfully called and conducted meeting.
- (2) Quarles & Brady LLP, Bond Counsel to the Borrower, gives an approving legal opinion stating that the Taxable Revolving Line of Credit has been lawfully authorized and is a valid and enforceable obligation of the Borrower in accordance with its terms (subject to reasonable exceptions relating to the rights of creditors)
- (3) A transcript of proceedings (including certifications from the Borrower as to its budget for the current fiscal year, including its tax levy and anticipated state aids, a no-litigation certification and certifications confirming the name and titles of the officers of the borrowing and confirming that all of the loan documents were duly and properly authorized and executed on behalf of the Borrower by such officers) is delivered at the time the Borrower receives its first disbursement or draw on the Taxable Line of Credit.
- (4) The Taxable Revolving Line of Credit is evidenced by a tax and revenue anticipation promissory note (the "Master Note") duly authorized, issued and executed by the Borrower under Section 67.12(8)(a)(1), Wisconsin Statutes. Any disbursements or draws on the Taxable Revolving Line of Credit shall be evidenced by a "Disbursement Request".
- (5) The Borrower provides its most recent audited financial statements.

All of the aforesaid shall be provided by the Borrower at the Borrower's expense.

Expiration of Commitment:

This Commitment shall be accepted by official action of the School Board of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the School Board and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on November 1, 2020. If the loan documentation required by the Bank hereunder is

not completed and the Taxable Revolving Line of Credit has not been extended by the Bank to the Borrower for any reason by November 1, 2020, then this Commitment shall expire on said date.

Very truly yours,



Name: Brianna Wethal

Title: Commercial Lender

ACCEPTANCE

This Commitment as outlined above was accepted by action of the School Board on September 28, 2020.

District President

District Clerk



School District of New Glarus

P. O. Box 7
1701 Second Street
New Glarus, WI 53574

District (608) 527-2410
Fax (608) 527-5101
www.ngsd.k12.wi.us

To: Board of Education
From: Tammy Marty, Business Manager
Re: Short Term Borrowing/Line of Credit
Date: September 28, 2020

Short term line of credit bids were sent to the following banking institutions: Bank of New Glarus, State Bank of Cross Plains – New Glarus, and Greenwoods Bank. The bids were due September 23, 2020.

The District received two responses:

- a. State Bank of Cross Plains
 - a. Amount \$2,000,000.00
 - b. Term – One year
 - c. Interest rate - 3.75%
 - d. Fee - \$0.00
 - e. Prepayment Penalty - \$0.00

- b. Bank of New Glarus
 - a. Amount - \$2,000,000
 - b. Term – One year
 - c. Interest Rate: 1.94%
 - d. Fee \$0.00
 - e. Prepayment penalty: none

Administration recommends Bank of New Glarus

**WISCONSIN SCHOOL DISTRICT
CASH FLOW BORROWING**

(Taxable Revolving Line of Credit)

PURSUANT TO SECTION 67.12(8)(a)1, WISCONSIN STATUTES

**BORROWING DOCUMENTS
FOR
2020-2021
SCHOOL YEAR
BORROWINGS
(TAXABLE ISSUE)**

Prepared By:

***Quarles & Brady* LLP**

411 EAST WISCONSIN AVENUE
MILWAUKEE, WI 53202-4497

On Behalf of:
School District of New Glarus

Telephone (414) 277-5000 (General)
(414) 277-5775 (Brian Lanser)
(414) 277-5641 (Allison Buchanan)
(414) 277-5885 (David Groose)

Telecopy Number: (414) 978-8691

General E-mail Address: tsb@quarles.com

DISTRICT CLERK'S CERTIFICATE

The undersigned, the duly qualified and acting District Clerk of School District of New Glarus, Green and Dane Counties, Wisconsin (the "District"), hereby certifies that:

1. **District Organization.** Now and at all times mentioned herein, the District was duly organized, validly existing and operating as a common school district with approximately 1,032 students offering at least grades K through 12 administered by a School Board composed of seven members.

2. **Officers and Contact Person.** The School Board members named below, whose authentic signatures or facsimiles thereof are hereto subscribed, are the duly elected, qualified and acting officers of the District presently holding the offices set forth opposite their respective names as follows:

Name	Office	Manual or Facsimile Signature
Kari Morrison	District President	_____
William Oemichen	District Vice President	_____
Larry Stuessy	District Clerk	_____
Travis Zimmerman	District Treasurer	_____

The name and telephone number of a contact person at the District is:

Name: Tammy Marty Contact Number: (608) 527-5510

3. **Authorization; Open Meeting Law Compliance.** At a lawful, open public meeting of the School Board held at 7:15 p.m., on September 28, 2020 at which at least a quorum of the members of the School Board was present in person, a resolution authorizing the District to borrow the sum of not to exceed \$2,000,000 and issue its Taxable Tax and Revenue Anticipation Promissory Note(s) (the "Notes") therefor pursuant to Section 67.12(8)(a)1, Wis. Stats. (the "Resolution"), was, on motion duly made and seconded, adopted by the following vote of the School Board: _____ yes; _____ no. Said meeting was a regular meeting of the School Board duly called, noticed, held and conducted in the manner established by the School Board and required by pertinent Wisconsin Statutes. The Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting by (i) posting notice of the meeting; (ii) providing notice to those news media which have filed a written request for notice of meetings, and (iii) by providing notice to the official newspaper of the District or, if none exists, a news medium likely to give notice in the area.

4. **Authorizing Resolution.** The Resolution has been duly recorded in the minutes of said meeting, has not been amended or revoked, and, in all other respects, is in full force and effect on the date hereof and there is no proceeding of the School Board or District electors in conflict with or in any way altering the effect of the Resolution. A true copy of the Resolution is attached hereto as Exhibit A and made a part hereof. The Commitment, the form of the Notes and Disbursement request is attached to the Resolution and also made a part hereof.

5. **Treasurer's Certificate.** Attached hereto as Exhibit B and made a part hereof is an original or true copy of the Treasurer's Certificate certifying as to the equalized value of all taxable property in the District; as to the aggregate indebtedness of the District; as to the District's tax levy and

budget; as to its compliance with the revenue limits imposed by law; and as to the revenues of the District which will be available to pay the Notes.

6. **Certificate of Estimated Receipts.** Attached hereto as **Exhibit C** and made a part hereof is an original or true copy of a Certificate of Estimated Receipts certifying as to the estimated receipts of the District for the operation and maintenance of the public instruction in the District during the current school year.

7. **Budget; Tax Levy.** The District has properly adopted a budget for the current school year setting forth expected revenues and expenditures. The tax for the operation and maintenance of the public instruction in the District (including the amount necessary to pay interest on the Notes as the same becomes due during the current school year) was voted to be collected on the next tax roll by the electors of the District at the annual meeting of the District held on August 17, 2020.

8. **No Other Borrowing.** No borrowing has been made by the District against its estimated receipts for the current school year other than as authorized by the Resolution.

9. **Record Book.** I have provided and kept and will keep a separate record book in which I recorded a full and correct statement of every step or proceeding had or taken in the course of issuing the Notes referred to herein and an adequate and correct record of all Notes issued. The District Treasurer (or other officer of the District) is prepared to keep a record of Notes received and returned to him or her.

10. **No Litigation.** There is no legislation, reorganization, proceeding, order, controversy, investigation or litigation pending or threatened in any manner questioning or affecting (a) the corporate existence or boundaries of the District; (b) the right or title of any of its officers to his or her respective office; (c) any of the proceedings authorizing the issuance of the Notes; (d) the validity or enforceability of the Notes; (e) the budget or any of the taxes heretofore voted or levied by the District; or (f) any amounts pledged for the payment of the Notes under the Resolution.

11. **Financial Condition.** The District has not defaulted within the last 20 years on any debt obligation and has never filed a petition in bankruptcy. There is no litigation or investigation pending, or to the best of the District's knowledge, threatened where an unfavorable decision, ruling or finding would have a materially adverse effect on the District's financial condition or would materially adversely affect the validity or enforceability of the Notes or any of the financing documents or the ability of the District to perform its obligations thereunder.

12. **Execution of Notes.** The District President and I have executed the Notes evidencing such borrowing in our respective official capacities. The official seal of the District, if any, has been impressed on the Notes.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity effective October 6, 2020.

Larry Stuessy
District Clerk

Approved as correct:

Kari Morrison
District President

Travis Zimmerman
District Treasurer

3. **Notification of Media.** On the _____ day of _____, 20__ at approximately _____ o'clock __.m., I communicated or caused to be communicated, the time, date, place and subject matter (including specific reference to the borrowing) of said School Board meeting to those news media who have filed a written request for such notice, and to the official newspaper of the School District, or, if none exists, to a news medium likely to give notice in the area.

4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the School Board which was called, noticed, held and conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.

**SPECIAL NOTICE TO SCHOOL BOARD MEMBERS
REGARDING SPECIAL SCHOOL BOARD MEETINGS**

5. **Special Meeting.** If said meeting was a special meeting, see Section 120.11(2) of the Wisconsin Statutes and complete this section:

On the _____ day of _____, 20__ at approximately _____ o'clock __.m., notice of the time and place of said special School Board meeting was:



given in a manner likely to give the school board member notice of the meeting.

