

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



The Board of Education will livestream the public meeting at the following [LINK](#)

Monday, Sept 25, 2023
6:00 P.M.

BOARD OF EDUCATION MISSION STATEMENT: WE WILL REPRESENT OUR COMMUNITY WHILE ADVOCATING FOR OUR STAKEHOLDERS BY DEVELOPING STRONG POLICY AND PROVIDING DIRECTION FOR OUR FUTURE.

❖ **CALL TO ORDER**

➤ *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

➤ Students: Captains of the Little Wolf High School Football Team -
Nathan Gorman, Patrick Paque, Spencer Strebe, Dakota Stroud, & Brady Zemple

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

➤ *Verify Publication of Meeting*

❖ **ADMINISTRATIVE TEAM REPORT**

1. Celebrations and Updates

❖ **COMMITTEE REPORTS**

2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-09-06

3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-08-09

4. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-08-14

5. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2023-08-09

❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

❖ CONSENT AGENDA

- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

The Board will consider approval of:

6. Approve Minutes of Regular Board Meeting
 - a. 2023-08-28
7. Approve Revenue/Expenditures & Receipts: Treasurer's Report
 - a. Financial Report (from Finance Committee Meeting)
8. **1st Reading** of NEOLA Policy Revisions:
 - a. PO 0122 - Board Powers
 - b. PO 0144.5 - Board Member Behavior, Communications and Code of Conduct
 - c. PO 0151.2 - Required Student Academic Standards Agenda Item
 - d. PO 0166 - Agenda
 - e. PO 0171.1 - President
 - f. PO 2261.03 - District and School Report Card
 - g. PO 3120 - Employment of Staff
 - h. PO 3161 - Unrequested Leaves of Absence/Fitness for Duty
 - i. PO 3211 - Whistleblower Protection
 - j. PO 3220 - Staff Evaluation and Educator Effectiveness
 - k. PO 3281 - Personal Property of Staff Members
 - l. PO 3431 - Employee Leaves
 - m. PO 5341 - Emergency Medical Authorization
 - n. PO 5500 - Student Code of Classroom Conduct
9. Donations
 - a. Manawa FFA Alumni - \$1,600.00 to Manawa FFA
 - b. Disabled American Veterans Chapter 53 - \$400.00 for LWHS Memorial Day 2023 Events
 - c. Manawa Lions Club - Project Club - \$200.00 - from
10. Summer School Report (from Curriculum Committee)
 - a. Memo from Administration
11. Seclusion and Restraint Report (from Curriculum Committee)
 - a. Memo from Administration

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ BOARD COMMENTS

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

12. Flag Approvals for Veteran's Day Event

- a. BOE Policy requires the Board approval for flags other than the US, State of WI, and school pennant. Administration recommends the approval of a variety of flags/pennants to ensure all military branches/veterans are appropriately honored.

❖ **ADJOURN**

UPCOMING MEETING(S):

- Regular **Board of Education** Meetings take place the 4th Monday every month.
- **Building & Grounds Committee** Meetings take place the 2nd Wednesday every month.
- **Finance Committee** Meetings take place the 2nd Wednesday every month.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

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

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of the Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special 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 as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

- C. 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.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- 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 with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

© Neola 2020

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.



School District of Manawa

Curriculum COMMITTEE MEETING

Manawa School District Office - Board Room

800 Beech Street, Manawa WI

(920)596-2525

Wednesday, September 6, 2023

5:15 P.M.

Board of Education Committee Members:

Riske (C), Fietzer, and Krueger

❖ **CALL TO ORDER 5:15 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:* Ms. Riske, Mr. Fietzer Ms. Krueger came at 5:45 pm

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION**

[§19.84(2) Wis. Stats.] **YES**

❖ **AGENDA**

1. 23-24 Library/Media (LMC) Plan Updates - (Informational)

a. Presentation - **Jen Krueger Presented**

b. Library Media Center Plan-on-a-page

2. Leadership Resource for Middle School Exploratory Course - (Informational)

a. Memo on Habitudes Resource - **Michelle Johnson presented**

3. Summer School Report (Informational)

a. Report - Summer School 2023 - **Michelle Johnson presented**

❖ **FUTURE MEETING AGENDA ITEMS**

➤ **We may need to skip next months Curriculum meeting because of whole Board meeting needed to set the levy.**

❖ **ADJOURN Motion by Ms. Krueger, seconded by Mr. Fietzer at 6:02 pm**

UPCOMING MEETING(S):

● **Curriculum Committee** Meetings - 1st Wednesday every month.

