

## **AGENDA**

### **SCHOOL DISTRICT OF NEW GLARUS REGULAR SCHOOL BOARD MEETING**

**MONDAY, SEPTEMBER 27, 2021**

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

**HTTPS://US02WEB.ZOOM.US/J/86488498986?PWD=T1O2ZHHWZWLOU2NJDGL  
TZ0NJWUZPZZ09 OR BY PHONE USING 1-646-568-7788 MEETING ID 864 8849**

**8986 & PASSWORD 934465**

**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. Item(s) To Be Removed From Consent Agenda
    - 1. Board Minutes

2

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

Monday, September 13, 2021

## **CALL TO ORDER**

The meeting was called to order at 7:15 p.m. by Board President, Bill Oemichen. 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, State Bank of Cross Plains – New Glarus Branch, Woodford State Bank – New Glarus Branch, and the District Website.

## **ROLL CALL**

Present: Bill Oemichen, Larry Stuessy, Travis Zimmerman, Jessica Geib, Debra Fairbanks, Corrine Hendrickson, and Cari Ann Muggenburg.

## **APPROVAL OF AGENDA AND REVISIONS**

Motion by Debra Fairbanks to approve the agenda as presented. Second by Larry Stuessy. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

## **INTRODUCTIONS-PRESENTATIONS**

### **Referendum Projects Update – Bray and Findorff**

Representatives from Bray Architects, and Findorff presented the Board with updates on the referendum projects. Bray presented schematic drawings to the Board for the new primary school, the STEAM addition at the high school, and remodeling at the elementary school and reviewed the design phases for all projects.

### **Senior Exit Survey Results**

Dr. Thayer presented the 2021 Senior Exit Survey results to the Board.

## **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 Larry Stuessy. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

## **COMMITTEE UPDATES**

POLICY, COMMUNICATION & ADVOCACY; Met. Reviewed NEOLA policy revisions.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Did not meet.

CURRICULUM, SPORTS & CO-CURRICULAR; Did not meet.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Did not meet.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

### **A. Board Minutes and Recording Votes**

The Board discussed eliminating the need for recording individual board member votes and following a more modern method of having the Board President ask for support of an action item with the option of recording a no vote if requested. After discussion the Board decided to continue with the current process of recording the number of votes, and using the roll call votes when board members attend via Zoom.

### **B. Discussion to Consider Adding “Discussion” Section to Agenda**

The Board discussed creating separate “Discussion” and “Action” sections to the agenda. All board members agreed this was a good idea. The “Discussion” section will be added to the next board meeting agenda.

### **C. Covid 19 Updates**

Dr. Thayer provided the Board with a Covid 19 update for the District.

### **D. RESIGNATIONS**

~None.

### **E. NEW HIRES**

#### **1. Richard Bailey – MS Assistant Cross Country Coach**

The Administration recommended hiring Richard Bailey as MS Assistant Cross Country Coach.

Motion by Cari Ann Muggenburg to approve the hiring of Richard Baily as MS Assistant Cross Country Coach as presented. Second by Debra Fairbanks. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

2. Stephanie Zweifel – HS Assistant Volleyball Coach  
The Administration recommended hiring Stephanie Zweifel as HS Assistant Volleyball Coach.

Motion by Larry Stuessy to approve the hiring of Stephanie Zweifel as HS Assistant Volleyball Coach as presented. Second by Debra Fairbanks. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

3. Kendra Mussehl – HS Assistant Volleyball Coach  
The Administration recommended hiring Kendra Mussehl as HS Assistant Volleyball Coach.

Motion by Debra Fairbanks to approve the hiring of Kendra Mussehl as HS Assistant Volleyball Coach as presented. Second by Cari Ann Muggenburg. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

#### **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**

- September 27, 2021 – Discussion & Regular Board Meeting – 7:15 p.m.
- October 11, 2021 – Discussion & Regular Board Meeting – 7:15 p.m.

#### **ADJOURN**

Motion by Larry Stuessy to adjourned the meeting at 8:33 p.m. Second by Debra Fairbanks. Motion carried 7-0 with a roll call vote.

Bill Oemichen, Aye, Larry Stuessy, Aye, Jessica Geib, Aye, Travis Zimmerman, Aye, Debra Fairbanks, Aye, Corrine Hendrickson, Aye, Cari Ann Muggenburg, Aye.

Respectfully submitted by Jessica Geib/Kris Anderson



Budgetary Checks # 61101 - 61151  
Direct Deposits - 900030038 - 30173  
EFTPS - Wisconsin Retirement System - #279  
EFT - Electronic Tax Payment System - # 511  
EFT - Dept of Revenue - #840  
EFT - WEA Tax Sheltered Annuity - #1009  
EFT - EBC - HSA payments - #1272

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
279	WISCONSIN RETIREMENT SYSTEM	09/15/2021	20210915AD	Payroll accrual	38,186.16
		09/15/2021	20210915AF	Payroll accrual	38,186.16
				Totals for 279	76,372.32
511	ELECTRONIC TAX FILING	09/15/2021	20210915AD	Payroll accrual	2,620.16
		09/15/2021	20210915AD	Payroll accrual	8,093.91
		09/15/2021	20210915AD	Payroll accrual	41,496.34
		09/15/2021	20210915AD	Payroll accrual	34,608.38
		09/15/2021	20210915AF	Payroll accrual	8,093.91
		09/15/2021	20210915AF	Payroll accrual	34,608.38
				Totals for 511	129,521.08
840	WI DEPARTMENT OF REVENUE	09/15/2021	20210915AD	Payroll accrual	200.00
		09/15/2021	20210915AD	Payroll accrual	27,139.69
				Totals for 840	27,339.69
1009	WEA TAX SHELTERED ANNUITY TRST	09/15/2021	20210915AD	Payroll accrual	10,287.50
		09/15/2021	20210915AD	Payroll accrual	2,440.42
		09/15/2021	20210915AD	Payroll accrual	2,472.50
		09/15/2021	20210915AD	Payroll accrual	946.83
		09/15/2021	20210915AF	Payroll accrual	1,416.70
				Totals for 1009	17,563.95
1272	EMPLOYEE BENEFITS CORP	09/15/2021	20210915AD	HSA EMPLOYEE CONTR	9,472.75
		09/15/2021	20210915AF	EMPLOYER CONTR	24,750.00
				Totals for 1272	34,222.75
61101	ALBANY SCHOOL DISTRICT	09/10/2021	10/09/2021	CC - INVITATIONAL VARSITY	150.00
				Totals for 61101	150.00
61102	BARNEVELD SCHOOL DISTRICT	09/10/2021	09/25/2021	VB - TOURNAMENT VARSITY	100.00
		09/10/2021	10/09/2021	VB - TOURNAMENT JV	100.00
				Totals for 61102	200.00
61103	BELLEVILLE SCHOOL DISTRICT	09/10/2021	09/18/2021	CC - INVITATIONAL VARSITY, MS	150.00
				Totals for 61103	150.00
61104	BRODHEAD SCHOOL DISTRICT	09/10/2021	09/11/2021	VB - INVITATIONAL VARSITY	150.00
				Totals for 61104	150.00
61105	DEERFIELD COMMUNITY SCHOOL DISTRICT	09/10/2021	09/18/2021	VB - INVITATIONAL VARSITY	185.00
				Totals for 61105	185.00
61106	DODGEVILLE HIGH SCHOOL	09/10/2021	08/31/2021	VB - TOURNAMENT JV	50.00
		09/10/2021	08/30/2021	VB - TOURNAMENT JV2	50.00
				Totals for 61106	100.00
61107	EVANSVILLE HIGH SCHOOL	09/10/2021	08/26/2021	VB - TOURNEY - QUADRANGULAR JV	125.00
				Totals for 61107	125.00
61108	FENNIMORE SCHOOL DISTRICT	09/10/2021	09/25/2021	CC - INVITATIONAL VARSITY	125.00
				Totals for 61108	125.00
61109	GRUNEWALD, GREG	09/10/2021	09/09/2021	REFUND FOR CNA TEST	125.00
				Totals for 61109	125.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
61110	MARSHALL PUBLIC SCHOOLS	09/10/2021	09/14/2021	CC - INVITATIONAL VARSITY	125.00
				Totals for 61110	125.00
61111	MONROE SCHOOL DISTRICT	09/10/2021	08/30/2021	CC - INVITATIONAL VARSITY	110.00
		09/10/2021	08/28/2021	VB - INVITATIONAL VARSITY	200.00
				Totals for 61111	310.00
61112	PLATTEVILLE SCHOOL DISTRICT	09/10/2021	10/02/2021	CC - INVITATIONAL VARSITY	150.00
				Totals for 61112	150.00
61113	RIVER VALLEY HIGH SCHOOL	09/10/2021	09/11/2021	CC - INVITATIONAL VARSITY	175.00
				Totals for 61113	175.00
61114	STIETZ-BUSCH, JILLIAN	09/10/2021	09/10/2021	FS REFUND	160.85
				Totals for 61114	160.85
61115	VERONA AREA SCHOOL DISTRICT	09/10/2021	09/04/2021	CC - INVITATIONAL VARSITY	350.00
				Totals for 61115	350.00
61116	AFLAC WORLDWIDE HEADQUARTERS	09/15/2021	20210915AD	Payroll accrual	36.38
				Totals for 61116	36.38
61118	DEAN HEALTH PLAN, INC	09/15/2021	20210915AD	Payroll accrual	1,272.88
		09/15/2021	20210915AD	Payroll accrual	263.54
		09/15/2021	20210915AD	Payroll accrual	0.00
		09/15/2021	20210915AF	Payroll accrual	790.62
		09/15/2021	20210915AF	Payroll accrual	7,213.08
		09/15/2021	20210915AF	Payroll accrual	1,344.06
		09/15/2021	20210915AF	Payroll accrual	7,213.08
		09/15/2021	20210915AF	Payroll accrual	5,824.26
		09/15/2021	20210915AF	Payroll accrual	48,370.06
		09/15/2021	20210915AD	Payroll accrual	1,272.88
		09/15/2021	20210915AD	Payroll accrual	1,027.78
		09/15/2021	20210915AD	Payroll accrual	8,607.10
		09/15/2021	20210915AD	Payroll accrual	237.18
		09/15/2021	09/15/2021	ACCL ADJ	9,013.04
				Totals for 61118	92,449.56
61120	DELTA DENTAL OF WISCONSIN	09/15/2021	20210915AF	Payroll accrual	131.55
		09/15/2021	20210915AF	Payroll accrual	924.84
		09/15/2021	20210915AF	Payroll accrual	77.38
		09/15/2021	20210915AF	Payroll accrual	7,258.83
		09/15/2021	20210915AF	Payroll accrual	570.18
		09/15/2021	20210915AD	Payroll accrual	163.24
		09/15/2021	20210915AD	Payroll accrual	12.90
		09/15/2021	20210915AD	Payroll accrual	256.52
		09/15/2021	20210915AF	Payroll accrual	1,453.32
		09/15/2021	20210915AD	Payroll accrual	100.49
		09/15/2021	20210915AD	Payroll accrual	1,290.37
		09/15/2021	20210915AD	Payroll accrual	23.19
		09/15/2021	09/15/2021	ACCL ADJ	1,139.67
				Totals for 61120	13,402.48
61121	EMPLOYEE BENEFITS CORPORATION	09/15/2021	20210915AD	Payroll accrual	1,249.98
		09/15/2021	20210915AD	Payroll accrual	357.49
				Totals for 61121	1,607.47

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
61122	MADISON NATIONAL LIFE	09/15/2021	20210915AD	Payroll accrual	650.80
		09/15/2021	20210915AF	Payroll accrual	1,813.74
		09/15/2021	09/15/2021	ACCL ADJ	0.74
				Totals for 61122	2,465.28
61123	MINNESOTA MUTUAL LIFE	09/15/2021	20210915AD	Payroll accrual	726.28
		09/15/2021	20210915AD	Payroll accrual	953.20
		09/15/2021	20210915AD	Payroll accrual	115.50
		09/15/2021	20210915AF	Payroll accrual	145.30
		09/15/2021	09/15/2021	ACCL ADJ	14.52
				Totals for 61123	1,954.80
61124	NEW GLARUS COMMUNITY FOUNDATION EIE	09/15/2021	20210915AD	Payroll accrual	198.33
				Totals for 61124	198.33
61125	UNITED WAY GREEN COUNTY INC	09/15/2021	20210915AD	Payroll accrual	100.00
				Totals for 61125	100.00
61126	AALTO, MICHAEL	09/15/2021	09/17/2021	ATHL OFFL	75.00
				Totals for 61126	75.00
61127	BYRD, JAMES	09/15/2021	09/14/21 V	ATHL OFFL	71.00
		09/15/2021	09/14/21 J	ATHL OFFL	30.00
				Totals for 61127	101.00
61128	BYRD, TERRI	09/15/2021	09/14/21 J	ATHL OFFL	30.00
		09/15/2021	09/14/21 V	ATHL OFFL	71.00
				Totals for 61128	101.00
61129	LACKEY, MARTIN	09/15/2021	09/10/2021	ATHL OFFL	75.00
				Totals for 61129	75.00
61130	LEUZINGER, KEVIN	09/15/2021	09/17/2021	ATHL OFFL	75.00
				Totals for 61130	75.00
61131	LEUZINGER, RICHARD	09/15/2021	09/17/2021	ATHL OFFL	75.00
				Totals for 61131	75.00
61132	MC KY, BRYAN	09/15/2021	09/17/2021	ATHL OFFL	75.00
				Totals for 61132	75.00
61133	VANCE, MARK	09/15/2021	09/16/21 V	ATHL OFFL	71.00
		09/15/2021	09/16/21 J	ATHL OFFL	30.00
				Totals for 61133	101.00
61134	WINTERS, MELISSA	09/15/2021	09/16/21 J	ATHL OFFL	30.00
		09/15/2021	09/16/21 V	ATHL OFFL	71.00
				Totals for 61134	101.00
61135	RIECHERS, ANDREW	09/21/2021	09/21/2021	ATHL OFFL	71.00
		09/21/2021	09/21/2021	ATHL OFFL	30.00
				Totals for 61135	101.00
61136	SCHEWE, JEROME	09/21/2021	09/21/2021	ATHL OFFL	30.00
		09/21/2021	09/21/2021	ATHL OFFL	71.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
				Totals for 61136	101.00
61137	BRAY ASSOCIATES ARCHITECTS, INC.	09/21/2021	3388-05	ARCHITECT SERV	71,100.00
				Totals for 61137	71,100.00
61138	BURDETTE, AMY	09/21/2021	08/03/2021	MILEAGE - CPM MATH TRAINING	84.00
				Totals for 61138	84.00
61139	CAPITAL LOCK INC	09/21/2021	94908	KEYS	96.86
				Totals for 61139	96.86
61140	CESA 2	09/21/2021	9928	DANE COUNTY EQUITY CONS	5,000.00
				Totals for 61140	5,000.00
61141	EMPLOYEE BENEFITS CORPORATION	09/21/2021	3382084	MONTHLY SERV	433.00
				Totals for 61141	433.00
61142	GREAT MINDS LLC	09/21/2021	082755	CURRICULUM MATERIALS	688.82
				Totals for 61142	688.82
61143	JOHNSON CONTROLS	09/21/2021	22491309	ANNUAL SERVICES	7,092.00
		09/21/2021	22491465	ANNUAL SERVICES	5,483.00
		09/21/2021	22491677	ANNUAL SERVICES	406.00
		09/21/2021	22491548	ANNUAL SERVICES	772.00
		09/21/2021	22491872	ANNUAL SERVICES	418.00
				Totals for 61143	14,171.00
61144	JOSTENS INC	09/21/2021	26901744	CORDS	840.03
				Totals for 61144	840.03
61145	MONONA PLUMBING AND FIREPROTECTION	09/21/2021	2107314	RPR PLUMBING IN GIRLS LOCKER ROOM	1,598.79
				Totals for 61145	1,598.79
61146	NEW LIFE PRESS	09/21/2021	10969	PBIS SUPPLIES	125.49
		09/21/2021	10980	PBIS SUPPLIES	71.92
		09/21/2021	10981	PBIS SUPPLIES	367.40
				Totals for 61146	564.81
61147	RUSH MEDIA	09/21/2021	3929	WIAA BOYS/GIRLS BB	225.00
				Totals for 61147	225.00
61148	SCHWAAB INC	09/21/2021	5990557	STAMP	61.25
				Totals for 61148	61.25
61149	SKYWARD, INC.	09/21/2021	213930	hardware items	4,029.46
				Totals for 61149	4,029.46
61150	TAHER, INC.	09/21/2021	59796	August exp	27,377.62
				Totals for 61150	27,377.62
61151	TEXTHELP INC	09/21/2021	52126	See proposal dated 08.11.21 - 12 month renew for Read&Write subscription	1,729.80
				Totals for 61151	1,729.80

