



**Monday, January 22, 2024
Board of Education Meeting**

**APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: 6:00 PM**

The Board of Education will be meeting in the Scullen Leadership Center, 131 E. Washington Street, Suite 1A. Some individuals may be joining via remote technology and the meeting will be livestreamed on YouTube. Members of the media or general public may continue to access meetings in person or via a live stream broadcast on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UCHo-l09YGgt4uKnCWYvt8Pw>

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. Members of the public wishing to address the Board may speak during public input in accordance with the procedures posted on the District's website

(http://www.aasd.k12.wi.us/district/board_of_education/public_input) and state law. The Wisconsin Open Meetings Law allows only brief discussion of topics that are not listed on the agenda. Therefore, the Board may not be able to fully address comments made during public input. When appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have.

Any special needs or any requests for accommodations related to accessing the meeting should be sent to Kayla Malott, at malottkayla@asd.k12.wi.us or (920) 852-5300 ext. 60111, at least 24-hours in advance of the meeting.

Main Governing Board

1. Meeting Opening

Subject	A. Roll Call
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

Subject	B. Pledge of Allegiance
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

2. Approval of Agenda (GC-2: Governing Commitments)

Subject	A. Board Member Request to Remove Consent Agenda Item(s) for Separate Consideration
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	2. Approval of Agenda (GC-2: Governing Commitments)
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Type	Procedural
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Subject	B. Approval of Agenda
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	2. Approval of Agenda (GC-2: Governing Commitments)
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Type	Action, Procedural
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Recommended Action	Motion to approve the Board Agenda as presented.
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Motion & Voting

Motion to approve the Board Agenda as presented.

Motion by Kristine Sauter, second by James Bacon.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

3. Special Presentation

Subject	A. None
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	3. Special Presentation
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Type	Information, Recognition, Report
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4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)

Subject	A. Public Input
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)
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Type	Procedural
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Public Input:

Members of the public wishing to address the Board may speak during public input in accordance with the procedures posted on the District's website and state law. The Wisconsin Open Meetings Law requires that Board of Education members do not discuss topics or respond to questions that are not listed on the agenda. The practice of the Board is to not respond to public comments during the meeting; however, when appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have. Speakers will be bound by the guidelines and responsibilities outlined on the District's [website](#) and established in policy. The Board reserves the right to terminate remarks of any individual who does not adhere to established rules, whose comments are unduly repetitive of previous comments, who makes comments that are obscene, threatening, harassing, or defamatory, or whose conduct is otherwise disorderly. Comments that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students are not permissible.

The Board reserves the right to amend and adjust processes and procedures relating to public input as necessary to accomplish the business of the Board, which includes the ability of the Board to limit (in a viewpoint-neutral manner) the total time allotted for public input or the amount of time allotted to individual topics.

Policy References:

[Board Policy and Rule 187 - Public Input at School Board and Board Subcommittee Meetings](#)

5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)

Subject	A. 2024 Wisconsin State Education Convention Recap
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)
Type	Discussion, Information, Presentation

6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Subject	A. Business Services Update(s): Gifts/Donations to the District (December 2023)
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information

Executive Director of Finance, Holly Burr, will report on the Business Services items for consideration.

File Attachments

[IFC- Gifts Grants \(December 2023\).pdf \(34 KB\)](#)

[AASD Gifts Grants from December 2023.pdf \(27 KB\)](#)

Subject **B. School/Student Services Update(s): 6th & 7th Grade Curriculum Revisions-Art/Music/WL/Health; Space Availability for the 2024-25 Open Enrollment Period**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Type Discussion, Information

Assistant Superintendent, Steve Harrison, will present the 6th & 7th Grade Curriculum Revisions-Art/Music/WL/Health.

Assistant Superintendent, Ebony Grice and Executive Director of Special Education, Amy Steiner will present the Space Availability for the 2024-25 Open Enrollment Period.

File Attachments

[Item for Consideration - 6th & 7th Grade Curriculum Revisions - Art Music World Languages Health.pdf \(52 KB\).](#)

[ITEM for Consideration OE 2024-2025.pdf \(35 KB\).](#)

[OE Open-Closed units 2024-2025.pdf \(67 KB\).](#)

Subject **C. Personnel Services Update(s): Professional Educator New Hire(s), Contract Change(s), Resignation(s), Administrative Retirement(s) and Administrative Contracts.**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Type

Chief Human Resources Officer, Julie King, will report on the Personnel Services items for consideration.

File Attachments

[IFC Professional Educator New Hires 1-22-24.pdf \(152 KB\).](#)

[IFC Professional Educator Contract Changes 1-22-24.pdf \(107 KB\).](#)

[IFC Professional Educator Resignations 1-22-24.pdf \(108 KB\).](#)

[IFC-Administrative Retirements.pdf \(106 KB\).](#)

[IFC - Administrative Contracts.pdf \(103 KB\).](#)

[Administrator Contracts List for 2024-2025.pdf \(94 KB\).](#)

7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Subject **A. Board Meeting Minutes from January 8, 2024**

Meeting Jan 22, 2024 - Board of Education Meeting

Category	7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)
Type	Action, Minutes
Recommended Action	Motion to approve the Board Meeting Minutes of January 8, 2024.
Minutes	View Minutes for Jan 8, 2024 - Board of Education Meeting

Minutes aren't official until they are approved at the Board meeting.

Motion & Voting

Motion to approve the Board Meeting Minutes of January 8, 2024.

Motion by Nick Ross, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Subject	A. Gifts/Donations to the District (December 2023)
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments

[IFC- Gifts Grants \(December 2023\).pdf \(34 KB\)](#)

[AASD Gifts Grants from December 2023.pdf \(27 KB\)](#)

Subject	B. 6th & 7th Grade Curriculum Revisions- Art/Music/WL/Health
Meeting	Jan 22, 2024 - Board of Education Meeting
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments

[Item for Consideration - 6th & 7th Grade Curriculum Revisions - Art Music World Languages Health.pdf \(52 KB\)](#)

Subject	C. Professional Educator New Hire(s)
Meeting	Jan 22, 2024 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments

[IFC Professional Educator New Hires 1-22-24.pdf \(152 KB\)](#)

Subject D. Professional Contract Change(s)

Meeting Jan 22, 2024 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments

[IFC Professional Educator Contract Changes 1-22-24.pdf \(107 KB\)](#)

Subject E. Professional Educator Resignation(s)

Meeting Jan 22, 2024 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments

[IFC Professional Educator Resignations 1-22-24.pdf \(108 KB\)](#)

Subject F. Administrative Retirement(s)

Meeting Jan 22, 2024 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments

[IFC-Administrative Retirements.pdf \(106 KB\)](#)

Subject G. Administrative Contracts

Meeting Jan 22, 2024 - Board of Education Meeting

Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
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Type	Action
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Recommended Action	Motion to approve the Administrative Contracts as presented.
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File Attachments

[Administrator Contracts List for 2024-2025.pdf \(94 KB\)](#)

[IFC - Administrative Contracts.pdf \(103 KB\)](#)

Motion & Voting

Motion to approve the Administrative Contracts as presented.

Motion by Edward Ruffolo, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)

Subject	A. Business Services Report: None
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
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Type	Discussion, Information, Report
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Subject	B. School/Student Services Report: Student Attendance Committee Updates
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
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Type	Discussion, Information, Report
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Superintendent, Greg Hartjes, will present and discuss the Student Attendance Committee Updates.

File Attachments

[Board presentation on attendance - Jan 2024 \(1\).pdf \(366 KB\)](#)

Subject	C. Personnel Services Report: None
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Meeting	Jan 22, 2024 - Board of Education Meeting
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Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
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Type Discussion, Information, Report

10. Board Business

Subject **A. Space Availability for the 2024-25 Open Enrollment Application Period**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 10. Board Business

Type Action

Recommended Motion to approve the Space Availability for the 2024-25 Open Enrollment Application
Action Period as presented.

File Attachments

[ITEM for Consideration OE 2024-2025.pdf \(35 KB\)](#)

[OE Open-Closed units 2024-2025.pdf \(67 KB\)](#)

Motion & Voting

Motion to approve the Space Availability for the 2024-25 Open Enrollment Application Period as presented.

Motion by James Bacon, second by Kay Eggert.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject **B. Monitoring Report: OE-5 Financial Planning**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 10. Board Business

Type Action

Recommended Motion to approve Monitoring Report: OE-5 Financial Plannings presented.
Action

File Attachments

[OE-5 Financial Planning.pdf \(509 KB\)](#)

Motion & Voting

Motion to approve Monitoring Report: OE-5 Financial Plannings presented.

Motion by Edward Ruffolo, second by James Bacon.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject **C. Superintendent Contract**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 10. Board Business

Type Action

File Attachments

[IFC - Superintendent Contract.pdf \(105 KB\)](#)

Subject D. Consent Agenda Item(s) Removed for Separate Consideration

Meeting Jan 22, 2024 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion

11. Items of Information

Subject A. None

Meeting Jan 22, 2024 - Board of Education Meeting

Category 11. Items of Information

Type Information

12. Future Meetings

Subject A. Board Meeting: Monday, February 12, 2024, 6:00PM

Meeting Jan 22, 2024 - Board of Education Meeting

Category 12. Future Meetings

Type Information

Subject B. Board Work Session: Wednesday, February 21, 2024, 7:30AM

Meeting Jan 22, 2024 - Board of Education Meeting

Category 12. Future Meetings

Type

Subject C. Board Meeting: Monday, February 26, 2024, 6:00PM

Meeting Jan 22, 2024 - Board of Education Meeting

Category 12. Future Meetings

Type

13. Closed Session

Subject A. Motion to go into Closed Session

Meeting Jan 22, 2024 - Board of Education Meeting

Category 13. Closed Session

Type Action, Procedural

Recommended Action Motion to go into Closed Session.