● **Policy & Human Resource Committee** Meetings - 1st Wednesday every

month. ● **Building & Grounds Committee** Meetings - 2nd Wednesday every

month. ● **Finance Committee** Meetings - 2nd Wednesday every month.

● Regular **Board of Education** Meetings - 4th Monday every month.



School District of Manawa

Finance COMMITTEE MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525

Wednesday, August 9, 2023

6:55 P.M.

Board of Education Committee Members:

Jepson (C), Fietzer, and Reierson

❖ **CALL TO ORDER 6:56pm**

❖ **ROLL CALL - Verification of Quorum**

➤ B.O.E. Members Present: **Kerri Jepson**, **Craig Fietzer**, **Sondra Reierson(virtual)**

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] **Yes**

❖ **AGENDA**

1. Update on Title Grants 1-4 (Informational)

a. Finalizing Claims for 22-23 school year **Kara Tohm has completed.**

b. Applications for 23-24 school year **Michelle Johnson has applied for already.**

2. Discussion regarding the Low Revenue Ceiling increase (Informational)

a. Overview - Low Revenue Ceiling -Video **Ryan tried to play, but was unable to log in. Ryan will send the video out to the committee later.**

3. CWC Officials Pay (Informational)

a. Schedule **Ryan showed the committee the changes.**

4. AEF Membership (Endorsement)

a. AEF Member Renewal - Fee Table **Craig motioned, Sondra seconded to endorse to the full Board. 3 Aye, 0 no, 0 abstain**

5. Discussion of Financial Reports **Ryan presented the Revenues and Expenditures through May of 2023. Kara is working on June currently. Chair Jepson wants to still see in the packet the expenses monthly. Committee does not need to approve every detail, but we want the information in the packet so it is available to the public.**

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤ **Next meeting September 13th, 6:55 pm**

❖ **ADJOURN Sondra moved, Kerri seconded 8:02 pm**

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting

Policy and HR Committee

Monday, August 14, 2023 Meeting Minutes

6:55 P.M.

Board of Education Committee Members:
Reierson (C), Hansen, & Krueger

❖ **CALL TO ORDER - 6:55 p.m.**

❖ **ROLL CALL - Verification of Quorum**

- B.O.E. Committee Members Present: Reierson, Hansen - Krueger excused
- Fietzer, Jepson, Riske, Peterson, Johnson also present

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] -
Confirmed by Mr. Peterson

❖ **AGENDA**

1. Consider endorsement of proposal to reclassify Literacy Specialist position
 - a. Proposal to change Literacy Specialist to Administrative Position
Motion to endorse changing Literacy Specialist to Administrative Position as presented: Reierson/Hansen
Motion carried - Krueger excused
 - b. Existing Reading Specialist Job Description -> Administrative team will work on updating over the week to align with changes from Literacy Specialist to Administrative position.
2. Consider endorsement of the District At-Risk Plan (Phoenix Program)
 - a. District At-Risk Plan (Phoenix Program) Document
Motion to endorse the District At-Risk Plan (Phoenix Program) document: Reierson/Hansen
Motion carried - Krueger excused
****NOTE** - this review is required annually in August per PO5461 and 118.153 WI Stat. and P.I. 25**
3. Consider endorsement of Policies (NEOLA)
 - a. - s. Review Policy endorsements from P&HR Committee on May 8, 2023.
Copies of Endorsed policies (need to be forwarded to the full B.O.E.)
PO7440 needs a technical change - enrollment to enrolled.
Motion to confirm endorsement of policies endorsed during the P&HR committee meeting on May 8, 2023: Reierson/Hansen
Motion carried - Krueger excused

4. Discuss creation of a daycare program within the School District.

Discussion: Mrs. Riske shared some information of tours of other schools in the area with daycare programs. Suggestions that we start with before and after school programs. Mr. Peterson noted we can look at partnering with another group to help supervise the program or we can develop our own in-house teams. Mrs. Jepson asks that we have discussions with Little Lambs so that both endeavors are supported. Administrative team will continue to look at possible options.