<u>CHECK</u>		<u>CHECK</u>	<u>INVOICE</u>	<u>INVOICE</u>	<u>INVOICE/CHECK</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Totals for checks					528,796.38

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	347,415.62	0.00	32,923.82	380,339.44
27	SPECIAL EDUCATION FUND	49,775.09	0.00	0.00	49,775.09
49	OTHER CAPITAL PROJECTS FUND	0.00	0.00	71,100.00	71,100.00
50	FOOD SERVICE FUND	204.23	0.00	27,377.62	27,581.85
***	Fund Summary Totals ***	397,394.94	0.00	131,401.44	528,796.38

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

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

Vendor	Description	Amount
DMI* DELL HLTHCR/PTR	2nd monitor option for staff	11,519.50
EMC INSURANCE COMPANIES	MONTHLY INS	9,710.90
NORTH AMERICAN MECH	HVAC WORK AT HS/MS/GS - IT SERVICES	9,682.16
NEW GLARUS UTILITIES	GS - JULY SERV	5,316.52
NEW GLARUS UTILITIES	HS/JULY SERV	5,068.40
SSI SCHOOL SPECIALTY	MS Cabinets	3,029.82
OFFICEMAX/DEPOT 6869	STUDENT SCHOOL SUPPLIES	2,944.13
OFFICEMAX/DEPOT 6869	STUDENT SCHOOL SUPPLIES	2,921.29
FOLLETT SCHOOL SOLUTIONS	Books	2,428.75
N2Y LLC	Subscription for SPED curriculum used for all grade leve	2,328.96
DBC*BLICK ART MATERIAL	supplies for start of the year	2,089.99
OFFICEMAX/DEPOT 6869	Classroom Supplies	1,972.18
DECKER EQUIPMENT	whiteboards , elementary	1,711.75
QUAVERMUSIC.COM	music curriculum	1,680.00
RSCHOOL TODAY	Athletic and Facility Scheduling Systems	1,662.50
NEW GLARUS UTILITIES	MS/JULY SERV	1,373.13
WARD BRODT MUSIC	New Clarinets	1,246.00
AMAZON.COM*2D44L8S41 AMZN	Books-Curriculum Budget	1,197.92
WASDA	Annual WASDA Membership	1,130.00
MHE*MCGRAW-HILL ECOMM	ALEKS subscriptions for Credit recovery and Tier 3	1,125.00
WASTE MGMT WM EZPAY	WASTE MANAGEMENT JULY/AUG SERV	1,065.72
RAE CROWTHER COMPANY	2nd Tackling Pad for Football	1,011.00
NEWS PUBLISHING CO	AGENDA/MINUTES/OPEN POSITION	949.26
"IRONCOMPANY.COM, LLC"	Weight Room Materials	948.00
OFFICEMAX/DEPOT 6869	Supplies	813.42
SPECTRUM	PHONE SERVICES	758.62
AWSA	membership fee	750.00
AMZN MKTP US*2D12I37A0	Supplies-Third Grade Budget	695.74
AMZN MKTP US*2P3TL4VP2	Classroom Supplies	690.45
SOLUTION TREE INC	Virtual PLC	689.00
AMZN MKTP US*2D17281F0	school supplies	663.39
SOLUTION TREE INC	MS STAFF BOOKS - TAKING ACTION	633.34
MHE*MCGRAW-HILL ECOMM	Med Term Curriculum online access code purchase	630.00
WALMART.COM AA	PE Materials	627.38
SAN-A-CARE	custodial supplies	608.99
AMZN MKTP US*2D5XB11P2	classroom supplies	594.35
N2Y LLC	Subscription for SPED curriculum	591.81
RYDIN DECAL- MOTO	PARKING PASSES	554.00
OFFICEMAX/DEPOT 6869	Student Supplies	545.91
AMAZON.COM*2D7Q48PO2	HSO SHREDDER	544.59
RBS ACTIVEWEAR AND THUNDE	Staff Shirts	479.25
SOLUTION TREE INC	STAFF BOOKS 'TAKING ACTION'	465.57

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

IMPACT APPLICATIONS INC	Concussion Testing Software	444.00
AMZN MKTP US*2588N4PFO	PE Materials	442.73
AMZN MKTP US*2D3ZI6E60	Amazon 436.72 Supplies MS-HS	436.72
AMZN MKTP US*2P8EN2YO1	PE Materials	426.85
4IMPRINT	Earbuds for MS	421.28
PERFORMANCE HEALTH SUP	First Aid Supplies	410.69
AMZN MKTP US*2D7RB0VU0	Replacement Cases	405.00
FOLLETT SCHOOL SOLUTIONS	Library Account 432 - Books	381.92
AMZN MKTP US*2P7565Y52	8th Grade Student School Supplies	370.36
SQ *FIRST AID PLUS	First Aid Plus- training center for American Heart Associ	364.00
TARGET 00021063	Sixth Grade Supplies	356.80
CAROLINA BIOLOGIC SUPPLY	PLTW Science 7/8 Supplies MD	353.40
POSITIVE PROMOTIONS	DISTRICT STAFF CALENDARS	346.10
GRAINGER	water fountain repair	335.25
WISCONSIN SCHOOL MUSIC A	HS WSMA Registration	329.00
ROY'S MARKET	Water and soda roys 1	321.44
AMZN MKTP US*2D51N8E00	8th Grade Student School Supplies	313.19
AMZN MKTP US*2D7WH8WM0	7th Grade Beginning of Year Student Supplies	312.21
AMAZON.COM*2D1M06DE2	Books	307.60
AMAZON.COM*2D7JS0Q32 AMZN	(2) monitor for food service	303.88
AMZN MKTP US*2D24Z82T1	Sixth Grade Supplies	302.78
FOLLETT SCHOOL SOLUTIONS	Library Account 432 - Books	302.29
CAROLINA BIOLOGIC SUPPLY	PLTW Science 7/8 Supplies - MD	301.85
ABCA	Baseball Coaches Association Membership Dues	300.00
AMZN MKTP US*2P4ZW6VV2	Cat6 cables/HDMI cables	278.85
EPIC SPORTS	volleyballs	275.03
AMZN MKTP US*259AB5C21	Supplies	269.98
TARGET 00010603	Classroom Supplies	265.18
AMZN MKTP US*2D7CA5YT2	Supplies	263.45
WISCONSIN SCHOOL MUSIC A	MS WSMA Registration	261.00
NATIONALINT	National AD Conference Registration	255.00
AMAZON.COM*2D8VR1EE0	8th Grade Student School Supplies	251.80
CASEYS NEW GLARUS	Pizza for Team Day	251.79
WISCONSIN REST ASSOC EDUC	Virtual ProStart Curriculum	250.00
WAL-MART #0802	Knight Fund for student clothes, supplies	247.26
AMZN MKTP US*2D8D82T41	Sixth Grade Supplies	242.09
AMZN MKTP US*254K87FY1	2 inch 3 ring Binders; Cardstock (2); Index dividers; Desk	231.65
NEW GLARUS UTILITIES	FB - July services	228.10
SAMS CLUB #4840	Concessions	227.41
CPM EDUCATIONAL PROGRAM	MS Math Materials	222.24
AMZN MKTP US*2P9HL51N0	touchscreen PC stick/usb hub	219.98
OFFICEMAX/DEPOT 6869	Student Supplies	219.90
AMZN MKTP US*2D6FT8QY1	Classroom Supplies	214.36
N2Y LLC	Subscription for SPED curriculum w/ difference due to t	214.12

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

N2Y LLC	Subscription for SPED curriculum - refund sales tax	210.66
"MUSIC IN MOTION, INC"	Posters, Folders for MS choir, Pencils	209.80
WARD BRODT MUSIC	HS Supplies	203.28
BARCLAY WOOD TOYS AND BLO	PLTW Science 6 Supplies - DM	202.83
AMZN MKTP US*2D9HJ9SY1	school supplies	201.09
AMZN MKTP US*2P9RL3WP2	8th Grade Student School Supplies	199.96
AMZN MKTP US*2P2NH36K0	PE Materials	199.78
AMZN MKTP US*2D0F76C12	classroom supplies	196.31
AMAZON.COM*251K78GE1 AMZN	ipod for ES PE classes	194.94
AMZN MKTP US*250306C32	ipod for ES 1st grade	188.85
AMZN MKTP US*2D64N6FG2	7th Grade Beginning of Year Student Supplies	186.51
AMZN MKTP US*2D7TB6FX0	Supplies -	185.85
NATIONAL BUSINESS EDUCATI	Membership / for National Business Honors Society for	184.00
AMAZON.COM*258555ZS1	FILTER REPLACEMENTS	183.54
OFFICEMAX/DEPOT 6869	Supplies	182.79
AMZN MKTP US*2P0B71Q72 AM	classroom school supplies	181.06
AMAZON.COM*2D2W08C82 AMZN	PE Materials	179.64
AMZN MKTP US*2D3M14620	7th Grade Beginning of Year Student Supplies	176.85
CAROLINA BIOLOGIC SUPPLY	PLTW Science 7/8 Supplies - MD	176.70
MUSICPLAYONLINE.COM	Musicplay receipt	174.95
AMZN MKTP US*253313PZ1	HDMI cables	172.42
OFFICEMAX/DEPOT 6869	8th Grade Student School Supplies	171.00
GRAINGER	water filters, fountain repairs	170.98
AMZN MKTP US*2D9AM5522	supplies for start of year	170.93
BYU CONTINUING ED2	BYU Summer Credit recovery	170.00
BYU CONTINUING ED2	BYU Summer Credit recovery	170.00
AMZN MKTP US*250307TN0	Wireless keyboards	161.91
EB CIVIL LEADERSHIP F	Green County Leaders - Civil Leadership	160.76
EB CIVIL LEADERSHIP F	Green County Leaders - Civil Leadership	160.76
EB CIVIL LEADERSHIP F	Green County Leaders - Civil Leadership	160.76
EB CIVIL LEADERSHIP F	Green County Leaders - Civil Leadership	160.76
EB CIVIL LEADERSHIP F	Green County Leaders - Civil Leadership	160.76
OFFICEMAX/DEPOT 6869	Classroom Supplies	160.50
AMAZON.COM*2D9M42ZR0 AMZN	(2) Rack mount shelf	159.98
AMZN MKTP US*258972O70	Birthday cards	156.86
WAL-MART #0802	8th Grade Supplies	156.07
WAL-MART #1176	Classroom Supplies	155.98
AMAZON.COM*2D4YS2N52 AMZN	Books-Curriculum Account	154.24
AMZN MKTP US*251RW9G21	Misc. School supplies	152.70
OFFICEMAX/DEPOT 6869	Supplies	152.20
AMZN MKTP US*2D6VJ1T32	(10) usb-c to hdmi cables	149.90
AMZN MKTP US*2D1NI0211	(4) internal SSD drives for laptops	147.96
AMZN MKTP US*2D4MS4J51	Middle School Science Materials	147.60
THE MIDWEST CLINIC	Midwest Clinic <sup>15</sup>	145.00

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

PLANK ROAD PUBLISHING IN	Plank Road Publishing Receipt	144.95
OFFICEMAX/DEPOT 6869	HSO SUPPLIES	144.05
New Glarus Post Office	Postage	144.00
AMZN MKTP US*2P9VW1V32	usb C Chargers	143.92
AMAZON.COM*2D2349M51 AMZN	Books-Curriculum Account	143.88
AMZN MKTP US*2P4936242	Middle School Science Materials	141.17
PAYPAL *OMARTHOMASM OMART	Music	140.00
AMZN MKTP US*2D13M4MX1	school supplies	139.89
AMZN MKTP US*2P37V22W2	Books-Curriculum Account	138.96
AMZN MKTP US*2P9V51Q41	USB-HDMI dock/USB_HDMI Adapter/magnetic hooks	138.45
AMZN MKTP US*2D5H29DO1	Amazon 137.98 Replacement Cases	137.98
AMZN MKTP US*2D27O71D0 AM	markers, scissors	137.83
WORLDPOINT ECC INCORPORAT	updated instructor manual for CPR/1st Aid	137.03
WARD BRODT MUSIC	Baritone Repair	137.00
N2Y LLC	Subscription for SPED curriculum	136.10
AMZN MKTP US*259VV21B0	misc supplies for tech	135.56
J.W. PEPPER	Music	135.00
AMAZON.COM*2D8PR6PL1	Internal SSD for laptop	134.86
AMAZON.COM*254XS8XZ1 AMZN	Supplies	132.05
AMZN MKTP US*2D4BZ7291	7th Grade Beginning of Year Student Supplies	131.13
AMZN MKTP US*2D25D9JD2	7th Grade Beginning of Year Student Supplies	128.91
AMZN MKTP US*2D62N43L0	school supplies	128.52
PYRAMID EDUCATIONAL CONS	classroom supplies	127.67
NAFME	Nafme Membership	127.00
AMZN MKTP US*2P2SX0KAO	organizer, carpet spots, readers, school supplies	123.47
SAMSCLUB #4840	COncessions	121.27
OTC BRANDS INC	classroom supplies	120.83
AMZN MKTP US*2P1S26WL2	dry erase markers	119.68
AMAZON.COM*250V63P10	Back to school treat	119.04
AMAZON.COM*2D4JX5T02 AMZN	Books-Curriculum Budget	115.12
WARD BRODT MUSIC	Cl Repair	110.98
OFFICEMAX/DEPOT 6869	Student Supplies	109.95
WARD BRODT MUSIC	104 Tpt Repair	104.00
AMZN MKTP US*2506M8NNO	4 boxes of combos; 2 boxes of Keebler; 2 boxes of Chee	102.33
AMZN MKTP US*2589U0CX0	snacks	99.88
AMZN MKTP US*2D39B4MG2	classroom school supplies	99.36
FOLLETT SCHOOL SOLUTIONS	Library Account 432 - Books	98.37
CASEYS NEW GLARUS	BASEBALL PICNIC PIZZA	95.92
DELTAMATH.COM	subscription for deltamath.com website for math practi	95.00
ZOOM.US 888-799-9666	Zoom 1000+ Participants	94.95
SCHOOL-CONNECT	SEL Curriculum CCR Class	94.41
AMZN MKTP US*2D0DK34R2	7th Grade Beginning of Year Student Supplies	94.29
J.W. PEPPER	Music	91.99
PETSMART # 0605	Aquarium filter purchase	91.14