OR * OR * OR

Prior written notification was not provided to each School Board member in the manner prescribed in Section 120.11(2) of the Wisconsin Statutes but (check the appropriate box):

all School Board members were present and consented to the holding of the meeting; or,

all School Board members were not present but absent members have since consented in writing to the meeting having been held in their absence.

Name:

Title:

Attest:

Name:

Title:

(SEAL)

(Note:

Questions regarding this form or open meeting law compliance generally should be directed to local counsel or Quarles & Brady LLP.)

Exhibit A

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION
PROMISSORY NOTE FOR CASH FLOW PURPOSES
IN AN AMOUNT NOT TO EXCEED \$2,000,000**

WHEREAS, the School District of New Glarus, Green and Dane Counties, Wisconsin (the "District"), may be in temporary need of funds from time to time in an amount not to exceed \$2,000,000 outstanding at any one time to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year (the "Expenses");

WHEREAS, the school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money for such Expenses;

WHEREAS, The Bank of New Glarus (the "Bank") has agreed to provide the District with a taxable revolving line of credit (the "Line of Credit") to cover such Expenses which Line of Credit shall be authorized by this Resolution in accordance with the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, as required by Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed pursuant to the Line of Credit shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, and together with any other borrowings for such purposes during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk;

WHEREAS, any draws or disbursements pursuant to the Line of Credit shall be made on or before June 30 of the current school year, and the Line of Credit shall repaid in full by November 1 of the next school year;

WHEREAS, the tax for the operation and maintenance of the schools of the District for the current school year has been voted to be collected on the next tax roll prior to the adoption of this Resolution; and,

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization**. The District be authorized to borrow funds for the purpose of paying the immediate expenses of operating and maintaining the public instruction in the District pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, from the Bank from time to time as needed pursuant to the Line of Credit so that the amount outstanding at any one time does not exceed \$2,000,000 in accordance with the terms and conditions of the Bank's commitment letter attached hereto as Exhibit A-1 (the "Commitment"). To the extent the District has a policy regarding borrowing with requirements that are not met with respect to this financing, such policy requirements are hereby waived.

2. **Terms of the Note(s).** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Bank, as set forth below, for and on behalf of the District, its Taxable Tax and Revenue Anticipation Promissory Note (the "Note") payable to the Bank.

The Note shall be dated as of its date of issuance; shall bear interest at the fixed rate of 1.94% per annum from the respective dates the outstanding principal amounts are advanced until paid; and shall have a 12 month term but shall mature no later than November 1 of the following fiscal year. In no event will the interest rate on the Note exceed the rate permitted by applicable law. Interest on the Note shall be paid from the date of the Note monthly on the last business day of the month until the Note is repaid or matures. The Note is subject to optional redemption at the option of the District at any time.

3. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** So long as the Note, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Note) shall be and continues irrepealable. The District shall segregate in a special fund, tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Note as the same becomes due. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note. If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (i.e. deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

4. **Form, Execution and Payment of Note; Disbursement Requests; Appointment of Acting Officers.** The Note shall be issued as a master note and delivered to the Bank in substantially the form attached hereto as Exhibit B-1 (the "Master Note"). Any disbursements under the Master Note shall be made pursuant to a disbursement request in substantially the form attached hereto as Exhibit C-1 (the "Disbursement Request"). The Master Note and any Disbursement Requests shall be executed on behalf of the District by the District President and District Clerk, or other authorized officer under Section 120.05, Wisconsin Statutes to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Bank. A facsimile signature of either of the officers may be imprinted on the Master Note in lieu of the manual signature of such officer, but unless the District has contracted with a fiscal agent under Section 67.10(2), Wisconsin Statutes, at least one of the signatures shall be manual. In the event that any of the officers whose signatures appear on the Master Note shall cease to be such officers before the delivery of the Master Note or any Disbursement Request, such signatures shall, nevertheless, be valid and sufficient for the purposes to the same extent as if they remained in office until such delivery. The Master Note and any Disbursement Request shall be payable in lawful money of the United States of America by the District Clerk or District Treasurer. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints the Vice President to discharge the duties of the President and any one of the other School Board members to discharge the duties of the District Clerk as Acting Clerk in connection with the issuance of the Master Note and any Disbursement Request in the event the President and/or the District Clerk are unable to discharge such duties due to disability or absence.

5. **Certification and Draw Request; Disbursement.** The appropriate officers and agents are hereby authorized and directed to present any certifications or other documents requested by the Bank at the times amounts are borrowed pursuant to this Resolution. Each draw or disbursement under the Master Note shall be evidenced by a Disbursement Request to be delivered to the Bank.

6. **Summary of Disbursements.** The District hereby directs the Bank to keep a record of the amounts disbursed pursuant to this Resolution and any Disbursement Request on Exhibit D-1.

7. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 28th day of September, 2020.

By: _____
Kari Morrison
District President

(SEAL)

And: _____
Larry Stuessy
District Clerk

Exhibit A-1



The Bank of New Glarus® and Sugar River Bank Branches

www.thebankofnewglarus.bank

CREDIT COMMITMENT FOR SCHOOL DISTRICT OF NEW GLARUS

The Bank of New Glarus (the "Bank") is pleased to provide the School District of New Glarus (the "Borrower") with a financing commitment for a Taxable Revolving Line of Credit for \$2,000,000 (the "Commitment"). This Commitment has been duly authorized by the Bank and is subject to the acceptance by the Borrower of the following terms and conditions.

Taxable Revolving Line of Credit

<u>Borrower:</u>	School District of New Glarus
<u>Type of Credit:</u>	Taxable Revolving Line of Credit
<u>Loan Amount:</u>	\$2,000,000
<u>Purpose:</u>	Working Capital: Immediate expenses of operating and maintaining the public instruction during the Borrower's fiscal year.
<u>Interest Rate:</u>	1.94% Fixed Rate.

Notwithstanding the foregoing, at no time during the loan term shall the interest rate exceed 1.94%. In addition, in no event will the interest rate exceed that permitted by any applicable law. Interest shall be payable from the day any amount is drawn on the Taxable Revolving Line of Credit. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding.

Disbursements/ Draws:

The Taxable Revolving Line of Credit is revolving so principal can be drawn and repaid in any amount(s) and/or at any time(s) during the term of the loan provided that no draw on the Taxable Revolving Line of Credit may be made after June 30th.

Closing Costs:

None

Loan Fees:

The Bank will not charge any origination or application fees

Collateral:

The Borrower shall pledge taxes for operation and maintenance of the Borrower heretofore levied and other available current fiscal year revenues, including state

Sugar River Bank-Belleville
12 North Shore Dr.
Belleville, WI 53508
(608) 424-1520

Sugar River Bank-Brodhead
2006 1st Center Ave.
Brodhead, WI 53520
(608) 897-8607

Sugar River Bank-Juda
W2903 Main St.
Juda, WI 53550
(608) 934-5151

Sugar River Bank-Monroe
250 N. 18th Ave.
Monroe, WI 53566
(608) 325-3025

The Bank of New Glarus®
1101 State Road 69
New Glarus, WI 53574
(608) 527-5275

The Bank of New Glarus®
501 First St.
New Glarus, WI 53574
(608) 527-5205



aids (the "Revenues"), sufficient to pay the Taxable Revolving Line of Credit, together with the interest thereon, when due. The Revenues shall be deposited in a special fund.

Maturity/Term: 12 Month Term but no later than November 1, 2021 (the "Maturity Date"). The entire principal balance outstanding plus all accrued and unpaid interest is due on the Maturity Date.

Amortization: N/A

Prepayment: The Taxable Revolving Line of Credit may be repaid in whole or in part at any time without penalty.

Conditions: The Taxable Revolving Line of Credit shall be subject to the following requirements:

- (1) The School Board of the Borrower approves a resolution (the "Resolution") authorizing temporary borrowing pursuant to Section 67.12(8)(a)(1), Wisconsin Statutes and the Commitment at a lawfully called and conducted meeting.
- (2) Quarles & Brady LLP, Bond Counsel to the Borrower, gives an approving legal opinion stating that the Taxable Revolving Line of Credit has been lawfully authorized and is a valid and enforceable obligation of the Borrower in accordance with its terms (subject to reasonable exceptions relating to the rights of creditors)
- (3) A transcript of proceedings (including certifications from the Borrower as to its budget for the current fiscal year, including its tax levy and anticipated state aids, a no-litigation certification and certifications confirming the name and titles of the officers of the borrowing and confirming that all of the loan documents were duly and properly authorized and executed on behalf of the Borrower by such officers) is delivered at the time the Borrower receives its first disbursement or draw on the Taxable Line of Credit.
- (4) The Taxable Revolving Line of Credit is evidenced by a tax and revenue anticipation promissory note (the "Master Note") duly authorized, issued and executed by the Borrower under Section 67.12(8)(a)(1), Wisconsin Statutes. Any disbursements or draws on the Taxable Revolving Line of Credit shall be evidenced by a "Disbursement Request".
- (5) The Borrower provides its most recent audited financial statements.

All of the aforesaid shall be provided by the Borrower at the Borrower's expense.