Motion & Voting

Motion to go into Closed Session.

Motion by James Bacon, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject **B. Wisconsin State Statute 19.85 (1)(f) 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 except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 13. Closed Session

Type Discussion, Information

Subject **C. Wisconsin State Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other public business; for the purpose to deliberate Real Estate.**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 13. Closed Session

Type Discussion, Information

Subject **D. Motion to Adjourn the Meeting**

Meeting Jan 22, 2024 - Board of Education Meeting

Category 13. Closed Session

Type Action, Procedural

PUBLIC INPUT AT SCHOOL BOARD AND BOARD SUBCOMMITTEE MEETINGS

The Board of Education encourages citizens of the Appleton Area School District to attend its meetings so that they may become better acquainted with the operations and programs of the schools and so that the Board may have an opportunity to hear the views and concerns of the public regarding educational issues.

A period of public input shall be noticed and scheduled at School Board meetings and Public Hearings, except as otherwise specifically directed by the Board.

Public input is also allowed at Board Subcommittee meetings with respect to items of business on the publicly-noticed agenda.

At other meetings of District governmental bodies that may be required by State Statute or held pursuant to District Policy, written input will be accepted.

Cross References: Policy 170, School Board Meetings
Policy 870, Public Concerns and Complaints

Legal References: Wisconsin State Statutes 19.81, 19.83(2), 19.84(2), 19.85, and 120.43

Adoption Date: September 14, 1987

Amended Dates: January 9, 2012 and March 12, 2018

PUBLIC INPUT AT SCHOOL BOARD AND BOARD SUBCOMMITTEE MEETINGS

Procedures

Meetings of the Board may receive information and comments from members of the public on issues or topics.

Please note the following in the Procedures below:

- ✓ School Board meetings are run by the Board President or other presiding officer if the President is absent.
- ✓ Board Subcommittee meetings are run by the Subcommittee Chair or other Subcommittee member if the Chair is absent.
- ✓ Public Hearings are run by the Board President or other presiding officer if the President is absent.
- ✓ Other meetings of District governmental bodies that may be required by State Statute or held pursuant to District Policy are run by a Lead Administrator or another administrator if Lead Administrator is absent.

I. School Board Meetings

A period for public input will be set aside during School Board meetings. No public input will be allowed during Closed Sessions.

Members of the public wishing to speak during the public input period are required to register to speak. Comments may address topics related to District operations and programs and are not limited exclusively to agenda items.

II. Board Subcommittee Meetings

Members of the public wishing to speak at Board Subcommittee meetings are required to register to speak and may only make comments related to items on the meeting agenda. Members of the public wishing to speak will be recognized by the Board Subcommittee Chair as that agenda item is reached.

III. Public Hearings

Members of the public wishing to speak at Public Hearings of the Board (e.g. annual budget discussions) are required to register to speak and may only make comments or request clarification related to specific items included on the agenda and during the public input portion of the hearing.

IV. Other Meetings of District governmental bodies that may be required by State Statute or held pursuant to District Policy

A designated period for public input will not be a part of the agenda for these meetings. Work completed at most of these meetings will ultimately be shared at Board Subcommittee and School Board meetings where public input is allowed. At any time, signed written communication is encouraged and will be accepted by the Lead Administrator of these meetings.

Guidelines for Speaking at School Board and Board Subcommittee Meetings

- Meeting agendas that are subject to the Open Meetings law are available on the District's website (via BoardDocs) before each meeting and hard copies are available at the meeting.
- Members of the public wishing to speak must complete and submit a registration form stating his/her name, address, and topic for comments prior to speaking. If a spokesperson is speaking on behalf of a group, he/she needs to indicate that on the registration form as well.
- The District respectfully requests that speakers refrain from presenting comments at public meetings that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students. As such personnel-related and student-related matters implicate a variety of rights that require careful attention, the District has established a variety of alternative procedures for appropriately addressing such complaints. If a speaker persists in presenting a complaint about an individual staff member's conduct or an individual student's conduct or performance, the District officials who are present at the meeting will not attempt to resolve or respond to the speaker's complaint in that setting. Any person with such a complaint or concern may contact the Office of the Superintendent for information on the most appropriate means of raising or pursuing his/her complaint. Generally, such complaints or concerns should be channeled through the AASD Complaint Procedure (Policy 870 and 870-Rule).
- The Board President or Chair shall recognize all speakers who have registered to speak and will share the Public Input Disclaimer (see Appendix 1). The Board President, Chair, or the Board by motion, may limit (in a viewpoint-neutral manner) the total time allotted for public input or the amount of time allotted to individual topics.

Speaker Responsibilities at School Board and Board Subcommittee Meetings

- A speaker should be as brief as possible and only speak once during the period for public input. Unless additional time is granted, a speaker shall limit his/her presentation to a maximum of three minutes. A timer will be used.
- A group spokesperson may speak for up to five minutes on behalf of a group present at the meeting as indicated on the registration form. A timer will be used.
- Individuals or groups requiring greater length of time should communicate in writing. Written correspondence to Board members may be directed to the Board through its Executive Assistant or directly to their home addresses.
- A speaker's comments are limited to the public input period (e.g., either during the designated public input period during a School Board meeting or Public Hearing, or during a portion of the topic-specific discussion that occurs at a Board Subcommittee meeting).
- During periods of public input that are not limited to the meeting's agenda topics, a speaker's comments still must be reasonably germane to some aspect of the school district's policies, practices, programs, or operations.
- A speaker should not be unduly repetitious. For example, a speaker who attends multiple meetings should only sign up to speak if presenting new or additional information.
- A speaker retains all liability for his/her comments and conduct (i.e., the public input period does not offer any speaker any exemption from legal liability or from other lawful consequences that may result from the speaker's comments or conduct).

187-Rule (cont.)

- A speaker shall avoid conduct that is disorderly or speech that is obscene, threatening, harassing, or defamatory.
- A speaker should avoid engaging in political advocacy with respect to candidates for any elected office. Political advocacy related to specific candidates for office is not sufficiently germane to the meetings or to the public responsibilities of the bodies.
- No individual may present his/her verbal public input by proxy except as permitted as a reasonable accommodation for an individual with special needs. A person who is unable to attend a meeting in person may submit written comments to the District.

Authority and Responsibility of the Board President or Chair

To promote the lawful, orderly, and efficient progress of each meeting, the Board President or Chair shall have the authority to enforce the requirements of this policy and he/she shall conduct any period of public input according to established procedures.

- The Board President or Chair may call any registrant (or other attendee) to order and direct the individual to cease conduct, which violates any applicable law, policy, or procedure.
- The Board President or Chair may terminate remarks of any individual who does not adhere to established rules, whose comments are unduly repetitive of previous comments, who makes comments that are obscene, threatening, harassing, or defamatory, or whose conduct is otherwise disorderly.
- If necessary, the Board President or Chair may contact law enforcement for assistance in maintaining order or safety.

School Board Meetings

When the School Board receives public input on topics/issues that are not part of the publicly-noticed meeting agenda, Board members shall not engage in any extensive discussion or debate on any such topic/issue, and shall not take any action addressing the merits of any such topic/issue. However, in exceptional cases, the Board President, a Board member who has been recognized by the Chair, or the Superintendent may briefly respond to the registrant (e.g., to ask a clarifying question or to provide a brief clarification or correction of information that was presented by the registrant). The Board President, Chair, or the Board by motion may refer an off-agenda topic/issue that is raised by a registrant to a future agenda or for follow-up by the administration.

Cross References: Policy 170, School Board Meetings
Policy 870, Public Concerns and Complaints

Legal References: Wisconsin State Statutes 19.81, 19.83(2), 19.84(2), 19.85, and 120.43

Adoption Date: September 14, 1987

Amended Dates: January 9, 2012 and March 12, 2018

Appendix 1

Public Input Disclaimer

The School Board welcomes public input. We thank you for being here. Your opinions and ideas are important to us. However, there are a few cautions we want to share with you.

The School Board respectfully requests that speakers refrain from presenting comments at public meetings that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students. As such personnel-related and student-related matters implicate a variety of rights that require careful attention, the District has established a variety of alternative procedures for appropriately addressing such complaints. If a speaker persists in presenting a complaint about an individual staff member's conduct or an individual student's conduct or performance, the District officials who are present at the meeting will not attempt to resolve or respond to the speaker's complaint in that setting. Any person with such a complaint or concern may contact the Office of the Superintendent for information on the most appropriate means of raising or pursuing his/her complaint. Generally, such complaints or concerns should be channeled through the AASD Complaint Procedure (Policy 870 and 870-Rule). False statements or stigmatizing charges may subject the individual making such statements to legal repercussions, including, but not limited to, defamation claims. Conduct that is disorderly or any speech that is obscene, threatening, harassing, or defamatory is not permitted.

Again, we appreciate your input and support for our efforts to create the best learning environment for our students.

ITEM FOR CONSIDERATION

Topic: Gifts/Donations and Grants to the District (December 2023)

Background

Information: The attached list has been designated as Gifts/Donations and Grants to the District.

Fiscal

Impact: The total value of all Gifts/Donations and Grants to the District is \$57,995.46.

Administrative

Recommendation: Acceptance of the Gifts/Donations and Grants with gratitude. Letters will be sent from the Board President expressing appreciation.