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

ABCA	Baseball Convention Registration	90.00
AMZN MKTP US*2D2TU4BW0	(4) internal SSD drives for laptops	85.98
WARD BRODT MUSIC	Books for 6th grade	81.88
DBC*BLICK ART MATERIAL	supplies for ms	81.63
AMZN MKTP US*2503Z6GJ1	Supplies	80.00
AMZN MKTP US*2P04Q3IC0	USB-C chargers	79.96
AMZN MKTP US*2537E5P31	Office supplies	79.86
WARD BRODT MUSIC	79 Tpt Repair	79.00
OFFICEMAX/DEPOT 6869	Black folders for MS Choir	75.45
ROY'S MARKET	PBIS account	74.87
WARD BRODT MUSIC	74.72 Books for 6th grade	74.72
AMZN MKTP US*2D1BG0VA0	7th Grade Beginning of Year Student Supplies	74.70
FAT CAT COFFEE WORKS	Thank you for Secretary staff and volunteers	72.79
AMZN MKTP US*251DF5JJ0 AM	Supplies for new school year	72.75
SIMPLYSTAMPS.COM	office supplies	71.96
AMAZON.COM*257065A40 AMZN	Supplies	71.91
INSPIREYOURPEOPLE.COM	office supplies	70.57
AMZN MKTP US*259TZ7XZ1	Room decor	70.09
AMAZON.COM*2D4U112F2	printer toner	67.49
ROY'S MARKET	Food/Drinks for PD Training-Ready Math	66.39
AMZN MKTP US*2D0G92952	highlighters, green pens, sign for bulletin board, dry er	64.30
AMZN MKTP US*2D1KB27R0	supplies for start of the year	64.12
WARD BRODT MUSIC	Replacement Tpt Mouthpieces	63.98
SUBWAY 29346	FB PURCHASE	63.27
AMZN MKTP US*255MC7PQ0	supplies for creating student visuals	62.18
WEST MUSIC CATALOG	POSTERS	60.89
AMZN MKTP US*2D6MR38Y0	7th Grade Beginning of Year Student Supplies	60.81
USPS PO 5659000694	SPED mailing	60.00
AMZN MKTP US*2D63V8RT0	classroom supplies	59.97
AMZN MKTP US*2D65G7FI0	Nacho Trays	59.95
TARGET.COM *	classroom supplies	59.60
AMZN MKTP US*2D6LO3CG0	classroom supplies	59.22
DBC*BLICK ART MATERIAL	supplies for start of the year	58.57
NEW GLARUS HARDWARE	paint and supplies	58.16
AMZN MKTP US*2D0G79WS0	Amazon 57.98 Replacement Cases	57.98
WAL-MART #0802	Rugs for classroom to protect new floors	57.48
OFFICE DEPOT #1090	STUDENT SCHOOL SUPPLIES	57.33
OFFICEMAX/DEPOT 6869	Supplies	57.00
FOLLETT SCHOOL SOLUTIONS	Books	57.00
BAGZDEPOT.COM	volleyballs	56.87
WM SUPERCENTER #802	Athletic Department- Laundry Soap	56.82
AMZN MKTP US*2D58Y2AO2	school supplies	56.03
AMZN MKTP US*2P9GA3KM1	PE Materials	56.00
OFFICEMAX/DEPOT 6869	Supplies	54.78

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

AMZN MKTP US*258U03J80	Guidance activity supplies	53.89
AMAZON.COM*252WY4G70 AMZN	Classroom supplies	53.80
AMZN MKTP US*259V26PJ1	Sixth Grade Supplies	53.78
AMAZON.COM*2D8XT8GJ1 AMZN	One World Collection	53.67
SAN-A-CARE	custodial supplies	53.30
AMZN MKTP US*2D7C316T0	Sixth Grade Supplies	52.31
OFFICEMAX/DEPOT 6869	Black Folders for HS Choir	52.22
AMZN MKTP US*251T38NI0	snacks	49.29
AMZN MKTP US*2511C7LC0	snacks	49.04
AMZN MKTP US*2P2I356Z0	Classroom Supplies	47.94
USPS PO 5659000694	Postage 08-12-21.pdf	47.60
AMZN MKTP US*2D1ZQ5WH1	misc supplies	46.97
AMZN MKTP US*2D2WY8HU0	classroom supplies	46.44
AMAZON.COM*2D50N6T82 AMZN	Books-Curriculum Budget	45.16
OFFICE DEPOT #1090	8th Grade Student School Supplies	45.00
TARGET 00021063	Sixth Grade Supplies	44.56
AMZN MKTP US*259R68XE1	Room decor	44.38
AMZN MKTP US*250000AJ0	2 Boxes of Fidgets	43.96
TARGET.COM *	classroom supplies	42.28
TARGET 00010603	classroom supplies	40.71
SSL ECOMM	office supplies	40.62
AMZN MKTP US*2P2WR5QP2 AM	Misc supplies - power grommet	39.99
AMZN MKTP US*2P6EW50B2	magnetic hooks	39.58
AMZN MKTP US*2P90X6QC0	magnetic hooks	39.58
OFFICE DEPOT #1079	Student Supplies	38.94
AMZN MKTP US*2560L53L1	classroom supplies	38.57
TEACHERSPAYTEACHERS.COM	Classroom Materials	38.50
TARGET 00010603	Command Strips and Hooks for Wall Curriculum	37.24
AMZN MKTP US*2D0NF3241	internal solid state drive	36.99
AMERICAN HEART SHOPCPR	AHA online course for instructor certification 36.93.doc:	36.93
AMZN MKTP US*2P8ES98S0 AM	Art Supplies	36.50
OFFICEMAX/DEPOT 6869	8th Grade Student School Supplies	36.00
OFFICEMAX/DEPOT 6869	8th Grade Student School Supplies	36.00
AMZN MKTP US*258NK4O22	Staff meeting snacks	36.00
AMZN MKTP US*251ND2PM1	Student/Classroom Supplies	35.97
ROY'S MARKET	Staff picnic supplies	35.40
OFFICE DEPOT #1090	Supplies	35.28
AMAZON.COM*250882NM0	Lamination sheets (1) box of 300	34.99
FIMCO SCHABEN AGSPRAY	repairs lawn equipment	34.75
USPS PO 5659000694	Postage 08-23-21.pdf	34.50
OFFICEMAX/DEPOT 6869	Office Supplies	33.97
AMZN MKTP US*255W58VNO	3 Boxes Nabisco crackers (fun size); 3 Autism fidgets; 1 I	33.96
OFFICEMAX/DEPOT 6869	office supplies	33.78
AMZN MKTP US*2D8UO29L1	Supplies	33.00

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

AMERICAN HEART SHOPCPR	CPR Recertification	32.71
AMERICAN HEART SHOPCPR	CPR Cert	32.71
AMERICAN HEART SHOPCPR	AHA online course for instructor certification 32.71.doc:	32.71
AMERICAN HEART SHOPCPR	CPR Training -	32.71
AMERICAN HEART SHOPCPR	CPR Training	32.71
AMZN MKTP US*2D34M4UU2	Student/Classroom Supplies	32.70
WARD BRODT MUSIC	Replacement Tpt Mouthpieces	31.99
APPLE.COM/BILL	Supplemental instructional tool	31.64
AMZN MKTP US*2P3KO2WNO	Printer toner	31.34
REALLY GOOD STUFF	Classroom decorations	31.32
ROYS MARKET	Snacks for PLC training	31.17
AMZN MKTP US*2P6L94YV2	MISC Supplies	29.96
SP * KIDIPRINT	Poster for art	29.95
CENEX BLANCHAR07070501	Water for football sideline	29.94
CENEX BLANCHAR07070501	Water for football sideline.	29.94
CENEX BLANCHAR07070501	Water for Scrimmage	29.94
AMZN MKTP US*2D8RB8UC2	highlighters	29.52
NEW GLARUS HARDWARE	paint supplies	29.35
AMZN MKTP US*2D02E6750	Supplies	28.99
AMZN MKTP US*251DA0JN1	Misc. School supplies	28.90
AMZN MKTP US*2D0EM3CM2 AM	Birthday Toy	28.40
OFFICEMAX/DEPOT 6869	Student Supplies	27.00
FTP*FINANCIAL TIMES	News	27.00
AMZN MKTP US*250K11N60	Batteries for office	26.75
AMZN MKTP US*2D2VK5JF1	PE Materials	25.99
ROYS MARKET	Football Activity- Popsicles for practice	24.95
CENEX BLANCHAR07070501	Water For Football Practice- Activity Account	24.91
AMAZON.COM*257705VF0 AMZN	Supplies	23.97
AMAZON.COM*2D2BL7J52 AMZN	Books-Curriculum Budget	23.97
AMZN MKTP US*2D7366GC0	8th Grade Student School Supplies	23.04
AMZN MKTP US*2P2GX1880	Bulletin Board Supplies	22.92
SP * RUBBERSTAMPS.COM	Stamp for books	22.49
OFFICEMAX/DEPOT 6869	Office supplies	21.95
AMZN MKTP US*252275O51 AM	planner for organization	21.95
AMAZON.COM*2543U5OT2	FCS Department	21.44
AMAZON.COM*2D8KO0MB1	supplies for start of the year	21.09
AMZN MKTP US*253O64J41	alcohol wipes	21.09
WARD BRODT MUSIC	HS Supplies	20.97
AMZN MKTP US*2555W43A0	3 Boxes of Nabisco Crackers (fun size); 3 packages of Au	20.94
AMERICAN HEART SHOPCPR	CPR training	20.57
AMERICAN HEART SHOPCPR	CPR Course	20.57
AMERICAN HEART SHOPCPR	CPR certified for coaching middle school sports.	20.57
AMERICAN HEART SHOPCPR	CPR Certification for Coaching	20.57
AMERICAN HEART SHOPCPR	Coach required CPR class	20.57

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR Training	20.57
AMERICAN HEART SHOPCPR	CPR/First Aid Class	20.57
AMERICAN HEART SHOPCPR	First Aid & CPR training.	20.57
AMERICAN HEART SHOPCPR	Athletics- CPR	20.57
AMZN MKTP US*2D86W2UN1	classroom supplies	19.99
AMZN MKTP US*251J69JU0	Room decor	18.99
AMAZON.COM*2P2S702G2	HSO SUPPLIES	18.63
AMZN MKTP US*2P5NV4PV2	PE Materials	18.50
TARGET 00021063	Sixth Grade Supplies	18.46
PAYPAL *DELL MKT	Headphones with microphone	18.01
AMZN MKTP US*257T54T50	Wireless keyboards	17.99
SAMSClub #4840	Concessions Pretzels	17.96
TEACHERSPAYTEACHERS.COM	Classroom Resources	17.87
CASEYS PIZZA 3572	Purchase Error	17.71
AMAZON.COM*2D8NP4KG2	Sixth Grade Supplies	17.43
WWW.WEVIDEO.COM/CHARGE	Extra WeVideo seats for MediaLit	17.02
OFFICEMAX/DEPOT 6869	Office Supplies	16.97
AMZN MKTP US*2D37409K1	classroom supplies	16.69
AMZN MKTP US*2D8VV9TX2 AM	misc supplies - cables	16.68
WARD BRODT MUSIC	Books for 6th grade	16.68
ST VINCENT DEPAUL THRIFT	Fabric- student life skill activity	16.37
AMZN MKTP US*2D4YW1VD1	PE Materials	15.98
AMZN MKTP US*2D6QB18Y0	Sixth Grade Supplies	15.98
TARGET 00010603	Beginning of the year goodies	15.87
TEACHERSPAYTEACHERS.COM	Labeling supplies for library	15.83
AMZN MKTP US*255WY2GQ1	supplies for creating student visuals	15.83
AMZN MKTP US*2567H95Z0	highlighters	15.81
AUDIBLE*2P9573U11	Audible monthly membership Aug 2021	15.77
OFFICE DEPOT #1170	HSO SUPPLIES	15.48
AMZN MKTP US*2P85A1MM2	chart	15.20
BYU CONTINUING ED2	HS Credit recovery BYU retake charge	15.00
BYU CONTINUING ED2	Retake Fee Summer Credit recovery	15.00
Amazon	Phone Holder	14.75
SVDP VERONA STORE	IMG_5170.jpg Fabric- materials for student	13.50
AMAZON.COM*2D1PO2KL2	Sixth Grade Supplies	13.46
PAYPAL *CANVAPTylim CA	online graphics - <sup>20</sup> sub	12.99

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

NYTIMES*NYTIMES	news	12.58
NEW GLARUS HARDWARE	HARDWARE	12.54
AMZN MKTP US*2D90D82K2	Misc. School supplies	12.50
AMZN MKTP US*2D5C62NU2	Classroom Supplies	11.99
AMZN MKTP US*259O221D0	Student/Classroom Supplies	11.98
AMZN MKTP US*2590R4P50	Supplies for student on OT caseload	11.95
OFFICEMAX/DEPOT 6869	Classroom Supplies	11.94
AMZN MKTP US*253XY0XV1	Supplies	11.48
USPS PO 5659000694	Postage - Registrar duties	11.10
TEACHERSPAYTEACHERS.COM	IPA curriculum for HS	11.09
AMZN MKTP US*2D3JZ8132	classroom supplies	10.95
PAYPAL *SCRIBD.COM INVO	doc management - tech	10.54
AMAZON.COM*2D2CG6ML0 AMZN	Binder sheets	10.10
APPLIEDVISIONBB	baseball team program	9.97
AMZN MKTP US*2584M3AI1	summer school order	9.48
AMZN MKTP US*2P7Y20UN0	classroom supplies	9.38
AMZN MKTP US*2P9NS2UR2	classroom supplies	9.25
AMZN MKTP US*2D7Q736M1	PE Materials	9.09
AMZN MKTP US*2D2NU0952	Room decor	8.99
OFFICEMAX/DEPOT 6869	HSO SUPPLIES	8.70
AMZN MKTP US*2D7S791Z2	Classroom Supplies	8.58
CASEYS NEW GLARUS	Donuts for supply volunteers	8.57
NEW GLARUS HARDWARE	HARDWARE	8.28
AMAZON.COM*2P03C6K42 AMZN	Books-Curriculum Account	7.99
NOTEFLIGHT	Music Software	7.95
USPS PO 5659000694	Sped Postage	7.70
GUM.CO/CC* MEET ENHANC	Google Meet Enhancement	7.00
ROY'S MARKET	Beginning of the year goodies	6.69
OFFICEMAX/DEPOT 6869	Supplies	6.68
OFFICE DEPOT #1170	8th Grade Student School Supplies	6.00
OFFICE DEPOT #1170	8th Grade Student School Supplies	6.00
OFFICE DEPOT #1170	8th Grade Student School Supplies	6.00
OFFICEMAX/DEPOT 6849	8th Grade Student School Supplies	6.00
OFFICEMAX/DEPOT 6849	8th Grade Student School Supplies	6.00
OFFICEMAX/DEPOT 6849	8th Grade Student School Supplies	6.00
SP * BULLETIN BOARD LA	Bulletin board Lady receipt	5.99
J.W. PEPPER	Sax Reprint	5.99
J.W. PEPPER	Sax Reprint	5.99
OFFICEMAX/DEPOT 6869	Supplies	5.84
NEW GLARUS HARDWARE	hardware	5.29
PANDORA*INTERNET RADIO	PANDORA	5.26
AMZN MKTP US*2P0J255I2	classroom supplies	5.14
TWP*SUB28538583	News	5.00
AMZN MKTP US*2D3GR5592	Misc. School supplies	4.99