5. Discuss Orientation and On-Boarding Process.
 - a. New Employee Onboarding Checklist
 - b. Background Check Form
 - c. Confidentiality and Acceptable Use Form
 - d. Technology Acceptable Use Terms

Discussion: Basic forms have been updated. Orientation and On-boarding checklist is detailed and notes that a process for 'If hired after in-service' - this process issue was noted on several exit interviews. Mrs. Reiersen is very happy with the progress.

6. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's).

Discussion: Mr. Peterson feels that as the District systems are developed the operating standards will be a part of the system. Several Board members noted that concerns were raised by support staff that they didn't know or understand various parts of their job when starting the position. Committee members asking that training gaps are minimized, and that SOP's might be an option. Administrative team will continue to develop the District systems.

7. Discuss the mileage and reimbursement process.
 - a. Previous Mileage & Reimbursement Form
 - b. Revised Mileage & Reimbursement Form

Discussion: Form is confusing. Mr. Peterson will see what other District's are using and how they are developing the meal reimbursement amounts for additional committee review.

8. Discuss weighted GPA / Laude change and ensure compliance with B.O.E. Policy
 - a. Policy 5430 - Class Rank - Policy appears to be okay with the weighted GPA/ Laude change.
 - b. Policy 5451.01 - Wisconsin Academic Excellence Scholarship

Discussion: PO5451.01 states using an unweighted GPA. Administration to confirm scholarship requirements and if a revision is needed to bring it forward to the full Board for approval. Committee would like any changes to be in place by the start of school so there is no confusion.

9. Follow-up discussion on topic from July 17, 2023 committee meeting - Transgender Policy creation.

Discussion: Mr. Peterson provided hard copy examples of Transgender policies from our legal team. Committee and Board members have the opportunity to review these examples before the next P&HR committee meeting.

❖ **FUTURE MEETING AGENDA ITEMS**

- **Transgender policy**
- **Policy and Administrative Guideline revisions**

❖ **ADJOURN**

Motion by: Hansen/ Reiersen

Motion carried - Krueger excused at 8:54 p.m.



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Meeting Minutes

August 9, 2023

Meeting called to order at 5:15 p.m.

Pledge of Allegiance was recited

Roll Call – Verification of Quorum

BOE Committee Members Present: Griffin, Riske, Jepson

Compliance with open meeting law notification [§19.84(2) Wis. Stats.]
was verified by District and Business Administrator Peterson

1. Administrative Updates on Summer Projects. (informational)
 - a. MES Playground - Equipment has been installed, wood chips need to be spread
 - i. Fundraising Opportunity - Royalton Station - MES Pumps 3 & 4
Funds will be used to purchase more equipment in the future
 - b. MES Tile Project - Completed
 - c. MS/HS Storage Cages / Basement Project - Completed
 - d. MS/HS LMC Carpet Project - Completed
 - e. MS/HS LMC Furniture - Scheduled to be completed in mid to late August
 - f. Updating SRP/ALICE Signage districtwide - Our signage is outdated. DBA Peterson will have current signage posted before students arrive on campus.
 - g. Summer Cleaning/Waxing projects - Completed
2. Follow-up & discussion regarding Signage Project
We've received one vendor quote for our outdoor building signs. DBA Peterson will request further quotes. Jepson requested further creative designs be presented. DBA Peterson will research the committee's past request for entrance door signage regarding our premises being surveilled by local and county law enforcement.
3. Follow-up & discussion regarding Art Displays - This item was put on hold pending information regarding fire code compliance. Those questions have been addressed. The project will proceed with compliance to fire code.
4. Discussion regarding Gymnasium (MS/HS) Public Address / Sound System -
Mr. Marzofka will identify "dead spaces" in all areas of both buildings. He will propose two solutions - one for addressing only the "dead spaces" and one for a complete new system.
5. Follow-up discussion regarding MS/HS Storage Shed -
DBA Peterson will research our needs and request vendor quotes.



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

6. Follow-up discussion regarding the district owned van -
DBA Peterson will research our needs and options with current SDM vehicles.
He will pursue a replacement vehicle as needed.

Next B&G Committee Meeting is scheduled for Wednesday, 9-13-23 at 5:15 p.m.

Meeting was adjourned at 6:37 p.m. with a motion by Riske, second by Jepson.

