

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, May 20, 2024
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**

❖ **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(s)**

1. Administrative Reports and Updates:
 - a. Good News Report - Informational Presentation
 - b. Graduation Updates
 - i. Discuss Board Members Attending
 - c. Summer School Updates

❖ **COMMITTEE REPORTS**

2. Buildings, Grounds, & Finance (Fietzer) - See Buildings, Grounds, & Finance Committee Meeting Minutes from 5-6-2024
3. Curriculum Committee (Emmert) - See Curriculum Committee Meeting Minutes from 5-1-2024
4. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 5-1-2024

❖ **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:

5. Recommendation for Approval of Donations:
 - a. Floyd & Marla Gerl - Clarinet to Band Department
 - b. Waupaca Foundry - 3D Resin Printer
 - c. Post Prom - various donations
 - i. Class of 2026 - \$75.00
 - ii. Kobussen - \$100.00
 - iii. Eastling Insurance - \$50.00
 - iv. Smith's Manawa Steakhouse - \$25.00
 - v. Tracy and Rick Ogle - Cornhole board and bags
 - d. Royalton Station for Elementary Playground - \$500.00
 - e. Beckie and Cheryl Seehafer - School District - School Supplies
 - f. STEM Forward - EMDC (E-Sports Rev) - \$150.00
 - g. Dick Piechowski of Henry's Honey - Manawa FFA Chapter - Honey to use at International Arts Festival (\$22 Value)
6. Recommendation for Approval of Minutes of Regular and Special Board Meetings
 - a. 4-22-2024 Regular Board Meeting
7. Recommendation for Approval - Facilities and Finance items:
 - a. Cash Receipts Report
 - b. Invoice Report Report
 - c. Rev / Exp Financial Report
 - d. Vending Report
8. Recommendation for Approval of Personnel related items:
 - a. Personnel Chart

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

❖ BOARD COMMENTS

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

9. Recommendation for Approval - **2nd Reading** - NEOLA Policy Revisions Vol. 33. No. 1
 - a. Policy 2413 Health Education
 - b. Policy 6320 Purchasing
 - c. Policy 7440 Safety and Security
 - d. Policy 7540 Technology
 - e. Policy 7544 Use of Social Media

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- f. Policy 8120 Volunteers
 - g. Policy 8310 Public Records
 - h. Policy 8330 Student Records
 - i. Policy 8431 Preparedness for Toxic Hazards
 - j. Policy 9140 Citizens' Advisory Committee
10. Recommendation for approval - **Reading** - NEOLA Administrative Guideline Revisions Vol. 33, No. 1
- a. AG 8330 Student Records
 - b. AG 8390 Use of Animals in the Classroom and on School Premises
 - c. AG 8420 Emergency Procedures
 - d. AG 8420A Severe Weather and Tornadoes
11. Policy Work - **1st Reading** and discussion of NEOLA Policy Revisions
- a. Policy 5540 The Schools and Governmental Agencies
 - b. Policy 9130 Public Requests, Suggestions, or Complaints
12. Discussion and Updates - **Storage Shed Project - Updates**
- a. Informational
13. Discussion and Review - **IT Server Rebuild**
- a. MEMO - Informational and Recommendation
14. Discussion and Review - **HVAC Networking Hardware/Software Upgrade**
- a. MEMO - Informational and Recommendation

❖ **CLOSED SESSION**

- The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), Wis. Statute, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Considering financial, medical, social or personal histories or disciplinary data of specific persons.

- District Administrator Evaluation Procedure

**The Board of Education reserves the right to RECONVENE INTO OPEN SESSION in order to take formal action on agenda items that are noticed for closed session.*

❖ **ADJOURN**

Upcoming Meeting Dates/Times:

- *Buildings, Grounds, & Finance Committee: June 4, 2024 at 4:00 p.m.*

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- *Curriculum Committee: June 5, 2024 at 5:00 p.m.*
- *Policy and Human Resources: June 5, 2024 at 6:45 p.m.*

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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.
- 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.

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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.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 5-20-24

Subject: Summer School 2024

Presenter(s): Christy Hintz, Mary Eck

I. Overall Content/Purpose:

The purpose of this memo is to provide preliminary information to the B.O.E. regarding current student enrollment #'s and tentative staffing needs for summer school 2024.

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

- A. June 10 - June 28, 2024
- B. The summer school course catalog was approved during the March BOE meeting.
- C. Summer School Instructor Pay Rate: \$30/hour (including prep)
- D. (Tentative) Instructors/Assignments - Finalized on/after May 24 (end of registration period)

Instructor	Course	Current Enrollment (as of 5/17) 4 hours/day for 15 days unless otherwise stated
ERIN CHARLES MES RM 121	1-4 4K	9
MICHELLE POPPY MES RM 118	1-4 K	9
JILL SEKA MEGAN ANDERSON MES RM 124	1-4 SPED	4
DANIELLE STADLER	1 – Let's make some Art (1-3) MES RM 127 2 – Adventures in Math (3-5) MES RM 114	11 3

	3 – Games Galore (1-3) MES RM 114 4 – Adventures in Computer (3-5) MES RM 114	12 10
MEGAN SCHUELKE MES RM 115	1 – Bookin and Cookin (2-4) 2 – Adventures in Math (1-2) 3 – Mad Summer Scientist (1-2) 4 – Adventures in Computers (1-2)	9 2 6 12
BRYCE HUETTNER	1 – Lifetime Sports (3-5) MES GYMNASIUM RM 130/OUTDOORS 2 – Rocketry (5-8) MES RM 127/OUTDOORS 3 – Outdoor Exploration (4-9) MES GYMNASIUM RM 130/OUTDOORS 4 – Outdoor Exploration (4-9) MES GYMNASIUM RM 130/OUTDOORS	8 2 16
LANCE LITCHFIELD	1 – Lifetime Sports (6-8) MES GYMNASIUM RM 130/OUTDOORS 2 – Outdoor Games (1-3) MES GYMNASIUM RM 130/OUTDOORS 3 – Outdoor Exploration (4-9) MES GYMNASIUM RM 130/OUTDOORS 4 – Outdoor Exploration (4-9) MES GYMNASIUM RM 130/OUTDOORS	1 14 16
KATIE RIEHL	1 – Running/Track and Field Club (3-4) MES CAFETERIA/TRACK 2 – Reading Ready (Invite only) (3-5) MES RM 113 3 – Running Track/Field Club (5-6) MES CAFETERIA/TRACK 4 – Reading Ready (invite only) (1-2) MES RM 113	2 11 2 2
VAL PARI MES RM 128	1 – Math Madness (1) 2 – Math Madness (2-3) 3 – Math Madness (4-5) 4 – Math Puzzles (4-5)	1 3 5 1
JEN KRUEGER MES RM Library	1 - Book Club (3-5) 2 – Strategic Games (3-5) 3 – Great Escape (3-5) 4 – Write My Story (2-5)	0 8 6 2

HOPE PERSELLS MES RM 119	1 – Creative Writing (3-5) 2 – Reader’s Theatre (1-2) 3 – Really Great Reading (invite only) (6-8) 4 – Math and Logic (6-8)	3 1 3 2
MARY ECK HIGH SCHOOL	1 – Basics of Cooking (4-9) RM 1042 2 – Basics of Cooking (4-9) RM 1042 3 – Credit Recovery (9-12) RM 1074 4 – Credit Recovery (9-12) RM 1074	9 ?
TOM POLKKI HIGH SCHOOL RM 1063	1 – Speech and Debate (9-12) 2 – Speech and Debate (9-12) 3 – Topics of History (9-12) 4 – Topics of History (9-12)	0 0
NANCY ZABLER	Art 9-12	7
	Mentor	1
MERIA WRIGHT	Swimming Lessons	14
Brad Johnson, Casey Johnson, Jeff Bortle, Pat Collins, Jake Kaczorowski, Gen Gunderson, Nate Ziemer, Lance Litchfield, Dawn Millard, Bryce Huettner, Brian Elmhorst, Corrie Ziemer	Weight Room coverage	Times Vary



School District of Manawa

Buildings, Grounds, & Finance COMMITTEE MEETING

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

Monday, May 6, 2024
12:30 P.M.

**Board of Education Committee Members:
Fietzer (C), Griffin, & Hansen**

❖ **CALL TO ORDER**

➤ @12:30

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: GRIFFIN, FIETZER, HANSEN(12:40), RISKE*
- *ADMIN Present: PETERSON, MARZOFKA*
- *PUBLIC Present: M.GRIFFIN*

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

❖ **AGENDA**

1. Review of current Financial Report(s)
 - a. Vending Report (numbers and cadence of report) - [Reviewed attached sheet and requested more information from food service.](#)
 - b. Cash Receipts Report - [Reviewed](#)
 - c. Invoice Report - [Reviewed](#)
 - d. Revenues/Expenditures Report - [Reviewed](#)

2. Capital Improvements List
 - a. Discussion
 - b. Recommendation(s)
 - i. Server Upgrade - MEMO - [Dean explained Heartland was just as good and at a lower cost, and he can work with this option.](#)
[Motioned to upgrade server by Griffin/Hansen Motion Carries](#)

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School District of Manawa

Buildings, Grounds, & Finance COMMITTEE MEETING

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- ii. HVAC Software/Networking Upgrade - MEMO - Dean explained the new system and how it will work
Motion to Upgrade software/networking by Griffin/Hansen Motion carries
 - iii. Generator Networking - DISCUSSION
 - iv. Bathroom Repairs/Remodel - DISCUSSION
 - v. Overhead Paging System - DISCUSSION
3. Storage Shed Updates - Barrens looked through everything and they will get all permits and codes-All is good with that. Discussed possible larger garage doors. Apron was discussed to be bigger by 5ft. Also getting quotes on the overhang.
 4. Maintenance Updates and Concerns
 - a. Discussion - Nothing at this time.
 5. Emergency Preparedness Plan - Discussion
 - a. Standard Response Protocol, ALICE & S.D.M Comprehensive Safety Plan - Admin team is reviewing to make more user friendly the the teachers to use.
 6. Review Planning Calendar - Sight tour will be moved to Sept. due to Oct. being a busy financial month.

❖ FUTURE MEETING AGENDA ITEMS

- Radio's
- Parking lot's
- Bathrooms

❖ FUTURE MEETING DATES/TIMES

- June 4th @ 4pm

❖ ADJOURN

- @2:52 Motion by Hansen/Griffin Motion carries

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School District of Manawa

Curriculum COMMITTEE MEETING

Manawa School District Office - Board Room

800 Beech Street, Manawa WI

(920)596-2525

Wednesday, May 1, 2024

5:00 P.M.

Board of Education Committee Members:

Emmert (C), Fietzer, and Riske

❖ **CALL TO ORDER @ 5:00 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: Emmert, Riske, Fietzer, Coyle*

➤ *Admin: Peterson, Johnson, Marzofka*

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

❖ **AGENDA**

Motion to Move agenda item 2 ahead by Riske/Fietzer Motion Passes

1. Discussion regarding AI (artificial intelligence) in Education

Discussed what is AI and how it can work with you. Things to be aware of moving forward.

Brisk Teaching platform for teachers. Providing the tools for teachers and students.

2. Discussion regarding process and philosophy supporting high quality curriculum work.

a. Review and Revision of Existing Curriculum Writing Document

Looked over curriculum rotation and how to improve.

Discussion on curriculum mapping

Expectations from board

Number of years to rotate the curriculum - 5 yrs

How do we want the revision process to look

Compensation for teachers writing the curriculum

❖ **FUTURE MEETING AGENDA ITEMS**



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❖ **ADJOURNED @ 6:31**

Motion by Emmert/Riske Motion Passes

Policy & HR Meeting Minutes

Wednesday, May 1, 2024

6:45 P.M.

**Board of Education Committee Members:
Reierson (C), Emmert, Coyle**

❖ **CALL TO ORDER at 6:45 pm**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Reierson, Coyle, Emmert*
- *Also present: Mr. Peterson, Riske, Fietzer*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Email on April 26, 2024

❖ **AGENDA**

1. Exploration of District/Business Office Position(s) pay structure

a. Discussion regarding Hourly vs. Salary

Discussed what other CWC schools around our size are doing. There are pros and cons to both pay structures. There needs to be more discussion with the employees within the District office.

2. Summer School Coordinator

a. Discussion regarding the summer of 2025

Review after the completion of the 2024 Summer School session -targeting August meeting.

3. Athletic Department and Coaching

a. Discussion

i. Update cadence and document review for Fall, Winter, & Spring groups

1. Review Job Description examples (multiple levels HS/MS)

ii. Board Guidance - philosophy around athletics and high-quality coaching

Athletic Director and Administration to develop an athletics philosophy proposal - targeting review at the July meeting in order to align with the updated Athletic Coaches Handbook for the 2024-25 school year. Outlook will be to establish a philosophy approved by the Board and then reviewed annually. Coaching job descriptions will need to be updated to align with the approved philosophy. All Coaching job descriptions will need to be updated during the 2025-25 school year and it is proposed that the seasonal coaching job descriptions be reviewed in a 3 year rotation. I.e.: Fall sports, 2025-26, Winter sports, 2026-27, Spring sports 2027-28.

4. Policies / Administrative Guideline Updates per B.O.E.

NEOLA Volume 33 - 1 Administrative Guidelines

- a. AG 8330 - Student Records
Motion to endorse revisions to AG 8330.
Motion by: Coyle, Emmert
Motion carried.

- b. AG 8390 - Animals in the Classroom
Motion to endorse revisions to AG 8390.
Motion by: Emmert, Coyle
Motion carried.

- c. AG 8420 - Emergency Procedures
Motion to endorse revisions to AG 8420.
Motion by: Coyle, Emmert
Motion carried.

- d. AG 8420A - Severe Weather and Tornadoes
Motion to endorse revisions to AG 8420A.
Motion by: Coyle, Emmert
Motion carried.

- e. PO 5540 - The Schools and Governmental Agencies
Motion to endorse revisions to PO 5540.
Motion by: Emmert, Coyle
Motion carried.

- f. PO 2416 - Student Privacy and Parental Access to Information
 - i. Board Member question regarding opt out/opt in and compliance with (20 U.S.C. 1232h)
TABLED: Waiting for legal response

- g. PO 9130 Public Requests, Suggestions, or Complaints -
 - i. Tabled from the previous meeting, discussion on how general review of curriculum and/or materials is to be handled, not just complaints.
Motion to endorse revisions to PO 9130.
Motion by: Coyle, Emmert
Motion carried.

 - ii. AG 9130A Procedures for Inspection of Instructional Materials
Motion to endorse RESCINDING AG 9130A.
Motion by: Coyle, Emmert
Motion carried.
NOTE* This AG endorsement cannot be on the full Board agenda until the June meeting. It must happen after Full Board approval of the revisions to PO 9130.**

❖ **FUTURE MEETING AGENDA ITEMS**

- **PO 2416 (waiting for legal response)**
- **Handbooks**
- **July- Athletic philosophy and Coaching job descriptions**
- **August- Summer School Coordinator Review**

❖ **ADJOURN**

Motion to adjourn.

Motion by: Coyle, Emmert

Motion carried at 9:17 pm.

UPCOMING MEETING(S):

- Regular ***Board of Education*** - Next meeting is May 20, 2024.
- ***Buildings, Grounds and Finance Committee*** Next meeting is May 6, 2024.
- ***Curriculum Committee*** Meetings take place the 1st Wednesday every month.
- ***Policy & Human Resource Committee*** Meetings take place the 1st Wednesday every month.

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

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



Monday, April 22, 2024 - Minutes

- ❖ **CALL TO ORDER - 6:01 p.m.**
- ❖ **PLEDGE OF ALLEGIANCE**
- ❖ **ROLL CALL - Verification of Quorum**
 - *B.O.E. Members Present: Riske, Reiersen, Griffin, Hansen, Emmert, Fietzer, Coyle.*
- ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
 - *Verify Publication of Meeting*
- ❖ **B.O.E. ELECTION RESULTS & ANNUAL REORGANIZATION**
(PO 0151.1 - Annual Reorganization Meeting)
 1. Election Results
 - a. Certificate of Determination of Persons Elected
 - b. Statement of the Board of Canvassers 2024
 - c. Certification of Election - Brianna Coyle
 - d. Certification of Election - Scott Emmert
 - e. Certification of Election - Pete Griffin
 - f. Certification of Election - Shannon Hansen
 2. Election of Officers:
 - a. President - *Nomination: Reiersen. Motion Carried.*
 - b. Vice President - *Nomination: Griffin. Motion Carried.*
 - c. Treasurer - *Nomination: Fietzer. Motion Carried.*
 - d. Clerk - *Nomination: Riske. Motion Carried.*
- ❖ **B.O.E. BUSINESS (Unfinished & New Items)**
 3. Discussion and Review of Committee Structure - Reorganization/Policy Revision
 - a. Memo - Recommendation for approval
 - i. *Coyle motioned to approve a trial with a 6 month review. Second by Fietzer. Motion Carried.*
- ❖ **B.O.E. ANNUAL REORGANIZATION**
 4. Annual Board Appointments:

- a. Committees (PO 0155) - Fietzer motioned to approve revision of PO 0155 as presented. Second by Riske. Motion Carried. *The Finance Committee meetings and the Buildings & Grounds Committee meetings will now be held together.*
 - i. Buildings & Grounds Committee - Chair - Fietzer, Griffin, Hansen
 - ii. Curriculum Committee - Chair - Emmert, Riske, Fietzer
 - iii. Policy & Human Resources Committee - Chair - Reiersen, Coyle, Emmert
 - 1. Ad Hoc Recognition Committee (Active)
 - 2. Wellness Committee (Active 2023-2024)
 - iv. Finance Committee
- b. CESA 6 Board of Control Convention Delegate - Riske
- c. WASB Legislative Contact - Reiersen
- d. WASB Convention Delegate - Reiersen

❖ **ADMINISTRATIVE TEAM REPORT(S)**

- 5. Administrative Reports and Updates:
 - a. Good News Report - Informational Presentation

❖ **COMMITTEE REPORTS**

- 6. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2024-04-17
- 7. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2024-04-10
- 8. Policy and Human Resources (Reiersen) - See Policy and Human Resources Committee Meeting Minutes from 03-27-2024
- 9. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2024-04-10
- 10. Ad Hoc Wellness Minutes (Johnson)
- 11. Ad Hoc Recognition Committee Minutes (2/27/24 & 3/17/24)

❖ **PUBLIC COMMENTS**

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

❖ **CONSENT AGENDA**

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The Board will consider approval of:

- 12. Recommendation for Approval of Donations:
 - a. Miranda Smith - \$100.00 for Post Prom
 - b. Victorian Bridal - \$50.00 for Post Prom

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13. Recommendation for Approval of Minutes of Regular and Special Board Meetings
 - a. 2024-03-25: Regular Board Meeting
14. Recommendation for Approval - Facilities and Finance items:
 - a. Cash Receipts Report
 - b. Invoice Report Report
 - c. Rev / Exp Financial Report
 - d. WIPFLI Final Audit 22/23 SY
15. Recommendation for Approval of Personnel related items:
 - a. Personnel Chart - Griffin - Motioned to approve. Second by Hansen. Motion Carried.

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

❖ **BOARD COMMENTS**

Mr. Fietzer welcomed Mrs. Coyle to the Board.