**SCHOOL DISTRICT OF NEW GLARUS  
PURCHASING CARD ACTIVITY  
AUGUST 31, 2021**

WALGREENS #1159	Photos for Player of the Year Plaque	2.99
AMAZON WEB SERVICES	Monthly fee for Computer Science classes	1.00
TARGET 00021063	Sixth Grade Supplies	0.53
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.12
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.29
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.32
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.63
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.64
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.84
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-0.96
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-1.06
AMZN MKTP US	Refund from Beginning of Year Supplies due to late ship	-1.13
N2Y LLC	Subscription for SPED curriculum - refund sales tax	-7.10
MENARDS MADISON WEST WI	return-deck screws	-10.89
N2Y LLC	Subscription for SPED curriculum - refund sales tax	-10.98
N2Y LLC	Subscription for SPED curriculum - tax refund	-11.16
MAGNETSTREET	Credit for Calendar Magnets	-58.93
AMZN MKTP US AMZN.COM/BIL	Amazon refund	-60.30
THE MIDWEST CLINIC	Midwest Clinic Refund	-140.65
<b>TOTAL PURCHASING CARD ACTIVITY</b>		<b>118,770.34</b>

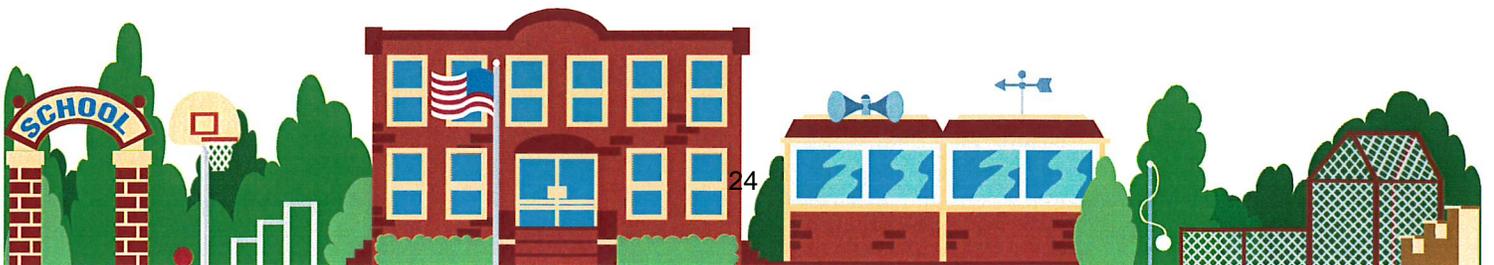


# New Glarus School District

---

## Treasurer's Report August 31, 2021

---



**SCHOOL DISTRICT OF NEW GLARUS**  
**FUND SUMMARY**  
**August 31, 2021**

	Fund Balance Audited 6/30/2021	+	FY2022 Revenues	-	FY2022 Expend.	+	Transfers Sources	=	Fund Balance 8/31/2021
General Fund	3,632,624.22		42,237.78		553,413.40		0.00		3,121,448.60
General Fund -Committed	0.00				0.00		0.00		0.00
<b>TOTAL FUND 10</b>	<b>3,632,624.22</b>		<b>42,237.78</b>		<b>553,413.40</b>		<b>0.00</b>		<b>3,121,448.60</b>
<b>Special Revenue Trust (Fund 21)</b>	<b>233,911.46</b>		<b>23,298.14</b>		<b>10,306.20</b>				<b>246,903.40</b>
Spec. Ed. Grants	0		0.00		8,839.24				-8,839.24
Special Education (Fund 27)	0		10,267.04		35,900.63		0.00		-25,633.59
<b>TOTAL FUND 27</b>	<b>0</b>		<b>10,267.04</b>		<b>44,739.87</b>		<b>0.00</b>		<b>-34,472.83</b>
<b>DEBT SERVICE (Fund 39)</b>	<b>143,719.08</b>		<b>29,368,078.70</b>		<b>396,710.80</b>				<b>29,115,086.98</b>
<b>LT CAPITAL (Fund 46)</b>	<b>305,490.15</b>		<b>111.17</b>		<b>0.00</b>				<b>305,601.32</b>
<b>OTHER CAPITAL DEBT (Fund 49)</b>	<b>28,902,870.85</b>		<b>10,918.21</b>		<b>0.00</b>				<b>28,913,789.06</b>
<b>FOOD SERVICE (Fund 50)</b>	<b>190,602.06</b>		<b>4,810.33</b>		<b>18,547.28</b>				<b>176,865.11</b>
<b>COMMUNITY SERVICE FUND (80)</b>	<b>12,255.82</b>		<b>0.00</b>		<b>0.00</b>				<b>12,255.82</b>

**SCHOOL DISTRICT OF NEW GLARUS  
REVENUES  
August 31, 2021**

<b>GENERAL FUND - 10</b>					
	ANNL MTG BUDGET REVENUES 2021-2022	MTD REVENUES	YTD REVENUES	21-22 YTD % RCVD	20-21 YTD % RCVD
Property Taxes	\$ 3,720,056.00			0.00%	0.00%
Mobile Home/DNR Tax	\$ 10,600.00	\$ 380.85	\$ 380.85	3.59%	0.00%
Interest Income	\$ 6,000.00	\$ 589.12	\$ 1,247.93	20.80%	16.26%
Summer School	\$ -			0.00%	0.00%
General Tuition-Open Enrollment	\$ 1,009,683.00			0.00%	0.00%
Sale of Fixed Assets	\$ -			0.00%	0.00%
Capital Lease (Computers/Bus)	\$ -			0.00%	0.00%
Other Local Income	\$ 122,540.00	\$ 20,070.60	\$ 39,594.00	32.31%	24.40%
Medicaid	\$ -			0.00%	0.00%
Per Pupil Aid	\$ 672,747.00			0.00%	0.00%
Transportation Aid	\$ 24,000.00			0.00%	0.00%
Library (Common School Fund)	\$ 37,000.00			0.00%	0.00%
High Cost Transportation Aid	\$ -			0.00%	0.00%
Equalization Aid	\$ 6,534,082.00			0.00%	0.00%
State Tax Exempt - Computer Aid	\$ 6,716.00			0.00%	0.00%
State Tax Exempt - Personal Property	\$ 33,637.00			0.00%	0.00%
Grants - State	\$ 8,200.00			0.00%	0.00%
Grants-Federal-Special Projects	\$ 189,921.00			0.00%	0.00%
Grants/Donations - Local	\$ 3,500.00	\$ 595.00	\$ 1,015.00	29.00%	23.06%
<b>Total General Fund Revenues</b>	<b>\$ 12,378,682.00</b>	<b>\$ 21,635.57</b>	<b>\$ 42,237.78</b>	<b>0.34%</b>	<b>0.32%</b>

<b>SPECIAL PROJECTS FUNDS - 21 &amp; 27</b>					
Special Revenue Fund - 21	\$ 190,500.00	\$ 22,037.92	\$ 23,298.14	12.23%	4.56%
Special Education Grants - Fund 27	\$ 199,621.00		\$ -	0.00%	0.00%
Special Education - Categorical Aid - Fur	\$ 403,041.00	\$ -	\$ -	0.00%	0.00%
Special Education - High Cost	\$ -			0.00%	0.00%
Special Education - Medicaid	\$ 50,000.00	\$ 6,903.91	\$ 10,267.04	20.53%	0.00%
Operating Transfer from Fund 10	\$ 1,245,448.00	\$ -	\$ -	0.00%	0.00%
<b>Total Special Projects Revenues</b>	<b>\$ 2,088,610.00</b>	<b>\$ 28,941.83</b>	<b>\$ 33,565.18</b>	<b>1.61%</b>	<b>0.14%</b>

<b>DEBT SERVICE FUNDS &amp; OTHER CAPITAL DEBT - 39, 46 &amp; 49</b>					
Fund 39-Referendum Debt-Debt Retirem	\$ 32,111,999.00	\$ 12,864.87	\$ 29,368,078.70	91.46%	0.00%
Fund 46 - Long Term Cap Maint	\$ 500.00	\$ 62.78	\$ 111.17	22.23%	0.06%
Fund 49 - Construction Fund	\$ 19,500.00	\$ 5,621.85	\$ 10,918.21	55.99%	0.00%
<b>Total Debt Service Revenues</b>	<b>\$ 32,131,999.00</b>	<b>\$ 18,549.50</b>	<b>\$ 29,379,108.08</b>	<b>91.43%</b>	<b>0.00%</b>

<b>FOOD &amp; COMMUNITY SERVICE FUNDS - 50 &amp; 80</b>					
Fund 50-Local Sources	\$ 73,801.87	\$ 1,301.00	\$ 4,810.33	6.52%	11.80%
Fund 50-State/Federal Sources	\$ 476,833.88		\$ -	0.00%	5.11%
Community Services - Fund 80	\$ -		\$ -	0.00%	0.00%
<b>Total Fd &amp; Community Service Revenues</b>	<b>\$ 550,635.75</b>	<b>\$ 1,301.00</b>	<b>\$ 4,810.33</b>	<b>0.87%</b>	<b>5.46%</b>

<b>Total Revenues</b>	<b>\$ 47,149,926.75</b>	<b>\$ 70,427.90</b>	<b>\$ 29,459,721.37</b>	<b>62.48%</b>	<b>0.15%</b>
-----------------------	-------------------------	---------------------	-------------------------	---------------	--------------

**SCHOOL DISTRICT OF NEW GLARUS  
EXPENDITURES  
August 31, 2021**

<b>GENERAL FUND - 10</b>					
<b>Instruction</b>	ANNUAL MTG BUDGET EXPENDITURES 2021-2022	MTD EXPENDITURES	YTD EXPENDITURES	21 - 22 YTD % EXPD	20 - 21 YTD % EXPD
Undifferentiated Curriculum	\$ 2,626,933.00	\$ 56,217.09	\$ 70,955.32	2.70%	1.72%
Regular Curriculum	\$ 3,009,284.00	\$ 25,603.49	\$ 38,240.22	1.27%	1.15%
Vocational Curriculum	\$ 344,231.00	\$ 1,197.82	\$ 1,248.43	0.36%	0.07%
Physical Curriculum	\$ 266,792.00	\$ 2,949.94	\$ 4,379.29	1.64%	0.82%
Co-Curricular Activity	\$ 201,480.00	\$ 5,544.96	\$ 6,598.27	3.27%	3.71%
Special Curriculum	\$ 6,500.00			0.00%	73.86%
<b>Total Instruction</b>	<b>\$ 6,455,220.00</b>	<b>\$ 91,513.30</b>	<b>\$ 121,421.53</b>	<b>1.88%</b>	<b>1.38%</b>
<b>Support Services</b>					
Pupil Services	\$ 241,895.00	\$ 587.63	\$ 706.63	0.29%	0.42%
Instructional Services	\$ 702,011.00	\$ 16,834.99	\$ 40,797.00	5.81%	5.87%
General Operations	\$ 360,020.00	\$ 32,171.96	\$ 50,897.23	14.14%	15.38%
School Building Operations	\$ 732,188.00	\$ 51,422.53	\$ 79,408.42	10.85%	14.06%
Business Services	\$ 229,723.00	\$ 17,222.88	\$ 34,100.20	14.84%	29.53%
Building Operations	\$ 675,222.00	\$ 33,706.88	\$ 35,952.31	5.32%	7.07%
Maintenance	\$ 276,093.00	\$ 25,786.89	\$ 36,918.33	13.37%	11.41%
Capital Maintenance Projects (Facilities)	\$ 190,000.00	\$ -	\$ -	0.00%	1.40%
Pupil Transportation	\$ 271,153.00	\$ 6,439.14	\$ 6,733.32	2.48%	2.02%
Central Services	\$ 75,706.00	\$ 4,194.51	\$ 10,088.47	13.33%	15.62%
Insurance	\$ 128,847.00	\$ 9,710.90	\$ 19,421.80	15.07%	15.84%
Debt Services	\$ 97,073.00	\$ 94,482.49	\$ 113,058.16	116.47%	0.00%
Other Support Services	\$ 314,625.00			0.00%	21.70%
<b>Total Support Services</b>	<b>\$ 4,294,556.00</b>	<b>\$ 292,560.80</b>	<b>\$ 428,081.87</b>	<b>9.97%</b>	<b>10.19%</b>
<b>Non-Program Transactions</b>					
Operating Transfers to another Fund	\$ 1,245,448.00	\$ -	\$ -	0.00%	0.00%
General Tuition/Non-Open enrollment	\$ 20,000.00	\$ 370.00	\$ 3,910.00	19.55%	3.71%
Co-Curricular Cooperative Programs	\$ 61,300.00	\$ -	\$ -	0.00%	0.00%
General Tuition/Open Enrollment	\$ 302,058.00	\$ -	\$ -	0.00%	0.00%
Other Non-Program Transactions	\$ 100.00	\$ -	\$ -	0.00%	0.00%
<b>Total Non-Program Transactions</b>	<b>\$ 1,628,906.00</b>	<b>\$ 370.00</b>	<b>\$ 3,910.00</b>	<b>0.24%</b>	<b>0.07%</b>
<b>TOTAL GENERAL FUNDS</b>	<b>\$ 12,378,682.00</b>	<b>\$ 384,444.10</b>	<b>\$ 553,413.40</b>	<b>4.47%</b>	<b>4.54%</b>
<b>SPECIAL PROJECTS FUNDS</b>					
Special Revenue Fund - Fund 21	\$ 190,000.00	\$ 8,059.20	\$ 10,306.20	5.42%	4.44%
Special Education Grants - Fund 27	\$ 199,621.00	\$ 4,733.31	\$ 8,839.24	4.43%	33.66%
Special Education - Regular - Fund 27	\$ 1,698,489.00	\$ 21,056.56	\$ 35,900.63	2.11%	1.67%
<b>TOTAL SPECIAL PROJECTS FUNDS</b>	<b>\$ 2,088,110.00</b>	<b>\$ 33,849.07</b>	<b>\$ 55,046.07</b>	<b>2.64%</b>	<b>4.54%</b>
<b>DEBT SERVICE FUNDS &amp; OTHER CAPITAL DEBT - 38, 39, 40 &amp; 49</b>					
Fund 39-Referendum Debt-Debt Retirem	\$ 31,517,710.00	\$ -	\$ 396,710.80	1.26%	0.00%
Fund 46 - Long Term Cap Maint	\$ -	\$ -	\$ -	0.00%	0.00%
Fund 49 - Construction Fund	\$ 4,663,190.00	\$ -	\$ -	0.00%	0.00%
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>\$ 36,180,900.00</b>	<b>\$ -</b>	<b>\$ 396,710.80</b>	<b>1.10%</b>	<b>0.00%</b>
<b>FOOD &amp; COMMUNITY SERVICE FUNDS - 50 &amp; 80</b>					
Food Service - Fund 50	\$ 532,519.94	\$ 17,120.64	\$ 18,547.28	3.48%	2.04%
Community Services - Fund 80	\$ -	\$ -	\$ -	0.00%	0.00%
<b>TOTAL FOOD &amp; COM. SRV. FUNDS</b>	<b>\$ 532,519.94</b>	<b>\$ 17,120.64</b>	<b>\$ 18,547.28</b>	<b>3.48%</b>	<b>2.04%</b>
<b>TOTAL EXPENDITURES-ALL FUNDS</b>	<b>\$ 51,180,211.94</b>	<b>\$ 435,413.81</b>	<b>\$ 1,023,717.55</b>	<b>2.00%</b>	<b>3.80%</b>



Portfolio & Rebate Liability Report

Last Updated: 09/21/21 51358-201  
 Updated by Analyst: RGM

## New Glarus School District / 2021 Referendum Proceeds

Date of Issue	06/08/21	Today's Date	09/21/21
Original Bond Proceeds	\$28,900,000.00	Arbitrage Allowable Yield	0.790000%
Original Expense Budget	\$28,900,000.00	Portfolio Return for Arbitrage Purposes	0.249400%
Current Projected Expenses	\$29,001,506.03	Anticipated Arbitrage Rebate	\$0.00
Original Interest Income:	\$40,335.54	Above Arb. Line/(Below Arb. Line)	(\$222,311.12)
<b>Total Estimated Interest Income</b>	<b>\$101,506.03</b>	Weighted Average Life of Future Funded Expenses (Days)	410