Expiration of Commitment:

This Commitment shall be accepted by official action of the School Board of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the School Board and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on November 1, 2020. If the loan documentation required by the Bank hereunder is

not completed and the Taxable Revolving Line of Credit has not been extended by the Bank to the Borrower for any reason by November 1, 2020, then this Commitment shall expire on said date.

Very truly yours,



Name: Brianna Wethal

Title: Commercial Lender

ACCEPTANCE

This Commitment as outlined above was accepted by action of the School Board on September 28, 2020.

District President

District Clerk

EXHIBIT B-1

(Master Note)

UNITED STATES OF AMERICA
STATE OF WISCONSIN
GREEN AND DANE COUNTIES
SCHOOL DISTRICT OF NEW GLARUS

TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

DATED OCTOBER 6, 2020

MASTER NOTE

FOR VALUE RECEIVED, the School District of New Glarus, Green and Dane Counties, Wisconsin (the "District") hereby acknowledges itself to owe and promises to pay in lawful money of the United States of America to The Bank of New Glarus, or registered assigns (the "Bank"), on or before October 6, 2021 (the "Maturity Date"), the sum of not to exceed TWO MILLION DOLLARS (\$2,000,000), (but only so much as shall have been advanced and remain outstanding) together with interest on the unpaid principal balance from the respective dates the outstanding principal amounts were advanced at the fixed rate of 1.94% per annum. Moreover, in no event will the interest rate on the Note exceed the rate permitted by applicable law. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding. This is a revolving Note so principal can be drawn and repaid in any amounts and/or at any time prior to the Maturity Date; provided, however, that no draws be made after June 30, 2021. Disbursements of the proceeds of this Note shall be made by the Bank to the District from time to time within two (2) business days after the receipt of one or more Disbursement Requests in the form attached to the Resolution as Exhibit C-1. During the term of this Master Note, multiple disbursements may be made so long as the total amount outstanding at any time during the term of this Note does not exceed TWO MILLION DOLLARS (\$2,000,000). The Bank shall record such disbursements and corresponding principal repayment schedule on a cumulative basis in the format attached to the Resolution as Exhibit D-1.

The principal and interest on this Note will be paid by the District Clerk or District Treasurer at the District office: 1701 Second Street, New Glarus, Wisconsin.

Interest shall be paid based on the actual number of days elapsed over a 365 day year.

This Note may be prepaid by the District at any time without penalty.

This Note is issued pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, for the public purpose of paying the immediate expenses of operating and maintaining the public instruction in the District during the current school year; does not exceed one half of the estimated receipts for the operation and maintenance of the District for the current school year and shall not extend beyond November 1 of the next school year as authorized by a resolution of the governing body of the District duly adopted at a lawful open meeting held on September 28, 2020. Said resolution is recorded in the official minutes of said governing body for said date.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that the District has irrevocably pledged taxes heretofore levied and other revenues, including state aids, sufficient to pay this Note, together with interest thereon, when and as payable.

IN WITNESS WHEREOF, the District, by its governing body, has caused this Note to be executed by its duly qualified officers and to be sealed with its official or corporate seal, if any, as of the day and year first above written.

COPY

By:

Kari Morrison
District President

(SEAL)

And:

Larry Stuessy
District Clerk

EXHIBIT C-1

(Disbursement Request)

UNITED STATES OF AMERICA
STATE OF WISCONSIN
GREEN AND DANE COUNTIES
SCHOOL DISTRICT OF NEW GLARUS
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

DISBURSEMENT REQUEST

No. _____

\$ _____

For value received, the School District of New Glarus, Green and Dane Counties, Wisconsin (the "District"), acting by and through its School Board (the "Governing Body"), and pursuant to a resolution adopted by the Governing Body on September 28, 2020 (the "Resolution") and the District's Taxable Tax and Revenue Anticipation Promissory Note, dated October 6, 2020, in the maximum outstanding principal amount of \$2,000,000 (the "Master Note"), requests the disbursement of \$ _____, which when added to the previous disbursements made pursuant to the Master Note which are outstanding and have not been repaid as of the date of this Disbursement Request, represents a total amount outstanding as of the date of this Disbursement Request of \$ _____ which amount does not exceed \$2,000,000.

This Disbursement Request shall be subject to the terms and provisions of the Master Note.

The undersigned hereby certify that the total amount borrowed by the District during the current school year pursuant to Section 67.12(8)(a), Wisconsin Statutes, including the amount borrowed pursuant to this Disbursement Request and all amounts previously borrowed pursuant to the Master Note or other tax and revenue anticipation promissory notes issued pursuant to Section 67.12(8)(a), Wisconsin Statutes, does not exceed one-half the estimated receipts for the operation and maintenance of the District for the current school year.

The undersigned further certify that as of the date of this Disbursement Request, there is no legislation, reorganization, proceeding, order, controversy, investigation or litigation pending or threatened in any manner questioning or affecting (a) the corporate existence or boundaries of the District; (b) the right or title of any of its officers to his or her respective office; (c) any of the proceedings authorizing the issuance of the Notes; (d) the validity or enforceability of the Notes; (e) the budget or any of the taxes heretofore voted or levied by the District; or (f) any amounts pledged for the payment of the Notes under the Resolution.

IN WITNESS WHEREOF, said District, by its Governing Body, has caused this Disbursement Request to be executed by the District and its corporate seal (if any) to be hereunto affixed, as of this ____ day of _____, 20__.

SCHOOL DISTRICT OF NEW GLARUS,
WISCONSIN

Karl Morrison
District President

(SEAL)

Larry Stuessy
District Clerk

COPY

EXHIBIT D-1

\$2,000,000

SCHOOL DISTRICT OF NEW GLARUS, WISCONSIN
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Number of Disbursement Request</u>	<u>Date of Disbursement</u>	<u>Amount of Disbursement</u>	<u>Date of Repayment</u>	<u>Principal Repaid</u>	<u>Available Principal Under Master Note</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COPY

Exhibit B

TREASURER'S CERTIFICATE

The undersigned, Treasurer of School District of New Glarus (the "District"), hereby certifies that:

1. **Equalized Value.** The full value of all taxable property located within the District (*including any property located in tax incremental districts*), as last equalized for State purposes by the Wisconsin Department of Revenue, is \$[] as verified by the Department of Revenue Certificate of Full Equalized Value attached hereto.

2. **Outstanding Indebtedness.** The total outstanding general obligation indebtedness and obligations of the District of \$8,398,672.21 plus *the tax and revenue anticipation promissory notes issued this date* (the "Notes") of \$2,000,000, aggregates not more than \$10,398,672.21.

3. **Budgeted Expenses.** The aggregate amount of budgeted expenses for the operation and maintenance of the public instruction in the District during the current school year is \$13,410,470.26 (including Funds 10, 27, 50 and 80, *excluding any interfund transfer* and excluding Funds 30 and 40).

4. **Unexpended Budgeted Expenses.** The aggregate amount of budgeted expenses for operation and maintenance (including Fund 10, 27, 50 and 80, *excluding any interfund transfer* and excluding Funds 30 and 40) that has not been expended as of this date is greater than the aggregate principal amount of the Notes.

5. **Current Taxes.** The aggregate amount of non-delinquent current year taxes which has not been paid over or received as of the date hereof and which can be used, when received, for payment of the expenses of operating and maintaining the schools of the District during the current school year is:

Taxes not yet received	\$6,059,203.00
(minus)	
Debt service portion	<u>\$1,910,414.00</u>
(equals)	
Tax available for operation and maintenance expenses	<u>\$4,148,789.00</u>

6. **Late Taxes.** The District anticipates that it will receive approximately \$1,630,000 of the taxes heretofore levied for operation and maintenance after the end of the current school year. Said tax monies are expected to be received on or before August 20 of the following school year in accordance with Section 74.29, Wisconsin Statutes.

7. **Taxes Unencumbered; Compliance with Revenue Limits.** Except for taxes for debt service, none of the taxes heretofore levied have been pledged or assigned; none of such taxes must be segregated, when paid over and received, in any special account (other than to repay the Notes); and all of such taxes are available to repay the Notes. The District complies with and has covenanted to remain in compliance with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

8. **General State Aids.** The aggregate amount of general state aids (equalization aid) which has not been paid over or received as of the date hereof and which can be used, when received, for payment of the expenses of operating and maintaining the public instruction in the District during the current school year is \$5,237,820.00 (total general state aid of \$6,123,455.00 *less* amounts expected to be received to date of this Certificate of \$885,635.00). All of such general state aids are available to repay the Notes.

9. **Use of Proceeds; Outstanding Notes.** The proceeds of the Notes issued this date shall be used for immediate expenses of operating and maintaining the public instruction in the District. The District previously issued taxable tax and revenue anticipation promissory note(s) in the aggregate principal amount of not to exceed \$2,000,000 dated October 2, 2019 which have been repaid on or before October 2, 2020.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity effective October 6, 2020.

Travis Zimmerman
District Treasurer

Equalized Value Certificate
will be attached hereto

(Q&B has obtained a current copy on your behalf.
Please contact us at tsb@quarles.com if you would like us to send you a copy.)