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

16. Recommendation for Approval - **2nd Reading** - NEOLA Policy Revisions Vol. 33. No. 1
 - a. Policy 0100 Definitions
 - b. Policy 0122 Board Powers
 - c. Policy 0152 Officers
 - d. Policy 0171.3 Clerk
 - e. Policy 2250 Innovative and Pilot Programs
 - f. Policy 2460.03 Independent Educational Evaluation
 - g. Policy 3431 Employee Leaves
 - h. Policy 5517 Student Anti-Harassment
 - i. Policy 5610 Suspension and Expulsion
 - j. Policy 6325 Procurement - Federal Grants/Funds
 - k. Policy 6610 Non District-Supported Activity Accounts
 - l. Policy 6611 District-Supported Activity Accounts

Fietzer motioned to approve. Second by Coyle. Motion carried.

17. Recommendation for approval - **Reading** - NEOLA Administrative Guideline Revisions Vol. 33, No. 1
 - a. AG 5330 Administration of Medications
 - b. AG 5540 Relationship with Governmental Agencies
 - c. AG 7510C Supervision of Rented Facilities
 - d. AG 7530A Technology Equipment Security Procedures
 - e. AG 7530B Non School Use of District Equipment and Facilities By Students
 - f. AG 7530C Cellular Phones

Hansen motioned to approve. Second by Riske. Motion carried.

18. Policy Work - **1st Reading** and discussion of NEOLA Policy Revisions Vol. 33, No. 1 and Technical Corrections

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- a. Policy 2413 Health Education
- b. Policy 6320 Purchasing
- c. Policy 7440 Safety and Security
- d. Policy 7540 Technology
- e. Policy 7544 Use of Social Media
- f. Policy 8120 Volunteers
- g. Policy 8310 Public Records
- h. Policy 8330 Student Records
- i. Policy 8431 Preparedness for Toxic Hazards
- j. Policy 9140 Citizens' Advisory Committee

19. Discussion and Review - Benefit Plan Options (HRA & HSA)

- a. MEMO - Informational and Recommendation
 Riske made a motion to approve with an HRA and HSA option without a buyout.
 Seconded by Coyle. Motion Carried.

20. Discussion and Review - Wit & Wisdom Curriculum

- a. MEMO - Informational and Recommendation
 Riske motioned to move forward with the curriculum. Second by Fietzer. Motion carried.

21. Discussion and Review - Storage Building @ LWHS/MMS

- a. MEMO - informational and Recommendation
 Riske motioned to approve. Second by Griffin. Ayes: Riske, Griffin, Hansen, Emmert, Fietzer, Coyle; Nay: Reiersen. Motion carried.

22. Discussion and Review - Reading Core Tutor

- a. MEMO - Informational and Recommendation
 Fietzer motioned to approve. Second by Coyle. Motion carried.

23. Consider a \$3600.00 wage increase (cost of living) for the District and Business Administrator.

- Fietzer motioned to approve. Second by Griffin. Motion carried.

24. Discussion and Scheduling of upcoming Committee & Regular BOE Meetings

- a. Committee Meetings - Regular and Recurring Schedule
 May 1st - Curriculum Committee: 5:00 p.m. - 6:30 p.m.
 May 1st - Policy & Human Resources Committee: 6:45 p.m.
 May 6th - Building & Grounds/Finance Committee: 4:30 p.m.

- b. MAY - Regular Board of Education Meeting
 Monday, May 27 is Memorial Day - Moved to May 20th

❖ **CLOSED SESSION**

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- The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(b)(f), Wis. Statute, Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...
 - Discussion regarding employee concerns / personnel problems

- *The Board of Education reserves the right to RECONVENE INTO OPEN SESSION in order to take formal action on agenda items that are noticed for closed session.*

❖ **ADJOURN**

Hansen Motioned to adjourn from open session with a 10 minute break. Seconded by Griffin. Motion Carried. 8:43 p.m.

Upcoming Meeting Dates/Times:

- See posted agenda Item above.

Minutes taken by: TaraLa Jackson

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Name	Reference	Trans Date	Description	Post Date	Amount
		03/01/2024		03/01/2024	1,666.60
			Totals for 17073		1,666.60
		03/06/2024		03/06/2024	30.00
			Totals for 17053		30.00
		03/06/2024		03/06/2024	176.00
			Totals for 17054		176.00
		03/06/2024		03/06/2024	806.00
			Totals for 17055		806.00
		03/06/2024		03/06/2024	230.00
			Totals for 17056		230.00
		03/06/2024		03/06/2024	170.00
			Totals for 17057		170.00
		03/06/2024		03/06/2024	30.00
			Totals for 17059		30.00
		03/06/2024		03/06/2024	10.00
			Totals for 17060		10.00
		03/06/2024		03/06/2024	20.00
			Totals for 17061		20.00
		03/06/2024		03/06/2024	5.00
			Totals for 17062		5.00
		03/06/2024		03/06/2024	5.00
			Totals for 17063		5.00
		03/06/2024		03/06/2024	38.00
			Totals for 17064		38.00
		03/06/2024		03/06/2024	10.00
			Totals for 17065		10.00
		03/07/2024		03/06/2024	40.00
			Totals for 17058		40.00
		03/11/2024	BREAKFAST AID	03/11/2024	5,168.64
			Totals for 14256		5,168.64
		03/11/2024	NATIONAL SCHOOL LUNCH AID	03/11/2024	11,975.88
			Totals for 14257		11,975.88
		03/11/2024	COMMODITY CHARGES	03/11/2024	-1,295.80
			Totals for 14258		-1,295.80
		03/14/2024		03/14/2024	504.00
			Totals for 17080		504.00
		03/15/2024		03/22/2024	1,055.00
			Totals for 17078		1,055.00
		03/18/2024	ST PATTYS DAY PARADE 3.16.24	03/18/2024	500.00
			Totals for 17079		500.00
		03/18/2024		03/18/2024	29,132.00
			Totals for 17091		29,132.00
		03/19/2024		03/19/2024	652.05
			Totals for 17075		652.05
		03/19/2024		03/19/2024	279.00
			Totals for 17076		279.00
		03/19/2024		03/19/2024	3,299.65
			Totals for 17077		3,299.65
		03/22/2024	MES YEARBOOK	03/22/2024	15.50
			Totals for 17081		15.50
		03/22/2024	MES FOOD SERVICE DEPOSIT	03/22/2024	565.40
			Totals for 17082		565.40
		03/22/2024		03/22/2024	754.00

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 17085		754.00
		03/25/2024	GENERAL EQUALIZATION AID	03/25/2024	1,232,944.00
			Totals for 16489		1,232,944.00
		03/25/2024	PER PUPIL AID	03/25/2024	459,298.00
			Totals for 16490		459,298.00
		03/26/2024	SEPT TO JAN 2023 2024 SY	03/26/2024	5,925.48
			Totals for		5,925.48
		03/26/2024		03/26/2024	336.46
			Totals for 16745		336.46
		03/26/2024	2ND EEN CATEGORICAL AID PAYMENT CESA 5	03/26/2024	1,780.73
			Totals for 16936		1,780.73
		03/26/2024	POST PROM DONATIONS	03/26/2024	1,475.00
			Totals for 17083		1,475.00
		03/26/2024	RESALE OF BOYS BBALL JERSEY	03/26/2024	20.00
			Totals for 17084		20.00
		03/26/2024	BASEBALL HATS AND SOCKS	03/26/2024	312.00
			Totals for 17086		312.00
		03/26/2024	SOFTBALL SOCKS	03/26/2024	10.00
			Totals for 17087		10.00
		03/26/2024	OLD SOFTBALL UNIFORMS	03/26/2024	276.00
			Totals for 17088		276.00
		03/26/2024	DONATION FROM ROYALTON STATION FOR PLAYG	03/26/2024	500.00
			Totals for 17089		500.00
		03/26/2024	DEPOSIT TO FUND 10 CASH ACCOUNT - JE RUN	03/26/2024	68.76
			Totals for 17090		68.76
		03/27/2024	CATERING INVOICE FOR FFA MILK & VALENTIN	03/27/2024	316.96
			Totals for 17033		316.96
		03/28/2024		03/28/2024	15.50
			Totals for 17094		15.50
		03/28/2024		03/28/2024	350.00
			Totals for 17095		350.00
		03/28/2024		03/28/2024	1,150.50
			Totals for 17096		1,150.50
		03/29/2024	MONTHLY INTEREST FOR GENERAL FUND CHECKI	03/29/2024	13,930.13
			Totals for 14032		13,930.13
			Total for Cash Receipts		1,774,551.44

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	405.22	1,707,954.13	0.00	1,708,359.35
21	Special Revenue Trust Fund	0.00	3,161.00	0.00	3,161.00
27	SPECIAL EDUCATION FUND	0.00	36,838.21	0.00	36,838.21
50	FOOD SERVICE FUND	9,997.20	17,461.48	-1,295.80	26,162.88
80	COMMUNITY SERVICE FUND	0.00	30.00	0.00	30.00
***	Fund Summary Totals ***	10,402.42	1,765,444.82	-1,295.80	1,774,551.44

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85447	INTEGRATED SYSTEMS C	JPAP03	03/01/2024	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
Totals for 85447								388.80
85454	OVERTURE CENTER FOR	JPAP03	03/07/2024	CHULA - Tickets for Overture Center for the Arts - Harry Potter in Concert	10 E 200 411 125500 000	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC	2002400013	1,479.60
Totals for 85454								1,479.60
85455	AMAZON CAPITAL SERVI	JPAP03	03/08/2024	PETHKE - Visitor Signs, Cones, Rubber bottoms for chairs, posts, etc	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400145	227.21
85455	AMAZON CAPITAL SERVI	JPAP03	03/08/2024	PETHKE - Visitor Signs, Cones, Rubber bottoms for chairs, posts, etc	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400145	171.41
Totals for 85455								398.62
85458	CESA 6-CONFERENCE RE	JPAP03	03/08/2024	PHYSICAL THERAPY	27 E 101 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	1,003.20
85458	CESA 6-CONFERENCE RE	JPAP03	03/08/2024	PHYSICAL THERAPY	27 E 200 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	668.80
Totals for 85458								1,672.00
85460	E O JOHNSON CO., INC	JPAP03	03/08/2024	MONTHLY COPIER INVOICE	10 E 800 354 260000 000	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	4,052.41
Totals for 85460								4,052.41
85462	JENSEN, THERESA	JPAP03	03/08/2024	STUDENT TRANSPORTATION - FEBRUARY 2024	27 E 101 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	93.80
Totals for 85462								93.80
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 800 341 256710 000	GENERAL FUND/CONTRACTED	0	48,310.26

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 800 341 256740 000	PUPIL TRANSPORTATIO/CONTRACTED FLEET GENERAL	0	2,617.98
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 400 341 256770 000	FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS GENERAL	0	1,155.52
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 101 341 256770 000	FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS GENERAL	0	471.01
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	27 E 800 341 256750 011	FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION SPECIAL EDUCATION HDPC	0	6,462.57
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	80 E 800 343 390000 000	COMMUNITY SERVICE FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES	0	2,037.41
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 200 341 256770 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	616.03
							Totals for 85465	61,670.78
85468	RADLEY, JONI	JPAP03	03/08/2024	MICHAEL - Pay for Piano Accompaniment for Solo & Ensemble (Joni) Please send check to Joni.	10 E 200 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	4002400149	86.00
85468	RADLEY, JONI	JPAP03	03/08/2024	MICHAEL - Pay for Piano Accompaniment for Solo &	10 E 400 310 125400 000	GENERAL FUND/PERSONAL	4002400149	114.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Ensemble (Joni) Please send check to Joni.		SERVICES/VOCAL MUSIC		
						Totals for 85468		200.00
85472	PMC	JPAP03	03/11/2024	KOEHLER - Router Table Package and New Wood Router - Using Carl Perkins Grant	10 E 400 440 136000 517	GENERAL FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION	4002400110	1,388.00
						Totals for 85472		1,388.00
85474	AMAZON CAPITAL SERVI	JPAP03	03/15/2024	CENTRAL SUPPLY ITEMS	10 E 101 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400086	202.44
						Totals for 85474		202.44
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 200 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	1,228.50
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 101 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	2,047.50
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 400 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	819.00
						Totals for 85475		4,095.00
85476	CENTURY LINK	JPAP03	03/15/2024	LONG DISTANCE SERVICE - MONTHLY	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400018	35.12
						Totals for 85476		35.12
85477	CESA 6-CONFERENCE RE	JPAP03	03/15/2024	COMMUNICATING & COLLABORATING WITH PRIVATE SCHOOL PARTNERS W TURNER & C HINTZ	10 E 800 386 221300 141	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	160.00
						Totals for 85477		160.00
85478	C.E.S.A. #9	JPAP03	03/15/2024	2 - WI VIRTUAL SCHOOL JANUARY 2024 ENROLLMENTS	10 E 400 386 431000 000	GENERAL FUND/TRANSFER TO CESA/Gen	0	580.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Tuition-Non-Open Enrollmen		
						Totals for 85478		580.00
85479	DELTA DENTAL-VISION	JPAP03	03/15/2024	COBRA - DENTAL VISION APRIL 2024 PREMIUM	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	4.78
85479	DELTA DENTAL-VISION	JPAP03	03/15/2024	APRIL 2024 VISION INSURANCE PREMIUM	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	550.04
						Totals for 85479		554.82
85480	DISCOUNT MAGAZINE SU	JPAP03	03/15/2024	Magazine Subscription Renewals	10 E 101 434 222200 031	GENERAL FUND/PERIODICALS/SCH OOL LIBRARY	1012400088	319.71
						Totals for 85480		319.71
85481	DIVERSIFIED BENEFIT	JPAP03	03/15/2024	MARCH 2024 HRA ADMIN SERVICES	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	249.95
						Totals for 85481		249.95
85482	HANDRICH, JESSICA	JPAP03	03/15/2024	Practical Trauma - Informed Strategies (Virtual training) on April 8, 2024	27 E 101 310 221300 019	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	272400086	175.00
						Totals for 85482		175.00
85484	HEID MUSIC CO	JPAP03	03/15/2024	MICHAEL -	10 E 400 940 125400 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	4002400100	38.28
85484	HEID MUSIC CO	JPAP03	03/15/2024	MICHAEL -	10 E 200 940 125400 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	4002400100	28.85
85484	HEID MUSIC CO	JPAP03	03/15/2024	I'M STANDING & EASY SONGS BEG TENOR II	10 E 200 411 125400 000	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	0	28.16
						Totals for 85484		95.29
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	LWHS/MMS - COMMERCIAL STANDARD MONITORING - DMP3156	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	LWHS/MMS - COMMERCIAL	10 E 200 329 253000 000	GENERAL	0	206.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				STANDARD MONITORING - DMP3156		FUND/CLEANING SERVICES/OPERATION		
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD MONOITORING - MES	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	479.40
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD LEVATOR MONITORING - ELV380	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD LEVATOR MONITORING - ELV380	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	206.14
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD TWO WAY COMMUNICATION - ELV387TWC	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD TWO WAY COMMUNICATION - ELV387TWC	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	206.14
						Totals for 85486		1,917.60
85487	MASTER ELECTRICAL SE	JPAP03	03/15/2024	MES - PROVIDED ELECTRICITY TO WATER BOTTLE FILLER	10 E 101 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	344.29
						Totals for 85487		344.29
85489	THEDACARE AT WORK	JPAP03	03/15/2024	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - J. BEYER	10 E 800 310 264500 000	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	196.00
						Totals for 85489		196.00
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	46.62
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	35.17
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	60.94
						Totals for 85491		142.73
85492	WCA GROUP HEALTH TRU	JPAP03	03/15/2024	APRIL 2024 HEALTH INSURANCE	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	97,462.44

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 85492	97,462.44
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.52
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.18
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.62
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.25
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS GAS BILLS	10 E 400 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,752.40
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS GAS BILLS	10 E 200 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,076.37
85494	ALLIANT ENERGY	JPAP03	03/22/2024	MES ELECTRIC BILLS	10 E 101 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012400032	5,209.32
85494	ALLIANT ENERGY	JPAP03	03/22/2024	MES GAS BILLS	10 E 101 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	1012400032	3,659.92
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	4,740.95
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	3,576.50
							Totals for 85494	22,049.03
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	HS/MS Office Supplies - Mechanical Lead Refills, Kleenex, Math Post-It Super	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE	4002400161	529.89

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Sticky Easel Pads, white envelopes		D CURRICULUM		
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	HS/MS Office Supplies - Mechanical Lead Refills, Kleenex, Math Post-It Super Sticky Easel Pads, white envelopes	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400161	399.75
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	Trela Co 100 Pairs Ear Plugs Bulk, NRR 29dB Reusable Silicone Ear Plugs with Plastic Cases Soft.	27 E 200 411 158000 019	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272400087	24.98
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	PLAYGROUND EQUIPMENT STORAGE BIN	10 E 101 440 110000 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM	1012400090	236.29
						Totals for 85495		1,190.91
85496	BARKHAUSEN WATERFOWL	JPAP03	03/22/2024	4K FIELD TRIP TO BARKHAUSEN WATERFOWL PRESERVE	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	1012400093	50.00
						Totals for 85496		50.00
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball Hats	10 E 400 450 162204 000	GENERAL FUND/MATERIALS FOR SALE/BOYS BASEBALL	602400055	338.33
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball/Softball Lime/Diamond Dry	10 E 400 411 162103 000	GENERAL FUND/GENERAL SUPPLIES/GIRLS SOFTBALL	4002400143	1,154.00
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball/Softball Lime/Diamond Dry	10 E 400 411 162204 000	GENERAL FUND/GENERAL SUPPLIES/BOYS BASEBALL	4002400143	1,154.00
						Totals for 85497		2,646.33
85498	COMMAND CENTRAL, LLC	JPAP03	03/22/2024	APRIL 2, 2024 PRESIDENTIAL PREFERENCE/SPRING ELECTION	10 E 800 310 231400 000	GENERAL FUND/PERSONAL SERVICES/ELECTION	0	4,963.40
						Totals for 85498		4,963.40
85499	HERMITAGE ART COMPAN	JPAP03	03/22/2024	2024 Graduation and 2024 Senior Paper to Create	10 E 400 411 120010 000	GENERAL FUND/GENERAL	4002400157	64.40