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



August 28, 2023 Board of Education Meeting Minutes

❖ **CALL TO ORDER: 6:00 pm**

- *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: **Stephanie Riske, Shannon Hansen, Sondra Reiersen, Pete Griffin, Craig Fietzer, and Kerri Jepson (phone/virtual).** ABSENT: **Jamie Krueger***

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

- *Verify Publication of Meeting: **Verified by: Mr. Peterson***

❖ **ADMINISTRATIVE TEAM REPORT**

1. Highlights and Updates: **Slide Deck presentation**

❖ **COMMITTEE REPORTS**

2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-08-14
3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-08-09
4. Policy and Human Resources (Reiersen) - See Policy and Human Resources Committee Meeting Minutes from 2023-08-14
5. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2023-08-09

❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

❖ **CONSENT AGENDA**

- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

The Board will consider approval of:

6. Approve Minutes of Regular Board Meeting
 - a. 2023-07-24
 - b. 2023-08-16 - Special Full Board meeting
7. Approve Expenditures & Receipts: Treasurer's Report
 - a. Cash Receipts
 - b. Invoice Report
8. **SECOND READING** of NEOLA Policy Revisions:
 - a. 0100 Definitions
 - b. 0175 Association Memberships
 - c. 2220 Adoption of Courses of Study
 - d. 2221 Special Observance Days
 - e. 2430 District-Sponsored Clubs and Activities
 - f. 3215 Use of Tobacco and Nicotine by Professional Staff
 - g. 4215 Use of Tobacco and Nicotine by Support Staff
 - h. 5330 Administration of Medication/Emergency Care
 - i. 5340 Student Accidents/Illness/Concussion & Sudden Cardiac Arrest
 - j. 5410 Promotion, Placement, and Retention
 - k. 5430 Class Rank
 - l. 5512 Use of Tobacco and Nicotine by Students
 - m. 5771 Search and Seizure
 - n. 7434 Use of Tobacco and Nicotine on School Premises
 - o. 7440 Safety and Security
 - p. 8420.01 Epidemics and Pandemics
 - q. 8450 Control of Casual-Contract Communicable Diseases
 - r. 8800 Religious Ceremonies and Observances
 - s. 8802 Patriotic Activities and Observances
 - t. 5451.01 Wisconsin Academic Excellence Scholarship
9. Personnel Chart
10. Donations
 - a. Terry Engelhardt - \$100.00 for deficient lunch funds

Mr. Fietzer pulled #9 for discussion

Motioned by: Fietzer/Second by:Hansen

#9 - personnel chart: Discussion held on contractual obligations being met. Motioned to approve by: Fietzer/Second:Griffin. Motion Carried.

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

❖ **BOARD COMMENTS**

Board comment: Fietzer - Outstanding FFA program, shout out to the kids that went to the fair.
Reierson - Enjoyed being at InService.
Hansen - There was a lot of feedback from the staff.
Fietzer - The teacher's were in great spirits during conferences and felt appreciated.

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

11. Consider Approval of AEF Membership **Motioned by: Fietzer/Second by:Riske. Motion Carried.**
12. Consider Approval of adding Assistant Director of Pupil Services/Special Education **Motioned by: Riske/Second by: Griffin. Discussion: Thought process - Mr. Peterson: Small number of Administrators and it is complex. Where are we needing assistance? Pupil Services are not up to par. Fietzer - What did we do last year? Principal Brauer and Mr. Peterson gave historical data. Reierson - long term, can we afford it? Peterson - Yes, based on the financial data available at the moment. Jepson - this needs to be really valuable before we make the decision of adding a new salary. Motion Carried.**

❖ **ADJOURN**

BOE Retreat: Sept 7, 2023 at 5:30 pm.