Exhibit C

CERTIFICATE OF ESTIMATED RECEIPTS

The undersigned, District Clerk of School District of New Glarus, Wisconsin (the "District"), hereby certifies that the estimated receipts of the District available for payment of the expenses of the operation and maintenance of the public instruction in the District during the current school year (including Funds 10, 27, 50 and 80, *excluding any interfund transfer* and excluding Funds 30 and 40) are as follows:

1. Local taxes levied for operation and maintenance of the District for the current school year (other than taxes levied for debt service)	\$4,148,789.00
2. General State Aid (Equalization Aid)	\$6,123,455.00
3. State Categorical Aids (e.g., Special Education, Driver's Education, Transportation, Library, SAGE, Computer Aid and/or Integration Aids)	\$1,140,946.00
4. SEE ATTACHED SHEET	<u>\$1,993,176.45</u>
TOTAL ESTIMATED OPERATION AND MAINTENANCE RECEIPTS	<u>\$13,406,366.45</u>

IN WITNESS WHEREOF, the undersigned has executed this Certificate in his or her official capacity on the date set forth beneath his or her signature.

Larry Stuessy
District Clerk

Date: September 28, 2020

MOBILE HOME TAX	6,600.00
NON-CAP FOR RESALE	1,250.00
ADMISSIONS	22,880.00
INTEREST ON INVESTMENTS	16,000.00
STUDENT FEES/TEXTBOOK RENTAL	9,550.00
RENTALS	8,166.00
STUDENT FEES/TEXTBOOK RENTAL	29,520.00
STU. FINES	510.00
TRANSIT AID NON SPEC ED WI SCH	-
CO-CURR REVENUE	8,000.00
TUITION OPEN ENROLLMENT	954,495.00
SPECIAL PROJECT GRANTS	7,780.00
STATE REV THRU LOCAL GOVT	4,000.00
SPECIAL PROJECT GRANT	37,072.00
TITLE I	27,161.00
	-
PRIOR YEAR EXP	41,530.00
MISC. REFUND	1,000.00
	<u>1,175,514.00</u>
SPECIAL PROJECT GRANT	213,266.00
FED AID THRU STATE (NON-DPI)	50,000.00
	<u>263,266.00</u>
PUPILS	363,396.25
ADULTS	7,988.75
OTHER FOOD SERV. SALES	27,825.00
FOOD SERVICE STATE AIDS	6,959.26
OTHER FEDERAL AIDS	21,523.69
FOOD SERVICE AID-FEDERAL	126,703.50
	<u>554,396.45</u>
	 1,993,176.45

COMPUTATION SHEET

(See Instructions on Previous Page)

	<u>Beginning Cash Position</u>	(minus)	<u>Estimated Expenditures</u>	(plus)	<u>Estimated Receipts</u>	(equals) <u>Cumulative Surplus Or Deficit At Month End</u>
Jul	\$2,175,000.00		\$1,327,045.00		\$234,631.00	\$1,082,586.00
Aug	\$1,082,586.00		\$1,112,312.00		\$1,711,543.00	\$1,681,817.00
Sep	\$1,681,817.00		\$1,096,777.00		\$953,787.00	\$1,538,827.00
Oct	\$1,538,827.00		\$1,096,777.00		\$82,676.00	\$524,726.00
Nov	\$524,726.00		\$1,069,327.00		\$118,165.00	\$(426,436.00)
Dec	\$(426,436.00)		\$1,096,777.00		\$1,721,201.00	\$197,988.00
Jan	\$197,988.00		\$1,096,777.00		\$2,669,615.00	\$1,770,826.00
Feb	\$1,770,826.00		\$1,096,777.00		\$145,615.00	\$819,664.00
Mar	\$819,664.00		\$1,096,777.00		\$2,330,797.00	\$2,053,684.00
Apr	\$2,053,684.00		\$1,096,777.00		\$270,676.00	\$1,227,583.00
May	\$1,227,583.00		\$1,096,777.00		\$82,676.00	\$213,482.00
Jun	\$213,482.00		\$1,150,000.00		\$2,800,000.00	\$1,863,482.00
		Total:	\$13,460,350.00		\$13,148,832.00	

<u>Working Capital Deficit</u> (This figure is any cumulative deficit figure above or on the attached weekly breakdown)	\$	426,436.00
<u>PLUS</u> a reasonable working capital reserve	\$	
(5% of Prior Year's Actual Working Capital Expenditures)		90,000.00
<u>EQUALS</u> Maximum Permissible Borrowing Amount (if tax-exempt borrowing)	\$	516,436.00

COMPUTATION OF DISTRICT CASH FLOW TO MATURITY

Please continue the District's cash flow calculations through the maturity date of its cash flow borrowing. This extended cash flow computation helps the prospective purchasers identify the revenue sources available to repay the District's cash flow borrowing.

	<u>Beginning Cash Position</u>	(minus)	<u>Estimated Expenditures**</u>	(plus)	<u>Estimated Receipts***</u>	(equals) <u>Cumulative Surplus Or Deficit At Month End</u>
Jul*	\$1,863,482.00		\$1,327,045.00		\$234,631.00	\$771,068.00
Aug	\$771,068.00		\$1,112,312.00		\$1,630,000.00	\$1,288,756.00
Sep	\$1,288,756.00		\$1,200,000.00		\$970,000.00	\$1,058,756.00
Oct	\$1,058,756.00		\$985,000.00		\$70,000.00	\$143,756.00

* This amount should be ending balance from prior page plus proceeds of any cash flow borrowing undertaken during the fiscal year which are expected to be on hand as of July 1.

** Include the repayment of the principal and interest on the cash flow borrowing.

*** Include late taxes and any other amounts received prior to maturity of the Notes which are available to repay the Notes.

WEEKLY COMPUTATION OF CASH FLOW*

FOR THE MONTH OF NOVEMBER

	<u>Beginning Cash Position</u>	(minus)	<u>Estimated Expenditures</u>	(plus)	<u>Estimated Receipts</u>	(equals) <u>Cumulative Surplus Or Deficit At Month End</u>
Week 1	\$524,726.00		\$1,664.00		\$22,000.00	\$545,062.00
Week 2	\$545,062.00		\$823,545.00		\$13,765.00	\$(264,718.00)
Week 3	\$(264,718.00)		\$102,950.00		\$68,400.00	\$(299,268.00)
Week 4	\$(299,268.00)		\$141,168.00		\$14,000.00	\$(426,436.00)
		Total:	\$1,069,327.00		\$118,165.00	

* If the District's maximum cash flow deficit occurs within any particular month, rather than at month-end, prepare a week-to-week (or day-to-day) breakdown to show the timing and amount of the maximum cash flow deficit.

UNITED STATES OF AMERICA
STATE OF WISCONSIN
GREEN AND DANE COUNTIES
SCHOOL DISTRICT OF NEW GLARUS

TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

DATED OCTOBER 6, 2020

MASTER NOTE

FOR VALUE RECEIVED, the School District of New Glarus, Green and Dane Counties, Wisconsin (the "District") hereby acknowledges itself to owe and promises to pay in lawful money of the United States of America to The Bank of New Glarus, or registered assigns (the "Bank"), on or before October 6, 2021 (the "Maturity Date"), the sum of not to exceed TWO MILLION DOLLARS (\$2,000,000), (but only so much as shall have been advanced and remain outstanding) together with interest on the unpaid principal balance from the respective dates the outstanding principal amounts were advanced at the fixed rate of 1.94% per annum. Moreover, in no event will the interest rate on the Note exceed the rate permitted by applicable law. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding. This is a revolving Note so principal can be drawn and repaid in any amounts and/or at any time prior to the Maturity Date; provided, however, that no draws be made after June 30, 2021. Disbursements of the proceeds of this Note shall be made by the Bank to the District from time to time within two (2) business days after the receipt of one or more Disbursement Requests in the form attached to the Resolution as Exhibit C-1. During the term of this Master Note, multiple disbursements may be made so long as the total amount outstanding at any time during the term of this Note does not exceed TWO MILLION DOLLARS (\$2,000,000). The Bank shall record such disbursements and corresponding principal repayment schedule on a cumulative basis in the format attached to the Resolution as Exhibit D-1.

The principal and interest on this Note will be paid by the District Clerk or District Treasurer at the District office: 1701 Second Street, New Glarus, Wisconsin.

Interest shall be paid based on the actual number of days elapsed over a 365 day year.

This Note may be prepaid by the District at any time without penalty.

This Note is issued pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, for the public purpose of paying the immediate expenses of operating and maintaining the public instruction in the District during the current school year; does not exceed one half of the estimated receipts for the operation and maintenance of the District for the current school year and shall not extend beyond November 1 of the next school year as authorized by a resolution of the governing body of the District duly adopted at a lawful open meeting held on September 28, 2020. Said resolution is recorded in the official minutes of said governing body for said date.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that the District has irrevocably pledged taxes heretofore levied and other revenues, including state aids, sufficient to pay this Note, together with interest thereon, when and as payable.

IN WITNESS WHEREOF, the District, by its governing body, has caused this Note to be executed by its duly qualified officers and to be sealed with its official or corporate seal, if any, as of the day and year first above written.