Contact

Person(s): Executive Director of Finance, Holly Burr, (920) 852-5300, ext. 60061

BOE: January 22, 2024

Contributor	Recipient	Use	Value
Appleton Education Foundation (AEF) - Thatcher Fund	McKinley Elementary	STEM robots for field testing in grade K-2	\$2,940.00
Appleton Education Foundation (AEF)	McKinley Elementary	STEM concepts/materials	\$497.02
Appleton Education Foundation (AEF)	Franklin Elementary	Books for Physical Education	\$200.00
Appleton Education Foundation (AEF) - Melzer & Heffron Funds	Columbus Elementary	Purchased sensory Zenimals	\$462.96
Appleton Education Foundation (AEF)	Ferber Elementary	Multi-sensory literacy instructional tools	\$309.32
Appleton Education Foundation (AEF)	Berry Elementary	Math manipulatives for classroom	\$520.06
Appleton Education Foundation (AEF)	Central High School	Treadmill desk and Strider desk for student use	\$2,800.00
Appleton Education Foundation (AEF)	McKinley Elementary	Books for social emotional learning	\$672.83
Appleton Education Foundation (AEF)	Highlands/Odyssey	Specialty PE equipment	\$500.00
Appleton Education Foundation (AEF)	Richmond Elementary	Independent listening area	\$499.99
Appleton Education Foundation (AEF)	Berry Elementary	Math Games	\$200.41
Appleton Education Foundation (AEF)	Berry Elementary	Music instruments-drums	\$400.00
Appleton Education Foundation (AEF)	McKinley Elementary	Dramatic play and STEM materials	\$2,620.00
Appleton Education Foundation (AEF)	District Wide	Speech Language Department/Professional Development	\$3,140.00
Appleton Education Foundation (AEF) - Valley New School Fund	Valley New School	Support for all-school field trip	\$3,471.56
Appleton Education Foundation (AEF) - Donor Pass Through	Badger Elementary	Dog Man books and experience	\$500.00
Appleton Education Foundation (AEF) - BG Society Fund	West High School	Yearbooks for students	\$750.00
Appleton Education Foundation (AEF)	Foster Elementary	Illustrative Math professional development	\$3,000.00
Appleton Education Foundation (AEF Fund and Scheuerman Fund)	West High School	Giving Gowns for Great Graduates	\$394.31

Contributor	Recipient	Use	Value
Appleton Education Foundation (AEF) - Stoner Fund	West High School	Tools for theatre department set building	\$2,000.00
Appleton Education Foundation (AEF)	Johnston Elementary	Shoebox tasks	\$1,503.00
Appleton Education Foundation (AEF) - Scheurman Fund	Houdini Elementary	Classroom published book	\$485.00
Appleton Education Foundation (AEF)	Madison Middle	3D printer filament	\$250.00
Appleton Education Foundation (AEF) - Melzer Fund	East High School	Special education cooking skills	\$400.00
Appleton Fox Cities Kiwanis	TAG Math League	Facilitating the Math League/Math Olympics	\$500.00
Ascension NE Wisconsin St. Elizabeth's & Mercy (ER Dept)	Family & Community Engagement Dept.	Food & School Supplies	\$650.00
Boldt Company	North High School	Large wood panels for students to paint that will surround the current Appleton Public Library construction site	\$150.00
DonorsChoose	Kaleidoscope Academy (KA)	Sensory Materials	\$924.00
Encore Dance Academy	Fox River Academy	Student lunch balances	\$500.00
Fox Valley Clean Air	Dunlap Elementary	Monetary donation	\$500.00
Heinz, Karl & Rose	Family & Community Engagement Dept.	School supplies	\$400.00
Jackson, Peter	Therapy Department	Chill-out chair	\$2,930.00
Mental Health America of Wisconsin	Madison Middle	Sources Of Strength-Motivational Speaker, Staff Training, Student Training	\$5,000.00
Modern Woodmen Fraternal Financial	Wilson Middle	Participation/transportation cost to Beyond the Notes music performance festival at the Kalahari in Wisconsin Dells	\$2,500.00
Navitus Mens Resource Group	Family & Community Engagement Department	Monetary donation	\$500.00
Oxygen Service Company	Family & Community Engagement Dept.	School supplies	\$600.00
Private Donation	Edison Elementary	Staff our wellness room	\$3,000.00
Private Donation	North High School	Science Department/ Physics- Purchase Equipment	\$2,000.00
Roll With It, LLC	Houdini Elementary	Blue Ribbon T-shirt Donation	\$500.00
Ruby Lou Properties LLC	McKinley Elementary	Winter gear for students	\$500.00
St. Mary's Catholic Community	Family & Community Engagement Dept.	Clothes, school supplies, and monetary donation	\$1,700.00

Contributor	Recipient	Use	Value
St. Mary's Catholic Community	Family & Community Engagement Dept.	Higher Ground supplies	\$1,500.00
Subaru/Adopt a Classroom	Badger Elementary	Flexible seating and classroom supplies	\$1,500.00
Thrivent giving fund	Edison Elementary	Electronic Sign fund	\$900.00
Van De Hey, Jordan and Andrew	East High School	Provided holiday gift cards to underserved students	\$375.00
Voight, Martha	District Wide	Mental Health Services	\$1,000.00
Wisconsin School Social Worker Association	Kaleidoscope Academy (KA)	Special Education classroom supplies	\$350.00
Wisconsin School Social Worker Association	Kaleidoscope Academy (KA)	Special Education classroom supplies	\$500.00
Wisconsin Title 1 Association	Richmond Elementary	Decodable books	\$500.00
Grand Total Donations/Gifts to the District			\$57,995.46

ITEM FOR CONSIDERATION

Topic: 6th & 7th Grade Curriculum Revisions - Art/Music/World Languages/Health

Background

Information: With the successful passing of the Fall 2022 Appleton Area School District (AASD) referendum plans have been put into place for modernizing the district's four middle schools, thereby adding capacity to allow for 6th grade to move into the middle schools at the start of the 2024-25 school year. In order to prepare for the 2024-25 implementation of a 6-8 middle school model, curriculum revisions are being proposed for the following courses:

- [Art - Grade 6](#)
- [Beginner Band - Grade 6](#)
- [Band - 2nd year - Grade 6](#)
- [Orchestra - Grade 6](#)
- [Exploratory Music - Grade 6](#)
- [Choir - Grade 6](#)
- [French - Grade 6](#)
- [Spanish - Grade 6](#)
- [French - Grade 7](#)
- [Spanish - Grade 7](#)
- [Health - Grade 6](#)

Instructional

Impact: AASD students in grades 6 and 7 will receive curriculum and instruction aligned with middle school standards within each respective content area.

Fiscal

Impact: None

Administrative

Recommendation: Approve as submitted.

Contact

Person: Steve Harrison, Ph.D., Assistant Superintendent - Assessment, Curriculum & Instruction (920) 852-5300 ext. 60121, harrisonstepha@aasd.k12.wi.us

Kelly Leopold, Director of 7-12 ELA, Social Studies, & World Language, (920) 852-5300 ext. 60172, leopoldkelly@aasd.k12.wi.us

Renee Ulman, Fine Arts Coordinator, (920) 852-5300 ext. 60169, ulmanrenee@aasd.k12.wi.us

Thai Xiong, Ph.D., Director of STEM (7-12) and Health & Human Performance (K-12) (920) 852-5300 ext. 60173, xiongthai@aasd.k12.wi.us

ITEM FOR CONSIDERATION

Topic:	Space Availability for the 2024-2025 Open Enrollment Application Period
Background Information:	Wisconsin Act 114 requires districts to determine the number of regular and special education spaces at a January Board meeting. Historically, the District has determined space availability in January for the upcoming open enrollment application period. The process of determining space for open enrollment is based on the District's Public School Open Enrollment Policy-423 and 423-Rule. Per Board Policy, space availability for open enrollment purposes is determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board.
Fiscal Note:	The open enrollment aid transfer amount for a full time, full year student for 2024-2025 is estimated at \$8,962, the amount for 2023-2024 was \$8,618. For a full time, full year student with a disability the aid transfer amount for 2024-2025 is estimated at \$13,814, the amount for 2023-2024 was \$13,470.
Instructional Impact:	Students approved to attend through open enrollment become part of the Appleton Area School District community.
Administrative Recommendation:	Based on the Board Policy space availability calculation, which is consistent with Wis. State Statute 118.51 and its implementing Administrative Code regulations, it is recommended that grades K-5 at Huntley Elementary School be closed for open enrollment (no spaces available). All grades at other elementary schools are open. All grades at middle and high schools are open. In addition, based upon the same Board Policy it is recommended that all special education programs and related services are closed (no space available) with the exception of Special Physical Education and Physical Therapy. The determination of space availability for regular and special education is based on Board Policy, Wis. State Stats. 118.51 and its implementing Administrative Code regulations. Approve as recommended based on Board Policy.
Contact Person(s):	Amy Steiner, Executive Director of Special Education, 920-852-5322, steineramy@aasd.k12.wi.us Ebony Grice, Assistant Superintendent of School Services 920-852-5329 ext. 60113, griceebony@aasd.k12.wi.us

2024-2025 OPEN ENROLLMENT APPLICATION PERIOD

SPACE AVAILABILITY (Open Enrollment Policy 423)

Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board. Spaces available for nonresident open enrollment are determined for each building and programs including special education and related services. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the AASD will be determined by February 1.

Guidelines for accepting and denying open enrollment requests:

1. Closed grades K-5 (deny): **Huntley Elementary School**
2. Applications that request consideration for only a specific school(s) and services/space not available (deny)
3. Current AASD students with an IEP who are open enrolled and/or tuition waiver who moved and applied for open enrollment will be permitted to continue.
4. Special education programs and related services: The chart below indicates various programs and related services that are open and closed.

Special Education Programs and Related Services Space Availability

Working capacity is 95% of maximum suggested enrollment.

Open enrollment ceiling is 90% of the working capacity for ELEMENTARY and MIDDLE SCHOOL.