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Programs		SUPPLIES/MISC HIGH SCHOOL		
						Totals for 85499		64.40
85500	JIM'S PLUMBING	JPAP03	03/22/2024	LABOR & MATERIAL TO REPAIR 2 TOILET FLUSH VALVES & 2 FAUCETS AT MES	10 E 101 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	458.96
						Totals for 85500		458.96
85501	KEGLERS BOWLING CENT	JPAP03	03/22/2024	BOWLING UNIT FOR 9TH GRADERS	10 E 400 943 143000 000	GENERAL FUND/PUPIL DUES AND FEES/PHYSICAL EDUCATION	0	318.00
						Totals for 85501		318.00
85502	LIQUIDATORS PLUS	JPAP03	03/22/2024	WELDING OXYGEN & LINT ROLLER	10 E 400 411 121000 000	GENERAL FUND/GENERAL SUPPLIES/ART	0	22.00
85502	LIQUIDATORS PLUS	JPAP03	03/22/2024	WELDING OXYGEN & LINT ROLLER	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1.50
						Totals for 85502		23.50
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	1,083.57
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 101 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	283.00
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	817.43
						Totals for 85503		2,184.00
85504	NASSCO INC	JPAP03	03/22/2024	HEISE - can liners, Clorox wipes, oxivir, toilet paper, hand paper towel, blue medium gloves bleach	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400148	1,004.98
85504	NASSCO INC	JPAP03	03/22/2024	HEISE - can liners, Clorox wipes, oxivir, toilet paper, hand paper towel, blue medium gloves bleach	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400148	758.14
						Totals for 85504		1,763.12
85505	ORTHOPEDIC & SPINE T	JPAP03	03/22/2024	JILL TIMM SERVICES FOR	10 E 400 310 162000 000	GENERAL	0	320.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				ATHLETIC TRAINER/WRESTLING		FUND/PERSONAL SERVICES/GENERAL ATHLETICS		
						Totals for 85505		320.00
85506	ROSHOLT SCHOOL DISTR	JPAP03	03/22/2024	TRACK INDOOR INVITATIONAL AT UWSP ON 3/30/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	200.00
						Totals for 85506		200.00
85507	SOLIANT	JPAP03	03/22/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	680.00
85507	SOLIANT	JPAP03	03/22/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	765.00
						Totals for 85507		1,445.00
85509	UW-OSHKOSH TRACK & F	JPAP03	03/22/2024	TRACK INVATIONAL AT UW-OSHKOSH ON 3/14/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	250.00
						Totals for 85509		250.00
85510	AMAZON CAPITAL SERVI	JPAP03	03/27/2024	POPCORN	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFERENTIATED CURRICULUM	1012400094	59.99
						Totals for 85510		59.99
85511	AUGUST WINTER & SONS	JPAP03	03/27/2024	NO HEAT IN PARTS OF THE LWHS/MMS BUILDING	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,597.22
85511	AUGUST WINTER & SONS	JPAP03	03/27/2024	NO HEAT IN PARTS OF THE LWHS/MMS BUILDING	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,959.30
						Totals for 85511		4,556.52
85512	CENGAGE LEARNING	JPAP03	03/27/2024	Gale in Context Renewal	10 E 200 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	4002400155	962.36
85512	CENGAGE LEARNING	JPAP03	03/27/2024	Gale in Context Renewal	10 E 400 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL	4002400155	1,710.87

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						LIBRARY		
						Totals for 85512		2,673.23
85513	CESA 6-CONFERENCE RE	JPAP03	03/27/2024	WISEDATA SUPPOORT WITH SEEDS	27 E 800 362 295000 341	SPECIAL EDUCATION FUND/SOFTWARE SUBSCRIPTION/ADMINIS TRATIVE TECHNOLOGY SERV	0	320.00
						Totals for 85513		320.00
85514	CHIPPEWA VALLEY SPOR	JPAP03	03/27/2024	Baseball Equipment	10 E 400 440 162204 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/BOYS BASEBALL	4002400142	685.00
						Totals for 85514		685.00
85515	CLOVER MOTORS	JPAP03	03/27/2024	MAINTENANCE ON 2017 CHRYSLER PACIFICCA TOURING	10 E 800 324 254500 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	164.48
						Totals for 85515		164.48
85516	COUGHLAN COMPANIES,	JPAP03	03/27/2024	PebbleGo Renewal	10 E 101 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400091	1,399.00
						Totals for 85516		1,399.00
85517	GFL ENVIRONMENTAL	JPAP03	03/27/2024	MONTHLY TRASH & RECYCLE INVOICES	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	8002400013	1,381.75
						Totals for 85517		1,381.75
85519	JENSEN, THERESA	JPAP03	03/27/2024	TRANSPORTATION - NT	27 E 101 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	268.00
						Totals for 85519		268.00
85520	JIM'S PLUMBING	JPAP03	03/27/2024	LABOR & MATERIAL TO REPLACE THE KOHLER VALVET ASSEMBLY AT THE KITCHEN STAFF RESTROOM LAVATORY	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	100.41
85520	JIM'S PLUMBING	JPAP03	03/27/2024	LABOR & MATERIAL TO REPLACE	10 E 200 324 254300 000	GENERAL FUND/REPAIR	0	75.75

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				THE KOHLER VALVET ASSEMBLY AT THE KITCHEN STAFF RESTROOM LAVATORY		& MAINTENANCE SERVICES/BUILDINGS		
							Totals for 85520	176.16
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	1 - 100 GALLON CREASE INTERCEPTOR PUMPED	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	195.00
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	2 - 100 GALLON GREASER INTERCEPTOR PUMPED	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	222.30
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	2 - 100 GALLON GREASER INTERCEPTOR PUMPED	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	167.70
							Totals for 85521	585.00
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811634	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,286.37
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811639	GENERAL FUND/LTD INS PAYABLE	0	1,041.63
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811635	GENERAL FUND/STD INS PAYABLE	0	716.03
							Totals for 85523	3,044.03
85524	VONBRIESSEN & ROPER,	JPAP03	03/27/2024	LEGAL FEES	10 E 800 310 231500 000	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	422.50
							Totals for 85524	422.50
202300225	DIVERSIFIED BENEFIT	JPWI03	03/01/2024	HRA REIMBURSEMENTS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,795.23
							Totals for 202300225	1,795.23
202300226	EMPLOYEE BENEFITS CO	JPWI03	03/07/2024	FSA & DEPENDENT CARE CLAIMS	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	711.92
							Totals for 202300226	711.92
202300227	DIVERSIFIED BENEFIT	JPWI03	03/08/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,967.57
							Totals for 202300227	1,967.57
202300228	DELTA DENTAL OF WISC	JPWI03	03/06/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,701.87
							Totals for 202300228	1,701.87
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA	0	8,704.25

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811611	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,693.83
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	406.76
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	84.13
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,035.68
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	396.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	95.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	19.67
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	534.00
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	134.24
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	8,814.56
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,207.29
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	162.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811612 COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	107.04
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,035.68
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	396.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	95.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811611 COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	19.67
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,704.25
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,693.83
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	406.76
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811611 COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	84.13
						Totals for 202300229		37,855.47
202300230	WEA TAX SHELTERED AN	P9	03/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300230	WEA TAX SHELTERED AN	P9	03/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202300230		275.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	125.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	5,329.06
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION	0	842.97

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/STATE INCOME TAX		
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	50 L	811613	FOOD SERVICE	165.92
						FUND/STATE INCOME TAX	0	
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	80 L	811613	COMMUNITY SERVICE	61.98
						FUND/STATE INCOME TAX	0	
						Totals for 202300231		6,529.93
202300233	WEA MEMBER BENEFIT T	P9	03/15/2024	Payroll accrual	10 L	811656	GENERAL FUND/WEA TRUST ADVANTAGE	40.00
						Totals for 202300233		40.00
202300234	EMPOWER RETIREMENT	P9	03/15/2024	Payroll accrual	10 L	811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	50.00
						Totals for 202300234		50.00
202300235	DIVERSIFIED BENEFIT	JPWI03	03/15/2024	HRA REIMBURSEMENTS	10 L	811632	GENERAL FUND/HEALTH INSURANCE	1,697.18
						Totals for 202300235		1,697.18
202300236	EMPLOYEE BENEFITS CO	JPWI03	03/14/2024	UNCOVERED MEDICAL & FSA CLAIMS	10 L	811654	GENERAL FUND/FLEX PLAN SY23-24	421.25
202300236	EMPLOYEE BENEFITS CO	JPWI03	03/14/2024	UNCOVERED MEDICAL & FSA CLAIMS	73 E 800 992	420000 000	EMPLOYEE BENIFIT TRUST FUND/TRUST DISB-PENSION/TRUST FUND DISBURSEMENTS	500.00
						Totals for 202300236		921.25
202300237	DELTA DENTAL OF WISC	JPWI03	03/13/2024	DENTAL CLAIMS	10 L	815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	2,421.80
						Totals for 202300237		2,421.80
202300238	DELTA DENTAL OF WISC	JPWI03	03/20/2024	DENTAL CLAIMS	10 L	815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	2,105.60
						Totals for 202300238		2,105.60
202300239	EMPLOYEE BENEFITS CO	JPWI03	03/29/2024	BESTFLEX/PST EMPLOYMENT & HRA ADMIN FEES	10 E 800 941	252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	115.99
						Totals for 202300239		115.99

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300240	DIVERSIFIED BENEFIT	JPWI03	03/22/2024	HRA CLAIMS	10 L	811632 GENERAL FUND/HEALTH INSURANCE	0	1,180.14
						Totals for 202300240		1,180.14
202300241	EMPLOYEE BENEFITS CO	JPWI03	03/21/2024	FSA & DEPENDENT CARE CLAIMS	10 L	811654 GENERAL FUND/FLEX PLAN SY23-24	0	264.21
						Totals for 202300241		264.21
202300242	DELTA DENTAL OF WISC	JPWI03	03/27/2024	DENTAL CLAIMS & ADMINISTRATION	10 L	815110 GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	501.57
						Totals for 202300242		501.57
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,721.32
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,302.80
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	232.35
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,039.70
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	304.67
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	54.33
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	584.00
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	134.24
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	8,362.64
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,061.61

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/FEDERAL INCOME TAX		
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811612	FOOD SERVICE	0	44.37
						FUND/FEDERAL INCOME TAX		
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,039.70
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	304.67
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	54.33
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,721.32
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,302.80
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	232.35
						Totals for 202300243		35,522.20
202300244	WEA TAX SHELTERED AN	P9	03/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300244	WEA TAX SHELTERED AN	P9	03/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202300244		275.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	125.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	5,022.79
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	647.30
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	50 L 811613	FOOD SERVICE FUND/STATE INCOME TAX	0	50.44

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						TAX		
						Totals for 202300245		5,850.53
202300247	WEA MEMBER BENEFIT T	P9	03/29/2024	Payroll accrual	10 L 811656	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202300247		40.00
202300248	EMPOWER RETIREMENT	P9	03/29/2024	Payroll accrual	10 L 811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202300248		50.00
202300249	DIVERSIFIED BENEFIT	JPWI03	03/29/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	823.62
						Totals for 202300249		823.62
232400229	ECK, MARY	JPAP03	03/01/2024	NAREN TRAVEL EXPENSES	10 E 400 342 179000 000	GENERAL FUND/EMPLOYEE TRAVEL/OTHER SPECIAL NEEDS	0	238.70
						Totals for 232400229		238.70
232400232	LITCHFIELD, LANCE	JPAP03	03/15/2024	Totes for Athletic Storage	10 E 400 411 162000 000	GENERAL FUND/GENERAL SUPPLIES/GENERAL ATHLETICS	4002400159	278.78
						Totals for 232400232		278.78
232400233	PETERSON, RYAN	JPAP03	03/15/2024	REIMBURSE FOR MILEAGE - WSSCA CONF	10 E 800 342 232100 000	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	138.02
						Totals for 232400233		138.02
						Totals for checks		334,888.29

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	189,282.20	0.00	118,748.15	308,030.35
27	SPECIAL EDUCATION FUND	11,432.53	0.00	10,461.35	21,893.88
50	FOOD SERVICE FUND	2,050.03	0.00	0.00	2,050.03
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	376.62	0.00	2,037.41	2,414.03
***	Fund Summary Totals ***	203,141.38	0.00	131,746.91	334,888.29

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



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of HEALTH EDUCATION
Code	po2413
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	July 17, 2017

2413 - HEALTH EDUCATION

The Board of Education, in compliance with State law, has adopted a comprehensive program of health education that will prepare students to maintain good health and enable them to adapt to changing health problems in our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. ~~The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.~~ A student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the Board authorizes the District Administrator to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The District Administrator shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

~~The District Administrator shall prepare administrative guidelines that require:~~

†The health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics. The health education program includes periodic evaluation of student understanding



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PURCHASING
Code	po6320
Status	First Reading
Adopted	July 18, 2016
Last Revised	February 18, 2019

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts as established by ~~Policy 1130, Policy 3230, and Policy 4230~~ – **Ethics and** Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$10,000 or more, the Business Manager shall obtain competitive bids. Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed or may be submitted electronically and shall be opened by the Business Manager in the presence of at least one (1) Board member. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if is qualified to submit a bid.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a District shall:

- A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;
- B. where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
- C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;
- D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process or if the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

Before the employee places a purchase order, s/he shall have the Business Manager check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Business Manager may make suggestion alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- E. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The District Administrator shall determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the District shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the District of that fact, which shall serve as sufficient grounds to terminate the contract as the District determines is appropriate.

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120.12(24), Wis. Stats.
66.0133, Wis. Stats.
2 C.F.R. Section 200.213; 200.318 - 200.326
48 C.F.R. Section 9.4

Last Modified by Ryan Peterson on March 22, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of SAFETY AND SECURITY
Code	po7440
Status	
Adopted	November 21, 2016
Last Revised	March 14, 2024

7440 - **SAFETY AND SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board of Education. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require the prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to ~~install~~ utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, ~~and other security devices that would assist in the detection of guns and dangerous weapons~~ in school buildings or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building. School office staff must contact the classroom teacher to verify that the visitor is expected.
- C. All visitors are expected to sign out prior to departing the building.
- D. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact ~~the school resource officer or~~ local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, if applicable, appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents shall make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the only approved visitor entrance and shall check-in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to the parent's repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual either a student or staff member, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises, that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person who is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of his/her visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have children enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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120.13(35), Wis. Stats.

175.32(2), (3), Wis. Stat.

301.475, Wis. Stat.

State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Last Modified by Ryan Peterson on March 14, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of TECHNOLOGY
Code	po7540
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	March 14, 2024

7540 - **TECHNOLOGY**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must sign and comply with Policy 7540.03-- Student Technology Acceptable Use and Safety.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The District Administrator, in conjunction with the Technology Director, shall review the DTP and report any changes, amendments, or revisions to the Board.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Equipment Security and Retention Procedures

The District invests significant resources in making current technology available for staff and students. Individual usage of devices that are not in a fixed location must be in accordance with these guidelines. The term "device" for purposes of this guideline includes District-owned computers, tablets, smart devices, and any other hardware or software systems or equipment owned or leased by the District.

- **Use of District-owned Devices:**

No device may be used to access any material that is prohibited by the District's technology usage policies, Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety. Devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

- **Requests for Personal Use:**

Personal use of devices by students, staff, and others shall be in accordance with Policy 7530 - Lending District-Owned Equipment.

Additionally, a device shall not be used to access any material that is prohibited by the District's technology usage policies. (See Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety)

If allowed for personal use, devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

No business use shall be made of any borrowed devices. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

No software or other applications may be downloaded onto any device except by the District's (X) Information Technology Director and only as authorized by the District Administrator.

Users will be responsible for arranging safe transportation and housing for use off school premises.

- **Staff Services:**

Media staff will instruct the user on the correct operation of devices. Media staff may assist other staff members in obtaining materials for instructional use by recording and/or copying within copyright guidelines.

- **Equipment Inventory and Repair:**

All devices will be inventoried pursuant to Policy 7450 - Property Inventory.

If a piece of equipment requires repair, it will be sent to the Information Technology Director.

- **Report of Loss:**

If any device is lost, the Principal shall be notified. The Principal may notify the police if deemed appropriate.

Access to Social Media

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources or personally-owned PCDs to access and/or use social media for personal purposes.

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Legal 947.0125, Wis. Stats.

948.11, Wis. Stats.

Legal 947.0125, Wis. Stats.
948.11, Wis. Stats.

Last Modified by Ryan Peterson on March 14, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of USE OF SOCIAL MEDIA
Code	po7544
Status	Proposed to Policy & Human Resources Committee
Adopted	June 15, 2020
Last Revised	March 14, 2024

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public. Social media is defined in Bylaw 0100.

The District Administrator is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Staff are not permitted to solicit or accept "Friend" requests from enrolled School District of Manawa students on any personal social media account. Staff that are guardians of School District of Manawa students are exempt from this requirement as it relates to soliciting or accepting "Friend" requests from their own children.

The District uses approved social media platforms/sites as interactive forms of communication and welcomes public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is

posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, District Administrator, and Technology Director, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). **Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately with individual students.**

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

Staff members cannot rely on social networking platforms (e.g., Facebook, **X - formerly Twitter**, ~~Twitter~~, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of VOLUNTEERS
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8120 - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach, bus driver, or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Department of Veterans Affairs.

Legal

120.20, Wis. Stats.

Last Modified by Ryan Peterson on March 27, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 27, 2020

8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records, including providing the notice required under 19.34(1) Wis. Stats., identifying the positions of the District that constitute a local public office pursuant to 19.32(1dm), and 19.42 (7w), Wis. Stats., and other required information. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her the office held; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her the originator's recollection and as a matter of convenience (not part of his/her assigned job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of STUDENT RECORDS
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Last Revised	April 24, 2023

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of

the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that the adult student's parents not be permitted access to personally identifiable information from the adult student's records.

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

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY DATA

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. a student's name;
- B. photograph;

- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

~~(-) Directory data may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools

- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

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Legal	46.215 Wis Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125, Wis. Stats.
	118.125(2)(q) Wis. Stats.
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)

20 U.S.C. Section 1232h (FERPA)

20 U.S.C. Section 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

25 U.S.C. 450b(L)

26 U.S.C. 152

34 C.F.R. Part 99

Last Modified by Ryan Peterson on March 27, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431
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Adopted	November 21, 2016

8431 - **PREPAREDNESS FOR TOXIC HAZARDS**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

~~The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:~~

The District Administrator, or another designated and qualified person designated by the District Administrator, will serve as the Toxic Hazard Preparedness (THP) Officer.

(X) The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ~~ensure~~ require that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program that:
 1. lists hazardous materials present on District property;
 2. details the methods used to inform staff and students of the hazards;
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.;

F. ~~()~~ ensure require that any ~~staff member~~ individual who applies pesticides on District property is certified in accordance with State law. In the event of pesticide application, notice of such application shall be posted by the individual who applies pesticides prior to application; including the following information: 1) a pesticide is to be applied, 2) type of pesticide and its potential side effects, 3) location of the application, and 4) the date of the application.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. ~~(X)~~ The Board authorizes the District Administrator to designate the CHO.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements promulgated developed by the Wisconsin Department of Health and Social Services.

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- Legal
- 101.58 et seq, 254.162, 254.20, Wis. Stats.
- 15 U.S.C. 2601
- 20 U.S.C. 4022
- 20 U.S.C. 4014
- 20 U.S.C. 4011
- 20 U.S.C. 4011 et seq.
- 29 C.F.R. 1910.1450(b)
- OSHA Brief – Hazard Communication Standard: Safety Data Sheets

Last Modified by Ryan Peterson on March 19, 2024



Book	Policy Manual
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Last Revised	April 23, 2018

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. All appointments of citizens to advisory committees shall be approved by the Board, **except as otherwise provided in policy or as required by law.** All appointments of staff members to citizens' advisory committees shall be made by the District Administrator, **except as may be expressly required by law.** Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator with the advice of the President.

The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

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Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of STUDENT RECORDS
Code	ag8330
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8330 - **STUDENT RECORDS**

Student records shall be maintained in accordance with Board Policy 8330 - Student Records and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. The Board of Education shall collect, maintain, and use only information necessary for legally mandated functions.