By: _____
Kari Morrison
District President

(SEAL)

And: _____
Larry Stuessy
District Clerk

UNITED STATES OF AMERICA
STATE OF WISCONSIN
GREEN AND DANE COUNTIES
SCHOOL DISTRICT OF NEW GLARUS
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE
DISBURSEMENT REQUEST

No. _____

\$ _____

For value received, the School District of New Glarus, Green and Dane Counties, Wisconsin (the "District"), acting by and through its School Board (the "Governing Body"), and pursuant to a resolution adopted by the Governing Body on September 28, 2020 (the "Resolution") and the District's Taxable Tax and Revenue Anticipation Promissory Note, dated October 6, 2020, in the maximum outstanding principal amount of \$2,000,000 (the "Master Note"), requests the disbursement of \$ _____, which when added to the previous disbursements made pursuant to the Master Note which are outstanding and have not been repaid as of the date of this Disbursement Request, represents a total amount outstanding as of the date of this Disbursement Request of \$ _____ which amount does not exceed \$2,000,000.

This Disbursement Request shall be subject to the terms and provisions of the Master Note.

The undersigned hereby certify that the total amount borrowed by the District during the current school year pursuant to Section 67.12(8)(a), Wisconsin Statutes, including the amount borrowed pursuant to this Disbursement Request and all amounts previously borrowed pursuant to the Master Note or other tax and revenue anticipation promissory notes issued pursuant to Section 67.12(8)(a), Wisconsin Statutes, does not exceed one-half the estimated receipts for the operation and maintenance of the District for the current school year.

The undersigned further certify that as of the date of this Disbursement Request, there is no legislation, reorganization, proceeding, order, controversy, investigation or litigation pending or threatened in any manner questioning or affecting (a) the corporate existence or boundaries of the District; (b) the right or title of any of its officers to his or her respective office; (c) any of the proceedings authorizing the issuance of the Notes; (d) the validity or enforceability of the Notes; (e) the budget or any of the taxes heretofore voted or levied by the District; or (f) any amounts pledged for the payment of the Notes under the Resolution.

IN WITNESS WHEREOF, said District, by its Governing Body, has caused this Disbursement Request to be executed by the District and its corporate seal (if any) to be hereunto affixed, as of this ____ day of _____, 20__.

SCHOOL DISTRICT OF NEW GLARUS,
WISCONSIN

Kari Morrison
District President

(SEAL)

Larry Stuessy
District Clerk

\$2,000,000

SCHOOL DISTRICT OF NEW GLARUS, WISCONSIN
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Number of Disbursement Request</u>	<u>Date of Disbursement</u>	<u>Amount of Disbursement</u>	<u>Date of Repayment</u>	<u>Principal Repaid</u>	<u>Available Principal Under Master Note</u>
_____	_____	\$ _____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

C. Summer School Report



New Glarus School District
 FY 2020-2021 Summer and Interim Session

Per Wisconsin Statute §121.05, the district is required to maintain this signature page on file at the district. Do not send to the Department.

New Glarus (3934)
 PO Box 7
 New Glarus WI 53574-0007
 CESA #02
 Green County (23)

Officially submitted by user ID Leich on **Tuesday, September 15, 2020 at 2:47:07 PM**

Last data amendment was made by user ID Leich on **Tuesday, September 15, 2020 at 2:47:07 PM**

Reporting District	
<p>Did you offer academic summer session courses?</p> <p>If Yes, confirm that the courses took place during the summer months in between school terms.</p>	Yes
<p>Did you offer academic interim session courses?</p> <p>If Yes, confirm that you are a year round school that had no more than 45 calendar days between consecutive sessions during which hours of instruction are counted to meet the requirement of s. 121.02(1)(f) Stats.</p>	No
<p>Were students required to pay a fee for participation in any of the academic courses included in this report?</p> <p>If Yes, review guidelines and other materials regarding summer membership at the following site: http://dpi.wi.gov/sfs/children/summer-school to verify the fee is both allowed and actual and complete the fee reconciliation worksheet in the PI1804 workbook.</p>	No
<p>Were any of the courses claimed for summer membership delivered through computer based on-line methods?</p> <p>If Yes, Determine which method of reporting is required</p> <p>Certain on-line virtual courses that meet the requirements of 118.33(1)(a)1 are counted for membership separate from other academic courses</p> <p>See: http://dpi.wi.gov/sfs/children/summer-school for a list of certain on-line course where one credit is earned with 8,100 minutes of instruction and other eligibility information</p> <p>On-line courses that do not meet the requirements of 118.33(1)(a)1 are included and reported with other academic courses.</p>	Yes

Reporting District

Date of the last day of the previous regular session:	6/9/2020
Date of the first day of summer or interim session: The first day must be after the last day of the regular school year.	6/15/2020
Date of the last day of summer or interim session: The last day must be before the first day of the next regular school year.	8/14/2020
Date of the first day of the start of the upcoming regular session:	9/1/2020
Number of days the district held classes for summer or interim session:	55
Number of days the district held classes for the regular school term:	174
Number of Resident students entering grades 4K-12 that participated in Summer or Interim Session classes:	257
Number of Non-Resident students entering grades 7-12 that took online Summer or Interim Session classes:	0
Total Resident Pupil Minutes (from PI-1804-W2, Academic Courses, Column 8b):	561870
Total Minutes from certain online classes per PI 17.03(2)(d) (from PI-1804-W2 Online Courses, sum of columns 8b and 9b):	214650

Certification Statement

I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

District Officials in Office on Date Submitted

Administrator	
Administrator's Name Jennifer Thayer	Telephone 608-527-2410 extension 4116
Administrator's Signature	Date Signed
Clerk	
Clerk's Name Larry Stuessy	Telephone
Clerk's Signature	Date Signed
Person Completing this Report	
Contact's Name and Title Laura Eicher , Summer School Coordinator	Telephone 608-527-2410 extension 1002
Contact's Signature	Date Signed

- D. Neola Policy Updates
 - 1. PO0162 - Quorum

Book	Policy Manual
Section	Ready for Policy Committee
Title	QUORUM
Code	po0162
Status	Policy Committee Review
Adopted	March 13, 2017

0162 - **QUORUM**

Four (4) members present at a meeting shall constitute a quorum when no Board vacancies exist; whenever the Board has one (1) or more vacancies, the quorum during that time shall be a majority of the members on the Board. No Board, and no business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

"Negative Quorum" - A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.

"Walking Quorum" - Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

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2. PO0164.2 - Call and Notice - Special Meetings

Book	Policy Manual
Section	Ready for Policy Committee
Title	CALL AND NOTICE - SPECIAL MEETINGS
Code	po0164.2
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

0164.2 - **CALL AND NOTICE - SPECIAL MEETINGS**

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting in a manner likely to give the Board member notice of the meeting, at least 24 hours before the meeting. Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless for good cause such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend, provided appropriate notice is provided as defined under Chapter 19.

The District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Revised 10/9/17

Revised 10/8/18

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Legal	19.84(3), Wis. Stats.
	120.11(2), Wis. Stats.
	120.43(2), Wis. Stats.

3. PO0167.3 - Public Comment at Board Meetings

Book	Policy Manual
Section	Ready for Policy Committee
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Policy Committee Review
Adopted	March 13, 2017

0167.3 -PUBLIC COMMENT AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Public-Comment Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public ~~comment~~participation at every regular meeting of the Board and publish rules to govern such ~~comment~~participation in Board meetings.

The presiding officer of each Board meeting at which public ~~comment~~participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public ~~participation~~ ~~comment~~shall be permitted at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public comment portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to three (3) minutes duration.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

5. waive these rules.

J. The portion of the meeting during which the comments of the public is invited shall be limited to ten (10) minutes, unless extended by a vote of the Board.

K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. The School District of New Glarus Board of Education encourages all residents to be well informed about school District business. Therefore, the Board will tape the following Board meetings if a written request is given to the District Administrator at least one (1) business day prior to the meeting: Regular Board Meetings, Special Board Meetings, Public Hearings, and, Listening Sessions. Executive sessions of the Board will not be videotaped.

The taping and broadcasting of meetings will be subject to the guidelines and conditions outlined below:

The taping and broadcasting of meetings should not interfere with the ability of the Board to conduct the regular business of the school District. Therefore, the Board president shall exercise his/her authority to control the length of comments and the number of times an individual can speak on an agenda item to avoid any attempts to monopolize time on camera or discuss business not on the agenda. Due to the possibility of individuals making comments that could be defamatory or slanderous, all individuals wishing to speak at a regular or special Board meeting will be required to complete a "Request to Speak" form which contains a statement that the Board is not responsible for their comments and that, as such, any slanderous or defamatory statements are their sole responsibility and that the District, with the advice of its attorney and its record's custodian, may edit the tape to remove the comments before releasing a copy of the taped meeting.

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Legal

19.90, Wis. Stats.

4. PO0172 - Legal Counsel

Book	Policy Manual
Section	Ready for Policy Committee
Title	LEGAL COUNSEL
Code	po0172
Status	Policy Committee Review
Adopted	March 13, 2017

0172 - **LEGAL COUNSEL**

The Board may employ or retain an attorney or attorneys to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

Authority to contact such counsel for legal advice or assistance on behalf of the District shall normally be that of the Board President and District Administrator unless otherwise specified by the Board.

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5. PO1130 - Conflict of Interest

Book	Policy Manual
Section	Ready for Policy Committee
Title	CONFLICT OF INTEREST
Code	po1130
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

1130 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any~~assure that~~ conflicts of interest ~~do not occur~~. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's~~staff member's~~ regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information through his/her access to School District records, about a student or client, gained in the course of the administrative employee's, officer's or agent's employment or professional relationship with the School District
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any ^{or} business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades,

credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- D. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.