Date	Bond Proceeds	Investment Cost	EXPENSES		Cumulative Expenses	Investment Maturity	Coupons and Interest	Percent Spent	Balance	Description
			Projected	Actual						
06/08/21	\$28,900,000.00				\$0.00			0.00%	\$28,900,000.00	Phone Wire Purchase
06/08/21		\$1,000,000.00			\$0.00			0.00%	\$27,900,000.00	Bank of New Glarus - 1 year CD (@ 0.25%)
06/08/21		\$1,138,870.00			\$0.00			0.00%	\$26,761,130.00	Bank of New Glarus - 2 year CD (@ 0.40%)
06/08/21		\$248,100.00			\$0.00			0.00%	\$26,513,030.00	WESTERN ALLIANCE BANK / TORREY PINES BANK - CD - 0.3% - Trans # 290110
06/08/21		\$248,400.00			\$0.00			0.00%	\$26,264,630.00	FINANCIAL FEDERAL BANK - CD - 0.3% - Trans # 290107
06/08/21		\$248,700.00			\$0.00			0.00%	\$26,015,930.00	GLOBAL BANK - CD - 0.25% - Trans # 290109
06/08/21		\$248,900.00			\$0.00			0.00%	\$25,767,030.00	BANK 7 - CD - 0.2% - Trans # 290108
06/30/21					\$0.00		\$2,821.39	0.00%	\$25,769,851.39	Interest Earned - Bank of New Glarus
06/30/21					\$0.00		\$49.46	0.00%	\$25,769,900.85	Dividend Reinvest - WISC CMS
07/15/21			\$32,310.00	\$0.00	\$0.00			0.00%	\$25,769,900.85	Expenses
07/31/21					\$0.00		\$4,473.26	0.00%	\$25,774,374.11	Interest Earned - Bank of New Glarus
07/31/21					\$0.00		\$822.00	0.00%	\$25,775,196.11	Interest Earned - Woodford State Bank ICS
07/31/21					\$0.00		\$1.10	0.00%	\$25,775,197.21	Dividend Reinvest - WISC CMS
08/15/21			\$120,140.00	\$0.00	\$0.00			0.00%	\$25,775,197.21	Expenses
08/31/21					\$0.00		\$849.40	0.00%	\$25,776,046.61	Interest Earned - Woodford State Bank ICS
08/31/21					\$0.00		\$4,772.45	0.00%	\$25,780,819.06	Interest Earned - Bank of New Glarus
09/09/21			\$0.00	\$79,260.86	\$79,260.86			0.27%	\$25,701,558.20	Expenses
09/15/21			\$73,340.00	\$0.00	\$79,260.86			0.27%	\$25,701,558.20	Expenses
10/15/21			\$87,940.00		\$167,200.86			0.58%	\$25,613,618.20	Expenses
11/15/21			\$168,780.00		\$335,980.86			1.16%	\$25,444,838.20	Expenses
12/15/21			\$130,670.00		\$466,650.86			1.61%	\$25,314,168.20	Expenses
01/15/22			\$153,562.00		\$620,212.86			2.14%	\$25,160,606.20	Expenses
02/15/22			\$505,516.00		\$1,125,728.86			3.88%	\$24,655,090.20	Expenses
03/15/22			\$170,286.00		\$1,296,014.86			4.47%	\$24,484,804.20	Expenses
04/15/22			\$341,720.00		\$1,637,734.86			5.65%	\$24,143,084.20	Expenses
05/15/22			\$931,996.00		\$2,569,730.86			8.86%	\$23,211,088.20	Expenses
06/08/22					\$2,569,730.86	\$1,000,000.00	\$2,500.00	8.86%	\$24,213,588.20	Bank of New Glarus - 1 year CD (@ 0.25%)
06/15/22			\$1,947,930.00		\$4,517,660.86			15.58%	\$22,265,658.20	Expenses
07/15/22			\$2,554,160.00		\$7,071,820.86			24.38%	\$19,711,498.20	Expenses
08/15/22			\$2,467,243.00		\$9,539,063.86			32.89%	\$17,244,255.20	Expenses
09/15/22			\$2,437,942.00		\$11,977,005.86			41.30%	\$14,806,313.20	Expenses
10/15/22			\$2,734,220.00		\$14,711,225.86			50.73%	\$12,072,093.20	Expenses
11/29/22					\$14,711,225.86	\$248,100.00	\$1,113.77	50.73%	\$12,321,306.97	WESTERN ALLIANCE BANK / TORREY PINES BANK - CD - 0.3% - Trans # 290110
11/29/22			\$2,786,450.00		\$17,497,675.86			60.33%	\$9,534,856.97	Expenses
12/15/22			\$2,281,770.00		\$19,779,445.86			68.20%	\$7,253,086.97	Expenses
01/15/23			\$1,821,290.00		\$21,600,735.86			74.48%	\$5,431,796.97	Expenses
02/15/23			\$1,915,180.00		\$23,515,915.86			81.09%	\$3,516,616.97	Expenses
03/15/23			\$1,695,070.00		\$25,110,985.86			86.59%	\$1,921,546.97	Expenses
04/15/23			\$924,450.00		\$26,035,435.86			89.77%	\$997,096.97	Expenses
05/15/23			\$750,000.00		\$26,785,435.86			92.36%	\$247,096.97	Expenses
06/08/23					\$26,785,435.86	\$248,700.00	\$1,243.50	92.36%	\$497,040.47	GLOBAL BANK - CD - 0.25% - Trans # 290109
06/08/23					\$26,785,435.86	\$1,138,870.00	\$9,110.96	92.36%	\$1,645,021.43	Bank of New Glarus - 2 year CD (@ 0.40%)
06/15/23			\$1,138,870.00		\$27,924,305.86			96.29%	\$506,151.43	Expenses
07/03/23					\$27,924,305.86	\$248,900.00	\$1,050.29	96.29%	\$756,101.72	BANK 7 - CD - 0.2% - Trans # 290108
07/03/23					\$27,924,305.86	\$248,400.00	\$1,541.45	96.29%	\$1,006,043.17	FINANCIAL FEDERAL BANK - CD - 0.3% - Trans # 290107
07/15/23			\$633,158.00		\$28,557,463.86			98.47%	\$372,885.17	Expenses
08/15/23			\$142,233.00		\$28,699,696.86			98.96%	\$230,652.17	Expenses
09/15/23					\$28,699,696.86			98.96%	\$230,652.17	Expenses
09/30/23					\$28,699,696.86			98.96%	\$230,652.17	Expenses
09/30/23			\$301,809.17		\$29,001,506.03		\$71,157.00	100.00%	(\$0.00)	
									(\$0.00)	

\$28,900,000.00    \$3,132,970.00    \$29,147,035.17    \$79,260.86    \$3,132,970.00    \$101,506.03

**Total Anticipated Interest Income: \$101,506.03**  
**Anticipated Arbitrage Rebate: \$0.00**  
**tal Anticipated Interest Income Net of Arbitrage Rebate: \$101,506.03**

**lstanding Principal and Interest after September 21, '21: \$28,922,245.17**

\$25,701,558.20  
\$3,220,686.97



**STAFFING REPORT  
SEPTEMBER 27, 2021**

<b>HIRES / CHANGES</b>	<b>Employee Leaving Position</b>	<b>New Employee in Position</b>	<b>hours per day / % of empl</b>	<b>Term of Employment</b>	<b>Position</b>
	Carrie Schiro	Amanda Wagner	5 hours/day	2021-22 school year	Special Education Assistant
	Hanna Kearns coaching resignation	Bob Wahl	varies	2021-22 Winter Season	HS Girls Basketball AsstCoach
	Kevin Parman coaching resignation	Charles Anderson	varies	2021 Fall/Winter Season	MS Boys Basketball Coach

<b>OPEN POSITIONS</b>	<b>Position</b>	<b>Term of Employment</b>	<b>hours per day / % of empl</b>	<b>Reason for opening</b>
Teacher / Admin	PE / Health Teacher and Athletic Director	2021-22 school year	100%	Brittany Spencer Grant resignation
Support Staff	Custodian	2021-22 school year	3.5 hours/day	Todd Thoman resignation
Coach	MS Girls Basketball Coach	2022 Winter Season	varies	Conference change / need
Coach	MS Track Coach	2022 Spring Season	varies	Tammy Newberry coaching resignation
Coach	MS Track Coach	2022 Spring Season	varies	Mark Woelfel coaching resignation
Coach	MS Track Coach	2022 Spring Season	varies	Hannah Kearns / Matt Nelson coaching resignation
Coach	HS Baseball Asst Coach	2022 Spring Season	varies	Warren Howard retirement



**DONATIONS 9.27.21**

Rose & Russell Johson	Donation to District for School Supplies	\$200
Anonymous	Donation to District for School Supplies	\$100
Norris	Donation to Distric for Feminine Products	\$5,000.00
Macnack	School Supply Donation	\$300.00
Puempels Olde Tavern, Inc	FFA	\$200.00
Zoetis - Animal Health Co)	FFA	\$600.00

- 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. Consider 2021-22 Covid Protocol Amendments Related to Masking/Metrics 34

## 2021-22 Covid-19 Protocols

### Amendment For Consideration 9-27-21

#### Instructional Cohorts:

- Elementary students will remain with their classroom cohorts throughout the school day when indoors.

#### Masks and Metrics:

- Mask wearing is required on buses regardless of vaccination status per federal requirements.
- **Notwithstanding the remainder of this policy**, mask wearing will be required indoors until **October 31** ~~September 30~~, 2021.
- Beginning **October** ~~October~~ **November** 1, 2021, the Board President, District Administrator and School Nurse will continually monitor the COVID-19 rates in our area and make a determination each week, for the following week, whether masks will be required indoors (except to eat breakfast or lunch in a socially distanced setting).
  - Mask wearing will be required indoors for 4K-6th grade students, staff, and visitors/spectators when either of the following metrics is met, until 4K-6th grade students are able to be fully vaccinated:
    - When the number of positive cases and quarantines (our internal metric) reaches 5% in a building, mask wearing will be required in that building.
    - When the New Glarus School District Boundary metric is Orange or Red (>2 positive cases in 7 days out of the 4,789 people that live within the boundary limits) on the DHS website: <https://www.dhs.wisconsin.gov/covid-19/data.htm#maps>.
  - Mask wearing will be required indoors for 7th-12th grade students, staff, and visitors/spectators when the following metric is met:
    - When the number of positive cases and quarantines (our internal metric) reaches 5% in a building, mask wearing will be required in that building.
  - The District will have discretion to require masks using other criteria if unforeseen situations arise.
- When mask wearing isn't required, it is still recommended.

#### Distancing:

- Reasonable effort will be made to maximize spacing in classrooms.

#### Quarantine and Isolation Protocols:

- Isolation required for those who are vaccinated and test positive with symptoms.
- Isolation required for those who are unvaccinated and test positive.
- Quarantine is required for close contacts (within 3 feet of a positive case for 15 minutes), unless vaccinated or masked. Vaccinated or masked individuals do not need to quarantine unless symptomatic.
- No classwide quarantines unless a localized outbreak is evident.
- Students exhibiting symptoms of illness with a negative Covid test will need to stay home until 24 hours symptom and fever free (<99.5), without the use of fever reducing medication. Students who do not have a negative Covid test will need to stay home until 72 hours symptom and fever free, without the use of fever reducing medication.
- Students who are absent for extended periods of time due to illness or quarantine will have access to instructional materials via Google Classroom or Canvas to remain on pace with their peers during their absence.

#### Lunch:

- Due to an extension from the national school lunch and breakfast programs, school breakfast and

lunch will remain free for all students regardless of family income for the upcoming school year. Students bringing lunch from home who want milk or a la carte items will need to pay for these items separately per federal reimbursement guidelines.

- Elementary students will start the school year eating in their classrooms with their cohorts.
- Middle and High School students will eat lunch in the cafeteria. Coordinated lunch schedules will allow for multiple lunch times in each building in order to reduce the overall number of students in the lunchroom at any given time.

Transportation:

- Mask wearing is required on buses regardless of vaccination status per federal requirements.
- Seats on buses will be assigned.

Field Trips:

- Walking field trips to outdoor locations allowed
- Single-day and overnight field trips may be considered with a safety approved plan

Athletics and Activities:

- In-person athletics and activities are allowed for both in-person and virtual students following District approved safety plans.
- NGSD will continue to follow WIAA guidance in regard to quarantine protocols. Currently, vaccinated student-athletes are not required to be quarantined for close contact if they are symptom free.
- Reasonable effort will be made to live-stream as many sporting events as possible.

Covid Testing: Covid Testing will be available on-site for symptomatic students and staff.

Virtual Instruction: Virtual instruction is still an option this year for families.

Vendors: Third party vendors who have direct contact with students shall be required to wear a mask within the school buildings unless their positive vaccination status is verified.

Definition of "Covid Symptoms":

- One of the following symptoms will be considered as "symptomatic for Covid", unless there is a doctor's diagnosis otherwise:
  - Cough
  - Shortness of breath
  - New loss of taste or smell
- Two of the following symptoms will be considered as "symptomatic for Covid", unless there is a doctor's diagnosis otherwise:
  - Fever of 100.4 or higher
  - Nausea/vomiting
  - Diarrhea
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose

B. Consider 2021-22 Covid Protocol Amendments Related to  
Quarantine and Isolation Protocols

37

A Board member plans to propose the following amendment to the quarantine/isolation procedures:

- Indoors:
  - 6 feet if either party is unmasked (lunch/breakfast/snack would be applicable in this case since we require masks currently at all other times)
  - 3 feet for both masked

- C. NEOLA Policy Revisions
  - 1. PO0100 - Definitions

39

Book	Policy Manual
Section	Policies Ready for Full Board
Title	DEFINITIONS
Code	po0100
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	March 15, 2021

## 0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, parents, Board members, and/or other stakeholders and members of the community.

### **Board**

The Board of Education also commonly referred to as the School Board. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **Bylaw**

Rule of the Board for its own governance.

### **Clerk**

The chief clerk of the Board. (See Bylaw 0170)

### **District**

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **District Administrator**

The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members

### **Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

### **Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

### **Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

### **Law Enforcement Officer(s) or Agencies**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

### **Legal Custodian of Records**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. [The DRC is designated in Policy 8310 - Public Records.](#)

### **May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)(3))

### **Meeting**

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

### **Parent**

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, ~~telephone paging devices (e.g., beepers or pagers),~~ and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The Chief Executive Officer of the Board. (See Bylaw 0170)

### **Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Relative**

~~The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, or dependent or member of in the immediate household.~~  
~~The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.~~

### **School Nurse**

A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.