~~Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents and other materials that are: 1) directly related to a student; and 2) maintained by Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.~~

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent(s) or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Definitions

- A. "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics.
- B. "Student records" include all records relating to an individual student, regardless of format, other than: 1) notes or records maintained for personal use by teachers or other personnel required to hold certification by the Department, provided those notes or records are not available to others; 2) records necessary for and available only to persons involved in the psychological treatment of a student; and 3) law enforcement unit records. The District is required, however, to maintain the confidentiality of law enforcement unit records in the same manner as a law enforcement agency is required to treat the records of juveniles under Section 938.396(1) to (1x) and (5). The terms "Education Record" and "Pupil Record" are also used to refer to student records. The term "Education Record" excludes the following:
 1. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:

- a. kept in the sole possession of the maker thereof; and
- b. used only as a personal memory aid; and
- c. not accessible or revealed to any other person except a temporary substitute for the maker of the record;

For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeeds the maker of the record in that position.

- 2. records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;
- 3. records relating to an individual who is employed by the Board, that:
 - a. are made and maintained in the normal course of business;
 - b. related exclusively to the individual in that individual's capacity as an employee; and
 - c. are not available for use for any other purpose;

Records, however, relating to an individual at the District who is employed as a result of the student's status as a student are education records.

- 4. records on a student who is eighteen (18) years of age or older, that are:
 - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the individual's professional capacity or assisting in a paraprofessional capacity; and
 - b. made, maintained, or used only in connection with the treatment of the student; and
 - c. disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;
- 5. records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);

- 6. grades on peer-graded papers before they are collected and recorded by a teacher.

- C. "Progress records" are student records that include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's attendance record, any lead screening records required under 254.162, Wis. Stats. and records of the student's extra-curricular activities.
- D. "Behavioral records" include student record other than progress records and directory data. Examples include: standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her the student's immunization records, and law enforcement records.
- E. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
- F. "Law enforcement unit" means any individual, office, department, division, or other component of a School District that is authorized or designated by the school board to do any of the following:

- 1. Enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the school district.

2. Maintain the physical security and safety of a public school.

- G. "Law enforcement unit records" means records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement.
- H. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: 1) has had a petition filed with the court alleging that ~~she~~the student has committed a delinquent act that would be a felony if committed by an adult; 2) has been adjudged delinquent; 3) has school attendance as a condition of ~~his/her~~the student's court dispositional order; or 4) has been found to have committed a delinquent act, at the request of or for the benefit of a criminal gang, that would be a felony if committed by an adult and has been adjudged delinquent on that basis.
- I. "Student patient records" include all those records relating to a student's physical health except those included in the "student physical health records" definition above.
- J. "Directory data" includes references to "directory information" in the context of the Family Educational Rights and Privacy Act (FERPA) and Wisconsin law. "Directory ~~Information~~Data" includes those student records ~~which identify a student's~~as identified in Policy 8330 - Student Records.

1. ~~name;~~
2. ~~participation in officially recognized activities and sports;~~
3. ~~height and weight if a member of an athletic team;~~
4. ~~date of graduation;~~
5. ~~photographs;~~
6. ~~degrees or awards received.~~

~~Directory information may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

- K. "Law enforcement officers' records" includes those records and other information obtained from a law enforcement agency relating to: 1) the use, possession, or distribution of alcohol or a controlled substance by a student enrolled in the District; 2) the illegal possession of a dangerous weapon by a child; 3) an act for which a District student was taken into custody based on the law enforcement officer's belief that the student violated or was violating certain specified laws; and 4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent of any minor student named in the records shall be notified on the information.
- L. "Eligible student" means a student who is no longer a minor due to having reached the age of eighteen (18). Also referred to as an adult student.

~~The term, Education Records, does not include:~~

- A. ~~Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:~~
1. ~~Kept in the sole possession of the maker thereof; and~~
 2. ~~Used only as a personal memory aid; and~~
 3. ~~Not accessible or revealed to any other person except a temporary substitute for the maker of the record;~~

~~For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.~~

- ~~B. Records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;~~
- ~~C. Records relating to an individual who is employed by the Board, that:

 - ~~1. Are made and maintained in the normal course of business;~~
 - ~~2. Relate exclusively to the individual in that individual's capacity as an employee; and~~
 - ~~3. Are not available for use for any other purpose;~~~~

~~Records, however, relating to an individual at the District who is employed as a result of his/her status as a student are education records.~~

- ~~D. records on a student who is eighteen (18) years of age or older, that are:

 - ~~1. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity; and~~
 - ~~2. Made, maintained, or used only in connection with the treatment of the student; and~~
 - ~~3. Disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;~~~~
- ~~E. Records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);~~
- ~~F. Grades on peer graded papers before they are collected and recorded by a teacher.~~

The District maintains or may establish video surveillance for security reasons at various areas around its facilities and on its buses. Video and/or audio recordings that capture students may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct unless it is maintained for law enforcement purposes as described above. Generally, video taken of athletic events or other student performances that are open to the public will not be considered student records. The District Administrator or designee will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

The student's school record shall be retained consistent with Policy 8310 - Public Records.

Responsibility

The Principal is responsible for maintaining the confidentiality of directory ~~information~~ data if the parents or eligible student have so requested, and other personally identifiable information in the education records and may delegate certain responsibilities to office staff. The Principal is responsible for the implementation of this Board's policies and procedures regarding confidentiality, including informing all personnel in this District who collect, maintain, use, or otherwise have access to student records of this Board's policies and procedures on confidentiality.

The District's Records Custodian (DRC) shall prepare an annual notice to parents/eligible students that informs them of their rights to:

- A. Inspect and review the student's education records;
- B. Request an amendment to the records if the parent or eligible student believes the information to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. Limit the disclosure of personally-identifiable information defined as directory ~~information~~ data within Policy 8330 - Student Records or to such other disclosures not required by law;
- D. Request a hearing if the Board refuses to amend records believed by the parent or eligible student to be misleading or inaccurate and to file a complaint with the United States Department of Education if the parent/eligible student is dissatisfied with the results of the hearing;

E. Obtain a copy of the Board's policy on student records.

The notice may be in the form of a section of the local newspaper, District's newsletter, and/or the student handbooks.

Ongoing Maintenance of Records

A. Public Listing of Authorized Employees

1. Each Principal shall maintain a current listing of those employees and other persons, approved by the DRC, authorized to access personally-identifiable information housed at the location specified.
2. Each Principal shall post and maintain the listing for public inspection at ~~his/her~~ their respective ~~locations~~ school.

B. Types and Location of Records

1. The DRC shall prepare a listing of the types and locations of records collected, maintained, or used by the District, and the name of the COR at each location.

The list shall be provided to parents/eligible students upon request.

2. Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest. The Principal is directed to utilize reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

C. Consent to Disclose Information

1. Whenever there is a request for a copy of information from a student's record, the Principal shall obtain written and dated consent, prior to the disclosure of records, from parents/eligible students, which includes:
 - a. The records that may be disclosed;
 - b. The purpose for which the disclosure may be made;
 - c. The party or class of parties to whom the disclosure may be made;

An adult student's parents are entitled to access the adult student's records, provided the adult student is considered a dependent under Section 152 of the Internal Revenue Code and provided that the adult student has not stated in writing on file with the District that ~~his/her~~ the student's parents are not allowed access to any records containing personally identifiable information.

2. Prior consent will not be needed if:
 - a. The disclosure is to school officials, including teachers, who have a legitimate educational interest (as defined by Board policy) in the information;

In order for a contractor, consultant, volunteer, or other party to whom the Board has outsourced institutional services or functions to be considered a school official, the outside party must:

1. Perform an institutional service or function for which the Board would otherwise use employees;
 2. Be under the direct control of the Board with respect to the use and maintenance of education records; and
 3. Be subject to applicable provisions governing the use and re-disclosure of personally identifiable information from education records;
- b. The disclosure is to another school, School District, or postsecondary institution, as stated in Board policy;

- c. The disclosure is, subject to the conditions set forth in applicable Federal and/or State statutes and/or regulations, to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the United States Secretary of Education, or State and local educational authorities;
- d. The disclosure is in connection with a student's application for or receipt of financial aid; (See section below entitled: "Disclosure for Student Financial Aid");
- e. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Disclosures pursuant to this paragraph are limited to circumstances when the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; the information is destroyed when no longer needed for the purposes for which the study was conducted; and the Board enters into a written agreement with the organization that contains all the content required by applicable Federal regulations.

This written agreement will include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

- f. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or state supported education program, or to enforce or comply with Federal requirements relating to those programs;

A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Pursuant to the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena as provided for in Policy 8325 - Receipt of Legal Documents by District Employees, to comply with Wisconsin disclosure requirements;

~~Disclosures permitted by this paragraph may only occur after the Board makes a reasonable effort to notify the parent or eligible student of the order or subpoena, so the parent or eligible student may seek protective action, unless the disclosure is authorized by applicable Federal regulations. The Board need not notify the parent when the parent is a party to a court proceeding involving child abuse and neglect (as defined in Section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding. Additionally, if the Board initiates legal action against a parent or student, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to proceed with the legal action as plaintiff. Likewise, if a parent or student initiates legal action against the Board, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to defend itself.~~

- j. The disclosure is in connection with an emergency; (See section below entitled: "Emergency Release");
- k. The disclosure is information the Board has designated as "directory information data";
- l. The disclosure is to the parent of a student who is not an eligible student, or to the student;
- m. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the Board pursuant to that law and its implementing regulations;
- n. The disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing the officials to whom the records are released certify, in writing, to the District that the information will not be released to a third party, except as provided by State law, without the prior written consent of the parents;
- o. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties;

The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.
- p. The disclosure is authorized by other sections of Family Education Rights and Privacy Act (FERPA).

- 3. De-identified Records and Information – The District may release education records without prior consent if all personally identifiable information has been removed provided the administration (i.e., the DRO and COR) have made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.
- 4. No person shall release to a parent of a student who is not the custodial parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the custodial parent to locate the student if the school to which the student has transferred informs this District that the student is under the care of a shelter for victims of domestic violence.

Parents: Disclosure, Inspection, Review of Records

The Principal shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records that are maintained by the District that relate to the student's education. The following conditions shall apply:

- A. At times, agencies or individuals outside the District provide the District with information necessary and relevant to the student's education. Psychological or medical information should be provided to a parent in the presence of an appropriately-licensed professional who can properly explain the information. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.

- B. If any education record includes information on more than one (1) student, the parents/eligible student shall have the right to review and inspect only the part of the record that relates to the student, or to be informed of that specific information.
- C. The request for access to records must be honored within a reasonable period, but in no case later than forty-five (45) calendar days from receipt of the request. Requests to inspect and review education records that are collected, maintained or used by the District with respect to students with disabilities must be honored without unnecessary delay, and before any meeting regarding an individualized educational program (IEP), hearing relating to the identification, evaluation, or placement of the student, or resolution session, and in no case more than forty-five (45) calendar days after the request was made.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent that:
1. Specifies the records that may be disclosed;
 2. States the purpose of disclosure;
 3. Identifies the party or class of parties to whom the disclosure may be made.
- E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.
- If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible students are to complete the Board's Request for Information Form 8330 F5 prior to receiving copies of any record.
- The Principal shall arrange a mutually-agreeable time for the review with the parents/eligible students.
- G. Subject to the limitations within the law, policy, and/or guidelines, the Principal shall provide parents/eligible students with copies of any information in the student's education records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records.
- H. If the parents/eligible students request disclosure of specific information by telephone, the Principal shall not disclose requested information.
- I. The District shall not destroy any education record if there is an outstanding request to inspect and review the record.
- J. Parents/Eligible students who have provided the District with signed security and release documents may access the confidential attendance and academic record information about their student through the Internet. Neither the District nor its employees will be held responsible for any privacy violation by the parent/eligible student or any unauthorized party.

Confidentiality

- A. **Access to Student Progress and Behavior Records** - All student progress and behavioral records maintained by the School District shall be confidential with access limited to the conditions below:
1. Upon request, an eligible student or the parent of a minor student shall be shown and provided with a copy of the student's progress records.
 2. Upon request, an eligible student or the parent of a minor student shall be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records.
 3. The judge of any court of Wisconsin or of the United States shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent or eligible student of the order in advance of compliance therewith, except as otherwise provided by law.

4. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "School Official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing ~~his/her~~ the official's tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill ~~his/her~~ the official's professional or District responsibility.
 - a. If law enforcement officers' record information obtained by the District relates to a District student, the information shall be disclosed only to those employees who are required by the DPI to hold a license and to other school officials who have been determined by the Board to have a legitimate educational interest, including safety interest, in the information. It shall also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
 - b. Court order records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.
5. Upon the written permission of an eligible student or parent of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of ~~his/her~~ the student's behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the eligible student or by the parent of a minor student in the written permission form.
6. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action and only after the moving party has made a showing to the court that the records are likely to yield such information that could not be otherwise obtained. The court may turn the records or parts thereof over to parties in the action or their attorneys if the court determines that the records or parts thereof are relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or eligible student of the subpoena in advance of disclosure except as otherwise provided by law.
7. Information required by law may be provided to the DPI or any public officer. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a Federal or State-supported program or that is required to determine compliance with State law provisions.
8. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the Individualized Education Program (IEP) Team in accordance with State and Federal law.
9. The district board of the technical college in which the school is located, the Department of Health Services, the Department of Workforce Development, or a county department verifying eligibility for public assistance shall, upon request, be provided with the names of students who have withdrawn from the school prior to graduation.
10. Information from a student's immunization record shall be made available to State and local health officials to carry out immunization requirements.
11. Personally identifiable information from the student records of an eligible student may be disclosed to the parent of the eligible student without the written consent of the eligible student if the eligible student is a dependent of ~~his/her~~ their parent for tax purposes (under the Federal Internal Revenue Code, 26 U.S.C. 152). This may be done unless the eligible student has informed the school, in writing, that the information may not be disclosed.

Personally identifiable information includes a biometric record, which means a "record of one or more measurable behavioral or biological characteristics" that can be used to identify a student. (e.g., fingerprints, retinal scans, voiceprints, DNA sequence, and handwriting).

12. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent.
13. The District shall provide to the court, in response to a court order, the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipal court is located.
14. Annually, on or before August 15th, the District shall report to the appropriate community services boards established under ~~Sections~~ 51.42 and 51.437, Wis. Stats., the names of students who reside in the District, who are sixteen (16) years of age or older, who are not expected to be enrolled in an educational program two (2) years from the date of the report and who may require services under ~~Sections~~ 51.42 or 51.437, Wis. Stats. (community mental health, development disabilities, alcoholism, and drug abuse).
15. If school attendance is a condition of a student's dispositional order under ~~Section~~ 48.355(2)(b)7 or 938.358(2), , Wis. Stats., the Board shall notify the county department that is responsible for supervising the student within five (5) days after any violation of the condition by the student.
16. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent shall be notified of that disclosure as soon as practicable after the disclosure.
17. A fire investigator shall be provided with a copy of a student's attendance record if the fire investigator certifies in writing that the student is under investigation for arson, that the attendance record is necessary for the investigation and that the records will be used and further disclosed only for the purpose of pursuing the investigation.
18. The District shall provide student disciplinary records necessary for purposes of student enrollment in another public or private school district in this State or any other as permitted by law. These records may include:
 - a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the students;
 - b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings;
 - c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.
19. The District may disclose student records to appropriate parties, e.g. law enforcement officials, or health care workers, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
20. The District may disclose personally identifiable information from an education record to appropriate parties, including parents of eligible students, in connection with an emergency if necessary to protect the health or safety of the student or other individuals. If the District determines there is an articulable and significant threat, it may disclose the information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
21. On request, a school board may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under 46.215, 46.22, or 46.23, , Wis. Stats., or a tribal organization, as defined in 25 U.S.C. 450b (L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan.
22. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or State-supported education program, or to enforce or comply with Federal

requirements relating to those programs. A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

23. The District has implemented physical, technical and administrative safeguards to ensure that records sent by the District to students or their parents, or both, through e-mail are not disclosed to a third party. Notwithstanding these measures, there are risks inherent in e-mail transmissions, and the District cannot guarantee the confidentiality and security of e-mail. Accordingly, the District must obtain prior written consent from any student or parent to whom student records will be sent through e-mail. (See Form 8330 F4b). In addition, any e-mail containing educational records will contain the following nondisclosure notice: Federal Rule (34 C.F.R. 99.33) prohibits a third party (e.g., Internet Service Provider) from making any further disclosure of this information unless expressly permitted by the prior consent of the parent or eligible student.

B. Access to Directory Data - Except as otherwise provided below, directory information data may be disclosed to any person after the school has: 1) notified the parent, legal guardian or guardian ad litem of the categories of information data which it has designated as directory information data with respect to each student; 2) informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information data may not be released without their prior consent; and 3) has allowed fourteen (14) days for the parents, legal guardian, or guardian ad litem of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this fourteen (14) day period, each student's records will be appropriately marked by the records' custodian(s) to indicate directory data items, if any, the District must receive parental permission to release. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian ad litem.

1. If the District has followed the notification procedure above, and the parent, legal guardian, or guardian ad litem does not object to the ~~direct information~~ directory data being released, the Board Clerk (or designee) may conduct a balancing test to weigh the public interest in disclosure versus the public interest in non-disclosure.
2. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information data being released, the Board Clerk (or designee) shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college board.
3. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information data being released, the Board Clerk (or designee) shall, upon request, provide any representative of any law enforcement agency, city attorney, district attorney, or cooperation counsel, county department under ~~Sections 46.215 or 46.22 or 46.23~~, , Wis. Stats., a court of record or municipal court with such directory information data relating to any such student enrolled in the School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
4. If the District has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any military recruiter or institution of higher education with the name, address, and telephone number of the student. (Only secondary schools are required to provide this information to military recruiters or institutions of higher education.)

C. Access to Student Patient Records - All student patient records shall remain confidential. They may be released only to persons specifically designated by State or Federal law or to other persons with the informed consent of the patient or person authorized by the patient. Student patient records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

1. The employee or agent has responsibility for the preparation or storage of patient health records.

2. Access to patient health records is necessary to comply with a requirement in Federal or State law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome--AIDS) shall be confidential and may be disclosed only with the informed **written** consent of the test subject.

D. Disclosure of Personal Information for Purposes of Marketing or Selling Information

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The parent of a student has the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the building principal at least fifteen (15) calendar days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazine, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary and secondary schools;
4. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
or
6. Student recognition programs.

E. Disclosure of Educational Records to a Third-Party - The District will inform in writing any third-party to whom personally identifiable information is released that, except as otherwise permitted by State or Federal law, the party is not allowed to disclose the information to others without the written consent of the student's parents or the student, provided the student is an adult.

F. Disclosure of Library Records to Parents

See Policy ~~2416.01 Parental Access to Library Records~~ 2522 - Library Media Centers.

G. Interagency Agreement to Disclose Student Records

Pursuant to ~~Section~~ 118.125, Wis. Stats., the District has entered into an interagency agreement(s) with the entities listed below to disclose student records before adjudication for the purpose of providing services to the student. Each of the entities has certified in writing that the records will not be disclosed to any other person, except as permitted by law:

1. law enforcement agency
2. corporation counsel
3. agency, as defined in 938.78(1) (i.e., the department of corrections, a licensed child welfare agency, or a county department under ~~Secs.~~ 46.215, 46.22, or 46.23, Wis. Stats.