Open enrollment ceiling is 100% of the working capacity at the HIGH SCHOOL.

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Hearing				
Deaf and Hard of Hearing	52	47	56	Closed
Audiology				
Audiology	38	34	56	Closed
Vision				
Vision	29	26	32	Closed
Physical Therapy				
Physical Therapy	80	72	71	1 slots
Occupational Therapy				
Occupational Therapy	266	240	290	Closed
Special Physical Education				
Special Physical Education	213	191	178	13 slots

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2024-25	SPACE AVAILABLE TO Open Enrollment Applicants 2024-25
Speech and Language				
SL Elementary Middle School High School	1103 ELEM 228 MS 185 HS	1045 ELEM 216 MS 185 HS	1106 ELEM 244 MS 185 HS	Closed
SL Itinerant	143	135	228	
SL Totals	1658	1581	1763	
Early Childhood				
ECSE, I4K, ECSE Itinerant	148	141	228	Closed
School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Elementary Schools				
Appleton Public Montessori	33	32	40	Closed
Badger	100	95	103	Closed
Berry	233	221	246	Closed
Classical	50	47	52	Closed
Columbus/ABS	67	63	90	Closed
Dunlap	133	126	153	Closed
Edison	67	63	81	Closed
Ferber	233	221	257	Closed
Foster	67	63	64	Closed
Franklin	100	95	101	Closed
Highlands/Odyssey	333	315	382	Closed
Horizons	133	126	155	Closed
Houdini	249	236	264	Closed
Huntley	316	299	332	Closed

School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Jefferson/Fox River Academy	133	126	142	Closed
Johnston	133	126	158	Closed
McKinley	166	158	165	Closed
Richmond	133	26	144	Closed
Middle School				
Einstein	432	410	593	Closed
Kaleidoscope	299	284	345	Closed
Madison	499	473	682	Closed
Wilson/Magellan	299	284	410	Closed
WCA	17.5	15.75	18	Closed
High School				
East/eSchool/Tesla	682.5	682.5	972.5	Closed
North/FCLA	665	665	959	Closed
West/ATech/Renaissance	728	728	1037.9	Closed

ITEM FOR CONSIDERATION

Topic: Professional Educator New Hire(s)

Background Information: The Professional Educators listed below are recommended for contractual positions for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date:</u>
Rachael M. Larsh	Newcomer/EL	Dunlap/Houdini	100%	1/22/24
Joseph D. D. Pollari	Math	North	100%	1/22/24

Fiscal Note: Salaries will be commensurate with education and experience.

Administrative Recommendation: Approval

Instructional Impact: The candidates listed above have been recommended by the administrator to whom they will report as the best candidates for the positions.

Contact Person: Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Professional Educator Contract Change(s)

Background

Information: The following contract changes are recommended for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Alex J. Buchberger	Special Ed-SLD	East	100% to 120%	1/22/24-6/7/24
Jennifer T. Gresh	Special Ed-CC/ID	Huntley	50% to 100%	1/22/24
Zachary M. Pecha	Math	East	100% to 120%	1/22/24-6/7/24

Fiscal Note: As indicated above.

Administrative

Recommendation: Approval

Instructional

Impact: These assignment adjustments will meet student needs.

Contact

Person: Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Professional Educator Resignation(s)

**Background
Information:**

The following Professional Educators have submitted letters of resignation:

MacKenzie J. Lubeck has been with the District for five and one-half years, most recently as an Adaptive Physical Education Teacher at East High School. MacKenzie's resignation is effective at the end of the January 18, 2024, workday.

Taylor R. VandeWettering has been with the District for nine years, most recently as a MLSS/Behavior/SEL Coach at the secondary level for the District. Taylor's resignation is effective at the end of the January 18, 2024, workday.

Fiscal Note: Dependent upon replacements.

**Administrative
Recommendation:** Approval

**Instructional
Impact:** Qualified replacements will be procured.

**Contact
Person:** Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Administrative Retirement(s)

Background

Information: The following administrators have submitted letters of retirement effective June 28, 2024.

Karen S. Noel has been with the District for six years, most recently as the Principal of Stephen Foster Elementary Charter School.

Timothy J. Zachow has been with the District for twenty-five years, most recently as the Associate Principal & Athletic Director at Appleton East High School.

Fiscal Impact: None

Administrative

Recommendation: Approval

Contact

Person(s): Julie King (920) 852-5302

BOE: 1/22/24

ITEM FOR CONSIDERATION

Topic: Administrative Contracts

Background Information: Attached is a list of administrators employed by the District recommended to receive contracts for the 2024-2025 school year to be effective July 1, 2024. These contracts will not reflect a salary adjustment for the 2024-2025 school year as compensation increases for the upcoming school year have not been determined.

Instructional Impact: None

Fiscal Impact: None

Administrative Recommendation: It is recommended that one-year contracts, as permitted by Wisconsin Statutes § 118.24 (6)(7)(8), be offered to the administrators in the attached list.

Contact Person: Julie King, (920) 852-5302

AASD Administrator Contracts			
2024-2025 Administrative Contracts			
Last Name	First Name	Position Distributions Assignment Type Descriptions	Building Codes
Bernhardt	Joseph	Associate Principal	Einstein Middle School
Bomann	Thomas	Principal	Classical Charter School
Bunnow	Nanette	Assistant Superintendent - School Services	Leadership Center
Burr	Holly	Executive Director of Finance	Leadership Center
Cannon	Joel	Principal	ABS/Columbus Elementary School
Chrisman	Melissa	Principal	Jefferson/Fox River Academy
Chudacoff	Joshua	Associate Principal	North High School
Collins	Kelly	Principal	Ferber Elementary
Comerford	Kristin	Coordinator- Career Based Learning & CTE	Leadership Center
Crane	Clarence	Diversity, Equity and Inclusion Director	Welcome Center
Deboer	Christine	Associate Principal	West High School
Didreckson	Amy	Associate Principal	West High School
Franzke	Pamela	AASD Title 1, Even Start Family Literacy & Birth-Five Outreach Coordinator	Morgan
Frerks	Tiffany	Associate Director of Student Services	Leadership Center
Garvey	Sheree	Assistant Superintendent - School Services	Leadership Center
Grice	Ebony	Assistant Superintendent - School Services	Leadership Center
Guilbeault	Cassie	Principal	Appleton Public Montessori
Hansel	Mark	Executive Director of Operations	F&O
Hardesty	Kathryn	Principal	Houdini Elementary
Harrison	Stephan	Assistant Superintendent - AC&I	Leadership Center
Heitl	Justin	Principal	Central High School
Hernandez	Michael	Assistant Superintendent - School Services	Leadership Center
Heu	Maikou	Principal	Johnston Elementary
Jackson	Laura	Executive Director of Student Services	Leadership Center
Kimball	Jamie	Associate Principal	Huntley Elementary
King	Julie	Chief Human Resources Officer	Leadership Center
Knaack	Jack	Principal	Richmond Elementary
Krueger	Kari	Principal	Highlands Elementary
Kubuske	Jere	Associate Principal-Activities Director	North High School
Larsh	Jake	Associate Principal	Kaleidoscope Academy
Lee	Patrick	Associate Principal	North High School
Leopold	Kelly	Director of ELA, SS, World Language (7-12), Media (K-12)	Leadership Center
Mcclone	William	Principal	Dunlap Elementary
Mcquade	Mark	Principal	West High School
Miller	John F.	Associate Principal-Activities Director	West High School
Molitor	Alexandra	Principal	Kaleidoscope Academy
Moreland	Debra	Associate Principal	Wilson Middle School
Mueller	David	Principal	Einstein Middle School
Mueller	Michelle	Principal	Wisconsin Connections Academy
Nitika	David	Associate Principal	Highlands Elementary
O'Hara	Katherine	Associate Director of Special Education	Leadership Center
Ohlson	John	Principal	Horizon Elementary
Preston	Suzette	Principal	4K
Pynenberg	David	Director of Human Resources	Leadership Center
Ruhsam Tegelman	Kristin	Principal	Wilson Middle School
Sargent	Joseph	Director of Facilities	F&O
Schanke	Andrew	Associate Principal	Madison Middle School
Schmeltzer	Kathryn	Principal	Edison Elementary
Smedberg	Jacqueline	Principal	East High School
Stanley	Jared	Associate Principal	Wilson Middle School
Steiner	Amy	Executive Director of Special Education	Leadership Center
Strohfeldt	Corene	Principal	Huntley Elementary
Swick	Amy	Coordinator- EL/Bilingual	Leadership Center
Tetzlaff	Denise	Principal	Franklin Elementary
Torrey	David	Principal	Madison Middle School
Toshner	Melissa	Associate Director of Special Education	Leadership Center
Ulman	Renee	Coordinator-Fine Arts	Leadership Center
Van Fossen	Kelsi	Associate Principal	East High School
Vinje	Andrea	Principal	McKinley Elementary
Wall	Jeanne	Principal	Berry Elementary
Waters	Shawna	Associate Principal	East High School
Werfal	Scott	Director of Technology Services	Morgan
Werley Gonzalez	Anne Marie	Principal	Badger Elementary
Werner	Nathan	Principal	North High School
Willer	Carrie	Director of Elementary Education (5K-6)	Leadership Center
Wranosky	Michelle	Associate Director of Special Education	Leadership Center
Xiong	Poyee	Associate Principal	Madison Middle School
Xiong	Thai	Director-STEM (7/12) Health and Human Performance (K-12)	Leadership Center

ITEM FOR CONSIDERATION

Topic: Gifts/Donations and Grants to the District (December 2023)

Background

Information: The attached list has been designated as Gifts/Donations and Grants to the District.

Fiscal

Impact: The total value of all Gifts/Donations and Grants to the District is \$57,995.46.