### **School Official**

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

### **Social Media**

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. ~~Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.~~

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

### **Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

**Treasurer**

The Chief Financial Officer of the Board. (See Bylaw 0170)

**Vice-President**

The Vice-President of the Board. (See Bylaw 0170)

**Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 6/26/17

Revised 10/9/17

Revised 6/22/20

© Neola 2021-20



Book	Policy Manual
Section	Policies Ready for Full Board
Title	AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code	po0143
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

#### 0143 - **AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

[Board member information requests will be considered under the procedures outlined in Bylaw 0143.2 - Board Member Information Requests.](#)

© Neola 2021



Book	Policy Manual
Section	Policies Ready for Full Board
Title	BOARD MEMBER ETHICS
Code	po0144.2 Delete
Status	Full Board Review

#### ~~0144.2—BOARD MEMBER ETHICS~~

~~Members of the School District of New Glarus Board of Education, as student advocates, pledge to maintain the highest standards of ethical behavior as follows:~~

- ~~A. LAWS AND REGULATIONS: To honor all national, state, and local laws and regulations.~~
- ~~B. MUTUAL RESPECT: To encourage the open-minded exchange of ideas and opinions in a conscientious, courteous, and respectful manner.~~
- ~~C. TRUST: To build relationships through open, direct communication as part of the educational team and as a leader responsible to the community.~~
- ~~D. CHARACTER: To model integrity in all matters and to be upright in the performance of their duties and responsibilities as Board members.~~
- ~~E. RESPONSIBILITY: To be accountable for guiding the decision-making process that impacts on students, staff, Board of Education and the community.~~
- ~~F. HONESTY, CREDIBILITY, TRUTHFULNESS: To establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board of Education. Board of Education members should possess various qualities as representatives of the citizens of the School District of New Glarus.~~

~~Each member shall endeavor to work to uphold the following ideals:~~

- ~~A. To devote time, thought and study to the duties and responsibilities of a Board member so that effective and creditable service may be rendered.~~
- ~~B. To base personal decisions upon all available facts in each situation; to vote an honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.~~
- ~~C. To remember at all times that the individual has no legal authority outside the meetings of the Board, and to conduct relationships with the school staff, local citizenry and all media of communication on the basis of this fact.~~
- ~~D. To resist every temptation and outside pressure to use the position of Board member for personal benefit or to benefit any other individual or agency apart from the total interest of the School District.~~
- ~~E. To recognize that it is an obligation of the Board to understand and evaluate the educational program of the schools as well as to plan for the business of school operation.~~
- ~~F. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent and his/her professional and support staffs.~~
- ~~G. To welcome and encourage active cooperation by citizens, and community organizations with respect to establishing policy on school operations. Cross-Ref: 165.1, Board Member Conflicts of Interest Adopted: May 23, 2011 School District of New~~

~~Source: Board of Directors, National School Boards Association.~~

~~© Neola 2015~~



Book	Policy Manual
Section	Policies Ready for Full Board
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	February 1, 2021

#### 0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in an ethicala manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain or anything of substantial value for himself/herself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial 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 and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;~~i~~
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply.

~~Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.~~

Revised 6/22/20

© Neola 2021~~0~~

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5
Status	Full Board Review
Adopted	March 15, 2021

#### 0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

#### **General Expectations of All Board Members**

- A. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- B. Be familiar with and comply with Board policies, including policies governing Board member conduct ~~and ethics (see Bylaw 0144.2)~~ and Board member ethics and conflicts of interest (see Bylaw 0144.3).
- C. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- D. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- E. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- F. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- G. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- H. **Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.**
- I. **Render all decisions based on the available facts and independent judgment.**
- J. **Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.**
- K. **Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.**

- L. **Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.**
- M. **Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards and the National School Boards Association.**
- N. **Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.**
- O. Refrain from using their Board positions for personal partisan gain.
- P. **Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.**
- Q. **Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.**
- R. **No Board member shall act or fail to act in his/her position as a Board member in violation of 946.12, Wis. Stats., regarding misconduct in public office.**

### **Board Member Communication**

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether s/he is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

### **Board Member Interaction with Staff**

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

## Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records s/he creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

## Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether s/he can investigate the matter or contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

17.13, Wis. Stats.

[946.12, Wis. Stats.](#)

[The National Association of School Boards](#)

© Neola 2021

Legal

17.13, Wis. Stats.

946.12, Wis. Stats.

The National Association of School Boards



Book	Policy Manual
Section	Policies Ready for Full Board
Title	SEXUAL AND OTHER FORMS OF HARASSMENT
Code	po0145
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	March 15, 2021

#### 0145 - **SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as ~~Third Parties~~, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. ~~Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.~~

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities.

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. (See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

~~The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities.~~

Legal

118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats.

P.I. 9, Wis. Adm. Code

Title IX Education Amendments of 1972, Chapter 227



Book	Policy Manual
Section	Policies Ready for Full Board
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

### 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 at every regular meeting of the Board and publish rules to govern such comment in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public 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. The Board may authorize administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.
- L. Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat. 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.

© Neola 2021

Legal

19.90, Wis. Stats.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	SCHOOL PERFORMANCE REPORT
Code	po0174.2 Delete
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

~~0174.2~~ **SCHOOL PERFORMANCE REPORT**

~~The Board will also publish an annual school and School District performance report including all information prescribed by statute.~~

~~The School and School District Performance Report will be posted on the District's website.~~

~~© Neola 2020~~

Legal                      115.38, Wis. Stats.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ETHICS AND CONFLICT OF INTEREST
Code	po1130
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

### 1130 - **ETHICS AND 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 conflicts of interest. 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 an ethical manner and 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 personal or 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. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds~~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 pecuniary interest and/or benefit.
- B. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value 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 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 <sup>62</sup>to purchase any private goods or services provided by an

administrative 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 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 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. 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.

- G. 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 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.

© Neola 2021

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP
Code	po1210
Status	Full Board Review
Adopted	March 13, 2017

#### 1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board ~~of Education~~ believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policies should be originated or changed in consultation with the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the chief administrative officer of the ~~School~~-District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District. The Board shall retain oversight supervision of such administrative guidelines.

The District Administrator and those administrators directed by the District Administrator, shall attend Board meetings, as needed. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Members of the Board cannot act for the Board on any matter unless authorized by law or officially delegated by law or the Board with the authority to do so. Members shall refrain from involving themselves in purely administrative matters. Board members shall avoid situations that present a conflict of interest or a perceived conflict of interest. Board members shall refer all non-action matters and criticisms to the Superintendent.

Cooperation is the key to good teamwork. This applies to policy development, District organization and operation, bond issues, building plans and procedures, site selection, insurance, salaries, transportation, food services, instructional services, and developmental plans for new programs. The Board-Administration team recognizes the need for continuous evaluation of all the functions and services of the school system.

When the business of the District is being conducted, the welfare and concern for students shall be the Board's and administrations primary focus.

[In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01 - Threatening Behavior Toward Staff Members, Policy 4362.01 - Threatening Behavior Toward Staff Members, or Bylaw 0144.5 - Board Member Behavior and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.](#)

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through annual evaluations of the District Administrator's performance. The Board, in formulating its position with regard to the performance of the District Administrator, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

© Neola 2021



Book	Policy Manual
Section	Policies Ready for Full Board
Title	CONTROVERSIAL ISSUES IN THE CLASSROOM
Code	po2240
Status	Full Board Review
Adopted	March 13, 2017

## 2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the [District schools](#).

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.
- D. does not cause a substantial disruption in the school environment.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, relate to the topic of instruction, and do not cause substantial disruption to the school environment ~~and it is not disruptive to the educational setting.~~

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the curriculum, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view. Teachers should be mindful that this does not permit them to offer opinions on topics which would not be the subject of discussion in the classroom due to their appropriateness for the age(s) of the students involved. As always, teachers are expected to serve as exemplars for their students by demonstrating good judgment as professionals when discussing controversial issues and expressing personal opinions in the classroom. The classroom should not be used as a forum for the discussion of District employment issues.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

(See also Policy 3310 – Freedom of Speech in Noninstructional Settings)  
Garcetti v. Ceballos, 126 S. Ct. 1951 (2006)

© Neola 2021~~++~~



Book	Policy Manual
Section	Policies Ready for Full Board
Title	DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03 NEW POLICY
Status	Full Board Review
Adopted	June 22, 2020

### **NEW POLICY - VOL. 29, NO. 1**

#### **2261.03 - DISTRICT AND SCHOOL REPORT CARD**

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand.

The report shall contain the information called for in accordance with State and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Wisconsin's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;
- E. performance on each measure within any School Quality or Student Success indicator used by the State;
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on

active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in the State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;
- J. information on educator qualifications;
- K. information on per-student expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);
  - State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;
- L. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Wisconsin Department of Public Instruction's website to meet this requirement);
- N. additional information best-suited to convey the progress of each school.
- O. other information as required by the Wisconsin Department of Public Instruction.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records.

The District's annual report card information must be made publicly available through such means as posting on the District's website and distribution to local media and public agencies.

The Board will provide the school level overview directly to all parents in each school served by the District annually.

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

Legal

34 C.F.R. 200.31

20 U.S.C. 6314

13. PO2266 - Nondiscrimination on the Basis of Sex in Education  
Programs or Activities

74

Book	Policy Manual
Section	Policies Ready for Full Board
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	Full Board Review
Adopted	August 3, 2020

## 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

### **Introduction**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

### **Coverage**

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, Third Party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or the Employee Handbook if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or the Employee Handbook if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Sexual Harassment:** "Sexual Harassment" means conduct on ~~the~~<sup>74</sup> basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of incest and statutory rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
    - a. Rape is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity~~penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.—Attempted rape is included.~~
    - b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
    - d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
    - e. Incest is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
    - f. Statutory Rape is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.
    - g. Other Sexual Contact includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
    - h. Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
    - i. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
  2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
    - a. A current or former spouse or intimate partner of the victim;
    - b. A person with whom the victim shares a <sup>75</sup>child in common;
    - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
  - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

**Complainant:** "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Respondent:** "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Formal Complaint:** "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**Actual Knowledge:** "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

**Supportive Measures:** "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security, and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

**Education Program or Activity:** "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

**School District community:** "School District community" refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties:** "Third Parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Inculpatory Evidence:** "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

**Exculpatory Evidence:** "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

**Eligible Student:** "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

### **Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

HR Director  
1701 2nd Street  
New Glarus, WI 53574  
(608)527-2410

The Title IX Coordinator shall report directly to the District Administrator. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all professional organizations holding professional agreements with the Board of the following information:

The Board of the New Glarus School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

*HR Director  
1701 2nd Street  
New Glarus, WI 53574  
(608)527-2410*

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/ngsd/Board.nsf/Public>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District Administrator shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all professional organizations holding professional agreements.

### **Grievance Process**

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or

an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

### **Report of Sexual Discrimination/Harassment**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the District Administrator, or another Board employee who, in turn, will notify the District Administrator of the report. The District Administrator will then serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

**Emergency Removal:** Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent (including the parent/guardian if the Respondent is under eighteen (18) years of age or under guardianship) and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 - Suspension and Expulsion, and Policy 5611 - Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

### **Formal Complaint of Sexual Harassment**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### **Timeline**

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual

harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbooks that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

### **Dismissal of a Formal Complaint**

The District shall investigate the allegations in a formal complaint unless the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator shall dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

### **Consolidation of Formal Complaints**

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

### **Informal Resolution Process**

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

### **Investigation of a Formal Complaint of Sexual Harassment**

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) day's notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

### **Determination of Responsibility**

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

**Determination regarding responsibility:** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment).

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The

Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

If the decision-maker(s) determines a Third Party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the District Administrator will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

## Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against **C**complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the District Administrator from implementing appropriate remedies, excluding disciplinary sanctions, while the appeal is pending. ~~imposing any remedy, including disciplinary sanction, while the appeal is pending.~~

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

### **Retaliation**

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Confidentiality**

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

### **Application of the First Amendment**

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

### **Training**

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;

- C. how to conduct an investigation and implement the grievance process that includes appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

### **Recordkeeping**

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

### **Outside Appointments, Dual Appointments, and Delegations**

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

© Neola 2021-20

## Legal

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

34 C.F.R. Part 106

19.21(6), Wis. Stats.

118.25, Wis. Stats.

120.13, Wis. Stats.

948.02, Wis. Stats.

OCR's Revised Sexual Harassment Guidance (2001)

20 U.S.C. 1092(F)(6)(A)(v)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(30)



Book	Policy Manual
Section	Policies Ready for Full Board
Title	CAREER AND TECHNICAL EDUCATION PROGRAM
Code	po2421
Status	Full Board Review
Adopted	March 13, 2017

#### 2421 - CAREER AND TECHNICAL EDUCATION PROGRAM

The mission of career and technical education at the New Glarus School District is to provide an opportunity for students to develop skills and knowledge needed for success in employment, to build foundations for further education and to acquire lifetime skills.

Curriculum and learning experiences must be provided to assure every student the opportunity to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

- A. [integration with Early College Credit or State College Now programs](#)~~a shared-time program outside of school~~;
- B. [paid or unpaid youth work-based learning opportunity](#);
- C. a work-study program involving the employment of qualified students.

The programs are available to students without regard to 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"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

© Neola 2021~~15~~

Legal 118.01(2)(b), 118.15(1)(b), Wis. Stats.  
P.I. 8.01(2)(k)(2b), 8.01(2)(l), Wis. Adm. Code



Book	Policy Manual
Section	Policies Ready for Full Board
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	March 15, 2021

#### 2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are ~~directly~~-related to the District's curriculum and/or mission.

The purpose of ~~District-sponsored~~~~curricular-related~~ activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still ~~directly~~-related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, ~~District-sponsored~~~~curricular-related~~ activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; ~~or~~;
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No ~~curricular-related~~ activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Board.

Such activities, along with competitive extra-curricular activities/~~athletics (not directly related to courses of study)~~, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow non-district-sponsored, student clubs and activities during non-instructional time, in accordance with the provisions in Policy 5730 - Equal Access For Non-district-Sponsored, Student Clubs and Activities.

~~Non-District-sponsored~~~~Non-curricular~~, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- 1. assume any responsibility for the planning, conducting, or evaluating of such activities;
- 2. provide any funds or other resources;
- 3. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 10/9/17

© Neola 2021

Legal                      120.12(23), Wis. Stats.  
                                    P.L. 98-377



Book	Policy Manual
Section	Policies Ready for Full Board
Title	INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	October 9, 2017

### 2431 - **INTERSCHOLASTIC ATHLETICS**

The Board ~~of Education~~ recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible, and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics. Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

[The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these sportsmanship expectations.](#)

Participation in interscholastic athletics is limited to students in grades 9-12. Students in grades 7 and 8 may also be permitted to participate in a limited program which involves competition with other schools within their own grade levels. In sports where the district co-ops with another district, students in earlier grades can participate if allowed by the host district

The District Administrator shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate.

Prior to enrolling in the sport, each participant shall submit to a physical examination as per W.I.A.A. guidelines.

© Neola ~~2021~~<sup>17</sup>

Legal	120.12(23), Wis. Stats. P.I. 9.03(1)(h), Wis. Adm. Code
-------	--



Book	Policy Manual
Section	Policies Ready for Full Board
Title	PROGRAM ACCOUNTABILITY AND EVALUATION
Code	po2605
Status	Full Board Review
Adopted	March 13, 2017

#### 2605 - **PROGRAM ACCOUNTABILITY AND EVALUATION**

The Board ~~of Education~~ believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of District goals on an annual basis.

The District Administrator shall recommend improvements in the educational program annually, based on the evaluation of the District's program. ~~-Such improvements shall reflect the plans for improvement of the educational program.~~

~~A copy of accountability reports and ranking levels for each school within the District boundaries shall be provided to all parents within the District on an annual basis.~~

© Neola ~~2021~~<sup>15</sup>

Legal Wis. Stats 115.385(2), 115.385(4)

18. PO2700.01 - School Performance & State Accountability  
Report Cards

Book	Policy Manual
Section	Policies Ready for Full Board
Title	SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

#### 2700.01 - SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDSREPORTS

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 (SPR).

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 ~~shall~~ 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 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. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled~~
- ~~D. staffing and financial data information~~
- ~~E. 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~~
- ~~F. method of reading instruction used in the District~~

#### **Title I Provisions of the School/District Accountability Performance Report Card**

In any year that the District receives Title I funding, its school/District accountability performance report card(s) must also include the information regarding the delivery of Title I services as described in Policy 2261.03.

#### State Accountability Report Card ~~SCHOOL-ACCOUNTABILITY REPORTS~~

A copy of each school's accountability report card as prepared by the Wisconsin Department of Public Instruction 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. The report shall be sent simultaneously with the notice required in Policy 8146 - Notification of Educational Options.

© Neola 2021

Legal

115.38, Wis. Stats.