Maintenance of Records

- A. Except as otherwise specifically provided, all student records will be kept in one (1) file in the school building in which the student is enrolled. This file will be kept in a locked file or drawer under the control of the building principal. Law enforcement and student patient records shall be maintained separately from a student's other records.
- B. Copies of records of any student referred for a suspected disability will be maintained in the Pupil Service Office in addition to the school file. Copies of all student physical health records also will be maintained at the Pupil Services Office.
- C. Requests for access to, or copies of, student records will be referred to the building principal for action. Student records shall be released only to the extent authorized by law.
- D. A record of each request for access to and each disclosure of personally identifiable information from a student's school records shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - 1. The parent or eligible student
 - 2. A school official
 - 3. A party with written consent from the parent/guardian or eligible student
 - 4. A party seeking directory ~~information~~ data;
 - 5. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed
- E. Records of students who cease to be enrolled shall be maintained as follows:
 - 1. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the student, or ~~his/her~~ the student's parent if the student is a minor, gives permission that the records be maintained for a longer period of time. Where such written permission is received, behavioral records will be destroyed after the time specified in the permission form or at the discretion of the District when they are of no further obvious use.
 - 2. Progress records will be kept five (5) years after the date the student graduated from or last attended the school, except a record of grades and attendance is to be kept permanently.
 - 3. Records of psychological testing or special education evaluations, including all individual reports, will be maintained for one (1) year after a student transfers out of the District. Upon written permission of an eligible student or the parent or legal guardian of a minor student, such records will be maintained for up to five (5) years.

Amendment of Records

- A. A parent or an eligible student who believes that the school records collected, maintained, or used are inaccurate, misleading, or otherwise in violation of the privacy rights of the student may request the District to amend the records. The District will decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
- B. If the District decides to refuse to amend the information in accordance with the request, it will inform the parent or eligible student of the refusal and advise ~~him/her~~ them of the right to a hearing before the Board. On request, the District shall provide an opportunity for a hearing to challenge information in school records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- C. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent/guardian or eligible student in writing.
- D. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The District shall require that any explanation placed in the records of a student be maintained by the District as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion, are disclosed by the District to any party, the explanation shall also be disclosed to that party.

Procedure for Hearing to Amend Record

The District shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

- A. Upon receipt of a written request to amend records, the Building Principal shall ascertain the specific information that is requested to be amended and the reason for the change.

The Building Principal shall decide whether or not to amend the record.

If the Building Principal decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing.

- B. If the parents/eligible students request a Records Hearing, the District Administrator shall:

1. Select the Records Hearing Officer (RHO) (who may be an official of the District who does not have a direct interest in the outcome of the hearing);
2. Direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time and place.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed during the appeal process.

- C. The RHO shall conduct the hearing by:

1. Introducing the participants;
2. Reviewing the agenda for the hearing;
3. Identifying the records in question;
4. Reviewing the items for which amendment is being requested;
5. Allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. Allowing the Board's representative to present evidence related to the issues;
7. Recording the evidence presented by both parties;
8. Allowing each party a reasonable period of time to question the evidence of the other party;
9. Adjourning the hearing.

- D. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the District Administrator.

- E. The District Administrator, within ten (10) business days after receiving the findings of the RHO, shall make a decision, based solely upon the evidence presented at the hearing, and send to the parents/eligible students:

1. A letter stating the decision and the justification for the decision;
2. A copy of the RHO Report;

3. Copies of the amended records, if any;
 4. A notification of the right to place a statement in the record commenting on the contested information or stating why ~~s/he disagrees~~ the parents/eligible students disagree with the decision.
- F. If the Board and parents/eligible students agree to the necessary amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.
- G. If as a result of the hearing, the Board decides not to amend the record, the parents/eligible students have the right to place a statement in the record commenting on the contested information in the records and/or stating they disagree with the decision of the RHO. Such a statement shall be maintained with the contested part of the records as long as the records exist and shall be disclosed as part of any record disclosure.

Emergency Release

The Principal may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties, including parents of eligible students, in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of a request for emergency information, the Principal shall consider the totality of the circumstances pertaining to a threat to the health or safety of others. If the Principal determines that an articulable and significant threat exists, ~~s/he~~ the Principal may release information from education records to any necessary individuals. If the Principal or another school official releases personally identifiable information pursuant to this Section, ~~s/he~~ the Principal must record in the student's education records the basis for the decision that a health or safety emergency existed.

Transfer of Records

All student records relating to a specific student shall be transferred to another school or school district no later than the next work day upon receipt of written notice from:

- A. An eligible student, or the parent/guardian of a minor student, that the student intends to enroll in the other school or School District;
- B. The other school or School District in which the student has enrolled;
- C. A court, in the event that a student has been placed in a juvenile correctional facility or secured child caring institution.

"School" or "School District" in this section includes any secured correctional facility, secured group home, adult correctional institution, mental health institution, or center for the developmentally disabled, that provide an educational program for its residents instead of or in addition to that which is provided by public and private schools.

Transfer of student records, including disciplinary records regarding suspensions and expulsions, shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this District.

Disclosure For Student Financial Aid

The Principal may release, **without parents' consent**, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the education records of the student may be used only to:

- A. Determine the eligibility of the student for financial aid;
- B. Determine the amount of financial aid;
- C. Determine the conditions which will be imposed regarding the financial aid;
- D. Enforce the terms or conditions of the financial aid.

Disclosure For Purposes of Marketing Or Selling Information

The School Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). For

purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

The parent of a student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the ~~building principal~~Principal at least fifteen days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the ~~principal~~Principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. College or other postsecondary education recruitment, or military recruitment;
- B. Book clubs, magazines, and programs providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary schools;
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. The sale by students of products or services to raise funds for school-related or education-related activities; or
- F. Student recognition programs.

Safeguarding Education Records and Responding to Data Breaches

Significant challenges exist with respect to the safeguarding of education records from unauthorized access and disclosure. These challenges include inadvertent posting of students' grades or financial information on publicly available ~~web~~ web servers; theft or loss of laptops and other portable devices that contain education records; computer hacking; and failure to retrieve education records at the termination of employment or service as a contractor, consultant or volunteer. In light of these challenges, the DRO and COR are directed to work with the District's IT Department/Staff to identify, implement and administer appropriate methods and security controls to protect education records, especially those in electronic information/data systems.

The District's IT Department/Staff is encouraged to review the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-100, "Information Security Handbook: A Guide for Managers," and NIST SP 800-53, "Recommended Security Controls for Federal Information Systems" for guidance and to use any methods or technologies they determine are reasonable to mitigate the risk of unauthorized access and disclosure taking into account the likely harm that would result. The IT Department/Staff is charged with the development of appropriate responses to data breaches and other unauthorized disclosures, and said steps should include at a minimum the following:

- A. Reporting the incident to law enforcement authorities;
- B. Determining exactly what information was compromised (e.g. names, addresses, SSNs, ID numbers, grades, etc.);
- C. Taking steps to immediately retrieve data and prevent further disclosures;
- D. Identifying all affected records and students;
- E. Determining how the incident occurred, including which school officials had control of and responsibility for the information that was compromised;
- F. Determining whether the incident occurred because of a lack of monitoring or oversight;
- G. Determining whether any Board policies and/or District procedures were violated;
- H. Conducting a risk assessment and identifying appropriate physical, technological and administrative measures to prevent similar incidents in the future; and

- I. Notify students and parents that the United States Department of Education's Office of Inspector General maintains a website describing steps students may take if they suspect they are a victim of identity theft.

While notification of students is not required in all circumstances, it shall be the DRO's responsibility to determine, in conjunction with the District Administrator, whether students and/or parents will be notified of any breaches. If the decision is made not to issue a direct notice to a parent or student upon an unauthorized disclosure of education records, the DRC or Principal shall nevertheless record the disclosure so the parent or student will become aware of it during an inspection of the student's education record.

Alleged Noncompliance with Federal Requirements

Eligible students or parents of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

Annual Public Notice

Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. This notice shall be published in the District's official newspaper within three (3) weeks of the start of the school year. It shall also be published annually in District student-parent handbooks.

For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her the student's parent at the time and place of enrollment.

It is important to annually verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

T.C. 2/28/22

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Legal	115.812, Wis. Stats.
	118.125, Wis. Stats.
	118.127, Wis. Stats.
	118.163, Wis. Stats.
	938.396, Wis. Stats.
	34 C.F.R. Part 99
	20 U.S.C. 1232f
	20 U.S.C. 1232g
	20 U.S.C. 1232h
	20 U.S.C. 1232i
	20 U.S.C. 1400 et seq.
	20 U.S.C. 7908
	26 U.S.C. 152

Last Modified by Ryan Peterson on April 22, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES
Code	ag8390
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019
Last Revised	February 28, 2022

8390 - **USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES**

The Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the Wisconsin Veterinary Association, the National Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

- A. Students are to be instructed not to bring personal pets to school at any time without the approval of the pPrincipal.
- B. Owners of pets brought onto school property are responsible for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
- C. Owners of service animals brought onto school property must comply with Policy 8390 - Animals on District Property and AG 8390 - Use of Animals in the Classroom and on School Premises.
- D. Owners of therapy dogs brought onto school property must comply with Policy 8390 - Animals on District Property.
- E. Upon the approval of the pPrincipal, it is permissible for the class to have one or more animals as classroom pets under the following conditions:
 1. the animal is not venomous or vicious
 2. no one is allergic to the particular animal
 3. proper examination/immunization has been done by a qualified veterinarian
 4. arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment
 5. arrangements have been made for the proper care of the animal when school is not in session
 6. rules have been established and understood regarding when and how the animal is to be treated by the students
- F. When animals are to be brought into the school or classroom on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.

- G. Except as set forth above and/or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time without the approval of the principal.
- H. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go. (see Policy 8390 - Animals on District Property)

I. Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County and/or local regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

Use of Service Animals

The Board shall comply with the provisions of the American with Disabilities Act (ADA), as amended, and applicable Wisconsin law regarding an individual with disability's use of a service animal.

It is imperative that representatives of the Board do not ask about the nature or extent of a person's disability; however, they may make inquiries to determine whether an animal qualifies as a service animal. While the representatives of the Board cannot ask about the individual's disability, they may ask if the animal is required because of a disability and what tasks or work the animal can perform. When the work or tasks the service animal will perform is readily apparent, the representatives of the Board should not ask.

Under no circumstances should the representatives of the Board require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

The definition of a service animal, as established by the ADA and applicable Wisconsin law is as follows:

Service animal means any dog or other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. No animal that is not properly trained may be allowed as a service animal. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

- A. The ADA has also defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.
- B. A service animal that meets the above definition shall be under the control of its handler (e.g., a student with a disability). A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
1. The service animal's trainer can help to develop a plan to assist the student with the dog (e.g., the student's aide might transfer the service dog's leash from a student's wheelchair to a tree during recess). Additionally, a younger student might need reminders from school staff about controlling the dog until s/he is comfortable handling the service animal at school.
 2. While the student is responsible for the service animal's care, including feeding and supervision, the District should develop a plan to provide the student with the necessary time to care for the animal and designate a location for the animal's toileting needs.

C. Additionally, the Board is not responsible for the care or supervision of a service animal.

Service Animal Procedures

A. A request for an individual who is not a student, staff member, or previously approved volunteer, who is a person with a disability requesting to be accompanied by a service animal while in a school, District facility, or at a District-sponsored activity or event that is not open for general public attendance (i.e. is an invited guest speaker, or invited to attend an in-school assembly, etc.) shall be handled as follows:

1. The request must be made in writing at least ten (10) school days prior to bringing the service animal to the school, facility, or activity/event. Requests shall be submitted to the ~~building principal~~ Principal.
2. If necessary to determine whether the animal qualifies as a service animal, the District may ask if the animal is required because of a disability and what work or task(s) the animal is trained to perform. However, the District shall not ask about the nature or extent of the individual's disability, and the District shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal unless the animal when present does not appear to be trained to perform tasks for an individual with a disability. Any decision to deny the use of a service animal must be reviewed with the District Administrator before communicating with the requestor.

B. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs, or activities, or approved invitees, as relevant, are allowed to go. An individual with a disability who attends a school event will be permitted to be accompanied by ~~his/her~~ their service animal in accordance with Policy 9160 – Public Attendance at School Events.

C. A representative of the Board shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by ~~his/her~~ their service animal.

D. Visitors, including parents, volunteers, vendors, and others, who will access any area of the District's facilities with their service animals shall follow the building's standard visitor registration procedures and are encouraged to notify the ~~building principal~~ Principal that their service animal will accompany them during their visit.

E. A service animal must be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). If a student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120 - Volunteers.

F. A service animal is considered the personal property of the individual requesting to be accompanied by the service animal. The individual requesting to be accompanied by the service animal is responsible for:

1. Ensuring that the service animal is licensed and up to date on vaccinations as required by State law or local ordinance; and
2. Handling, caring for, and supervising the service animal, which includes toileting, feeding, and grooming.

G. The individual requesting to be accompanied by the service animal is encouraged to provide proof of insurance against any liability for any actions, accidents, or property damage caused by the service animal. The individual requesting to be accompanied by the service animal shall remain liable for damage, harm, or injury caused by the service animal to other students, staff, visitors, or property.

H. The District shall make reasonable accommodations if the presence of an animal results in health concerns for other students. These accommodations may include assignment of the student(s) to a different classroom in the District.

Removing and/or Excluding a Service Animal

A. A service animal may be temporarily removed from District premises if:

1. The animal is out of control and the handler does not take effective action to control it;

2. The animal is not housebroken;
 3. Allowing the service animal would fundamentally alter the nature of the service, program, or activity; or
 4. The animal is a direct threat to the health or safety of others.
- B. The ~~principal~~Principal or other ~~administrator~~Administrator is responsible for determining if and when a service animal is to be temporarily removed and/or excluded from District property. The ~~principal~~Principal or ~~administrator~~Administrator shall notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.
- C. If a service animal has been removed and/or excluded from District property, the ~~administration~~Administrator shall contact the parents to address the reason(s) that the service animal was removed and to determine appropriate steps to assure that the student continues to have access to the educational program and that resolutions are reached regarding the use of the service animal.
- D. The ADA also provides that if a service animal is properly excluded from the premises, the Board shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

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Last Modified by Ryan Peterson on April 24, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of EMERGENCY PROCEDURES
Code	ag8420
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019

8420 - EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students and staff. ~~At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students.~~ In the event of an actual emergency situation, all school personnel, instructional and non-instructional, will be required to remain in the building until they are dismissed by the Principal.

EVACUATION

- A. When an emergency occurs, the ~~principal~~ Principal shall when feasible consult with the District Administrator whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send students home or to a preselected site (unless identification of the preselected site creates an unsafe situation for the evacuates), attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students.

The professional and support staff members will supervise the orderly evacuation of the building.

1. If time permits, all students will go to their lockers, unlock them, take a coat if applicable, and return to class leaving lockers open.
 2. The Building Principal or designee will assign and instruct the members of his/her staff to positions that allow "free-flow" of traffic on and off school property.
 3. Administrators and guidance counselors will report to the school office for assignment.
 4. Teachers should take class rolls, including, addresses and telephone numbers of students as well as emergency information.
 5. Teachers will remain (or return) to their regular classrooms and remain with their students.
 6. Clerical personnel will remain at their regular stations except in cases of reassignment by their immediate supervisor.
 7. Cafeteria personnel will remain in their areas until notified otherwise by the main office.
- C. In case of bomb threat, the fire, police, and/or sheriff's department and the Building Principal will search the building.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

FIRE/TORNADO DRILLS

In accordance with State law, fire drills are to be conducted once each month unless inclement weather conditions prevent doing so ~~in~~ at the discretion of the individual responsible for conducting the drills. Each ~~principal~~ Principal shall prepare and distribute fire drill procedures whereby:

- A. all personnel leave the building during a drill;
- B. the plan of evacuation provides at least one (1) alternative route in case exits or stairways are blocked;
- C. teachers, when the fire alarm sounds, caution students to walk silently and briskly from the building to a specified location, close all windows and doors of the room and turn out lights, if possible, before leaving, ~~check~~. Check, to make sure any individuals with disabilities requiring assistance are being assisted properly, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for;
- D. a list is compiled of all individuals with disabilities in the building who will require assistance in exiting the building together with the assignment of a staff member or non-student volunteer in the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist an individual with disabilities when the evacuation signal is given and ~~s/he is~~ they are in another area of the building such as the gym, common space, or lunchroom.

The Principal shall document that each fire drill was conducted and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee shall maintain a record of the fire drills conducted for at least seven (7) years. The ~~principal~~ Principal shall file an annual report with the local fire department regarding such drills, stating the date and time of the drill. In the event there was any month in which no fire drill was conducted, or other required drills were conducted less than twice in a year, the report shall contain an explanation.

Tornado drills shall be conducted at least twice annually during the tornado season in accordance with AG 8420A - Severe Weather and Tornadoes.

SCHOOL SAFETY DRILLS

At least twice annually each school shall conduct a school safety drill practicing evacuation or other appropriate action in the event of a school safety incident, consistent with the school's school safety plan.

UNUSUAL SITUATIONS

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

A. Student or staff member held hostage

1. Isolate the area. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.
2. Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
3. Notify the District Administrator.
4. Develop a list of casualties, if any.

B. Intruders in building or on school property

1. Ask them to leave.
2. If they do not leave, remind them of trespassing law.
3. Notify administrator in charge and the District office.

4. Avoid any physical conflict or loud verbal altercations.

The Principal or any staff member who is involved may notify police if intruders do not leave and/or call for the assistance of other members of the staff.

C. Unauthorized demonstrators or pickets around building before school opens

1. Follow procedures for intruders.
2. Attempt to enter building peaceably.
3. Notify District office.
4. Hold students on the school buses if demonstrators seem to pose a threat.
5. Notify law enforcement officers

D. Demonstrators or pickets around building at dismissal

1. Follow procedures for intruders.
2. Notify ~~administrator~~ Administrator in charge.
3. If demonstrators seem to pose a threat, hold students in class until further notice.
4. Notify law enforcement officers.

E. Student Demonstrators (See AG 5540B)

1. Identify the leader or leaders of the group.
2. Notify the group that the ~~administration~~ Administration will confer with the leader(s) but not until all other students return to class.
3. Meet with leaders if students disperse and return to class.
4. If students refuse to disperse, remind them of truancy regulations and the consequences of school disruption.
5. With other staff, try to identify as many participants as possible and notify parents of participants asking them to come to school.
6. Attempt to take pictures and/or video recording of participants.
7. Attempt to keep nonparticipating students away from the demonstration area.
8. Follow through on disciplinary action on students refusing to cooperate.

F. Buses not operating - students in school

1. Keep all students in class.
2. Summon all unassigned professional staff members for instruction.
3. Dismiss students with their own cars (or bicycles) but follow Board policy regarding student passengers.
4. Dismiss students within walking distance after the cars have left.
5. Keep remaining students in school until parents are notified of the problem and transportation for their child arrives.
6. Alert cafeteria if it appears that large numbers of students will have to remain at school for an extended period of time.

G. Major disruptions at an assembly

1. Bring house lights to full on.
2. If those causing the disruption are too numerous to be handled by professional staff members on duty, dismiss the assembly and instruct all present to report to next period class.
3. If few in number, remove them from the assembly and take appropriate disciplinary action.
4. If those causing the disruption are outsiders, follow procedure for intruders.

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Legal 118.07(2), Wis. Stats.

Last Modified by Ryan Peterson on April 24, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of SEVERE WEATHER AND TORNADOES
Code	ag8420A
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019

8420A - SEVERE WEATHER AND TORNADOES

Throughout the year the District faces the possibility of severe weather and tornadoes. Each school is to monitor a weather-alert radio for severe weather conditions and each ~~principal~~Principal or supervisor is responsible for setting up procedures for notifying their staff and students about severe conditions and maintaining proper safety.

Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the District will continue normal activities but move recess and physical education activities indoors. Each building and department shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. ~~Disabled students~~Students with disabilities who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of ~~his/her~~their designated area unless ~~his/her~~the student's parent comes to the school and requests that the student be released. A student is to be released only to ~~his/her parents~~a parent or someone authorized by a parent.

Procedures

- A. A tornado warning signal is sounded and/or an announcement on the public address system.
- B. All groups outside the building are to return to the school and go to their designated shelter area.
- C. Proceed to predetermined shelter areas.
 1. Students in wheelchairs are to remain in their chairs with the back of the chair against the interior wall.
 2. Students shall remain quiet ~~to~~and wait for instructions.
 3. Staff members shall remain alert for students who ~~evidence~~exhibit signs of stress or panic, and when necessary, move such students to an area where they will not influence other students and remain with them until the all-clear signal is given.
 4. The Principal shall give the all-clear signal and provide further directions.

D. Areas to be avoided.

1. Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
2. Interior locations that contain glass, such as doors, windows, display cases and the like.
3. Areas where doors swing. When the storm hits, the doors are likely to swing violently.
4. Corridor intersections (stay at least ten (10) feet away).
5. Any corridor which has potential to become a wind tunnel.
6. Any wall ~~which~~ that is non load-bearing.

The Principal shall document that at least twice annually, without previous warning, tornado or other hazard drills were conducted in the proper manner and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee shall maintain a record of the annual tornado or other hazard drills conducted for at least seven (7) years.

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Legal 118.07(2)(a) Wis. Stats.

Last Modified by Ryan Peterson on April 24, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	March 15, 2021

5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

~~The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.~~

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or whether the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describing the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview, to the extent reasonable.

When an agency requests permission to remove a student or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.

2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by police. A decision whether to take a student into custody is the decision of the law enforcement officer.
3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Law enforcement officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:
 - a. Request that every attempt be made to schedule questioning during a time the student is not in class.
 - b. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
 - c. Notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning unless specifically requested not to because such contact would unduly impede the investigation.
4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

Revised 12/18/17

Revised 11/19/18

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Legal 118.257, Wis. Stats.
 120.13(35), Wis. Stats.

Last Modified by Ryan Peterson on April 24, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018
Last Revised	June 26, 2023

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by ~~Policy 1422~~, Policy 3122, and ~~Policy 4122~~ - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or ~~Policy 4340~~ - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Matters Regarding Classroom Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection.

PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS:

The following procedures should be used when a member of the public makes a request to inspect instructional materials used as part of the educational curriculum of a student.

A signed written request containing the following information should be completed and submitted to the Curriculum Director:

A. Parent's Name

- B. Student's Name and Grade Level
- C. Home Address
- D. School of Attendance
- E. Course of Study
- F. Teacher's Name
- G. The Specific Materials to be Reviewed
- H. Parent Signature
- I. Date

Upon receipt of the written request, the Curriculum Director will contact the person making the request within ten (10) days to schedule an appointment for the person to come to the District to review and inspect the material as per the written request.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the ~~building~~ Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to their immediate supervisor

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing a District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (~~and/or their child of a Complainant~~) has been affected adversely, ~~if at all~~, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one (1) individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding Classroom Instructional Materials

~~The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 5780 Student/Parent Rights, Policy 2414 Human Growth and Development, and AG 9130A.~~

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. (**X**) Concerns about specific library materials should be raised first with the library media specialist, then with the Principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, (**X**) including library materials, shall be submitted in writing to the (**X**) District Administrator. (~~) Director of Instructional Services (~~)~~ **[END OF OPTION]**.~~

PROCEDURE FOR SUBMITTING A FORMAL COMPLAINT REGARDING INSTRUCTIONAL MATERIALS:

If the ~~request, suggestion, or~~ complaint relates to classroom instructional materials, the following procedure shall be followed:

- A. The ~~request, suggestion, or~~ complaint is to be addressed to the ~~Curriculum Director/~~Principal, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. ~~sections objected to by page and item;~~

6. ~~reasons for objection~~-specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- 7.
- B. Upon receipt of the information, the ~~Principal Curriculum Director~~ may, after advising the District Administrator of the complaint, and upon the District Administrator's approval, appoint a review committee, which shall comply with the open meetings law, consisting of:
1. one (1) or more professional staff members;
 2. one (1) or more laypersons knowledgeable in the area.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414 - Human Growth and Development).
- D. The ~~e~~C Committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. ~~The material in question may not be temporarily withdrawn from use pending final resolution of the matter.~~The material being reviewed based on a request under this policy shall remain available during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.
- F. The ~~e~~C Committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the first meeting of the ~~e~~C Committee. The District Administrator will advise the individual(s), in writing, of the ~~e~~C Committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the ~~e~~C Committee's recommendation and their ~~District Administrator's~~ decision.
- G. The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the Committee and/or District Administrator.
- I. The decision of the Board is final.

Decisions on reconsidered materials will stand for 2 years before new requests for reconsideration of those items will be entertained.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Legal

118.01, Wis. Stats.

118.019, Wis. Stats.

20 U.S.C. 1232h

Last Modified by Ryan Peterson on May 1, 2024

May 7, 2024

Manawa School District
800 Beech Street
Manawa, WI 54949

Berrens Contracting Inc.

**E1621 Riverbend Lane
Waupaca WI 54981
715-258-3593**

Proposal & Acceptance

We Propose to furnish material & labor for the sum of \$45,924.00 to provide a 30 x 50 x 12 state approved building. Revised due to the extra building height and price revisions from Wick.

We Include: 10 ft. post and truss stations, 2 x 6 drop in purlins 24" O. C. 40" wainscoting all walls, two 10 x 10 overhead door frame outs, two service doors keyed alike, 4/12 roof pitch trusses with a 50# snow load, Wick construction services, site lay out plan, Wisconsin supervising engineer, builders risk insurance, colored steel and trim, Wick warranty, pole in ground construction. Drip stop condensation control. 24" soffits on each eave sidewall.

Payments as follows: 15% down payment, 50% material delivery payment, 35% final payment.

Berrens Contracting Inc. Sub work:

Site work: Fill and compaction of imported fill for the building and slope away to a 1/12 pitch away from the building, bring in top soil if needed for landscape grass seed. Per S & S Excavating . \$13,400.00

Revised due the excavators site dimensions were wrong. He did not have the proper width and length of the building pad. Owners want to extend the pad for concrete at the track. Need to fill in the deeper area and slope for use at the overhead door on the West sidewall.

We will make sure there is adequate pitch for drainage for the site /building area. If additional sand fill is wanted to blend the area around the site it would be \$11.00 per yard.

Concrete floor 6" outside edge to a 4" floor, poly, under floor, 4000# concrete with fort-a-fiber, cut lines, sealed. \$15,420.00

Two 10X10 non-insulated overhead doors. With openers \$5733.00

10x30 apron to the track, 5x5 service door stoop, 5x21 apron on the West O. H. door. \$4860.00

**Electrical: Wire building, trenching, pipe, wire, boring the road, \$6887.00
Pricing from Master Electrical Service LLC./ Dave Machowiah**

Building permit from the city of Manawa Paul Hanlon. \$600.00

**Jeffrey R. Berrens
Berrens Contracting Inc.
E 1621 Riverbend Lane
Waupaca, WI 54981
O. 715-258-3593 C 920-299-0279**

5/7/2024
Manawa School District
800 Beech Street
Manawa WI 54949

Berrens Contraction Inc.

**E1621 Riverbend Lane
Waupaca WI 54981
715-258-3593**

Option for overhead doors . For both doors to expand to 12 ft wide x 10 ft tall. Add \$350.00

Option for overhead doors. For both doors to expand to 14 ft wide x 10 ft tall. Add \$844.00

**Jeff Berrens
cell 920 299 0279
Office 715 258 3593**

405 Walter Road
 PO Box 38
 Mazomanie, WI 53560
 Phone: (608) 795-2294
 WickBuildings.com



For Office Use Only:
 Job #: N/A
 Builder #: WI-579
 Builder: BERRENS CONTRACTING INC
 Owner: Manawa School District

BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

OWNER/PURCHASER:

Manawa School District

 800 Beech St
 MANAWA, WI 54949
 (715) 281-9154
 llitchfield@manawaschools.org

BUILDER:

BERRENS CONTRACTING INC
 E1621 RIVERBEND LA
 WAUPACA, WI 54981
 Primary: (715) 258-3593
 Salesperson: JEFF BERRENS
 Primary: (920) 299-0279
 jberrens@ymail.com

BUILDING SITE:

800 Beech St

 MANAWA, WI 54949
 County: WAUPACA

Building Design Specifications

Code Information

Ground Snow Load: 50 psf	Wind Load (MPH): 90 (115 MPH Ultimate Wind Speed)	Building Code: IBC 2015
Top Chord Dead Load _____	Bottom Chord Dead Load _____	Exposure: C

Foundation

Column in Ground No	On Floating Slab No	On Concrete Frost Walls No
On Concrete Floor No	Rebar/Floor Mesh No	
Concrete Dimensions	Soil Type	2000 psf with adjustments

Project Fees

	QTY	U/M
WalkDoors		
Locksets Keyed Alike on Walk Doors With Same Lockset Type	1	EA
EngineeringCosts		
Structural Basic Plan Set	1	EA
Non-Illinois Structural Engineer Seal on Plan Set	1	EA
Engineer Calculation Packet for Plan Set	1	EA
Professional Seal on Calculations	1	EA
WI Supervising Engineer Requirement (50,000 cu. ft. or more)	1	EA
WI State Submittal Fee	1	EA

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Wing Design Specifications

Wing#/Wing Name:	1: 30 x 50 x12	Wing Description:	
Wing Type:	IBC Gable-Pitched	Intended Use:	Storage Garage
Wing Size:	Width: 30' 0" Length: 50' 0"	Bay Spacing:	5 @ 10' 0"
Clearance:	Interior Clear Height: 12' 4"	Pitch:	4/12

Note: Eave height is not the same as Interior Clear Height. See CLEARANCES detail.

Accessories & Option Specifications

	QTY	U/M
Base Building		
IBC Gable-Pitched 30'x50', 12' ICH, 10' Bays <i>ROOF PITCH: 4/12; LOADING: 50 psf Ground Snow Load; WIND SPEED: 90; EXPOSURE: C</i>	1	EA
-- SLC Truss <i>PRICE INCLUDED IN BASE BUILDING; TRUSS NUMBER(S): 1, 2, 3, 4, 5, 6</i>	6	EA
<hr/>		
Base Building Options		
Convert to 2x6 1650 MSR Dropped Purlins 24" O.C. <i>FULL ROOF</i>	1713	SF
<hr/>		
Material Adjustments - Columns		
Fully Treated 20' 0" Column, 3-Ply 2x6 Deduct 6 column posts from the right nend wall and the first truss station to the right endwall.	-6	EA
Fully Treated 22' 0" Column, 3-Ply 2x6 Need longer column posts on the right endwall and the first truss station toward the left end wall	6	EA
<hr/>		
Material Adjustments - Lumber		
5/8" Shear wall Per Special Pricing ID# 090723-5 %/8 Shearwall	1	EA
<hr/>		
Overhangs		
Sidewall 24" Overhang Aluminum Soffit on Bottom Sidewall <i>VENTING: Vented; POSITION: Full Wall; DESIGNATION: Bottom Sidewall; SEGMENT 1 LOCATION: 0' 0" - 50' 0"</i>	50	LF
-- Birdscreen for Sidewall Overhang	50	LF
Sidewall 24" Overhang Aluminum Soffit on Top Sidewall <i>VENTING: Vented; POSITION: Full Wall; DESIGNATION: Top Sidewall; SEGMENT 1 LOCATION: 0' 0" - 50' 0"</i>	50	LF
-- Birdscreen for Sidewall Overhang	50	LF
<hr/>		
Overhead Door		
Overhead Door Frameout (10' 0" x 10' 0") @ 15' 1 1/2" on Left Endwall <i>SIZE: 10' 0" W x 10' 0" H; LOCATION: Left Endwall, 15' 1 1/2" off corner; BOTTOM ELEVATION: 0' 4"; JAMB COLUMN FOOTINGS: 16" x 1 1/2" Composite Footing; HEADER: Wood</i>	1	EA
Overhead Door Frameout (10' 0" x 10' 0") @ 15' 1 1/2" on Right Endwall <i>SIZE: 10' 0" W x 10' 0" H; LOCATION: Right Endwall, 15' 1 1/2" off corner; BOTTOM ELEVATION: 0' 4"; JAMB COLUMN FOOTINGS: 16" x 1 1/2" Composite Footing; HEADER: Wood</i>	1	EA
<hr/>		
Roof Insulation		
Drip Stop Condensation Control <i>FULL ROOF</i>	1793	SF
-- Drip Stop Condensation Control Labor to Install up to 63ft span	50	LF



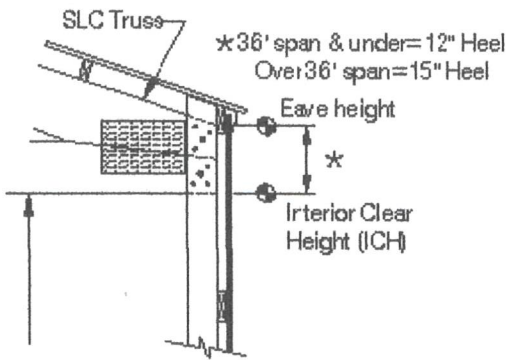
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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

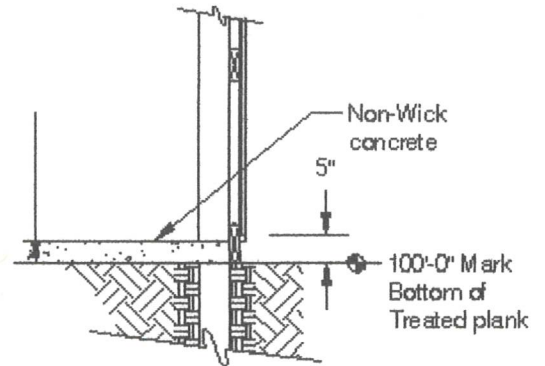
Wainscot		
Wainscot 40" High on Bottom Sidewall FULL WALL	50	LF
Wainscot 40" High on Top Sidewall FULL WALL	50	LF
Wainscot 40" High on Left Endwall FULL WALL	20	LF
Wainscot 40" High on Right Endwall FULL WALL	20	LF
<hr/>		
Walk Doors		
AJ 7100 Series, EZ-Fit, 3068 Solid Walk Door OPERATION CODE: Left-In; LOCATION: Left Endwall, 2' 3 7/8" off corner; ELEVATION: 0' 4"; WALK DOOR COLOR: Bright White; WALK DOOR TRIM COLOR: Bright White; KEYED ALIKE: Yes	1	EA
-- Convert AJ 3068/4068 Walk Door to Bright White	1	EA
-- Convert AJ 3068/4068 EZ-Fit to Bright White	1	EA
-- Separate Dead Bolt Option	1	EA
AJ 7100 Series, EZ-Fit, 3068 Solid Walk Door OPERATION CODE: Left-In; LOCATION: Right Endwall, 2' 3 7/8" off corner; ELEVATION: 0' 4"; WALK DOOR COLOR: Bright White; WALK DOOR TRIM COLOR: Bright White; KEYED ALIKE: Yes	1	EA
-- Convert AJ 3068/4068 Walk Door to Bright White	1	EA
-- Convert AJ 3068/4068 EZ-Fit to Bright White	1	EA
-- Separate Dead Bolt Option	1	EA

Clearances



NOTES:

- Eave Height = to top of truss.
- Interior Clear Height = eave height minus truss heel from 100' Mark. If concrete or other floor is added, it will affect the actual Clear Height obtained.
- 100' Mark = bottom of treated plank.



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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Colors

Wall Colors

Roof Steel	Black	Wainscot Steel	Black	Wall Steel	Beige
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Trim Colors

Eave / Fascia / Gutter	Black	J-Trim Under Soffit	Beige	Overhang Soffit	Black
Overhead Door Trim	Black	Ridgecap / Ridgevent	Black	UCR Trim at Corner	Black
UCR Trim at Rake	Black	UCR Trim at Wainscot	Black	Wall Sign	Black

Contract Notes

Special Pricing ID# 090723-5 5/8" shear wall plywood on one endwall
 Extend post columns at the right end wall and the first truss station toward the left end wall.
 This building will have a 5" floor with a 6" thickened edge at the exterior walls.

Architect / Engineer Involvement

Is there an Architect or Engineer involved with this contract? Yes No If yes, please provide the information below:

Name: _____ Phone: _____

Firm or Company: _____ Cell: _____

Email: _____ Fax: _____

Does the Architect/Engineer need to sign off on plans before the building can be released for production? Yes No

Has the final design been released for this project? Yes No

If no, when will it be released? _____

Note: Please provide Wick Buildings with a set of Architectural plans.

When an Architect/Engineer is involved, there may be additional change orders creating increased design fees and longer lead times.

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Payment Terms

Wick will honor the Total Contract Price stated below for sixty (60) days from the date Wick received this contract. Thereafter, Wick may, at its sole discretion, cancel this contract unless Owner/Purchaser executes a change order reflecting an adjustment to the Total Contract Price for all additional labor and/or material costs. Owner/Purchaser agrees that the Total Contract Price is based on a level job site, and that any additional labor and/or materials required due to a slope in the job site or any other unforeseen site conditions will result in an increase in the Total Contract Price, which shall be reflected in a written change order. The down payment stated below must be submitted with this contract to be considered for acceptance by Wick. If this contract is canceled by either party prior to delivery of the Building Package, Wick and Builder shall be entitled to deduct all Special Order Items and administrative costs from the down payment and the remaining balance will be returned to Owner/Purchaser. Owner/Purchaser agrees to pay the Total Contract Price according to the schedule of progress payment stated below. Wick shall furnish proper lien waivers, if required, to the extent that the progress payments are made as required. If Owner/Purchaser fails to make any progress payment as required, Wick shall be entitled to immediately stop work and/or stop any future delivery of materials. Wick's failure to take action upon a breach of this contract does not waive Wick's right to collect the progress payments when due. Interest on all past due payments will be charged at the rate of 1.5% per month (18% annum) not to exceed the highest rate allowed by law. Interest will be calculated from the due date until the date of actual payment. Owner/Purchaser shall also be responsible for payment of the costs of collection including, but not limited to, all lien filing fees, court costs and reasonable attorney's fees.