Administrative

Recommendation: Acceptance of the Gifts/Donations and Grants with gratitude. Letters will be sent from the Board President expressing appreciation.

Contact

Person(s): Executive Director of Finance, Holly Burr, (920) 852-5300, ext. 60061

BOE: January 22, 2024

Contributor	Recipient	Use	Value
Appleton Education Foundation (AEF) - Thatcher Fund	McKinley Elementary	STEM robots for field testing in grade K-2	\$2,940.00
Appleton Education Foundation (AEF)	McKinley Elementary	STEM concepts/materials	\$497.02
Appleton Education Foundation (AEF)	Franklin Elementary	Books for Physical Education	\$200.00
Appleton Education Foundation (AEF) - Melzer & Heffron Funds	Columbus Elementary	Purchased sensory Zenimals	\$462.96
Appleton Education Foundation (AEF)	Ferber Elementary	Multi-sensory literacy instructional tools	\$309.32
Appleton Education Foundation (AEF)	Berry Elementary	Math manipulatives for classroom	\$520.06
Appleton Education Foundation (AEF)	Central High School	Treadmill desk and Strider desk for student use	\$2,800.00
Appleton Education Foundation (AEF)	McKinley Elementary	Books for social emotional learning	\$672.83
Appleton Education Foundation (AEF)	Highlands/Odyssey	Specialty PE equipment	\$500.00
Appleton Education Foundation (AEF)	Richmond Elementary	Independent listening area	\$499.99
Appleton Education Foundation (AEF)	Berry Elementary	Math Games	\$200.41
Appleton Education Foundation (AEF)	Berry Elementary	Music instruments-drums	\$400.00
Appleton Education Foundation (AEF)	McKinley Elementary	Dramatic play and STEM materials	\$2,620.00
Appleton Education Foundation (AEF)	District Wide	Speech Language Department/Professional Development	\$3,140.00
Appleton Education Foundation (AEF) - Valley New School Fund	Valley New School	Support for all-school field trip	\$3,471.56
Appleton Education Foundation (AEF) - Donor Pass Through	Badger Elementary	Dog Man books and experience	\$500.00
Appleton Education Foundation (AEF) - BG Society Fund	West High School	Yearbooks for students	\$750.00
Appleton Education Foundation (AEF)	Foster Elementary	Illustrative Math professional development	\$3,000.00
Appleton Education Foundation (AEF Fund and Scheuerman Fund)	West High School	Giving Gowns for Great Graduates	\$394.31

Contributor	Recipient	Use	Value
Appleton Education Foundation (AEF) - Stoner Fund	West High School	Tools for theatre department set building	\$2,000.00
Appleton Education Foundation (AEF)	Johnston Elementary	Shoebox tasks	\$1,503.00
Appleton Education Foundation (AEF) - Scheurman Fund	Houdini Elementary	Classroom published book	\$485.00
Appleton Education Foundation (AEF)	Madison Middle	3D printer filament	\$250.00
Appleton Education Foundation (AEF) - Melzer Fund	East High School	Special education cooking skills	\$400.00
Appleton Fox Cities Kiwanis	TAG Math League	Facilitating the Math League/Math Olympics	\$500.00
Ascension NE Wisconsin St. Elizabeth's & Mercy (ER Dept)	Family & Community Engagement Dept.	Food & School Supplies	\$650.00
Boldt Company	North High School	Large wood panels for students to paint that will surround the current Appleton Public Library construction site	\$150.00
DonorsChoose	Kaleidoscope Academy (KA)	Sensory Materials	\$924.00
Encore Dance Academy	Fox River Academy	Student lunch balances	\$500.00
Fox Valley Clean Air	Dunlap Elementary	Monetary donation	\$500.00
Heinz, Karl & Rose	Family & Community Engagement Dept.	School supplies	\$400.00
Jackson, Peter	Therapy Department	Chill-out chair	\$2,930.00
Mental Health America of Wisconsin	Madison Middle	Sources Of Strength-Motivational Speaker, Staff Training, Student Training	\$5,000.00
Modern Woodmen Fraternal Financial	Wilson Middle	Participation/transportation cost to Beyond the Notes music performance festival at the Kalahari in Wisconsin Dells	\$2,500.00
Navitus Mens Resource Group	Family & Community Engagement Department	Monetary donation	\$500.00
Oxygen Service Company	Family & Community Engagement Dept.	School supplies	\$600.00
Private Donation	Edison Elementary	Staff our wellness room	\$3,000.00
Private Donation	North High School	Science Department/ Physics- Purchase Equipment	\$2,000.00
Roll With It, LLC	Houdini Elementary	Blue Ribbon T-shirt Donation	\$500.00
Ruby Lou Properties LLC	McKinley Elementary	Winter gear for students	\$500.00
St. Mary's Catholic Community	Family & Community Engagement Dept.	Clothes, school supplies, and monetary donation	\$1,700.00

Contributor	Recipient	Use	Value
St. Mary's Catholic Community	Family & Community Engagement Dept.	Higher Ground supplies	\$1,500.00
Subaru/Adopt a Classroom	Badger Elementary	Flexible seating and classroom supplies	\$1,500.00
Thrivent giving fund	Edison Elementary	Electronic Sign fund	\$900.00
Van De Hey, Jordan and Andrew	East High School	Provided holiday gift cards to underserved students	\$375.00
Voight, Martha	District Wide	Mental Health Services	\$1,000.00
Wisconsin School Social Worker Association	Kaleidoscope Academy (KA)	Special Education classroom supplies	\$350.00
Wisconsin School Social Worker Association	Kaleidoscope Academy (KA)	Special Education classroom supplies	\$500.00
Wisconsin Title 1 Association	Richmond Elementary	Decodable books	\$500.00
Grand Total Donations/Gifts to the District			\$57,995.46

ITEM FOR CONSIDERATION

Topic: 6th & 7th Grade Curriculum Revisions - Art/Music/World Languages/Health

Background

Information: With the successful passing of the Fall 2022 Appleton Area School District (AASD) referendum plans have been put into place for modernizing the district's four middle schools, thereby adding capacity to allow for 6th grade to move into the middle schools at the start of the 2024-25 school year. In order to prepare for the 2024-25 implementation of a 6-8 middle school model, curriculum revisions are being proposed for the following courses:

- [Art - Grade 6](#)
- [Beginner Band - Grade 6](#)
- [Band - 2nd year - Grade 6](#)
- [Orchestra - Grade 6](#)
- [Exploratory Music - Grade 6](#)
- [Choir - Grade 6](#)
- [French - Grade 6](#)
- [Spanish - Grade 6](#)
- [French - Grade 7](#)
- [Spanish - Grade 7](#)
- [Health - Grade 6](#)

Instructional

Impact: AASD students in grades 6 and 7 will receive curriculum and instruction aligned with middle school standards within each respective content area.

Fiscal

Impact: None

Administrative

Recommendation: Approve as submitted.

Contact

Person: Steve Harrison, Ph.D., Assistant Superintendent - Assessment, Curriculum & Instruction (920) 852-5300 ext. 60121, harrisonstepha@aasd.k12.wi.us

Kelly Leopold, Director of 7-12 ELA, Social Studies, & World Language, (920) 852-5300 ext. 60172, leopoldkelly@aasd.k12.wi.us

Renee Ulman, Fine Arts Coordinator, (920) 852-5300 ext. 60169, ulmanrenee@aasd.k12.wi.us

Thai Xiong, Ph.D., Director of STEM (7-12) and Health & Human Performance (K-12) (920) 852-5300 ext. 60173, xiongthai@aasd.k12.wi.us

ITEM FOR CONSIDERATION

Topic: Professional Educator New Hire(s)

Background Information: The Professional Educators listed below are recommended for contractual positions for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date:</u>
Rachael M. Larsh	Newcomer/EL	Dunlap/Houdini	100%	1/22/24
Joseph D. D. Pollari	Math	North	100%	1/22/24

Fiscal Note: Salaries will be commensurate with education and experience.

Administrative Recommendation: Approval

Instructional Impact: The candidates listed above have been recommended by the administrator to whom they will report as the best candidates for the positions.

Contact Person: Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Professional Educator Contract Change(s)

Background

Information: The following contract changes are recommended for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Alex J. Buchberger	Special Ed-SLD	East	100% to 120%	1/22/24-6/7/24
Jennifer T. Gresh	Special Ed-CC/ID	Huntley	50% to 100%	1/22/24
Zachary M. Pecha	Math	East	100% to 120%	1/22/24-6/7/24

Fiscal Note: As indicated above.

Administrative

Recommendation: Approval

Instructional

Impact: These assignment adjustments will meet student needs.

Contact

Person: Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Professional Educator Resignation(s)

**Background
Information:**

The following Professional Educators have submitted letters of resignation:

MacKenzie J. Lubeck has been with the District for five and one-half years, most recently as an Adaptive Physical Education Teacher at East High School. MacKenzie's resignation is effective at the end of the January 18, 2024, workday.

Taylor R. VandeWettering has been with the District for nine years, most recently as a MLSS/Behavior/SEL Coach at the secondary level for the District. Taylor's resignation is effective at the end of the January 18, 2024, workday.

Fiscal Note: Dependent upon replacements.

**Administrative
Recommendation:** Approval

**Instructional
Impact:** Qualified replacements will be procured.

**Contact
Person:** Julie King, (920) 852-5302

ITEM FOR CONSIDERATION

Topic: Administrative Retirement(s)

Background

Information: The following administrators have submitted letters of retirement effective June 28, 2024.

Karen S. Noel has been with the District for six years, most recently as the Principal of Stephen Foster Elementary Charter School.

Timothy J. Zachow has been with the District for twenty-five years, most recently as the Associate Principal & Athletic Director at Appleton East High School.