Administrative employees, officers, and agents ~~may not~~ ~~cannot~~ solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Administrative employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action.

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's ~~rules~~ rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats.

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Legal 19.42(7), 19.59, 946.13, Wis. Stats.
2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

6. PO1260 - Incapacity of the District Administrator

Book	Policy Manual
Section	Ready for Policy Committee
Title	INCAPACITY OF THE DISTRICT ADMINISTRATOR
Code	po1260
Status	Policy Committee Review
Adopted	March 13, 2017

1260 - **INCAPACITY OF THE DISTRICT ADMINISTRATOR**

It is the duty of the Board to appoint an interim District Administrator by a majority vote of the Board upon a determination that the District Administrator is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the interim District Administrator who shall serve, pending further determination of the District Administrator's ability to perform assigned duties and functions, or until the District Administrator's employment ends and a new District Administrator assumes office. S/He shall perform all of the duties and functions of the District Administrator, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

~~It is the duty of the Board of Education to appoint a District Administrator 'pro tempore' by a majority vote of the Board upon determination that the District Administrator is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.~~

~~The Board shall fix the compensation of the District Administrator 'pro tempore' who shall serve until the District Administrator's incapacity is removed or until the expiration of the District Administrator's contract or term of office, whichever is sooner. S/He shall perform all of the duties and functions of the District Administrator, and may be removed at any time for cause by a majority of the full membership of the Board.~~

The Board will exercise its authority under law to determine the incapacity of the District Administrator and to place him/her on leave for a physical or mental condition that affects the District Administrator's ability to perform assigned duties in conformance with the law. The Board may require that the District Administrator submit to an appropriate examination by a healthcare provider of the District Administrator's choice, a healthcare provider designated and compensated by the District, or both.~~upon certification of a physician selected and compensated by the Board.~~

~~Where a physician selected by the Board disagrees with a physician selected by the District Administrator, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the District Administrator. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.~~

If the Board determines that the District Administrator is unable to perform the duties of his/her office, s/he may at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by the Board. The District Administrator may also make use of the provisions of the Family Medical Leave Act, as appropriate.

The foregoing leave shall not extend beyond the contract or term of office of the District Administrator.

The District Administrator shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the District Administrator to establish to its satisfaction that s/he is capable of resuming such duties on a full-time basis.

The Board may demand that the District Administrator return to active service upon medical documentation that the District Administrator is able to resume his/her duties.

The District Administrator may request a hearing before the Board on any action taken under this policy.

7. PO2260.02 - English Language Proficiency

Book	Policy Manual
Section	Ready for Policy Committee
Title	ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	September 9, 2019

2260.02 - **ENGLISH LANGUAGE PROFICIENCY**

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The Director of Pupil Services shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of English Learner (EL) students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as English Learners will be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey (see Form 2260.02 F1).
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency (ELP) 6 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for English Learners (ELs)/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the LEP Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to compete with mainstream English language speakers, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

ELL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests;
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 6 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. The **Director of Pupil Services** may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing: ↴

2. the student can demonstrate his/her understanding of the English language; and
3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and
4. the parents and educators agree that the student has reached full English proficiency.

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the Director of Pupil Services.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. The documentation will include, at a minimum: grade level, ELP composite score, and two (2) or more pieces of evidence.

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

The **Director of Pupil Services** will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

Counseling Services for Students Who Are Limited English Proficient Students and/or Sensory Impaired will be provided.

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency and/or is sensory impaired should be able to communicate his/her ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient and/or sensory impaired.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient and/or sensory impaired.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

~~The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands~~

~~them.~~

~~The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.~~

~~The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.~~

~~The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:~~

- ~~A. an effective instructional program and supportive services appropriate to meet the needs of the student;~~
- ~~B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and~~
- ~~C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.~~

~~School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.~~

~~EL students will no longer be considered limited-English proficient when they have the language skills necessary to compete with mainstream English speakers. The District Administrator shall establish administrative guidelines that provide the:~~

- ~~A. standards for reclassification/exit decisions;~~
- ~~B. process for monitoring and maintaining documentation on the exiting student for two (2) years;~~
- ~~C. access for students to re-enter a bilingual or EL program if there is evidence that the reclassification decision was premature;~~
- ~~D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;~~
- ~~E. opportunity for the parent(s) to appeal the exit or re-entry decision.~~

~~The District will include in its annual report to the public information required by statute regarding the performance of EL students.~~

Revised 6/25/18

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Legal P.I. 13 Wis. Admin Code
 115, Wis. Stats.
 118.13, Wis. Stats.
 118.30(2), Wis. Stats.

8. PO2412 - Homebound Instruction Program

Book	Policy Manual
Section	Ready for Policy Committee
Title	HOMEBOUND INSTRUCTION PROGRAM
Code	po2412
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 8, 2018

2412 - **HOMEBOUND INSTRUCTION PROGRAM**

Subject to applicable State and Federal law, the Board may provide individual instruction to students of legal school age who are unable to attend classes because they are temporarily not in proper physical or mental condition. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information:

- A. the nature of the medical condition;
- B. the probable duration;
- C. present evidence of the student's inability to participate in an educational program.

Requests for homebound instruction will be considered by the District Administrator. The District Administrator will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with [an IEP or a Section 504 Plan](#), homebound instruction will commence as provided in the applicable Plan.

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Legal 118.15(3)(a), Wis. Stats.

9. PO2460 - Programs for Students With Disabilities

Book	Policy Manual
Section	Ready for Policy Committee
Title	PROGRAMS FOR STUDENTS WITH DISABILITIES
Code	po2460
Status	Policy Committee Review
Adopted	March 13, 2017

REVISED POLICY - VOL. 29, NO. 2

2460 - PROGRAMS FOR STUDENTS WITH DISABILITIES ~~EXCEPTIONAL EDUCATION NEEDS~~

The Board ~~of Education~~ shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take state required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

~~66.30~~, 115.78 et seq., Wis. Stats.

P.I. 11, Wis. Adm. Code

IDEA, 20 U.S.C. 1400 et seq.

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Legal	115.78 et seq., Wis. Stats. P.I. 11, Wis. Adm. Code IDEA, 20 U.S.C. 1400 et seq.
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10. PO2700.01 - School Performance Report

Book	Policy Manual
Section	Ready for Policy Committee
Title	SCHOOL PERFORMANCE REPORT
Code	po2700.01
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	April 22, 2019

2700.01 - **SCHOOL PERFORMANCE REPORT**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

State School Performance Report

The Board will publish an annual school and school district performance report including all information prescribed by statute.

[Per the Wisconsin Department of Public Instruction, the District may use links to the WISEdash Public Portal to meet the electronic State School Performance Report requirements.](#)

The annual school and school district report shall be made available on the District's internet website for public viewing.

The report shall generally include the following information, as required or modified by the State Superintendent:

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade and graduation rates
- C. percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses
- D. percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce
- E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled
- F. staffing and financial data information
- G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and
- H. method of reading instruction used in the District

Title I Provisions of the School Performance Report

In any year that the District receives Title I funding, its school performance report must also include the following information:

- A. the number and percentage of schools identified for school improvement and how long they have been in that

category

- B. a comparison of the achievement by the Districts' students on the Statewide academic assessment to the achievement of students in the State as a whole
- C. for each school, whether it has been identified for school improvement, and a comparison of the school's student achievement on the Statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole
- D. aggregated achievement information on State assessments in math, reading or language arts, and science
- E. achievement information for math, reading or language arts, and science disaggregated by race, ethnicity, disability, gender, migrant status, English proficiency, and status as economically disadvantaged, except in cases where numbers are too small to be statistically robust or where the results would reveal personally identifiable information about an individual student
- F. the percentage of students not tested, disaggregated with the same conditions as in paragraph E above
- G. information that can be used to compare actual achievement levels with State objectives for each group
- H. the most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required
- I. aggregate information on State indicators used to determine adequate yearly progress in achieving State academic achievement indicators
- J. graduation rates for high school students
- K. information about performance of the District and whether it is making adequate yearly progress, including the number and names of schools identified for school improvement under "Consequences for Low-Performing Schools", and
- L. the professional qualifications of teachers and the percentage of such teachers teaching with permits or emergency licensure, both in the aggregate and disaggregated by high-poverty compared to low-poverty schools.

This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and made widely available through public means such as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language the parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.

SCHOOL ACCOUNTABILITY REPORTS

A copy of each school's accountability reports shall be provided to the parent of each student enrolled in or attending the school and the ranking levels for each school within the District shall be provided to all parents on an annual basis. ~~A copy of the accountability reports and ranking levels for each school within the District shall be provided to all parents on an annual basis.~~

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Legal 115.38, Wis. Stats.
 20 U.S.C. 6311

11. PO3215 - Use of Tobacco and Nicotine by Professional Staff

Book	Policy Manual
Section	Ready for Policy Committee
Title	REPLACEMENT POLICY - VOL. 29, NO. 2 - USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	Policy Committee Review
Adopted	March 13, 2017

REPLACEMENT POLICY - VOL. 29, NO. 2

3215 - USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products **on school property or at off-campus, school-sponsored events is prohibited.**

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

12. PO3230 - Conflict of Interest

Book	Policy Manual
Section	Ready for Policy Committee
Title	CONFLICT OF INTEREST
Code	po3230
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

REVISED POLICY - VOL. 29, NO. 2

3230 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any ~~ensure that~~ conflicts of interest ~~do not occur~~. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of employees, students or clients to purchase any private goods or services provided by an

employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- D. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents ~~may not~~ cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats.