115.385, Wis. Stats.

20 U.S.C. 6311



Book	Policy Manual
Section	Policies Ready for Full Board
Title	EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 22, 2019

### 3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

All employees other than the District Administrator or Support Staff Members (Policy 0100 – Definitions) are considered Professional Employees.

The District Administrator may establish the terms of employment and description of job duties for each professional staff member employed by this District, and shall recommend to the Board for approval contracts for any teachers employed by the District. The Board shall be solely responsible for the approval of the employment of any administrator or teacher as required by State law and shall be employed only by a majority vote of the full membership of the Board. Compensation shall be fixed by an established compensation structure or Board action.

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to the WECAN.

~~Relatives of Board members may be employed by the Board, provided, however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.~~

Relatives of staff members may be employed by the Board, however, arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending Board approval. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive a recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

The District Administrator shall prepare procedures for the recruitment and selection of all professional staff which includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

### **DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS**

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

### **EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION**

"Technical education" means technology education and any technology-related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care-related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
  2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
  3. For a bachelor's degree in a field other than those described in numbers 1. and 2., above, sixty-five (65) points.
  4. For industry or vocational certification, ninety (90) points.
  5. For industry experience in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
  6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
  7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
  8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
1. For a bachelor's degree in technical or technology education, 100 points.
  2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
  3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
  4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals who have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's

progress in fulfilling the curriculum.

### PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

Revised 6/26/17

Revised 10/8/18

© Neola 2021~~19~~

Legal	118.191, Wis. Stats.
	118.192, Wis. Stats.
	118.21, Wis. Stats.
	118.22(2), Wis. Stats.
	118.24, Wis. Stats.
	121.02, Wis. Stats.
	Wis. Admin. Code P.I. 34



Book	Policy Manual
Section	Policies Ready for Full Board
Title	SUBSTANCE ABUSE
Code	po3170 Delete
Status	Full Board Review
Adopted	March 13, 2017

### ~~3170 – SUBSTANCE ABUSE~~

~~The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.~~

~~A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.~~

~~The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. The Board will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.~~

~~No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.~~

~~Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.~~

~~This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.~~

~~© Neola 2006~~

Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34



Book	Policy Manual
Section	Policies Ready for Full Board
Title	USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

### 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 products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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.

© Neola 2021

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ETHICS AND CONFLICT OF INTEREST
Code	po3230
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

### 3230 - **ETHICS AND 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 conflicts of interest. 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 an ethical a manner and 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 a personal or 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. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds~~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 pecuniary interest and/or benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, 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 <sup>109</sup> 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 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. 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.

- G. Professional 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, 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.

© Neola 2021

Legal 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)





Book	Policy Manual
Section	Policies Ready for Full Board
Title	EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	Full Board Review
Adopted	March 13, 2017

#### 4120 - **EMPLOYMENT OF SUPPORT STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the District Administrator or Professional Staff Members (Policy 0100 – Definitions) are considered Classified or Support Employees.

The Board shall approve the employment for each support staff member employed by this District.

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to the WECAN:

~~Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.~~

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The District Administrator shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

#### **REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non- Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

© Neola 2014

Legal

20 U.S.C. 6319



Book	Policy Manual
Section	Policies Ready for Full Board
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Full Board Review
Adopted	March 13, 2017

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the District Office.

~~Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when conflict of interest is involved.~~

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Retroactive employment shall be recommended to the Board at the next meeting. Substitutes will receive in June a letter of reasonable assurance of continued employment. 118.19, Wis. Stats.

© **Neola 2005**

Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
-------	---



Book	Policy Manual
Section	Policies Ready for Full Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po4161
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	February 1, 2021

#### 4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law.

The District Administrator may require that the support staff member submit to an appropriate examination by a healthcare provider designated by the support staff member, a healthcare provider designated and compensated by the District, or both.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the support staff member is found to be unable to perform assigned duties, the support staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

~~Should a support staff member refuse to submit to the examination requested by the District Administrator, such refusal shall subject the support staff member to disciplinary action. Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the District Administrator shall consider the certification of charges for reasons of insubordination.~~

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

Revised 6/22/20

© Neola 2021

Legal

111.32 et seq. the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

26. PO-4162 - Controlled Substance & Alcohol Policy for  
Employees that Transport Students

121

Book	Policy Manual
Section	Policies Ready for Full Board
Title	CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po4162
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	October 8, 2018

#### 4162 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS

##### **Purpose**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

##### **Covered Employees**

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. The policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety sensitive" functions.

##### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP).
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or

immediately available to perform any safety-sensitive function.

- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

-

1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
- 
2. When the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.

- E. on a random basis; and
- F. on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be:

- A. immediately prohibited from driving any District vehicle or conducting a safety sensitive function;
- B. evaluated by a substance abuse professional;
- C. provided information regarding drug/alcohol counseling;
- D. subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable

collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace and, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, ~~Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program~~;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Return-to-Duty (Safety Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the District Administrator.

© Neola 2021~~18~~

Legal 49 C.F.R. 382.101 et seq.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	SUBSTANCE ABUSE
Code	po4170 Delete
Status	Full Board Review
Adopted	March 13, 2017

~~4170 --SUBSTANCE ABUSE~~

~~The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.~~

~~A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff members having any other illness.~~

~~The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. The Board will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.~~

~~No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.~~

~~Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.~~

~~This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.~~

~~Americans with Disabilities Act of 1990~~

~~© Neola 2006~~

Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34



Book	Policy Manual
Section	Policies Ready for Full Board
Title	USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

#### 4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT 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 (18) 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 products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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.

© Neola 2021~~20~~

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ETHICS AND CONFLICT OF INTEREST
Code	po4230
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

#### 4230 - ETHICS AND 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 conflicts of interest. 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 an ethical manner and 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 a personal or 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. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds~~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 pecuniary interest and/or benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, 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 <sup>130</sup>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 **support 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 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. 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.

- G. Support 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, 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.

© Neola 2021

Legal 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





Book	Policy Manual
Section	Policies Ready for Full Board
Title	EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
Code	po5111.02
Status	Full Board Review
Adopted	March 13, 2017

#### 5111.02 - **EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

A student whose parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the District Administrator to visit with his/her parent relative to such leave or deployment of the parent. The additional excused absences granted by the District Administrator, to visit with a parent who has returned from deployment, is only required, if the return was within the past thirty (30) days

~~[ ] The District Administrator shall maintain guidelines for implementation of this policy is consistent with the Compact and State law. Such guidelines shall apply to children of military families within the state as well as between member states.~~

[14.91, Wis. Stats](#)

© Neola 2021~~19~~

Legal	Interstate Compact on Educational Opportunity for Military Children 2009 Wisconsin Act 329
-------	---



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ENTRANCE AGE
Code	po5112
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 9, 2019

## 5112 - **ENTRANCE AGE**

The Board of Education shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

### **A. Kindergarten**

1. A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st
2. A child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st  
of the year in which s/he applies for entrance and meets residence requirements. The child may not be placed in an alternative program without permission of the parent.

### **B. First Grade**

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

### **C. Appeal of Denial of Waiver**

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the Administrator within ten (10) days of the decision of the principal.

The parents of any student denied a waiver by the District Administrator may appeal the decision to the Board by submitting a written request to the District Administrator within ten (10) days of the decision by the Administrator. The District Administrator shall notify the Board President and a meeting shall be scheduled with the parents. The decision of the Board is final.

#### D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

~~A child may be exempt from the required immunization upon written request of the parent of such child stating the objection to immunization requirements on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.~~

~~Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:-~~

1. ~~prior school expulsions;~~  
-
2. ~~arrests resulting in a charge;~~  
-
3. ~~juvenile justice actions.~~

~~Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.~~

Any student and/or his/her parent(s) who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

#### E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

#### F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to kindergarten and first grade.

##### 1. Procedure for Early Entrance to Kindergarten

Wisconsin Statutes provide that students must be five (5) years of age on or before September 1st in the year that he or she proposes to enter kindergarten. Local school boards have the ability to allow early entrance to some children. In such cases, the District must conduct an evaluation and the child must demonstrate superior emotional stability, social and mental maturity, and physical health. The following describes the policies for early entrance to kindergarten in the School District of New Glarus.

##### 2. Eligibility for Early Entrance

Children whose fifth birthday falls between September 2 and December 31 of the year in which they desire to attend kindergarten are eligible for early entrance.

##### 3. How to Start the Process

Parents shall contact the Elementary Principal to inquire about early entrance. The Principal will explain the process, determine parent reasons for early entrance, and initiate a referral to the Early Entrance Committee. The Committee will consist of the following staff: Elementary Principal, TAG director, speech pathologist, school psychologist, early childhood teacher, and kindergarten teacher. If a referral is made, the Principal will give the parents a questionnaire to complete which should be brought to the first session of the screening process.

##### 4. Timelines

In order to best meet the needs of the student, the following timelines will be followed:

#### Steps in the Screening Process

The screening process for early entrance into kindergarten is rigorous and comprehensive. This is necessary in order for a decision to be made that is in the best interests of the child.

Step One (1): If the child did not participate in the CDD screening in February/March, the child will be given the same screening instrument that is given during that screening. A kindergarten or early childhood teacher and speech and language specialist will administer this screener in the school. A score at the 90th percentile or higher (based on the child's chronological age) on this screening instrument moves the child to the next phase in Step One (1) – a phonemic awareness test. The phonemic awareness test is administered by the speech and language therapist and assesses language development. If the child performs at kindergarten readiness levels, s/he moves on to Step Two (2).

Step Two (2): The school psychologist administers an individual cognitive assessment to the child, either at the child's home, in a daycare setting, or at a mutually agreed upon location. An intelligence quotient of 125-130 qualifies the child to move on in the screening process.

Step Three (3): The school psychologist observes the child in a natural setting (daycare or playgroup) looking for appropriate social skills and transitions. At the same time, a standardized questionnaire that assesses social skills is given to parents to complete.

If a child does not meet the criteria in any of the steps during the screening process, the process is concluded and the family is notified by the Principal. At the conclusion of all three (3) steps, the Early Entrance Committee meets and makes a decision, based on the data. The Principal will notify the parents of the Committee's decision within ten (10) business days of the completion of the screening process. Every effort will be made to finish referrals in a timely manner.

The Principal will make recommendations for early entrance to the Board for final approval. If the Early Entrance Committee denies the early entrance request, the parent/guardian has the right to appeal to the Board.

#### **Review of the First Grade Entrance Committee**

The First Grade Entrance Committee will gather and review student information in order to answer the question: "Is this student ready for first grade?" How to Start the Process Parents should contact the Elementary Principal by April 1 prior to the year for which they are requesting entrance. The Principal will explain the process to the parents and initiate a referral to the First Grade Entrance Committee. This committee will consist of the following staff: Elementary Principal, speech pathologist, school psychologist, reading specialist, and first grade teacher.

#### Timelines:

In order to best meet the needs of the student, the following timelines will be followed:

April 1: This is the preferred time to begin the first grade entrance process. Referrals received by this deadline will be reviewed by the Committee and a recommendation made to the Principal within forty-five (45) days.

April 2 – August 31: Referrals received within this time frame will be reviewed by the Committee and a recommendation made by September 30. The student will remain in kindergarten until the decision is made.

No referrals for first grade entrance will be considered after the first day of the school year. The only exception is if a student transfers in from another district and the first grade entrance process was started in that district.

#### **G. Older Students**

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	August 6, 2018

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

#### **No CBD products or essential oils will be permitted for use at school without permission District Administrator.**

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when

both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District or individual schools will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **Epinephrine Auto-Injectors**

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website

Revised 10/9/17

© Neola 2020~~18~~

Legal                    118.29, 118.291, 121.02 Wis. Stats.  
                               PI 8.01(2)(g)  
                               Wis. Admin. Code N 6.03  
                               2009 Wisconsin Act 160





Book	Policy Manual
Section	Policies Ready for Full Board
Title	CONDUCT IN VIRTUAL CLASSROOM
Code	po5500.01 - NEW POLICY
Status	Full Board Review

**NEW POLICY****5500.01 - CONDUCT IN VIRTUAL CLASSROOM**

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. This includes, but is not limited to, the following prohibited behaviors:

- A. Use or display of a weapon;
- B. Use or display of tobacco or related products such as electronic/vaping instruments;
- C. Use or display of alcohol or illegal drugs;
- D. Dress or attire in violation of the student dress code;
- E. Language or gestures in violation of the student code of conduct;
- F. Display, including as a background, of images or artifacts in violation of nondiscrimination policies or otherwise inappropriate;
- G. Use of cell phones unless authorized by the teacher as part of class activities, including use of cell phone or any other recording device to record or photograph class;

© Neola 2021



Book	Policy Manual
Section	Policies Ready for Full Board
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

### 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 products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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.

Revised 10/8/18

Revised 4/22/19

© Neola 2021

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	CARE OF DISTRICT PROPERTY
Code	po5513
Status	Full Board Review
Adopted	March 13, 2017

### 5513 - CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, [computing devices](#), school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings [or facilities](#). (See [Policy 6152 - Student Fees, Fines, and Charges](#)).

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

© Neola 2021~~12~~

Legal 120.13, Wis. Stats.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	DISORDERLY CONDUCT
Code	po5520
Status	Full Board Review
Adopted	March 13, 2017

#### 5520 - **DISORDERLY CONDUCT**

The Board ~~of Education~~ recognizes the right of each student to attend school for the purpose of receiving an education. Students involved in tThe disruption of the educational program of the schools by disorder or any other purposeful activity may~~will~~ be subject to disciplinary consequences, including, but not limited to, suspension and expulsion~~not be tolerated~~.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of its~~that~~ program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

© Neola ~~2021~~08



Book	Policy Manual
Section	Policies Ready for Full Board
Title	STUDENT ACTIVISM AND EXPRESSION
Code	po5720 NEW POLICY
Status	Full Board Review

**NEW POLICY****5720 - STUDENT ACTIVISM AND EXPRESSION**

It is the policy of the Board of Education to allow students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program, present a health or safety hazard, or violate Board policy. Students may advocate change of law or school regulations and pursue their advocacy through lawful means.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school policies or guidelines (See Policy 5520- Disorderly Conduct)

© Neola 2021



Book	Policy Manual
Section	Policies Ready for Full Board
Title	PUBLIC PERFORMANCES BY STUDENTS
Code	po5880 New Policy
Status	Full Board Review

**NEW POLICY****5880 - PUBLIC PERFORMANCES BY STUDENTS**

The Board recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events. Students who participate in public events and performances as part of a District sponsored group are subject to District policies and regulations for student dress and conduct.

All requests for public performances by District sponsored groups of students require the approval of the principal.

© Neola 2021



Book	Policy Manual
Section	Policies Ready for Full Board
Title	STUDENT EMPLOYMENT
Code	po5895 - NEW POLICY
Status	Full Board Review

### **NEW POLICY**

#### **5895 - STUDENT EMPLOYMENT**

The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student works while attending school, s/he should receive assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.

#### Permit Officer:

The District opts not to serve as a permit officer for the purpose of issuing employment permits to minors.

103.70 et seq., Wis. Stats.  
Wis. Admin. Code DWD 270

© Neola 2020

Legal	103.70 et seq., Wis. Stats. Wis. Admin. Code DWD 270
-------	---



Book	Policy Manual
Section	Policies Ready for Full Board
Title	STUDENT FEES, FINES, AND CHARGES
Code	po6152
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	June 26, 2017

### 6152 - **STUDENT FEES, FINES, AND CHARGES**

The District may charge student fees for certain activities, courses, and services that may require additional funding and may assess fines when school property is damaged or loss. [No student shall be denied any educational opportunity because of his/her inability to pay any fee or charge imposed. \(See also Policy 6152.01 - Waiver of School Fees or Fines\)](#)

~~Student fees shall be reviewed annually by the Budget and Finance Committee in May.~~ The Board will approve student fees by June 30th. Fee schedules shall be consistent with State and Federal laws and regulations.