Motion to adjourn: Griffin/Hansen. Motion Carried. 7:06 pm

UPCOMING MEETING(S):

- Regular **Board of Education** Meetings take place the 4th Monday every month.
- **Building & Grounds Committee** Meetings take place the 2nd Wednesday every month.
- **Finance Committee** Meetings take place the 2nd Wednesday every month.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

REVENUE(S)		2022-23	2022-23			2023-24
Grants		Allocation (22-23)	Carryover Amount	Remaining to Claim (not claimed)	Ending Date	Allocation (23-24)
ARP Homeless Children & Youth II		\$6,140.00		\$166.82	9/30/24	
Carl Perkins (Tech. Ed)		\$6,428.00				\$6,736.00
ESSER I & GEER				\$333.78	9/30/22	
ESSER II Fund		\$360,845.00		\$23,423.77	9/30/23	
ESSER III Fund				\$811,111.00	9/30/24	\$811,111.00
Title I - (Reading/Math)		\$117,169.00	\$12,182.37	\$122,103.36		\$143,539.00
Title II - (Professional Dev.)		\$20,123.00	\$23,705.90	\$43,074.08		\$25,152.00
Title III		\$1,117.00				\$360.00
Title IV - (Student Support & Enrichment)		\$10,000.00	\$12,965.58	\$22,965.58		\$10,000.00
Flow Through (SPED)	Fund 27	\$181,866.00	\$83,773.86	\$265,639.86		\$195,060.00
		2022-23	2022-23	2022-23		
Taxes/Aid		Budgeted	FY Activity	Monthly Activity	SOURCE Code	
Property Taxes (10, 39, 80)		\$3,408,004.00	\$3,408,787.64	\$928,855.26	211	
Open Enrollment (In)		\$267,773.00	\$242,699.00	\$242,699.00	345	
Transportation Aid		\$15,000.00	\$19,409.22	\$3,549.22	612	
Equalization Aid		\$4,419,065.00	\$4,419,065.00	\$1,546,673.00	621	
EXPENDITURE(S)		2022-23	2022-23	2022-23		
		Budgeted	FY Activity	Monthly Activity	SOURCE Code	
Salaries	Fund 10	\$3,168,913.00	\$3,210,585.98	\$594,266.69	100's	
Benefits	Fund 10	\$1,332,237.00	\$1,326,952.92	\$244,696.91	200's	
Purchased Services	Fund 10	\$2,760,506.00	\$2,449,143.56	\$1,079,441.37	300's	
Non-Capital Objects	Fund 10	\$337,475.00	\$353,624.88	\$58,386.64	400's	
Capital Objects	Fund 10	\$243,801.00	\$292,940.75	\$131,619.55	500's	
Insurance & Judgments	Fund 10	\$113,673.00	\$108,673.25	\$0.00	700's	
Transfers (i.e. to Fund 27, 46, etc.)	Fund 10	\$632,045.00	\$295,000.00	\$295,000.00	800's	
Other (Dues & Fees)	Fund 10	\$170,199.00	\$46,566.20	\$5,035.50	900's	
		Budgeted	FY Activity	Monthly Activity	SOURCE Code	
Salaries	Fund 50	\$124,954.00	\$128,002.79	\$15,585.65	100's	
Benefits	Fund 50	\$45,066.00	\$44,504.58	\$4,491.53	200's	
Food	Fund 50	\$150,000.00	\$142,083.65	\$31,749.94	415	
Capital Equipment	Fund 50	\$25,974.00	\$123,672.02	\$45,147.00	500's	



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Corrections - Vol. 32, No. 2, Technical Corrections, July 2023 - BOARD POWERS
Code	po0122
Status	
Adopted	April 25, 2016
Last Revised	January 17, 2022

Technical Correction - Vol. 32, No. 2, Technical Corrections

0122 - BOARD POWERS

The power of the Board of Education extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

~~(UNIFIED SCHOOL DISTRICTS)~~

~~[] The Board shall be a body corporate, and, as such, capable of suing and being sued, levying and collecting taxes, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.~~

[END OF OPTION]

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school, at school functions, or enroute on school buses.

© Neola 2021-2023

Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.
	120.44, Wis. Stats. (applies to Unified School Districts only.)

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
Status	

Technical Correction - Vol. 32, No. 2, Technical Corrections

0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board of Education 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. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. 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.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. 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.
- H. 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.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. 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.

- L. 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.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- N. 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, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board 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 - **Public Expression of Board Members**).

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. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

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 the member of the Board 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 Use of Electronic Communication Devices Prohibited~~

~~An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or lap top computer, is prohibited during Board meetings.~~

~~Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.~~

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 Information Requests](#).

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 the Board member 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 - [Public Records](#)).

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 the officer can investigate the matter or if the President or Vice President needs to 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 - [Committees](#).
- 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.