Fiscal Impact: None

Administrative

Recommendation: Approval

Contact

Person(s): Julie King (920) 852-5302

BOE: 1/22/24

AASD Administrator Contracts			
2024-2025 Administrative Contracts			
Last Name	First Name	Position Distributions Assignment Type Descriptions	Building Codes
Bernhardt	Joseph	Associate Principal	Einstein Middle School
Bomann	Thomas	Principal	Classical Charter School
Bunnow	Nanette	Assistant Superintendent - School Services	Leadership Center
Burr	Holly	Executive Director of Finance	Leadership Center
Cannon	Joel	Principal	ABS/Columbus Elementary School
Chrisman	Melissa	Principal	Jefferson/Fox River Academy
Chudacoff	Joshua	Associate Principal	North High School
Collins	Kelly	Principal	Ferber Elementary
Comerford	Kristin	Coordinator- Career Based Learning & CTE	Leadership Center
Crane	Clarence	Diversity, Equity and Inclusion Director	Welcome Center
Deboer	Christine	Associate Principal	West High School
Didreckson	Amy	Associate Principal	West High School
Franzke	Pamela	AASD Title 1, Even Start Family Literacy & Birth-Five Outreach Coordinator	Morgan
Frerks	Tiffany	Associate Director of Student Services	Leadership Center
Garvey	Sheree	Assistant Superintendent - School Services	Leadership Center
Grice	Ebony	Assistant Superintendent - School Services	Leadership Center
Guilbeault	Cassie	Principal	Appleton Public Montessori
Hansel	Mark	Executive Director of Operations	F&O
Hardesty	Kathryn	Principal	Houdini Elementary
Harrison	Stephan	Assistant Superintendent - AC&I	Leadership Center
Heitl	Justin	Principal	Central High School
Hernandez	Michael	Assistant Superintendent - School Services	Leadership Center
Heu	Maikou	Principal	Johnston Elementary
Jackson	Laura	Executive Director of Student Services	Leadership Center
Kimball	Jamie	Associate Principal	Huntley Elementary
King	Julie	Chief Human Resources Officer	Leadership Center
Knaack	Jack	Principal	Richmond Elementary
Krueger	Kari	Principal	Highlands Elementary
Kubuske	Jere	Associate Principal-Activities Director	North High School
Larsh	Jake	Associate Principal	Kaleidoscope Academy
Lee	Patrick	Associate Principal	North High School
Leopold	Kelly	Director of ELA, SS, World Language (7-12), Media (K-12)	Leadership Center
Mcclone	William	Principal	Dunlap Elementary
Mcquade	Mark	Principal	West High School
Miller	John F.	Associate Principal-Activities Director	West High School
Molitor	Alexandra	Principal	Kaleidoscope Academy
Moreland	Debra	Associate Principal	Wilson Middle School
Mueller	David	Principal	Einstein Middle School
Mueller	Michelle	Principal	Wisconsin Connections Academy
Nitika	David	Associate Principal	Highlands Elementary
O'Hara	Katherine	Associate Director of Special Education	Leadership Center
Ohlson	John	Principal	Horizon Elementary
Preston	Suzette	Principal	4K
Pynenberg	David	Director of Human Resources	Leadership Center
Ruhsam Tegelman	Kristin	Principal	Wilson Middle School
Sargent	Joseph	Director of Facilities	F&O
Schanke	Andrew	Associate Principal	Madison Middle School
Schmeltzer	Kathryn	Principal	Edison Elementary
Smedberg	Jacqueline	Principal	East High School
Stanley	Jared	Associate Principal	Wilson Middle School
Steiner	Amy	Executive Director of Special Education	Leadership Center
Strohfeldt	Corene	Principal	Huntley Elementary
Swick	Amy	Coordinator- EL/Bilingual	Leadership Center
Tetzlaff	Denise	Principal	Franklin Elementary
Torrey	David	Principal	Madison Middle School
Toshner	Melissa	Associate Director of Special Education	Leadership Center
Ulman	Renee	Coordinator-Fine Arts	Leadership Center
Van Fossen	Kelsi	Associate Principal	East High School
Vinje	Andrea	Principal	McKinley Elementary
Wall	Jeanne	Principal	Berry Elementary
Waters	Shawna	Associate Principal	East High School
Werfal	Scott	Director of Technology Services	Morgan
Werley Gonzalez	Anne Marie	Principal	Badger Elementary
Werner	Nathan	Principal	North High School
Willer	Carrie	Director of Elementary Education (5K-6)	Leadership Center
Wranosky	Michelle	Associate Director of Special Education	Leadership Center
Xiong	Poyee	Associate Principal	Madison Middle School
Xiong	Thai	Director-STEM (7/12) Health and Human Performance (K-12)	Leadership Center

ITEM FOR CONSIDERATION

Topic: Administrative Contracts

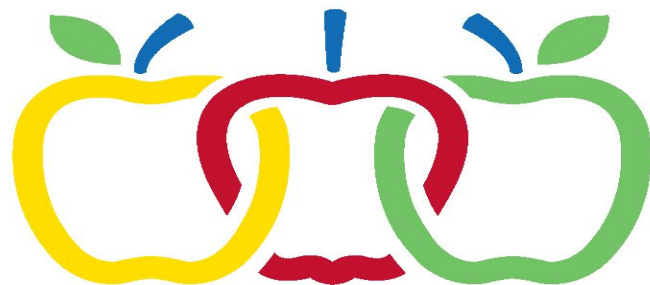
Background Information: Attached is a list of administrators employed by the District recommended to receive contracts for the 2024-2025 school year to be effective July 1, 2024. These contracts will not reflect a salary adjustment for the 2024-2025 school year as compensation increases for the upcoming school year have not been determined.

Instructional Impact: None

Fiscal Impact: None

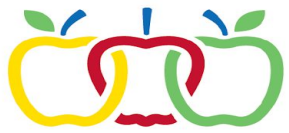
Administrative Recommendation: It is recommended that one-year contracts, as permitted by Wisconsin Statutes § 118.24 (6)(7)(8), be offered to the administrators in the attached list.

Contact Person: Julie King, (920) 852-5302



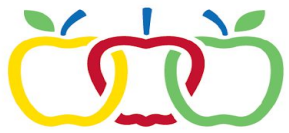
APPLETON AREA
— **SCHOOL DISTRICT** —

Attendance Committee
October 2023 - January 2024



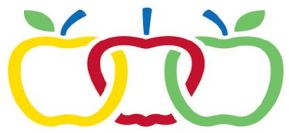
Meeting #1 - October 11th

- Focus on student success
- Impact of absenteeism
- District attendance data



Meeting #2 - October 25th

- Shared research on attendance (articles)
- District policy and State statute



Meeting #3 - November 8th

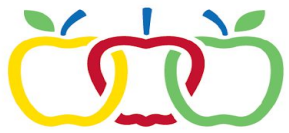
- Attendance practices prior to 2018-2019
- Attendance practices 2019-2023
- Current attendance practices/supports



CONTINUED SUPPORTS

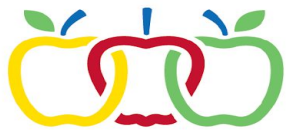
2023-2024 SCHOOL YEAR

- *1.0 District Attendance Coordinator*
- *Alternative Ed attendance support - middle and high schools*
- *TRAC support*
- Site attendance teams
- August Staff Development for site Attendance Teams
- Collaboration with counties
- Cultural advisors
- STAR advisors
- School-based mental health services
- Check & Connect Attendance Mentors
- Attendance incentives



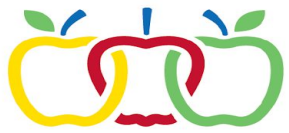
Meeting #4 - November 29th

- Outcomes from Workgroup
- Brainstormed solutions



Solutions - three areas:

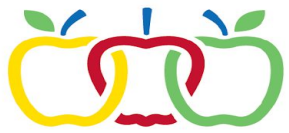
- Prevention
- Engagement
- Community Resources



Meeting #5 - December 13th

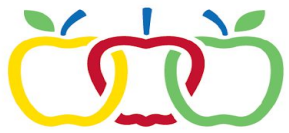
- Add details to solutions

- Stakeholders
- Resources needed
- Constraints
- Timeline
- Impact
- Feasibility



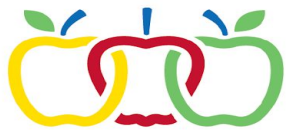
Meeting #6 - January 10th

- Finalized details for the top 9 solutions
- Committee members ranked their top three solutions



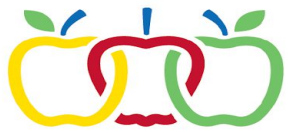
Prevention:

- Elementary Attendance Coordinator
- Early intervention/parent education
- TRAC at the elementary level



Engagement:

- Increase connections between students, families, and staff
- Incorporate more mental health services and supports
- Relevant and engaging curriculum



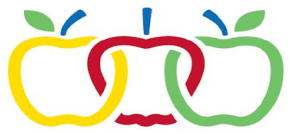
Community Resources:

- Transportation
- Education lessons with county
- City ordinance to include citation



Prioritization of solutions:

- **City ordinance to include citation (17 votes)**
- **Elementary Attendance Coordinator (13 votes)**
- **Relevant and engaging curriculum (9 votes)**
- **Transportation (5 votes)**
- Early intervention/parent education (3 votes)
- TRAC at the elementary level (3 votes)
- Increase connections between students, families, and staff (3 votes)
- Incorporate more mental health services and supports (1 vote)
- Education lessons with county (1 vote)



Next Steps?