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Business Manager with an accurate accounting of all transactions.

Student fees for athletics, clubs, yearbook, locks, and parking are non-refundable.

The following fees are refundable under specific conditions: athletic and club fees if the student drops the sport/club prior to the second week of the season; and resale or course fees within the first week of the start of the course.

[The District Administrator may waive fines or fees upon request, consistent with Policy 6152.01.](#)

An automatic waiver of textbook rental fee, athletic user fee, club user fee, music instrument rental fee (if District-owned instrument is issued), and required material fee (not including resale) shall be granted to all students who have been approved by the District for free meals. The above fees will automatically be reduced by fifty percent (50%) for students who have been approved by the District for reduced meals.

A parent/guardian who is unable to pay the full amount of student fees may request relief in the form of a payment plan, a reduction or waiver of eligible fees for their child(ren). The request shall be submitted in writing to the Principal. To determine the ability to pay fees, the Principal shall consider factors that include, but are not limited to, recent job loss, recent divorce, or other family hardships.

This policy and the established fees apply to all students attending the District, including open enrollment and tuition students. Part time open enrollment students will pay a prorated general fee.

#### **Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Items, such as fine, yearbook fees, and student parking, are not eligible for waiver or reduction.

Any fees or fines collected by members of the staff are to be turned into the Business Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

### **Students Experiencing Homelessness - McKinney-Vento Act**

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed, shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

-

© Neola 2021~~15~~



Book	Policy Manual
Section	Policies Ready for Full Board
Title	WAIVER OF SCHOOL FEES OR FINES
Code	po6152.01 - NEW POLICY
Status	Full Board Review

### **NEW POLICY - VOL. 30, NO. 2**

#### **6152.01 - WAIVER OF SCHOOL FEES OR FINES**

The Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program. The District Administrator may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding requests for the waiver of fees.

#### **Eligibility Standards**

Students eligible for a waiver of school fees or fines include, but are not limited to, the following:

- A. Students who qualify for free lunches or breakfasts under the School Free Lunch Program Act.
- B. Students who are experiencing homelessness pursuant to Policy 5111.01 - Homeless Students.

#### **Notification to Parents**

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) of all students in the District.
- B. The first bill or notice sent to parent(s) who owe fees shall state:
  1. The District will waive fees or fines for persons unable to afford them in accordance with this policy.
  2. The procedure for applying for a waiver, and the name, address, and telephone number of the person to contact for information concerning a fee waiver.

#### **Procedures for Resolution of Disputes**

- A. An individual who cannot pay school fees or fines may write a letter requesting a waiver of fees to the District Administrator. The letter must contain the following:
  1. name(s) of student(s)
  2. name of parent(s)
  3. address of parent(s)
  4. phone number of parent(s)
  5. school where child(ren) attend(s)
  6. reason for request for waiver of fees

The District Administrator shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.

- B. No fee or fine shall be collected from any individual who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the individual has been notified of the decision.
- C. If the District Administrator denies a request for a waiver, then within fifteen (15) school days of receipt of the request, a copy of the decision shall be mailed or provided in an appropriate method for those without a fixed residence or experiencing homelessness.

The decision shall state the reason for the denial and shall include the right to appeal, including the process and timelines for that action. The denial notice shall also include a statement indicating that reapplication may be made for a waiver any time during the school year if circumstances change.

- D. Students experiencing homelessness shall be immediately enrolled, scheduled for transportation, or otherwise registered for school programming regardless of outstanding fines or fees. The waiver review process shall be reviewed accordingly. If the imposition of a fine or fee is not a barrier to educational program access, the student may be assessed the fine or fee.
- E. An appeal of the District Administrator's decision must be made to the Board within seven (7) calendar days after receipt of the decision. An appeal shall be decided within thirty (30) calendar days of the receipt of the request for an appeal.

### **Nondiscrimination**

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials, pay required fees and/or fines and those whose parents can.

### **© Neola 2021**

Legal                      National School Lunch Act, 60 Stat. 230 (1946), 42 U.S.C. 1751 (as amended)  
                                    Child Nutrition Act of 1966, 80 Stat. 885, 42 U.S.C. 1771  
                                    42 U.S.C. §11432(g)(1)



Book	Policy Manual
Section	Policies Ready for Full Board
Title	USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 28, 2020

#### 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 "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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.

Revised 9/9/19

© Neola 2021

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



Book	Policy Manual
Section	Policies Ready for Full Board
Title	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	February 1, 2021

#### 7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Administrators are authorized to carry and use cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live-stream that includes both video and audio.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	PROPERTY INVENTORY
Code	po7450
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	June 22, 2020

#### 7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain an inventory of all District-owned equipment and supplies, including computing devices

For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000.

Capital assets include equipment as well as the following:

- A. Land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases
- B. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General-purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000.00 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$5,000.00.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Equipment and computing devices acquired under a federal award will vest upon acquisition to the district, subject to the following conditions:

- A. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award.

following order of priority: (1) activities under a federal award from the Federal awarding agency which funded the original program or project; then (2) activities under Federal awards from other Federal awarding agencies.

2. During the time that property is used on the project or program for which it was acquired, the district must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
  - C. The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310 and .
  - D. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
  - E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
  - F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
  - G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
  - H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
  - I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

© Neola 20~~21~~<sup>16</sup>

Legal

2 C.F.R. 200.313



Book	Policy Manual
Section	Policies Ready for Full Board
Title	ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 9, 2019

#### 7455 - ACCOUNTING SYSTEM FOR ~~CAPITAL~~ **FIXED** ASSETS

The Board shall maintain a capital fixed-asset accounting system. The capital fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)~~generally-accepted, accounting principles~~
- B. adequate insurance coverage

~~The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Business Manager shall develop procedures to ensure compliance with all fixed-asset policies. Each principal shall be assigned fixed-asset responsibilities.~~

~~Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.~~

Capital assets are defined as those tangible assets of the District:~~Fixed assets shall be classified as follows:~~

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically by the District in Policy 7450 - Property Inventory;
- C. which are capitalized in accordance with GAAP; and
- D. which the District intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).~~building~~
- C. ~~improvements other than building~~

- D. ~~machinery and equipment~~
- E. ~~furniture and fixtures~~
- F. ~~vehicles~~
- G. ~~plant (aerator)~~
- H. ~~underground lines~~
- I. ~~construction-in-progress~~

Leased ~~capital~~fixed assets and assets which are jointly-owned shall be identified and recorded on the ~~capital~~ fixed-asset system.

he purchase of ~~capital~~fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall require the prior written approval of the Business Manager. An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.

In accordance with ~~Generally Accepted Accounting Principles (GAAP)~~, assets must be depreciated over their estimated useful lives and approved by the auditor.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general ~~capital~~fixed assets.

The following information shall be maintained for all ~~capital~~fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal



Book	Policy Manual
Section	Policies Ready for Full Board
Title	FOOD SERVICES
Code	po8500
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	February 1, 2021

## 8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

~~In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

## **Dietary Modifications**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with applicable State and Federal requirements.

~~To qualify for such substitutions the medical certification must identify:~~

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within \_\_\_\_\_ (\_\_\_\_) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

## **Meal Charges**

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

Guidelines will be developed by the District Administrator regarding delinquent lunch accounts and the threshold for alternate meals.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

## **Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with

### Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

### **Negative Account Balances**

Students will be permitted to purchase meals from the District's food service using a food service account. A student may be allowed to accumulate a negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances.

Students that are receiving free or reduced price meals will be permitted to purchase a USDA approved meal if the student has the necessary funds with him/her to purchase the meal, regardless of whether the student has a negative account balance.

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

179

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the

USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 6/26/17

Revised 10/8/18

© Neola 2021~~20~~

Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

42 U.S.C. Chapter 13



Book	Policy Manual
Section	Policies Ready for Full Board
Title	HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING
Code	po9270
Status	Full Board Review
Adopted	March 13, 2017

## 9270 - HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

The Board ~~of Education~~ encourages the enrollment of all school-age children residing in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

### Private Education or Tribal School Education Students

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board may allow any student who is being educated at a private school or a tribal school to participate, if space is available, in any of the District's or extra-curricular programs.

### **Home-Based Private Education Students**

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than 2 courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

© Neola 2021~~15~~

Legal	118.145(4), Wis. Stats.
	118.133, Wis. Stats.
	118.53, Wis. Stats.



Book	Policy Manual
Section	Policies Ready for Full Board
Title	RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	March 15, 2021

## 9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool related agency or organization, public or private, without the approval of the District Administrator or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. [All crowdfunding activities are subject to Policy 6605 - Crowdfunding.](#)

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

### **School District Referendum Advocacy**

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

### **Other Activities by Non-School Affiliated Groups**

#### **A. Materials or Activities**

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the principal on the basis of the proposed activities or materials educational contribution to part or all of the school program, and benefit to students. No such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

1. The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator.
2. Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

#### **B. Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;

2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District;

### C. Distribution/Posting of Literature

1. Non-school affiliated organizations may distribute or post literature on District property either during or after school hours only with advance permission of the principal.
2. Staff or students may be permitted to distribute literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the District Administrator.

Decisions regarding the request to solicit funds shall not be based on the purpose or function of the group soliciting funds, unless the purpose of the organization is inappropriate for the age group of students, promotes activity that is unhealthy or unlawful, or is otherwise inconsistent with the pedagogical interests of the school.

### D. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not unlawfully discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available.

In accepting the offer of such scholarships or prizes from non-District entities or persons, the Board directs that these guidelines be observed:

No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

- E. The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.
- F. ~~Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.~~

### G. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Surveys, Analyses, Evaluation.

Revised 11/13/17

© Neola 2021

Legal

118.125, Wis. Stats.





Nita Duerst <nita.duerst@ngsd.k12.wi.us>

---

**Fwd: Letter of resignation**

---

Jennifer Krantz <jennifer.krantz@ngsd.k12.wi.us>

Mon, Sep 20, 2021 at 2:31 PM

To: Nita Duerst <nita.duerst@ngsd.k12.wi.us>, Jennifer Thayer <jennifer.thayer@ngsd.k12.wi.us>

FYI-

----- Forwarded message -----

From: **Carrie Schiro** <carrieschiro08@gmail.com>

Date: Mon, Sep 20, 2021 at 1:25 PM

Subject: Letter of resignation

To: Jennifer Krantz <jennifer.krantz@ngsd.k12.wi.us>

Hi Jenny,

Please accept this letter of resignation. My last day of employment will be September 30, 2021.

Thank you for the opportunity to join your team in the Special Education Department. I really enjoyed my time working with Christy and the students.

Best regards,  
Carrie

--

Jennifer Krantz  
New Glarus School District  
Director of Student Services  
608-527-5515



Nita Duerst <nita.duerst@ngsd.k12.wi.us>

## Letter of Resignation

1 message

**Brittany Spencer Grant** <brittany.spencer@ngsd.k12.wi.us>

Fri, Sep 24, 2021 at 3:43 PM

To: Jeff Eichelkraut <jeff.eichelkraut@ngsd.k12.wi.us>, Jennifer Thayer <jennifer.thayer@ngsd.k12.wi.us>, Nita Duerst <nita.duerst@ngsd.k12.wi.us>, Laura Eicher <laura.eicher@ngsd.k12.wi.us>, Anthony Edge <anthony.edge@ngsd.k12.wi.us>

Good Afternoon Admin Team,

It is with so much appreciation and gratitude that I submit this letter of resignation for my position as Teacher and Athletic Director in New Glarus. I have an amazing opportunity to take over as Director of Athletics in Oregon and am very excited to be able to dedicate my day to athletics. New Glarus School District has been home to me for the past 12 years and I have become the person I am today largely through my experiences and relationships right here. I will forever value all of those.

I do not yet have an official start date in Oregon, but will make sure to communicate that as soon as it is set. I do not envision this to be before Oct. 15th.

Thank you again for all the opportunities you've each provided me during my time in NG.

Knight Pride!  
Brittany

--



**Brittany Spencer Grant, CMAA**  
Athletic Director & Physical Education/Health Teacher  
New Glarus Middle & High School

---

P (608)527-2410 ext 3121

E [brittany.spencer@ngsd.k12.wi.us](mailto:brittany.spencer@ngsd.k12.wi.us)





**New Hire Board Approval  
09/27/2021**

**Name:** Amanda Wagner  
**Position:** Special Education Assistant  
**Hours per day:** 5 hours per day  
**Term of employment:** School Days  
**Placement on Wage Chart:** Special Education Asst, Step 3

**New Hire Board Approval  
09/27/2021**

**Name:** Bob Wahl  
**Position:** High School Assistant Girls Basketball Coach  
**Percentage of employment:** varies  
**Term of employment:** 2021-22 Winter Season  
**Pay rate:** \$2350

**New Hire Board Approval  
09/27/2021**

**Name:** Charles Anderson  
**Position:** Middle School Boys Basketball Coach  
**Percentage of employment:** varies  
**Term of employment:** 2021 Fall/Winter Season  
**Pay rate:** \$750

VII. **DISCUSSION ITEMS**

A. 3rd Friday Count

B. Summer School Report

195



New Glarus School District  
 FY 2021-2022 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 **Monday, September 20, 2021 at 11:00:05 AM**

Last data amendment was made by user ID Leich on **Monday, September 20, 2021 at 11:00:05 AM**

Reporting District	
<p>Did you offer academic summer session courses?</p> <p><b>If Yes</b>, 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><b>If Yes</b>, 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><b>If Yes</b>, review guidelines and other materials regarding summer membership at the following site: <a href="http://dpi.wi.gov/sfs/children/summer-school">http://dpi.wi.gov/sfs/children/summer-school</a> to verify the fee is both allowed and actual and <b>complete the fee reconciliation worksheet</b> 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><b>If Yes</b>, 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: <a href="http://dpi.wi.gov/sfs/children/summer-school">http://dpi.wi.gov/sfs/children/summer-school</a> 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>	No

**Reporting District**

Date of the <b>last</b> day of the previous regular session:	6/8/2021
Date of the <b>first</b> day of summer or interim session: The first day must be after the last day of the regular school year.	6/9/2021
Date of the <b>last</b> day of summer or interim session: The last day must be before the first day of the next regular school year.	8/31/2021
Date of the <b>first</b> day of the start of the upcoming regular session:	9/1/2021
Number of days the district held classes for summer or interim session:	59
Number of days the district held classes for the regular school term:	176
Number of <b>Resident</b> students entering grades 4K-12 that participated in Summer or Interim Session classes:	337
Number of <b>Non-Resident</b> students entering grades 7-12 that took online Summer or Interim Session classes:	0
Total <b>Resident</b> Pupil Minutes (from PI-1804-W2, Academic Courses, Column 8b):	1185900
Total Minutes from certain online classes per PI 17.03(2)(d) (from PI-1804-W2 Online Courses, sum of columns 8b and 9b):	0

## 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 <b>Jennifer Thayer</b>	Telephone 608-527-2410 extension 4116
Administrator's Signature	Date Signed
Clerk	
Clerk's Name <b>Jessica Geib</b>	Telephone
Clerk's Signature	Date Signed
Person Completing this Report	
Contact's Name and Title <b>Laura Eicher</b> , Summer School Coordinator	Telephone 608-527-2410 extension 1002
Contact's Signature	Date Signed

- C. Referendum Projects Update
- D. Covid 19 Updates
- VIII. **FUTURE AGENDA ITEMS**
- IX. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
- X. **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 REVIEW CRIME PREVENTION INFORMATION AND DOCUMENTS. THE BOARD MAY TAKE ACTION IN CLOSED SESSION, IF 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.
- XI. **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 MY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

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