© Neola 2023

Legal 17.13, Wis. Stats.
 946.12, Wis. Stats.
 The Consortium of State School Board Associations
 The National Association of School Boards
 The Wisconsin Association of School Boards

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM
Code	po0151.2
Status	
Adopted	July 17, 2017
Last Revised	April 23, 2018

Technical Correction - Vol. 32, No. 2, Technical Corrections

0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM

In accordance with 120.12(13), Wis. Stats., at the first Board of Education meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under §118.30(1g)(a)1, Wis. Stats. that will be in effect for that school year.

© Neola ~~2018~~2023

Legal 118.30, Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - AGENDA
Code	po0166
Status	
Adopted	April 25, 2016
Last Revised	November 16, 2020

Technical Correction - Vol. 32, No. 2, Technical Corrections

0166 - **AGENDA**

The District Administrator shall prepare and submit make available, mail, or deliver to each Board member an agenda prior to each regular meeting and each special meeting unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: 1) the time and effort required to provide detailed notice; 2) the level of public interest in the particular subject; and, 3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting meetings or special meetings shall be accompanied by a report from the District Administrator on information relating to the District with such recommendations as s/he shall make with a including information and/or a recommendation on agenda items as deemed appropriate by the District Administrator. **[END OF OPTION]**

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda."

[END OF OPTION]

~~The agenda for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be (available)available, or mailed, or delivered no later than _____ () days prior to the meeting or delivered so as to provide time for the study of the agenda by the memberBoard members. The agenda and supporting materials for a special meeting shall be delivered at least _____ () hours before the meeting.~~

The agenda for each regular meeting shall be delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available or delivered no later than three (3) days prior to the meeting or delivered so as to provide time for the study of the agenda by the Board member. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting.

Regular meetings of the Board shall follow this general format:

- A Call to Order
- B Pledge of Allegiance
- C Roll Call

- D+ Verify Publication of Meeting
- E+ Presentation
- F+ Consent Agenda
 - 1+ Approve Minutes of Previous Meetings
 - 2+ Treasurers Report/Approval of Expenditures
 - 3+ Other
- G+ Public Comments (Included per the recommendation of the District Administrator and approval of the Board President)
- H+ Correspondence
- I+ Administrative Reports
- J+ Board Comments
- K+ Committee Reports
- L+ Unfinished Business
- M+ New Business
- N+ Closed Session
- O+ Reconvene Open Session
- P+ Adjourn

Once public notice is given, alterations may be made as needed. Business may be taken up out of order when the Board adopts a motion to suspend the rules by a two-thirds (2/3) vote or by unanimous consent.

The Board shall transact business according to the agenda prepared by the District Administrator and provided to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must: 1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting; and 2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

© Neola ~~2020~~2023

Legal 19.84(3) Wis. Stats

Last Modified by Ryan Peterson on September 6, 2023



Book Policy Manual

Section Vol. 32, No. 2, Technical Corrections, July 2023

Title Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - PRESIDENT

Code po0171.1

Status

Adopted April 25, 2016

Last Revised June 26, 2023

Technical Correction - Vol. 32, No. 2, Technical Corrections

0171.1 - PRESIDENT

The President of the Board of Education shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute, when authorized by () an annual meeting of the District and by the Board, **[DRAFTING NOTE: For Common and Union High School Districts]** ~~() the Board, [DRAFTING NOTE: for Unified School Districts]~~ **[END OF OPTIONS]** actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 to 121, Wis. Stats. in which the District has an interest; and
- E. perform other duties appropriate to the office of the President under 120.15, Wis. Stats.

© Neola ~~2022~~2023

Legal 120.15, Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Correction, July 2023 - DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03
Status	
Adopted	April 27, 2020

Technical Correction - Vol. 32, No. 2, June 2023

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. **[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**

The report is provided by the Wisconsin Department of Public Instruction, and shall contain the information called for in accordance with required by State (§115.385) 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.

[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and performance on each measure within any School Quality or Student Success indicator used by the State are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]

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;

- I. high school graduation rates, including the four (4) year adjusted cohort and the extended year adjusted cohort
 J. performance on each measure within any School Quality or Student Success indicator used by the State.

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.

[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and postsecondary enrollment rates for each high school are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]

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);

[Drafting Note: The District and school report cards must include per-student expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]

- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;
- M. 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;

[Drafting Note: District report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English learners.]