ITEM FOR CONSIDERATION

Topic:	Space Availability for the 2024-2025 Open Enrollment Application Period
Background Information:	Wisconsin Act 114 requires districts to determine the number of regular and special education spaces at a January Board meeting. Historically, the District has determined space availability in January for the upcoming open enrollment application period. The process of determining space for open enrollment is based on the District's Public School Open Enrollment Policy-423 and 423-Rule. Per Board Policy, space availability for open enrollment purposes is determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board.
Fiscal Note:	The open enrollment aid transfer amount for a full time, full year student for 2024-2025 is estimated at \$8,962, the amount for 2023-2024 was \$8,618. For a full time, full year student with a disability the aid transfer amount for 2024-2025 is estimated at \$13,814, the amount for 2023-2024 was \$13,470.
Instructional Impact:	Students approved to attend through open enrollment become part of the Appleton Area School District community.
Administrative Recommendation:	Based on the Board Policy space availability calculation, which is consistent with Wis. State Statute 118.51 and its implementing Administrative Code regulations, it is recommended that grades K-5 at Huntley Elementary School be closed for open enrollment (no spaces available). All grades at other elementary schools are open. All grades at middle and high schools are open. In addition, based upon the same Board Policy it is recommended that all special education programs and related services are closed (no space available) with the exception of Special Physical Education and Physical Therapy. The determination of space availability for regular and special education is based on Board Policy, Wis. State Stats. 118.51 and its implementing Administrative Code regulations. Approve as recommended based on Board Policy.
Contact Person(s):	Amy Steiner, Executive Director of Special Education, 920-852-5322, steineramy@aasd.k12.wi.us Ebony Grice, Assistant Superintendent of School Services 920-852-5329 ext. 60113, griceebony@aasd.k12.wi.us

2024-2025 OPEN ENROLLMENT APPLICATION PERIOD

SPACE AVAILABILITY (Open Enrollment Policy 423)

Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board. Spaces available for nonresident open enrollment are determined for each building and programs including special education and related services. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the AASD will be determined by February 1.

Guidelines for accepting and denying open enrollment requests:

1. Closed grades K-5 (deny): **Huntley Elementary School**
2. Applications that request consideration for only a specific school(s) and services/space not available (deny)
3. Current AASD students with an IEP who are open enrolled and/or tuition waiver who moved and applied for open enrollment will be permitted to continue.
4. Special education programs and related services: The chart below indicates various programs and related services that are open and closed.

Special Education Programs and Related Services Space Availability

Working capacity is 95% of maximum suggested enrollment.

Open enrollment ceiling is 90% of the working capacity for ELEMENTARY and MIDDLE SCHOOL.

Open enrollment ceiling is 100% of the working capacity at the HIGH SCHOOL.

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Hearing				
Deaf and Hard of Hearing	52	47	56	Closed
Audiology	38	34	56	Closed
Vision				
Vision	29	26	32	Closed
Physical Therapy				
Physical Therapy	80	72	71	1 slots
Occupational Therapy				
Occupational Therapy	266	240	290	Closed
Special Physical Education				
Special Physical Education	213	191	178	13 slots

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2024-25	SPACE AVAILABLE TO Open Enrollment Applicants 2024-25
Speech and Language				
SL Elementary Middle School High School	1103 ELEM 228 MS 185 HS	1045 ELEM 216 MS 185 HS	1106 ELEM 244 MS 185 HS	Closed
SL Itinerant	143	135	228	
SL Totals	1658	1581	1763	
Early Childhood				
ECSE, I4K, ECSE Itinerant	148	141	228	Closed
School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Elementary Schools				
Appleton Public Montessori	33	32	40	Closed
Badger	100	95	103	Closed
Berry	233	221	246	Closed
Classical	50	47	52	Closed
Columbus/ABS	67	63	90	Closed
Dunlap	133	126	153	Closed
Edison	67	63	81	Closed
Ferber	233	221	257	Closed
Foster	67	63	64	Closed
Franklin	100	95	101	Closed
Highlands/Odyssey	333	315	382	Closed
Horizons	133	126	155	Closed
Houdini	249	236	264	Closed
Huntley	316	299	332	Closed

School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2024-2025	SPACE AVAILABLE TO Open Enrollment Applicants 2024-2025
Jefferson/Fox River Academy	133	126	142	Closed
Johnston	133	126	158	Closed
McKinley	166	158	165	Closed
Richmond	133	26	144	Closed
Middle School				
Einstein	432	410	593	Closed
Kaleidoscope	299	284	345	Closed
Madison	499	473	682	Closed
Wilson/Magellan	299	284	410	Closed
WCA	17.5	15.75	18	Closed
High School				
East/eSchool/Tesla	682.5	682.5	972.5	Closed
North/FCLA	665	665	959	Closed
West/ATech/Renaissance	728	728	1037.9	Closed

Success for
Every Student,
Every Day



**Appleton Area School District
Operational Expectations Monitoring Report
OE-5 Financial Planning**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy OE-5, Financial Planning, the Superintendent certifies that the following information is accurate and complete, and the Organization is:

☒ **Compliant**

☐ **Compliant with the exceptions noted**

☐ **Non-Compliant**

Compliant Indicators	Noncompliant Indicators
8	0
Total Indicators: 8	

Executive Summary/Analysis:

The adoption of OE-5 solidified a budgeting process already in place for many years for the District but delineated some requirements. Business Services under the direction of the Executive Director of Finance continues to adapt the budget process by changing the timing of some events during the year so as to not conflict with busy times at the schools or departments and better align with state requirements and local timelines.

The 2023-24 budget cycle saw some significant changes in both the revenue limit and revenues received from the state. Expenditures included an unprecedented increase in staff salaries. Without making adjustments to programs or staffing, this will leave the District with a deficit budget for the 2023-2024 year of \$3,263,335.

Notes or exceptions, if any:

All of the 8 indicators in Financial Planning are compliant.

We would like to note: OE – 5.7 *The Superintendent will develop a budget that provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District’s bond rating.*

The fund balance increased to \$62,538,829 for the year ended (2022-2023) which is about 29.0% of budgeted expenditures. This increase is due to starting self-funded health insurance for the employee health program as of January 1, 2023. An additional amount is now in the “assigned” fund balance to cover future expenses associated with the employee health program. The fund balance as of 6/30/23 is slightly higher than what is recommended in policy, however the current budget (2023-24) plans to reduce this back within the recommended range of 20%-25%. We do not feel this is an exception to compliance but that it should be noted.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy OE-5, Financial Planning, the Board finds that the organization is:

- ☐ **Compliant**
- ☐ **Compliant with the exceptions noted**
- ☐ **Non-Compliant**

Summary Statements of the Board, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____ Re-submitted: _____

OE – 5 Financial Planning

The Superintendent shall develop and maintain a multi-year financial plan that is related directly to the Board's Results priorities and Operational Expectations (OE) and that avoids long-term fiscal risk to the district.

SUPERINTENDENT Interpretation:

The Board values budgets that ensure reasonable progress in its Results Policies and compliance with its Operational Expectations Policies while maintaining a solid financial standing.

- **Multi-year financial plan** shall mean a budget that balances revenues and expenditures over two years consisting of the current and subsequent year and maintains adequate fund balance.
- **Related directly** shall mean that the financial plan shall reflect the priorities and goals outlined in the Board's Results and OE policies.
- **Long-term** shall mean a period of two years consisting of the current and subsequent year.
- **Avoid fiscal risk** means to mitigate potential situations that may result in the inability to meet financial obligations.

OE – 5.1 The Superintendent will develop a budget that is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Results priorities and any Operational Expectations for the year.

SUPERINTENDENT Interpretation:

- **Summary format understandable to the Board** shall mean the budget will be presented to the Board prior to adoption in sections that are clear and laid out simply. The budget will include an executive summary that will outline the key aspects of the budget. It will also include a section that will outline the District goals and selected Operational Expectations and the expenditures related to each goal or Operational Expectation. This section will demonstrate how the budget is allocated to achieve the Board's priorities for student achievement and how monies will address goals identified to be addressed in District operations.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

5.1.1- The budget contains an executive summary that outlines the key aspects of the budget, and it includes a section that outlines the District goals and selected Operational Expectations and the expenditures related to each Operational Expectation.

5.1.2- The budget developed contains the Board's Results priorities.

**In
Compliance**

**Not in
Compliance**

X

X

5.1.3- The Board demonstrates its understanding of this part of the budget through a positive response on a budget survey.	X	
SUPERINTENDENT Evidence of Compliance: 5.1.1- A budget booklet is produced every year prior to the annual public budget hearing in October. This booklet includes an executive summary outlining key aspects of the budget and changes from the prior year. The 2023-2024 budget booklet is attached here and the executive summary is on pages 4 and 5. 5.1.2- Every department is responsible for setting its budget within the allocations provided. Requests for additional funding are reviewed with the Superintendent or Leadership Team as appropriate and must align with set goals and the Board's Results priorities. The 2023-2024 budget includes the following items related to these priorities: ○ continued support for literacy coaches, instructional coaches, and math interventionists ○ funding for content area program evaluations (ELA, Early Childhood, 4K, Fine Arts) ○ funding for developing/revising standards-based courses in grades 7-12 ○ support for Continuous School Improvement site teams ○ funding for STEM and ELA program evaluations 5.1.3- Board understanding of the fiscal aspects of running the District are imperative for effective governing. In 2023 Board members were asked to complete a survey on their understanding of various aspects of school funding and budgets. A copy of the survey is included here. A sufficient number of responses and comments were received to get a good sense of the board member's understanding of aspects affecting the District budget.		
OE – 5.2 The Superintendent will develop a budget that credibly describes revenues and expenditures.		
SUPERINTENDENT Interpretation: ● Credibly describes revenue and expenditures shall mean in a manner that is accurate, verifiable, realistic and reliably accounts for all monies received and spent by the District.		
SUPERINTENDENT Indicators of Compliance: We will know we are compliant when: 5.2.1- We have a Board adopted budget that is in compliance with Statute 65.90 (general state statute on budget requirements).	In Compliance X	Not in Compliance