DOWN PAYMENT (due with contract)	\$6,889
MATERIAL DELIVERY PAYMENT 1 (due when materials are delivered)	\$24,567
FINAL BALANCE DUE (due upon substantial completion or use for its intended purpose)	\$14,468
TOTAL CONTRACT PRICE (including freight & applicable taxes)	\$45,924

Make all checks payable to:

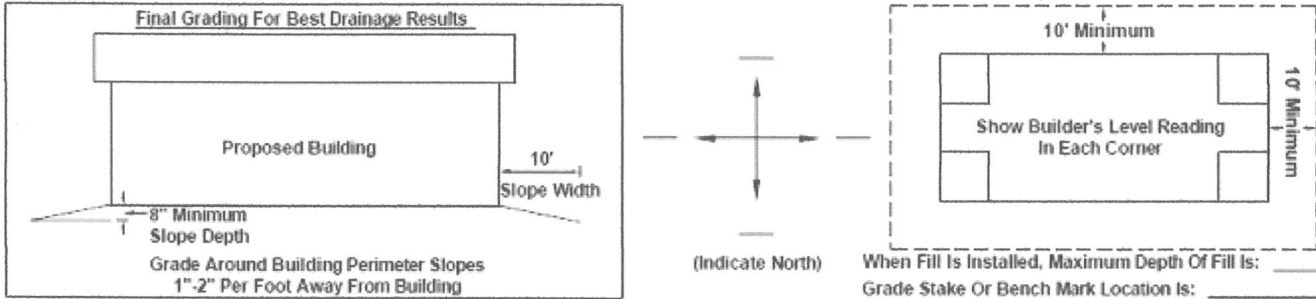
WICK BUILDINGS, INC



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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Site Readiness Checklist



Site Readiness Requirements – Please READ CAREFULLY

Builder is responsible for ensuring the following job-site readiness requirements are completed prior to the arrival of the Wick Buildings construction crew. Additional charges will be assessed to the builder if these requirements are not completed prior to crew arrival.

1. Builder is responsible for obtaining proper building permits and approvals.
 2. Builder is responsible for ensuring the site is accessible for standard delivery of materials; and marking (e.g. spray paint or flagging) an area within 30' of the building for and placement of the building materials.
 3. Builder is responsible for preparing, excavating, grading, filling and marking of the building pad.
 - A minimum work area clearance of no less than ten feet (10') should be provided on all sides of the building. If less than ten feet (10') is provided, additional charges may apply.
 - The work area must be clear of obstruction and debris and able to support the weight of construction equipment (skid steers, lifts, and vehicles).
 - The building pad must be level within a tolerance of 12 inches from the highest point to the lowest point. If extra materials and/or labor are required because of a slope in the site, additional charges may be assessed.
 - If fill is required, it must be of a small granular consistency (e.g. 3/4" lime stone) and free of large rocks, concrete or other debris. The building pad must be able to support the movement of construction equipment (skid steers, man lifts, vehicles, and cranes if needed).
 - The building pad must be properly drained. The grade surrounding the building must slope away from the building (please see diagram above). Wick Buildings is not responsible for damage or loss caused by improper drainage or other soil conditions.
 - Location of the grade stake or benchmark must be indicated above. Grade elevation (100' mark) is located at the bottom of the Wick treated plank.
 - All corners of the buildings must be clearly marked by spray paint or flagging.
 4. Builder is responsible for providing electricity for use at the building site during construction.
 - 110 volt (Minimum of 40 amp) electric service within 150 feet of the building site should be provided.
 - If a generator is required, a minimum 6400 watt capacity generator must be provided by the Purchaser, the Builder, or Wick Buildings.
 - The provider of the generator shall supply all gas, oil, and maintenance and is responsible for daily security of the generator.
 - If Wick provides a generator, a crew handling charge will be assessed for use of a generator to construct this building.
 5. Builder is responsible for providing adequate restroom facilities or a portable toilet at the job site.
 6. Builder is responsible for providing a dumpster/removing all construction waste and debris from the site. Wick will place construction waste and debris in a dumpster if one is provided or in a pile near the construction site if none is provided.
- Purchaser shall be responsible for any and all unanticipated site or weather conditions.** For example, additional charges may apply if Wick Buildings is unable to proceed with normal digging procedures due to buried objects such as concrete, rock, tree roots or other conditions such as high water table or the inability of the soil/site to bear the weight of the building or construction equipment.

Wick shall not be held responsible for damage to privately owned buried wires, pipes, etc., unless they are located and clearly marked. Above ground power lines must be at least 30' from the building site. If power lines are closer than 30' from the building site, adequate steps must be taken to ensure the safety of the building crew.

Purchaser's Initials _____

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Prime Contractor Lien Disclosures

This is to inform Owner/Purchaser that state law provides Wick Buildings, Inc, with lien rights on your construction project. Please read carefully the applicable statutory lien notice for your state below.

APPLICABLE IN WISCONSIN

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON YOUR PROPERTY MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED PRIME CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO ARE REQUIRED TO AND DO GIVE YOU NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS AND/OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, YOU PROBABLY WILL RECEIVE IDENTIFICATION NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. YOU SHOULD GIVE A COPY OF EACH NOTICE YOU RECEIVE TO YOUR MORTGAGE LENDER, IF ANY. THE UNDERSIGNED PRIME CONTRACTOR AGREES TO COOPERATE WITH YOU AND YOUR LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Limited Building Warranty

WICK BUILDINGS, INC. ["Wick"] warrants to the original Owner/Purchaser ["Owner/Purchaser"], commencing on the date of substantial completion of the Wick Building ["Building" or "Wick Building"] and subject to the limitations, exclusions, and conditions set forth hereafter, as follows:

FOR FIFTY (50) YEARS

Free of Charge, Wick will replace or repair, at its option, treated structural posts that fail because of insect damage or because of decay that occurs under normal conditions and proper use.

FOR FORTY (40) YEARS

Free of Charge, Wick will replace or refinish, at its option, painted steel roofing or siding panels if the paint peels, cracks, or flakes to an extent that is apparent by ordinary outdoor visual observation when exposed to normal weather and atmospheric conditions. Damage or loss resulting from exposure to atmospheric pollutants, including but not limited to animal waste or other corrosive conditions, is excluded under this warranty.

FOR THIRTY (30) YEARS

Free of Charge, Wick will repaint, repair or replace, at its option, painted steel roofing or siding panels should the color change or chalk more than the specifications shown in the following table:

	VERTICAL INSTALLATION	NON-VERTICAL INSTALLATION
Chalk (ASTM D-4214 Method A)	8	6
Color Change (ASTM D-2244)	5	7

FOR TWENTY (20) YEARS

Free of Charge, Wick will replace or repair, at its option, acrylic coated Acrylume steel roofing or siding panels should they rupture, perforate, or fail structurally when exposed to normal weather and atmospheric conditions. Damage or loss resulting from exposure to atmospheric pollutants, including but not limited to animal waste or other corrosive conditions, is excluded under this warranty.

FOR SEVEN (7) YEARS

Free of Charge, Wick will repair leaks in steel roofing panels that result from defects in material or workmanship except those leaks occurring where the Wick Building is connected to an adjacent structure.

FOR FIVE (5) YEARS

Free of Charge, Wick will replace or repair, at its option, those portions of the structural framework, including roofing and siding panels, damaged by wind or snow loads that do not exceed design specifications.

Free of Charge, Wick will replace or repair, at its option, sliding doors damaged by wind or snow so long as the door is in a locked-open or locked-closed position when the damage occurs.

Free of Charge, Wick will replace or repair, at its option, painted steel or acrylic coated Acrylume steel roofing or siding panels perforated by hail.

FOR ONE (1) YEARS

Free of Charge, Wick will repair any other defects in materials or workmanship.

HOW TO FILE A CLAIM

You must send or deliver written notice of the claimed defect by U.S. Mail or Fax to: Wick Buildings, Inc, 405 Walter Road, P.O. Box 38, Mazomanie, WI 53560-0038. Include your name, address, and telephone number where you can be reached in your notice. **Important!** All notices must be postmarked if sent by U.S. Mail or received if sent by Fax within thirty (30) days of the date the defect is discovered or reasonably could have been discovered. Notwithstanding the foregoing, all notices must be postmarked or received within seven (7) days of the date the warranty period that applies to your claim expires.

This Warranty is null and void and Wick has no obligation under this Warranty if Owner/Purchaser fails to make any progress payment required by this contract or breaches any other term of this contract.

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Other Limitations & Exclusions

Owner/Purchaser agrees to fully and timely pursue all available remedies under any applicable insurance agreements before making a claim under this warranty. Wick's obligation with respect to DR!PSTOP anti-condensation felt or any painted steel, or acrylic coated Acrylume steel roofing and siding panels is limited to the performance standards and conditions set by Wick's suppliers. A copy of the applicable performance standards and conditions will be provided to Owner/Purchaser upon written request. The term "roofing" as used herein does not include gutters or downspouts. Any action taken by Wick does not modify, enlarge, or extend the duration of any warranty period. If Wick provides replacement materials, Wick may substitute products it determines to be of comparable quality or cost in the event the original materials provided have been discontinued or modified. If Wick provides repairs or replaces materials, this warranty shall apply to such repairs or replaced materials for the balance of the warranty period under which the repairs were made or materials were replaced.

This warranty does not cover damage or loss resulting from: (1) acts of God, accident, or casualty unless otherwise covered hereunder; (2) normal wear and tear; (3) misuse or abuse; (4) falling or flying objects; (5) alteration, modification, or unreasonable or improper use of the Building; (6) your negligence or the negligence of your other contractors; (7) components, parts, and equipment not manufactured by Wick such as fans, heating equipment, gutters, downspouts, slats, and walk door lock sets; (8) soil conditions including water table conditions or the inability of the building site to bear the weight of the Building; (9) exposure to animal waste contaminants or high humidity levels for failing to install a properly designed ventilation system; (10) the use of acrylic coated Acrylume steel roofing and siding panels where the intended use of the building is for animal confinement or in other types of corrosive environments; and (11) lack of proper maintenance or failure to have such maintenance performed. This warranty does not cover Wick Liner Panels or Perforated Wick Liner Panels. This warranty does not cover materials, components, parts, or labor that were not provided by Wick pursuant to this contract. Except as otherwise provided by law, this warranty is limited to the original Owner/Purchaser and is not transferable.

THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE FACE OF THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES. NO PERSON, INCLUDING ANY BUILDER, AGENT, OR REPRESENTATIVE OF WICK IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY CONCERNING WICK BUILDINGS, LLC PRODUCTS EXCEPT TO REFER YOU TO THIS WARRANTY. THERE ARE NO IMPLIED WARRANTIES INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE ONLY EXPRESS WARRANTIES ARE THOSE MADE HEREIN WHICH ARE LIMITED TO THE 1, 5, 7, 20, 30, 40, AND 50 YEAR WARRANTY PERIODS. IN THOSE STATES WHERE THE LIMITATION OR EXCLUSION OF IMPLIED WARRANTIES IS PROHIBITED, THIS LIMITATION OR EXCLUSION SHALL NOT APPLY TO YOU.

YOUR EXCLUSIVE REMEDY WITH RESPECT TO ANY DAMAGE OR LOSS RESULTING FROM ANY CAUSE WHATSOEVER SHALL BE REPAIR OR REPLACEMENT OF MATERIALS AS SPECIFIED HEREIN. IN NO EVENT SHALL WICK BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES, HOWEVER OCCASIONED, WHETHER BY NEGLIGENCE OR OTHERWISE. IN THOSE STATES WHERE THE LIMITATION OR EXCLUSION OF IMPLIED WARRANTIES IS PROHIBITED, THIS LIMITATION OR EXCLUSION SHALL NOT APPLY TO YOU.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE.

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BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Other Important Notices & Disclosures

VENTILATION SYSTEMS:

If the intended use of this Building is for animal confinement purposes and a ventilation system is not provided by Wick as part of this Erected Building Contract, Owner/Purchaser is hereby notified, and understands and acknowledges, that any Building used for animal confinement purposes will require a properly designed and installed ventilation system to assure proper performance of the Wick Building. Further, Owner/Purchaser understands that Wick is not responsible for the proper performance of the Building including, but not limited to damage or loss that results from exposure to animal waste contaminants or high humidity levels for failing to install a ventilation system, and that any such damage or loss is not covered under the Wick Limited Building Warranty. Owner/Purchaser further understands and acknowledges that the ventilation system installed by or on behalf of Owner/Purchaser should be obtained from a reputable ventilation company and should meet the minimum requirements set forth by the Midwest Plan Service.

ACRYLIC COATED ACRYLUME STEEL:

If acrylic coated Acrylume steel roofing or siding panels are used in construction of the Building, Owner/Purchaser is hereby notified, and understands and acknowledges, that the use of Acrylume acrylic coated steel is not recommended where the intended use is for animal confinement or in other types of corrosive environments. Conditions that have a negative impact on the Acrylume acrylic coated steel include, but are not limited to the following: Exposure to marine atmospheres with constant spraying of salt or fresh water, fallout of corrosive chemicals including, but not limited to chemicals, fumes, ash, cement dust, and animal wastes, water runoff from lead or copper articles or metallic contact with lead or copper, corrosive fumes or condensates generated or released within the Building, failure to provide free drainage of water including condensation, failure to remove debris from the surface of the material, contact with wet lumber, and the presence of damp or wet insulation materials. Further, Owner/Purchaser understands that damage or loss resulting from exposure to any such uses or corrosive conditions is not covered under the Wick Limited Building Warranty.

THERMAX INSULATION:

If this Building is being insulated with Dow Thermax Insulation Board, Owner/Purchaser is hereby notified, and understands and acknowledges, that Thermax products, when used in a building containing combustible materials, may contribute to the spread of fire. For further information regarding the characteristics of Thermax insulation products, contact your Builder or The Dow Chemical Company, Building Materials Group, at 1-800-441-4369 or www.dowbuildingmaterials.com.

OPENINGS:

Actual height clearances will be affected by header size and bottom door elevation. This could affect, but not limited to, overhead doors, slide doors, bi-fold/hydraulic doors, and open bays. Slide door widths dimensions are nominal, actual width clearance will be 6" less.

HAZARDOUS MATERIALS/UNKNOWN CONDITIONS:

The Owner is responsible for all pre-existing conditions, concealed conditions, unknown conditions, environmental contaminants and hazardous materials, which include, but are not limited to, rot, mold, asbestos, lead or polychlorinated biphenyl (PCB), discovered during the course of Wick's work on the project. If Wick encounters any such conditions or materials on the project, Wick shall promptly notify the Owner and have the right to immediately stop all work until such conditions or materials are remedied or abated to Wick's satisfaction so that Wick can safely resume its work. Wick's work in the affected area(s) shall resume upon written agreement between the Owner and Wick. By written Change Order, the Contract Time shall be extended appropriately and the Contract Price shall be increased in the amount of the Wick's reasonable additional costs of shut-down, delay and start-up. The Owner shall indemnify and hold harmless Wick, its employees, agents, consultants and subcontractors from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of Wick's work in the affected area(s).



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Builder: BERRENS CONTRACTING INC
Owner: Manawa School District

BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Other Terms & Conditions of Sale

1. Wick Buildings, Inc ["Wick"] agrees to construct the Wick Building identified herein ["Building"] at Owner/Purchaser's job site in substantial accordance with the plans and specifications and any written change orders that may hereafter be made from time to time on the following additional terms and conditions. "Owner/Purchaser" refers to all Owners/Purchasers, whether one or more.)
2. Owner/Purchaser represents and warrants that at the time of delivery of the Building, Owner/Purchaser will have good and merchantable title to the job site, and Owner/Purchaser shall provide Wick with evidence of title and ownership if requested. If Owner/Purchaser is not the owner of the job site, identify by name and address all owners of record:

3. Owner/Purchaser's changes or modifications to this contract and the related plans and specifications can only be made upon written change orders. Owner/Purchaser understands that any such changes or modifications that result in extra costs to Wick will result in an increase in the Total Contract Price specified herein.
4. Owner/Purchaser is responsible for ensuring that the job site is properly zoned and is otherwise in compliance with all applicable governmental requirements. Owner/Purchaser is also responsible for identifying local building, zoning, or occupancy codes and ordinances and for ensuring that the Building meets all such codes and ordinances. Wick is not responsible for obtaining and/or paying for any necessary or required construction permits or licenses, nor is Wick obligated to comply with any rules, regulations, or requirements that apply to Owner/Purchaser or anyone else who obtains such construction permits or licenses.
5. To protect the safety, health, property, and welfare of the public, Wick recommends that all buildings intended for public use (commercial buildings) be designed to meet the minimum design loads for snow, rain, wind, and/or seismic loads established by the nationally recognized building loading standards, ASCE-7, American Society of Civil Engineers, Minimum Design Loads for Buildings and Other Structures ("ASCE Standards"). For purposes of this contract, a "public use building" is any building that involves the use of the building by the general public and is not used for residential or agricultural purposes. If the Wick Building is intended for public use and will be located in a jurisdiction that does not regulate public use structures or require compliance with the ASCE Standards, Owner/Purchaser releases and hereby agrees to hold Wick, its agents, employees, engineers, representatives, insurers, and builders/dealers harmless from any liability, claims, damages, or losses, including incidental or consequential damages and reasonable attorneys' fees resulting from Owner/Purchaser's choice not to assure compliance with the ASCE Standards.
6. Wick is not responsible for failure to perform this contract when such failure to perform is caused by riot, civil commotion, theft, vandalism, war, fire, or any other conditions, including site conditions, or occurrences that are not within Wick's control.

405 Walter Road
PO Box 38
Mazomanie, WI 53560
Phone: (608) 795-2294
WickBuildings.com



For Office Use Only:

Job #: N/A
Builder #: WI-579
Builder: BERRENS CONTRACTING INC
Owner: Manawa School District

BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

7. Builders' risk insurance coverage ("Builders' Risk Insurance") is included in the Total Contract Price and provides coverage **only** for the materials and labor provided by Wick and its subcontractors pursuant to the Building Package with Construction Services Contract. Wick recommends that either you or your builder obtain Builders' Risk Insurance for materials and/or labor provided by all other contractors for your construction project. Builders' Risk Insurance covers certain losses such as damage by fire or windstorm that occurs at the job site while the building is under construction. Wick will repair damage or loss resulting from a covered cause of loss under the Builders' Risk Insurance included in this Building Package with Construction Services Contract that occurs at the job site while the Building is under construction **only**. Wick is not responsible for damage or loss that occurs after substantial completion of the Building or after occupancy of the Building has been taken. It is Owner/Purchaser's responsibility to purchase property and liability insurance for damage or loss that occurs after substantial completion or once you have taken occupancy.
8. Any materials delivered to the job site by or at the request of Wick that are not ultimately used to construct the Building shall remain the exclusive property of Wick.
9. This contract is subject to acceptance by Wick. Acceptance occurs when Wick signs this contract.
10. This contract may not be assigned without the prior written consent of the parties.
11. In the event any provision of this contract is determined to be invalid or unenforceable, such provision or provisions shall be considered severable and shall in no way affect the validity of the remaining provisions of this contract.
12. Owner/Purchaser grants to Wick an unrestricted, nonexclusive license to make, distribute, and/or display without compensation any and all photographs and any other pictorial representations, visual or audio images, or depictions of the Building in its advertising programs and promotional materials, including but not limited to signs, displays, brochures, product literature, presentations and advertisements, in any form of media.
13. This contract, including the related plans and specifications and all documents incorporated herein by reference, represents the entire agreement among the parties and supersedes all prior negotiations, representations, or agreements, either oral or written.



For Office Use Only: Job #: N/A Builder #: WI-579 Builder: BERRENS CONTRACTING INC Owner: Manawa School District

BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

14. Tentative Delivery Date: Wick will provide a tentative delivery date range for building materials when all critical information is received. The current lead time for material delivery as of _____ on a complete order is _____ weeks. This lead time changes frequently based on sales volume, weather, site conditions, etc. Wick will work to meet a specific date range based on when Owner/Purchaser would like their building material delivered.