- O. high school graduation rates, including the four (4) year adjusted cohort, and the extended year adjusted cohort;
- P. postsecondary enrollment rates for each high school;
- Q. 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. **[Drafting Note: If the District does not operate a website, the District must make the report available to the public in another manner determined by the Board.]**

The Board will provide the school level overview directly to all parents in each school served by the District annually. **[Drafting Note: The District may send the report card overview to the parents of students enrolled in each school in the District directly through the U.S. mail, via e-mail, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]**

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.

© Neola ~~2020~~ 2023

Legal 34 C.F.R. 200.31
 20 U.S.C. 6314

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of EMPLOYMENT OF STAFF
Code	po3120
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3120 - **EMPLOYMENT OF STAFF**

The Board of Education recognizes that positions be filled with highly qualified and competent personnel are vital to the successful operation of the District.

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

Professional Staff

The Board of Education shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers, governed by Wis. Stat. 118.22 and administrators, governed by Wis. Stat. 118.24, may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law.

Support Staff

The Board of Education shall approve the employment and fix the compensation for each support staff member employed by this District.

General Provisions for Professional and Support Staff

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime-eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime-eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

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 WECAN or the District Office.

Relatives of Board Members may be employed by the Board. If the Board Member benefits 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. The newly employed staff member shall not be placed in a position in which s/he will be supervised directly by, or supervise directly, his/her relative.

Any staff member's intentional misstatement of fact pertaining to the applicant's qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.

The employment of staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program or District operations, 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 as professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or application for such certification. For staff members instructing children in reading and/or language arts, pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics. For each candidate, a satisfactory background check will be conducted by the Department of Public Instruction or appropriate State agency as well as compliance with District background check procedures to include local, State, and Federal sources of information.

When appropriate, 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 to include local, State, and Federal sources of information.

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 staff that 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, healthcare-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, any science, technology, engineering, mathematics, or technical or technology education field, sixty-five (65) points.
4. For industry or vocational certification, ninety (90) points.
5. For industry experience in a trade or technical field or 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 that 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.

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:
 1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
 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.

Revised 8/22/16
Revised 7/17/17
Revised 11/19/18
Revised 7/22/19
Revised 1/17/22

© Neola 2021

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

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	
Adopted	May 16, 2016
Last Revised	July 24, 2023

3161 - **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**

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

The Board of Education authorizes the District Administrator to place a staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

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

The staff member will be required to execute a medical examination release to the Board/District Administrator that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and allow the District Administrator to speak to the healthcare 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 3122.02, 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 such examination, the staff member is found to be unable to perform assigned duties, the 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 staff member refuse to submit to the examination requested by the District Administrator such refusal shall subject the staff member to disciplinary action.

The **Board of Education** **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 3430.01 as provided by law.

In the event the District Administrator is the employee subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

Revised 4/27/20

© **Neola 2020**

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

Last Modified by Ryan Peterson on September 21, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of WHISTLEBLOWER PROTECTION
Code	po3211
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3211 - WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board of Education expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor doing business with the Board, that creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a written report to their immediate supervisor.

If the alleged misconduct involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an employee pursuant to this policy, an investigation shall commence as soon as possible and shall be handled expeditiously.

© Neola 2014

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of STAFF EVALUATION AND EDUCATOR EFFECTIVENESS
Code	po3220
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3220 - **STAFF EVALUATION AND EDUCATOR EFFECTIVENESS**

The Board of Education is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of developing professional staff job descriptions for Board approval in accordance with Policy 3120.01 - Job Descriptions. The District Administrator is responsible for implementing approved job descriptions, a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and principals in the District.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals/Directors

Evaluations shall be conducted annually for all principals and directors.

Evaluations shall be conducted in the first three years of employment and at least every third year thereafter for instructional staff, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

The Board will use the educator effectiveness model available from CESA 6 and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place and consistent with applicable State law and the District's guidelines.

A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct-related reasons, or from implementing remedial or performance improvement measures.

Support Staff

The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are:

- A. to improve and reinforce the skills, attitudes, and abilities that enable a support staff member to be effective in achieving assigned job goals;
- B. to identify and remediate weaknesses that prevent a support staff member from achieving the goals of assigned duties.

The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.