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19.59, 19.42(7), 946.13, Wis. Stats.

2 C.F.R. 200.12

7 C.F.R. 3019.42

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

13. PO3231 - Outside Activities of Staff

Book	Policy Manual
Section	Ready for Policy Committee
Title	OUTSIDE ACTIVITIES OF STAFF
Code	po3231
Status	Policy Committee Review
Adopted	March 13, 2017

3231 - **OUTSIDE ACTIVITIES OF STAFF**

The Board expects professional staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. ~~The Board of Education directs the District Administrator to promulgate the following guidelines so that professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.~~

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
- G. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

- a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
- b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
- c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the District Administrator.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The District Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

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17 U.S.C. 101 et seq.

14. PO3362.01 - Threatening Behavior Towards Staff Members

Book	Policy Manual
Section	Ready for Policy Committee
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	Policy Committee Review
Adopted	March 13, 2017

3362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Such actions by aAny student, parent, visitor, staff member, Board member, contractor, or agent of ~~the~~this Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

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Legal Chapter 947, Wis. Stats.

15. PO4215 - Use of Tobacco and Nicotine by Support Staff

Book	Policy Manual
Section	Ready for Policy Committee
Title	REPLACEMENT POLICY - VOL. 29, NO. 2 - USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	Policy Committee Review
Adopted	March 13, 2017

REPLACEMENT POLICY - VOL. 29, NO. 2

4215 - USE OF TOBACCO AND NICOTINE BY SUPPORT ~~PROFESSIONAL~~ STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products **on school property or at off-campus, school-sponsored events is prohibited.**

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

16. PO4230 - Conflict of Interest

Book	Policy Manual
Section	Ready for Policy Committee
Title	CONFLICT OF INTEREST
Code	po4230
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

4230 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers, and agents is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines **designed to avoid the occurrence or appearance of any** ~~assure that~~ ~~conflicts of interest do not occur~~. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate State criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any **employee,** student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties.
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of **employees,** students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits,

promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents ~~may not~~ ~~cannot~~ solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- ~~F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats.

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19.59, 19.42(7), 946.13, Wis. Stats.

2 C.F.R. 200.12

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

7 C.F.R. 3019.42

17. PO4231 - Outside Activities of Support Staff

Book	Policy Manual
Section	Ready for Policy Committee
Title	OUTSIDE ACTIVITIES OF SUPPORT STAFF
Code	po4231
Status	Policy Committee Review
Adopted	March 13, 2017

4231 - **OUTSIDE ACTIVITIES OF SUPPORT STAFF**

The Board ~~of Education directs the District Administrator to promulgate the following guidelines so that~~ expects support staff members~~employees to~~may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School District~~System~~, the District Administrator shall~~Board reserves the right to~~ evaluate the impact of such interest, activity, or association upon the support staff member's~~an employee's~~ responsibilities.

- A. Staff members~~Employees~~ should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members~~Employees~~ shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members~~Employees~~ shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member~~employee~~ has obtained or may obtain by reason of his/her position or authority.
- D. Staff members~~Employees~~ shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members~~Employees~~ should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members~~Employees~~ should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

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18. PO4362.01 - Threatening Behavior Towards Staff Members

Book	Policy Manual
Section	Ready for Policy Committee
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	Policy Committee Review
Adopted	March 13, 2017

4362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Such actions by any Any student, parent, visitor, staff member, Board member, contractor, or agent of ~~the~~ is Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. ~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be consistent with and in conjunction with school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

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Legal Chapter 947, Wis. Stats.

19. PO5111 - Eligibility of Resident-Nonresident Students

Book	Policy Manual
Section	Ready for Policy Committee
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 14, 2019

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements unless a court order specifies a different District of attendance.
- J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.
- K. Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks ~~a short period of time~~, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.

- L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- M. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- N. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- O. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time [if the Board determines there is sufficient space in the classroom](#).
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.
2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out of State public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.

1. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition

and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.

2. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

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Legal	118.51, Wis. Stats.
	118.52, Wis. Stats.
	120.13(1), Wis. Stats.
	121.77, Wis. Stats.
	121.78(2)(a), Wis. Stats.
	121.81, Wis. Stats.
	121.84, Wis. Stats.
	42 U.S.C. 11431, et. seq.
	118.53, Wis. Stats.

20. PO5200 - Attendance

Book	Policy Manual
Section	Ready for Policy Committee
Title	ATTENDANCE
Code	po5200
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Notification Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any trimester or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any trimester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not

made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Revised 10/8/18

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Legal	118.15, Wis. Stats.
	118.153, Wis. Stats.
	118.16, Wis. Stats.
	118.162, Wis. Stats.

21. PO5460 - Graduation Requirements

Book	Policy Manual
Section	Ready for Policy Committee
Title	GRADUATION REQUIREMENTS
Code	po5460
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 14, 2019

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

Graduation diplomas awarded by the District shall be based on learning achievements rather than on the amount of time students spend in attendance. Specific achievement information shall be available on transcripts to those who will assist the learner in his/her development in a post-secondary institution or career.

Each student successfully completing a prescribed high school program and other requirements outlined below shall, upon the recommendation of the high school principal and approval of the Board of Education, be presented a diploma certifying graduation. All students must complete twenty-eight (28) credits including the seventeen (17) credits of Specific Course Requirements. All students must take a minimum of four (4) periods of classes per trimester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of three (3) periods of classes per trimester. Only in special cases, after consultation with the counselor and approval of the high school principal, will students be allowed to take less than the normal load.

A student who has not met the above credit requirements may be eligible for a diploma if the student is enrolled in an approved alternative education program and has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education and health education equivalent to the proficiency which a student would have attained if s/he had completed the credit requirements. Credits earned in other schools or educational programs shall be evaluated by the High School Principal in accordance with established District procedures.

[The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.](#)

Middle School Students Enrolled in High School Classes

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

A. Specific High School Course Requirements:

1. Four (4) credits of English
2. Three and a half (3.5) credits of Social Studies
3. Three (3) credits of Science
4. Four (4) credits of Mathematics

5. One and a half (1.5) credits of Physical Education – taken through district approved Physical Education curriculum
6. Half (.5) credits of Employability Skills
7. Half (.5) credits of Health
8. Eleven (11) credits electives in Career and Technical Education, World Language, Fine Arts, and other courses.

In order to be granted a high school diploma a student must successfully complete a civics assessment and have participated in curriculum related to financial literacy in accordance with State Statute.

B. One (1) Credit Courses:

All one-credit courses, except those specifically marked otherwise, must be taken for the equivalent of two (2) trimesters. A student dropping a one-credit course at the end of one trimester will receive one-half (.5) credit for the trimester work completed.

C. Retaking Classes:

Classes may be retaken for credit. However, a class, when retaken, cannot be counted toward graduation requirement unless the grade for the class the first time it was taken was a failure. All classes retaken will appear on the student's transcript. However, the most recent grade will be utilized in computing the student's grade point average.

D. Credit and Graduation Requirement Determination:

The High School Principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

E. Option for Meeting Physical Education Requirement:

Students may complete one-half (.5) credit in English, social studies, mathematics, or science in lieu of one-half credit (.5) of physical education when they participate in a WIAA-sanctioned sport as part of the District's athletic program. A required course or credit may not count for the one-half (.5) credit substitution course; the one-half (.5) credit substitution course must be in addition to the minimum graduation credit requirement for the English, social studies, mathematics, or science subject areas. Participation in the sport itself does not constitute a course and does not qualify for any high school graduation credit.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education:

1. The student must be an athlete who is eligible to compete for the entire season.
2. The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.
3. The student must not have been out for more than two (2) weeks for injury or illness during the sport season.
4. The student must submit to the Principal confirmation of regular attendance at practices and participation in competitions with a verification form completed by the coach no later than two (2) weeks after the conclusion of the season.
5. The student must participate in the sport for the entire season

Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at New Glarus High School. This prior approval stipulation applies only to students enrolled in the New Glarus School District and not to transfer students. Transfer students' records will be evaluated by the High School Principal upon the student's acceptance into New Glarus High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

The decision of the High School Principal may be appealed to the District Administrator within ten (10) calendar days of the above notification. Appeals to the Board of Education must be made within ten (10) days of the notification of the District

22. PO5512 - Use of Tobacco and Nicotine by Students

Book	Policy Manual
Section	Ready for Policy Committee
Title	REVISED POLICY - VOL. 29, NO. 2 - USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	April 22, 2019

REVISED POLICY - VOL. 29, NO. 2

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products **on school property or at off-campus, school-sponsored events is prohibited.**

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second-hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 – Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.~~

111.321, Wis. Stats.

120.12(20), Wis. Stats.