Preferred Date Range for Building Material Delivery: _____ to _____

Special circumstances related to material delivery on this job:

Building material has to be delivered no later than (date): _____ (explain below)

Building material cannot be delivered between these dates: _____ to _____ (explain below)

Other contingencies concerning the delivery of building material (i.e. vacations, subcontractors):

Owner/Purchaser understands and acknowledges that the tentative delivery date specified herein or otherwise given by Wick is an approximate date only. Wick will attempt to deliver the materials and complete construction of the building on site as requested by Owner/Purchaser. However, Wick is not liable for any damages, including consequential or incidental damages, incurred as a result of Wick's failure to deliver materials and/or complete erection of the Building by the date requested or given, and such failure will not be deemed a breach of this contract by Wick.

- 15. Owner/Purchaser understands and acknowledges that Builder is an independent contractor and is not an agent, employee, or legal representative of Wick, and that Wick is not responsible for or liable as a result of the acts, omissions, representations, and/or warranties of Builder or its employees, agents, representatives, or subcontractors, including Builder's failure to perform or comply with any agreement, either oral or written, between Builder and Owner/Purchaser, or for defective or insufficient design, materials, or workmanship related to work performed by Builder or Builder's subcontractors.
- 16. All other documents required by Wick, including but not limited to the Building Floor Plan, Job Site Map (Form WB-302) and Confirmation of Payment Obligation (Form WB-110) are incorporated herein by reference and made a part hereof.
- 17. Wisconsin law shall govern this agreement.
- 18. An electronic signature or facsimile of an original signature shall have the same force, effect, and validity as the original signature.
- 19. This contract may be executed in counterparts and execution tendered via a PDF, fax, email or other copied signature is as binding as if an original signature were tendered.

405 Walter Road
PO Box 38
Mazomanie, WI 53560
Phone: (608) 795-2294
WickBuildings.com



For Office Use Only: Job #: N/A Builder #: WI-579 Builder: BERRENS CONTRACTING INC Owner: Manawa School District

BUILDING PACKAGE WITH CONSTRUCTION SERVICES CONTRACT

Contract Acceptance

Sold & Submitted By:

By: _____ Date: _____
Builder Signature

ACCEPTANCE BY OWNER/PURCHASER:

This contract consisting of all its pages, and all the terms and conditions of sale specified herein, is hereby approved and accepted by Owner/Purchaser.

By: _____ Date: _____
Owner/Purchaser Signature

By: _____ Date: _____
Owner/Purchaser Signature

ACCEPTANCE BY WICK BUILDINGS, INC:

This contract is approved and accepted by Wick Buildings, Inc

By: _____ Date: _____
Signature of Authorized Representative

By: _____ Date: _____
Name Typed or Printed



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 5/20/24

Subject: Server Rebuild/Upgrade

Presenter(s): Dean Marzofka

I. Overall Content/Purpose:

The purpose of this memo is to provide information to the Board of Education regarding needed IT Server rebuild/upgrades.

II. Board Motion Needed:

Administration recommends the Board of Education approve the rebuild/upgrade of the IT Server hardware and software project, utilizing Heartland Business Services.

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

- A. Server migration away from VMWare to Hyper V. VMWare is a software package that allows for multiple server instances. It was free to edu but has now changed and are requiring significant charges.
- B. VMWare has stopped supporting critical elements of the software and will continue to stop support throughout the year until all functionality is down.
- C. The requested upgrade will allow for continuity of network availability.
- D. The upgrade will also allow for the additional 30 plus Win 11 pro seats for the Microsoft course work being offered in the 2024 - 2025 school year at a significant savings to the school.
- E. Total Project with allowance for unforeseen overage is approx. \$14,000
(HBS Quote is provided - total of 3 quotes were received)
- F. Recommendation was ENDORSED at the Building, Grounds, & Finance Committee meeting 5/6/24.

IV. Contact for More Information:

Name: Dean Marzofka

Statement of Work

Manawa SD

HYPER-V MIGRATION

SOW Prepared By:

Tad Peterson
Heartland Business Systems, LLC
1700 Stephen St
Little Chute, WI 54140
Phone: (920) 415-5827
tadpeterson@hbs.net

Raymond Hestres
Cloud Solution Architect
Heartland Business Systems, LLC
1700 Stephen St
Little Chute, WI 54140
Phone: (920) 415-5827
rhestres@hbs.net



Project Overview

This Statement of Work (“SOW”) reflects the services and material to be provided by Heartland Business Systems, LLC, (hereinafter referred to as “HBS”) for Manawa SD (hereinafter referred to as “Customer”).

The purpose of this SOW is to implement the technology, standards, processes, and training to enable Manawa SD to achieve the following goals for the project:

- Setup new Microsoft Hyper-V server using the existing VMWare servers
- Migrate VMWare VMs to a Microsoft Hyper-V environment

Project Scope

HBS will provide the following services (hereinafter referred to as the “Scope”):

Technical Overview

Manawa SD has engaged HBS to provide professional services to facilitate migration of VMWare VMs to a new Microsoft Hyper-v environment.

The move will be done in stages since the current VMWare servers will be used to install the new Microsoft Hyper-v servers.

This proposal is presented as a budgetary estimate of the tasks and costs based on HBS’s experience across many customer projects.

Scope Phases

This project will address the following solutions from the roadmap recommendations:

Discovery

- Identify remote access and Manawa SD security requirements (network, infrastructure, and data resources)
- Confirm Project Team roles and responsibilities
- Identify project dependencies / scheduling constraints / downtime requirements (if applicable)
- Identify Manawa SD communication requirements
 - Business / end-user notifications
 - Change management requirements and procedures
 - Status update reporting and format
- Identify / finalize project timeline and schedule
- Plan the move of VMs to a single VMWare server

Prep

- Migrate VMs to a single VMWare server
- Remove VMWare from server
- Install Hyper-V
- Create Test VM



Pilot migration

- Convert pilot VM to Hyper-V
- Import to Hyper-V and test
- Create plan for move

Migrate VMs

- Migrate VMs using plan – there will be an outage due to having to shutdown VMs

Create failover

- Remove VMWare form last server
- Install Hyper-V
- Join the cluster
- Test failover

Out of Scope

- Any work or material not specifically identified in this document is not included in this Agreement. The out-of-scope items shall include the following: Deployment of any additional equipment not specifically listed in this SOW or Quote for the project.
- Traveling is out of scope. All meetings and work will be remote.
- File migration to OneDrive, SharePoint, Teams, or other online file storage repository
- Travel
- End user training materials (hand-outs)
- Custom branding

Additional Requirements and Conditions

- HBS and Customer will both ensure that adequate resources, for which each respective party is responsible, are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel.
- The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors. Any shipping and delivery dates are approximate and are not guaranteed and are subject to the current availability of products from third party vendors, production schedules of third-party vendors, and supply chain delays and shortages, all of which are outside the control of HBS. Such delays may extend the duration of the project and may result in budget impacts and increased time to manage resources against the estimated product delivery. In the event that a delay may impact the project, the parties shall utilize the change order process in order to address the impacts of such delay.
- The file scan assessment must have completed at least 2 business days before the first discovery session, to allow for time to analyze the results for inclusion in the discovery discussion.



- Any potential dependencies discovered prior to or during implementation will be communicated to Customer and HBS to determine impact to the timing, scope and pricing for the project, and the parties shall utilize the Change Order process as necessary.
- By signing this document, the customer acknowledges that Heartland Business Systems, LLC will seek association to our Microsoft Customer Tenant ID under the Microsoft Partner Incentives program, and that as part of their association, the partner may receive monetary fees, commission or compensation from Microsoft in connection with the services provided to the customer.
 - The association will be made based providing planning and advisory services for the following workloads:
 - SharePoint Online
 - Teams Meeting
 - Teams

Customer Responsibilities

Working Conditions and Access

The items listed below shall apply to the extent applicable:

- Customer will provide a Single Point of Contact with decision making ability to interface with HBS. This person is responsible for signing off on Scope of Work and Change Order documents throughout the project.
- Customer will provide Subject Matter Experts (SMEs) when required by project personnel and/or project activities. If delays in the project timeline are a result of delayed access to SME personnel or any other Customer delays, Customer may be subject to additional charges.
- Customer will provide HBS with access, including all password and logins, to required existing network or system assets listed in the scope.
- Customer will provide HBS with proper access and workspace areas at Customer locations that includes internet, physical and remote access to in scope infrastructure or systems.
- Customer will allow the HBS engineer to connect their computer to Customer network in order to perform their duties. HBS will allow Customer to examine said notebook for current anti-virus software, if needed.
- Customer will allow HBS unescorted access to computer rooms, equipment closets and the general facility. If unescorted access is not available, Customer shall assign access levels appropriately and coordinate escorts.
- Customer will provide adequate access and credentials required for the assessment of all components or systems listed in the scope.
- Customer will provide remote access prior to, and throughout, the project if required.
- Customer will have working Internet access available where the work will be performed.
- Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS. These shall include but not be limited to software/firmware bugs, vendor engineering support cases, hardware failures, telecommunication circuits, server issues, desktop issues, the acts or omissions of any third party, or any other occurrence not caused by HBS. HBS can assist with these out-of-scope issues through the Change Order process or on a time and materials basis.

Testing, Notification and Change Control

- Customer will provide advanced notification of any network outages or changes during the implementation period.



- Customer will assist with the creation of and perform user acceptance testing and post-migration end-point validations.
- HBS and Customer will provide 48-hour notification of any schedule changes.
- Customer will assist with the design, testing and validation of the project Deliverables.
- Customer and HBS agree that work shall progress when Customer staff is not available to participate.

Estimated Hours

This is an estimate of hours and, by its nature, is a “best guess,” based on industry standards and best practices, HBS’ experience, and Customer’s needs as communicated thus far. HBS used input from its most experienced team members to generate this estimate. The pricing is set forth on the attached Quote.

#	Task	Est Effort (hrs.)
Hyper-V migration		
1	Discovery	4
2	Prep	4
3	Pilot Migrations	11
4	Migrate VMs	11
5	Create failover	4
8	Knowledge transfer	4
Total Hours		38

Project Completion

Project will be complete when all Deliverables have been provided to Customer.

Customer will have seven (7) business days to review the Deliverables for the project. If HBS does not receive a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.

Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a Change Order executed by the parties before any such work can be performed. Any additions, deletions, or modifications to the Agreement, regardless of change to project value, require a Change Order.

Terms

Binding Agreement. This SOW describes the professional services and/or products, and results to be provided by HBS. Upon execution, this SOW shall be contractually binding on the parties. The HBS Standard Terms and Conditions are also made part of this Agreement.



Order of Precedence. Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions shall be resolved by giving priority and precedence in the following order:

- Statement of Work
- Standard Terms and Conditions

Work Hours. All professional services work will be completed during the normal business hours of 8:00 am – 5:00 pm Monday - Friday Central Time. Any work occurring after 5:00 pm or before 8:00 am or on weekends is subject to a bill rate of 1.5 times the normal rate, unless the parties agree otherwise in writing. In the event that any change to the above-stated work hours is required, whether due to shipping or delivery delays or any other reason, the parties shall utilize the Change Order process.

General. No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this project and SOW. HBS shall not be responsible for any delay caused by the Customer or its vendors or contractors, equipment or shipping delays, or any other occurrence not caused by HBS.

Confidentiality. Each party may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this SOW.

Approval

An authorized signature below indicates acceptance of all terms of this SOW. The individual signing warrants and represents that the individual is a duly authorized representative with full authority to enter into this Agreement on behalf of the individual's organization.

Budgetary | Hyper-V Migration

Quote #338812 v1



Prepared For:
School District of Manawa- Manawa Midd
 Dean Marzofka
 800 Beech Street
 Manawa, WI 54949
P: (920) 596-5737
E: dmarzofka@manawaschools.org

Prepared By:
Heartland Business Systems
 Tad Peterson
 1700 Stephen Street
 Little Chute, WI 54140
P: (800) 236 7914
E: tadpeterson@hbs.net

Date Issued:
04.26.2024
Expires:
08.30.2024

Services	Price	Qty	Ext. Price
HBS-FF-LABOR Engineering/Consulting Labor Engineering/Consulting Labor	\$8,550.00	1	\$8,550.00
Subtotal			\$8,550.00

Quote Summary	Amount
Services	\$8,550.00
Total:	\$8,550.00

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2021.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over any conflicting terms in the version on the website. If a current master services agreement does not cover the purchase of products, the ST&Cs located on the website shall govern the purchase of products. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2024.v1.0

Acceptance

Heartland Business Systems

School District of Manawa- Manawa Middle/Little Wo

Tad Peterson

Signature / Name

04/26/2024

Date

Signature / Name

Initials

Date

Open Value Agreement & CSP Licensing

Quote #339156 v1



Prepared For:

School District of Manawa- Manawa Midd
Dean Marzofka
800 Beech Street
Manawa, WI 54949

P: (920) 596-5737

E: dmarzofka@manawaschools.org

Prepared By:

Heartland Business Systems
Tad Peterson
1700 Stephen Street
Little Chute, WI 54140

P: (800) 236 7914

E: tadpeterson@hbs.net

Date Issued:

05.07.2024

Expires:

05.31.2024

Open Value Licensing		Price	Qty	Ext. Price
Open Value Agreement – 3 year agreement, billed annually				
9EA-01116	Microsoft Windows Server DC Core Sngl License/Software Assurance Pack Academic OLV 2Licenses NoLevel AdditionalProduct CoreLic 1Year Acquiredyear1	\$119.78	20	\$2,395.60
R18-05986	Microsoft Windows Server CAL All Lng License/Software Assurance Pack Academic OLV 1License NoLevel AdditionalProduct STUDENTONLY UsrCAL 1Year Aqyear1	\$0.45	250	\$112.50
R18-05914	Microsoft Windows ServerCAL Sngl License/SoftwareAssurancePack Academic OLV 1License No Level Additional Product Usr CAL 1Year Acquired year 1	\$5.62	100	\$562.00
			Subtotal	\$3,070.10

Cloud CSP (Recurring)		* Optional	Price	Qty	Ext. Price
<i>This quote reflects the start of a new 12 month subscription in which the pricing outlined is effective for the duration of the term. The subscription quantity cannot be reduced or cancelled after the first 7 calendar days after the order is placed.</i>					
CSP-D-CFQ7TTC0LGZ T:001D-12MO	Microsoft 365 Apps (Education Faculty Pricing)		\$27.60	4	\$110.40
CSP-D-CFQ7TTC0LGZ T:002N-12MO	Microsoft 365 Apps Students use benefits		\$0.00	60	\$0.00
Please note that purchase of this license is pending the MS Education Tenant set up. Quote is provided for budgetary planning, until the Tenant is set up.					
				* Optional Subtotal	\$110.40

Azure CSP (Recurring)		Price	Qty	Ext. Price
<i>The Microsoft Azure monthly costs in this quote are based on estimated consumption and Microsoft pricing to date (subject to change). Final costs will be invoiced monthly by HBS based on your actual consumption.</i>				
CSP-DIRECT-AZURE-PLAN	Estimated Monthly Azure Consumption Microsoft Azure Direct CSP	\$0.00	1	\$0.00
Upon signing this quote, you are allowing HBS to assign admin permissions to the appropriate resource(s) in order to support and manage your Azure subscription. This can be changed at any time. HBS has identified the following resource(s) be added to the subscription:				
<ul style="list-style-type: none"> HBS Contact(s): Raymond Hestres Customer Contact(s): Dean Marzofka 				

Quote Summary	Amount
Open Value Licensing	\$3,070.10
Total:	\$3,070.10

*Optional Expenses	One-Time
Cloud CSP (Recurring)	\$110.40

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2021.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over any conflicting terms in the version on the website. If a current master services agreement does not cover the purchase of products, the ST&Cs located on the website shall govern the purchase of products. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2024.v1.0

Acceptance	
Heartland Business Systems	School District of Manawa- Manawa Middle/Little Wo
Tad Peterson	
_____ Signature / Name	_____ Signature / Name
05/07/2024	
_____ Date	_____ Date
	_____ Initials



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 5/20/2024

Subject: HVAC Control system upgrade integration

Presenter(s): Ryan Peterson, Dean Marzofka

I. Overall Content/Purpose:

The purpose of this memo is to provide information concerning the existing HVAC systems and detail an update/upgrade and integration of a campus wide HVAC system.

II. Board Motion Needed:

Administration recommends the Board of Education approve the update/upgrade of the existing HVAC system networking hardware and software project, utilizing August Winter & Sons.

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

- A. Current system is fragmented 2 to 3 systems to control the environmental campus wide.
- B. Current system has elements that are 30 years old.
- C. Current system software is out of date and no longer supported for security patching and access
- D. Current system does not have smart capabilities. (Remote monitoring, more control over zoned heating/cooling: Customized climate control in different areas, Integration with building management systems.)
- E. Total Project is approx. \$23,000
(August Winter & Sons quote is attached - total of 3 quotes were received)
- F. Recommendation was ENDORSED at the Building, Grounds, & Finance Committee meeting 5/6/24.

IV. Contact for More Information:

Name: __Ryan Peterson, Dean Marzofka__



AUGUST WINTER & SONS, INC.

MECHANICAL CONTRACTOR & FABRICATOR

www.augustwinter.com

2323 N. Roemer Road
Appleton, WI 54911
PO Box 1896
Appleton, WI 54912-1896
P: (920) 739-8881
F: (920) 739-2230

5613 Schofield Ave.
Schofield, WI 54476
P: (715) 355-7555
F: (715) 355-9048

April 30, 2024

Manawa School District
Attn: Dean Marzofka

Proposal No. TRUN-02112R1

RE: Manawa School BAS Tridium Supervisor Server Software Proposal Revision 1

Thank you for the opportunity to provide a proposal on the above-mentioned project. The following is a price to provide materials and installation of controls and a brief explanation of the work to be performed. Installation is to be per plans and specifications.

Our proposal includes the following:

Breakout Proposal 1 New BAS Tridium Supervisor Server Software

- Customer training
- Provide and install new Tridium Supervisor Software for existing site JACE's
 - Owner to provide virtual PC/server
- Provide labor to setup new software with owner's IT department
- Confirm new server operation with existing system graphics

We offer the above for the sum of..... **\$9,365.00**

Breakout Proposal 2 New System Graphics for High School

- Customer training
- Provide and install new site graphics for existing high school JACE
- Confirm new graphics are operating properly

We offer the above for the sum of..... **\$7,358.00**

Breakout Proposal 3 New System Graphics for Elementary School

- Customer training
- Provide and install new site graphics for existing elementary school JACE
- Confirm new graphics are operating properly

We offer the above for the sum of..... **\$6,245.00**

We exclude the following items:

- Overtime
- Electrical above 50 volts
- Ethernet to required panel by owner
- Liability for existing control panels and control sensors
- All dampers, damper actuators, fire/smoke dampers, VFD's and pumps by others
- Starters, disconnects, combo starter-disconnects by others
- Any items not specifically detailed in this quotation are excluded

This proposal will be protected for 30 days. It is also subject to the August Winter & Sons Conditions of Proposal, a copy of which is available upon request. Payments by credit card may incur additional fees.

August Winter & Sons, Inc. is a full-service design/build, mechanical contractor providing fabrication and/or installation of specialty items such as piping, plumbing, HVAC systems and custom tanks. We appreciate the opportunity of quoting this work. If you have any questions or further information is required, please feel free to contact us.

Sincerely,
AUGUST WINTER & SONS, INC.



Travis Runke