T.C. 3/15/21

© Neola 2020

Legal

P.I. 8.01(2q), P.I. 47 Wis. Adm. Code

118.225, 118.30, 121.02 (1) (q) Wis Stats

20 USC 6311

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3281 - PERSONAL PROPERTY OF STAFF MEMBERS

Employees may bring personal property, including personal communication devices, to school either for reasons associated with professional responsibilities or for use during off-duty time. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board of Education property.

© Neola 2015

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3431 - **EMPLOYEE LEAVES**

The Board of Education recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence), Policy 3430.01 (FMLA) and Policy 3430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a court record of the number of days served.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

I. Administratively Approved Leave

Staff members are eligible for administratively approved leave as specified in the Employee Handbook.

Revised 7/17/1
 Revised 4/27/2020
 T.C. 11/16/2020
 T.C. 3/15/21

© Neola 2020

Legal

7.33, 103.88, Wis. Stats.

Last Modified by Tamela Moody on August 31, 2023



Book Policy Manual

Section Vol. 32, No. 2, Technical Corrections, July 2023

Title Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - EMERGENCY MEDICAL AUTHORIZATION

Code po5341

Status

Technical Correction - Vol. 32, No. 2, Technical Corrections

5341 - EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340 - **Student Accidents/Illness/Concussion & Sudden Cardiac Arrest ()** and the procedures described in the District Administrator's administrative guidelines (() AG 5340A - **Student Accident or Illness**, () AG 5340B - **Health Emergencies and First Aid Care**, and () AG 5340D - **Transportation for Ill or Injured Students**) **[END OF OPTION]** and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

© Neola ~~2019~~2023

Legal 118.29(4), Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

Technical Correction - Vol. 32, No. 2, Technical Corrections

5500 - STUDENT CODE OF CLASSROOM CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. () In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board of Education for that reason consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board

~~() annually.~~

() periodically.

[] Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff school, staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

© Neola 20192023

Legal 175.32, Wis. Stats.

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

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

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
Department of Education, Office of Civil Rights, 1979

Last Modified by Ryan Peterson on September 6, 2023



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board/Committee Meeting Date: 9/25/2023

Agenda Item:

Subject: Summer School 2023 Overview

Presenter(s): Michelle Johnson

I. Overall Content/Purpose:

The purpose of this memo is to summarize and inform the Board of Education of the School District of Manawa Summer School 2023 course offerings, total resident students/non students, total DPI reported minutes and FTE. Overall, various courses were offered including recovery credits, literacy and math interventions, and engaging/interactive lessons. The amount of FTE and total resident instructional minutes was lower this year due to being unable to run the summer musical as well as Driver's Ed.

II. Point of Emphasis / Key Communication(s):

Overview

A. Total Number of Courses, Camps, and Clinics Offered: 52

- a) Outdoor Biking, Hands in the Mud Gardening, Bookin and Cookin, Movie Fil Music, Mad Scientist, Rocketry, volleyball, basketball, and football clinics
- b) Literacy and math targeted intervention for grades K-6
- c) Recovery credits grades 9-12
- d) Various FFA and Agriculture opportunities
- e) Hunter's Safety

2. Total Resident Minutes: 546041.733

3. Total Non Resident: 32922

4. Total Number of Resident Students: 533

5. Total Number of Non resident students: 12

6. Total FTE Reported to DPI: 11

B. Solutions -

1. There is interest in the Driver's Ed License and Position- Mr. Butterfield.
2. Recruit an instructor willing to direct the musical- Possibly, new band teacher

III. Board Motion (none needed)

IV. Contact for More Information:

V. **Name:** Michelle Johnson **email:** mjohnson@manawaschools.org



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

Implementation of Act 118 in Manawa

- The district has 2 certified Non-violent Crisis Intervention (NVCi) trainers, who trained 36 regular and special education staff members and 2 administrators.
- Annually, prior to school starting all staff view a presentation about Act 118 along with documentation procedure.

Seclusion and Restraint Report to the Board for 2022-23

School	Total # of Students (students with disabilities)	Incidents of Seclusion	Total # of Students (students with disabilities)	Incidents of Restraint
Elementary School	0	0	2(1)	7
Middle School	1(1)	1	0	0
High School	0	0	1(1)	2
Total	1(1)	1	3(2)	9

Please contact the Director of Special Education and/or Building Principal if you have any questions about this report and/or the use of seclusion and restraint in the School District of Manawa.