~~254.92, Wis. Stats.~~

20 U.S.C. 6081 et seq.

20 U.S.C. 7182

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Legal	111.321, Wis. Stats.
	120.12(20), Wis. Stats.
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182

23. PO5630.01 - Use of Seclusion and Physical Restraint With Students

Book	Policy Manual
Section	Ready for Policy Committee
Title	USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS
Code	po5630.01
Status	Policy Committee Review
Adopted	March 13, 2017

5630.01 - USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS

It is the policy of the Board to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others, and it is the least restrictive intervention ~~feasible~~available.
- B. The seclusion lasts only as long as necessary to resolve the risk ~~of~~to physical safety There are no medical contraindications to the use of physical restraint.
- C. None of the following maneuvers or techniques are used:
 1. those that do not give adequate attention and care to protecting the student's head
 2. those that cause chest compression
 3. those that place pressure or weight on the student's neck or throat
 4. it does not constitute corporal punishment
 5. those that place the student in a prone position ~~neither mechanical nor chemical restraints are used~~

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

- A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;
- B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as parent of a pupil, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint ~~is used~~ with or on a student, the Principal or his/her designee shall notify the student's parent as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

The Principal shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident. ~~The written report shall be retained as a record by the school district and within three (3) business days of the incident, the report shall be made available to the parent for review.~~

The Principal shall meet with the individuals who participated in the incident to discuss the following:

- A. the events preceding, during and following the use of seclusion or physical restraint;
- B. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;
- C. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district and within three (3) business days of the incident, and the report shall be sent to the student's parent by 1st class mail, ~~or~~ by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the Board, by October 1, of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the ~~second~~first time that seclusion or physical restraint is used on a "child with a disability," within the same school year, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) school days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the District Administrator shall create and maintain a record of the training received by the employees

24. PO6145 - Borrowing (Delete Policy)

Book	Policy Manual
Section	Ready for Policy Committee
Title	DELETE - BORROWING
Code	po6145 Delete
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 26, 2017

~~6145 --~~ **BORROWING**

~~Upon a two-thirds (2/3's) affirmative vote of the entire membership of the Board of Education, the Business Manager shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of 67.12(8).~~

~~Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.~~

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Legal	66.0607(7), 67.12, Wis. Stats.
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25. PO6147 - Debt Management

Book	Policy Manual
Section	Ready for Policy Committee
Title	NEW POLICY (Replacing Borrowing) - VOL. 29, NO. 2 - DEBT MANAGEMENT
Code	po6147
Status	Policy Committee Review

6147 - **DEBT MANAGEMENT**

Statement of Purpose

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

Scope

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

Objective

The primary objective is to ensure prudent debt management practices which:

- A. maintain financial stability
- B. preserve public trust
- C. minimize or stabilize costs to taxpayers Preserve access to financial markets
- D. demonstrate adequate administrative oversight of debt program to credit rating agencies

Types of Authorized Debt

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

Bond or Note Anticipation Notes

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

General Obligation Bonds

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrevocable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

Refunding Bonds

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

Promissory Notes

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such outstanding notes.

Temporary Borrowing

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

Debt Limit

The District has the power to contract indebtedness for purposes specified by statute.

Procedures for Borrowing

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, including short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the Business Manager to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

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66.0606, 67.12, Wis. Stats.

26. PO7230 - Gifts, Grants, and Bequests

Book	Policy Manual
Section	Ready for Policy Committee
Title	GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	Policy Committee Review
Adopted	March 13, 2017

7230 - GIFTS, GRANTS, AND BEQUESTS

The ~~B~~board ~~of education~~ is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the board will attempt to carry out the wishes of the donor.

~~The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.~~ ~~The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.~~

All gifts, grants, or bequests shall be considered for acceptance, and if accepted, acknowledged by the superintendent.

The Board shall provide written acknowledgement to the donor of any cash donation ~~of \$250 or more and any non-cash donation the value of which is \$250 or more~~. Such acknowledgement shall include the amount of cash or a description of any non-cash donation, along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the board.

Any equipment purchased by a parent organization for use in the school, on District property, or at a district-related event, shall be submitted to the superintendent, prior to purchase, so s/he can determine if the Board would incur any liability by its use.

~~The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.~~

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Legal

Americans with Disabilities Act
Section 504, Rehabilitation Act of 1973
Title IX, Education Amendments of 1972
118.13 Wis. Stats.
118.27, Wis. Stats.
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964

27. PO7434 - Use of Tobacco and Nicotine on School Premises

Book	Policy Manual
Section	Ready for Policy Committee
Title	REPLACEMENT POLICY - VOL. 29, NO. 2 - USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	September 9, 2019

REPLACEMENT POLICY - VOL. 29, NO. 2

7434 - USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off campus, school sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

~~The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off-District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.~~

111.321, Wis. Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
~~U.S.D.O.E. Memorandum, 1995~~
20 U.S.C. 7182

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

28. PO8390 - Animals on District Property

Book	Policy Manual
Section	Ready for Policy Committee
Title	ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	Policy Committee Review
Adopted	March 13, 2017

REVISED POLICY - VOL. 29, NO. 2

8390 - ANIMALS ON DISTRICT PROPERTY

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104
- D. **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC)

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County

regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. The District Administrator may grant a student use of emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the building principals provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year-old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff
- E. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds.
- F. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the District Administrator. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the District Administrator.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents/guardians. The District does not assume responsibility for training, daily care, or healthcare of service animals. The District does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal, that meets the definitions set forth in the ADA and this policy, shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity does not intend to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal and Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

1. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
2. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the District Administrator.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodations. An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

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Legal 28 C.F.R. 35.104, 28 C.F.R. 35.136
 Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)
 The Americans with Disabilities Act (ADA)
 The Individuals with Disabilities Education Act (IDEA)

29. PO8395 - Student Mental Health Services

Book	Policy Manual
Section	Ready for Policy Committee
Title	NEW POLICY - VOL. 29, NO. 2 - STUDENT MENTAL HEALTH SERVICES
Code	po8395
Status	Policy Committee Review

NEW POLICY - VOL. 29, NO. 2

8395 - STUDENT MENTAL HEALTH SERVICES

The Board understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible.

The District will assist in facilitating students' access to mental health services ("Services"), when appropriate through the Student Services Department and in conjunction with licensed agencies at the school. These Services are intended to provide support to a student in a way that minimizes intrusion into the student's day and are not intended to replace services provided by a teacher, paraprofessional, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

School District Mental Health Professionals

The Student Services Department is available to assist students with mental health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

Student Services shall maintain information regarding community-based and other types of mental health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to provide continuity of services in and out of school. All Services provided by and/or coordinated by Student Services shall be available to students who participate only on a voluntary basis.

Any staff member who, in the course of providing mental health services to a student shall report any circumstances giving rise to suspicion that the student has been or is the victim of abuse or neglect (See Policy 8462 – Child Abuse and Neglect) or hears of a threat of violence that the staff member believes in good faith presents imminent danger (See Policy 8462.01 – Threats of Violence).

Coordination of On-Site Services

Where appropriate, Student Services may, in consultation with the student's building administration, provide access for on-site delivery of Services by independent, appropriately licensed and authorized, professionals subject to the following requirements:

- A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the District Administrator prior to commencing services.
- B. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.
- C. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.
- D. All providers are expected to adhere to Board policies while on school grounds and providing services to students

Complementary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources.

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30. PO8710 - Insurance

Book	Policy Manual
Section	Ready for Policy Committee
Title	INSURANCE
Code	po8710
Status	Policy Committee Review
Adopted	March 13, 2017

8710 - **INSURANCE**

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. negligent acts or omissions which cause personal injury or wrongful death
- B. fire and extended coverage on buildings and contents
- C. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- D. boiler and machinery
- E. special coverage for equipment not ordinarily covered under a standard policy
- F. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- G. worker's compensation coverage
- H. legal liability for Board members and employees

Contractors

The Board shall require that all contractors performing services on District property, or as part of a District program, are covered by appropriate insurance coverage for the activity and, wherever possible, that the contractor includes the District as an additional insured party on the contractor's policies. The Board shall also require that contractors performing work on any public works projects cover those projects with payment and performance bonds as may be required by law.

~~Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Business Manager shall administer the insurance program.~~

120.12(56), 779.14, Wis. Stats.

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Legal 120.12(6), Wis. Stats.

31. PO8900 - Fraud

Book	Policy Manual
Section	Ready for Policy Committee
Title	FRAUD
Code	po8900
Status	Policy Committee Review
Adopted	March 13, 2017

8900 - **FRAUD**

The Board ~~of Education~~ is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator, [or to the Board President when a fraud report concerns the District Administrator](#). The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The District Administrator, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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- E. Resignations
- F. New Hires

New Hire Board Approval
09/28/2020

Name: Matt Nelson
Position: High School Assistant Volleyball Coach
Percentage of employment: varies
Term of employment: 2020-21 Season
Pay rate: \$1850

VII. FUTURE AGENDA ITEMS

VIII. FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS

A. October 12, 2020 - Discussion & Regular Board Meeting - 7:15 p.m.

B. October 26, 2020 - Discussion & Regular Board Meeting - 7:15 p.m.

IX. ADJOURN

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.