5.2.2- Revenue Limits have been verified by the Wisconsin Department of Public Instruction. 5.2.3- Budgeted expenditures include Board of Education approved salary and benefit adjustments, and include expected expenditures of departments and schools aligned with results priorities and operational expectations. Department and school budgets will be approved by assistant superintendents and reported to the Board.	X X	
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SUPERINTENDENT Evidence of Compliance:

5.2.1- The procedures which common, union high and unified school districts should follow in formulating a budget, holding a public hearing and adopting a budget are set forth in [s. 65.90, Wis. Stats.](#) The WI Department of Public Instruction monitors school district compliance with [s. 65.90, Wis. Stats.](#) (general state statute on budget requirements). DPI also offers guidance from process overview to Hearing adoption and timeline and assistance through worksheets and tutorials. For more information see: <https://dpi.wi.gov/sfs/finances/budgeting/overview>. The steps involved in these required procedures are summarized as follows:

- **Step #1** The Staff and School Board create a proposed budget that identifies expected revenues, expenditures, and fund balances for the budgeted year in addition to the two fiscal years preceding the budgeted fiscal year. Budget detail is based upon the Wisconsin Uniform Financial Reporting Requirements (WUFAR) hierarchy of accounts.
- **Step #2** A class 1 notice (one publication) is published which contains a summary of the proposed budget described in step #1 above, notice of where the detailed budget may be examined, and notice of the time and place of the public hearing. Attached [here](#) is the notice that appeared in the Sunday, October 8, 2023 edition of the Post-Crescent.
- **Step #3** The public hearing is held, at which time residents of the district have an opportunity to comment on the proposed budget. Last year's meeting minutes are attached [here](#).
- **Step #4** The school board shall adopt a budget at a school board meeting scheduled after the public hearing on the proposed budget and no later than the meeting in which the school board sets the annual tax levy amount. This adopted budget is commonly referred to as the legally adopted original budget. Attached [here](#) are the minutes from the 2023 Board meeting at which the budget was adopted and tax levy approved.

5.2.2- Revenue limits are finalized by DPI in the spring of each year. Attached [here](#) is the final revenue limit calculation for 2022-2023. Preliminary worksheets are completed periodically throughout the budgeting process. Attached [here](#) is the most recent (11.1.23) document for the 2023-2024 year.

Revenue Limit Estimate 2023 [Final](#) is our working document for revenue limit and tax levy summary presented at the October 23rd board meeting.

5.2.3-Budgeted expenditures include Board of Education approved salary and benefit adjustments and include expected expenditures of departments and schools aligned with results priorities and operational expectations.

- Attached here is the item for consideration for approval of salary increases for [ASU/Sec/Mntn/Para, Prof Educator](#), and [Admin](#).
- Attached [here](#) is the budget summary for Fund 10 salaries and benefits showing totals for the last two years and the 2023-2024 budgeted amounts in these categories.
- Attached here is the budget summary for the school [sites](#) and main District [departments](#).

OE – 5.3 The Superintendent will develop a budget that shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.

SUPERINTENDENT Interpretation:

- **Budget** shall mean planned revenues and expenditures over a two-year period of time and actual revenues over the most recently completed fiscal year.
- **Category** shall mean by fund, program and object as described by the Wisconsin Uniform Financial Accounting Requirements.
- **Most recently completed fiscal year** shall mean the period of time from 1 July to 30 June of the prior year.
- **Current fiscal year** shall mean the period of time from 1 July to 30 June of the current year.
- **Next fiscal year** shall mean the period of time from 1 July to 30 June of the following fiscal year.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

5.3.1- A preliminary budget is presented that includes the amount expended for the most recently completed fiscal year (audited), the amount budgeted for the current fiscal year, and the amount estimated to be expended for the current fiscal year and the amount budgeted for the next fiscal year.

5.3.2- The budget is presented in a format that summarizes expenditures of the district by fund, function, and object.

**In
Compliance**

**Not in
Compliance**

X

X

SUPERINTENDENT Evidence of Compliance:

5.3.1- Attached [here](#) is the preliminary budget that appeared in the Sunday, October 8, 2023 edition of the Post-Crescent. Budget presentation includes the last audited year (2021-2022) currently completed year (2022-2023) and the proposed budget for the current year (2023-2024).

5.3.2- Attached [here](#) is the proposed budget summarized by object categories. This budget includes amounts for site budgets and department budgets, summarized here.

OE – 5.4 The Superintendent will develop a budget that discloses budget planning assumptions.

SUPERINTENDENT Interpretation:

- **Budget planning assumptions** shall mean factors considered and assumed in order to compile the budget.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- **5.4.1-** The budget includes a presentation on budget assumptions and significant budget variances from prior year. These assumptions will include the official estimate of CPI, enrollment trends, staffing needs, and legislative actions that may impact the budget.

**In
Compliance**

**Not in
Compliance**

X

SUPERINTENDENT Evidence of Compliance:

- A budget booklet is produced every year prior to the annual public budget hearing in October. The 2023-2024 budget booklet is attached [here](#).
 - This booklet includes an executive summary outlining key aspects of the budget, assumptions, and changes from the prior year. See pages 4 and 5.
 - Enrollment and staffing trends are included on pages 7 and 8

OE – 5.5 The Superintendent will develop a budget that reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, framework increases and benefits.

SUPERINTENDENT Interpretation:

- **Reflects anticipated changes** shall consider fixed factors and variances concerning employee compensation and related benefits.
- **Framework increases** shall mean additional compensation as determined by the District's Teacher Compensation Framework. For other staff, it shall mean additional compensation as determined by the District salary schedules.
- **Benefits** shall mean non-wage compensation provided to employees in addition to a salary, with the most significant benefit being health insurance.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 5.5.1-** The budget reflects anticipated employee compensation inclusive of all adjustments including benefits approved by the Board of Education.

**In
Compliance**

**Not in
Compliance**

X

SUPERINTENDENT Evidence of Compliance:

- Attached [here](#) is the proposed budget summarized by object categories that includes board approved employee benefits.
- There were no significant changes in employee benefits from the previous year, only changes in rates.

OE – 5.6 The Superintendent will develop a budget that includes such amounts as the Board determines to be necessary for its own governing function, including board member training, consultation, attendance at professional conferences and events, and other matters identified by the Board.

SUPERINTENDENT Interpretation:

- **Own governing function** shall mean the projected amount of money needed to carry out the Boards function.
- **Board member training** shall mean the projected amount of money needed for development of Board members.
- **Consultation** shall mean the projected amount of money needed to hire professional services as needed by the Board.
- **Professional conferences and events** shall mean the projected amount of money needed to attend conferences and events related to Board development and district related topics.
- **Other matters identified by the Board** shall mean the projected amount of money needed for needs not identified above that become a priority of the Board.

SUPERINTENDENT Indicators of Compliance: We will know we are compliant when: 5.6.1- The Board president provides the Superintendent with estimated amounts to meet the needs of the Boards governing function. The Superintendent then submits to the Chief Financial Officer the requested amounts to be included in the budget.	In Compliance	Not in Compliance
X		
SUPERINTENDENT Evidence of Compliance: The Superintendent will meet annually with the Board president to discuss budget needs of the board for the coming year. The budget developed and submitted for inclusion in the total District budget for 2023-2024 is included here.		
OE – 5.7 The Superintendent will develop a budget that provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District’s bond rating.		
SUPERINTENDENT Interpretation: Year-end fund balance means the net financial resources available to finance expenditures of future periods. Short-term borrowing means borrowing that is repaid during an annual operating cycle. Protects the District’s bond rating means Moody’s Investors Service will continue to rate the District at the Aa1 level.		
SUPERINTENDENT Indicators of Compliance: We will know we are compliant when: 5.7.1- The annual audit shows a year-end unassigned general fund balance with sufficient working capital to address local and regional emergencies and minimize short-term borrowing. A fund balance would be considered “safe” when available cash would be between 20 – 25% of the District’s General Fund operating expenditures. 5.7.2- The District’s annual rating provided by Moody’s Investor Services is Aa1.	In Compliance	Not in Compliance
X X		

SUPERINTENDENT Evidence of Compliance:

- Attached [here](#) is the Financial Statements and Supplementary Information for the year ended June 30, 2023 produced as part of the annual audit. The District auditors, CliftonLarsonAllen, LLP also produce the Executive Audit Summary and Board Communications document. Included in this report are financial trends of the District, [page 8](#) is a summary of the general fund balance. The fund balance increased to \$62,538,829 for the year ended (2022-2023) which is about 29.0% of budgeted expenditures. This increase is due to starting self-funded health insurance for the employee health program as of January 1, 2023. An additional amount is now in the "assigned" fund balance to cover future expenses associated with the employee health program. The fund balance as of 6/30/23 is slightly higher than what is recommended in policy, however the current budget (2023-24) plans to reduce this back within the recommended range of 20%-25%.
- The District maintained its rating of Aa1 with Moody's Investors Service. Letter attached [here](#).

OE – 5.8 The Superintendent may not recommend a budget that plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.

SUPERINTENDENT Interpretation:

- More funds than are conservatively projected to be available** shall mean current year revenues and fund balance.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 5.8.1-** The Superintendent submits a budget with estimated expenditures that does not exceed current year revenues and fund balance.
- 5.8.2-** The Superintendent submits a budget with estimated expenditures not less than 99% of available revenues.

In
Compliance

Not in
Compliance

X

X

SUPERINTENDENT Evidence of Compliance:

- The proposed General budget for 2023-2024, attached [here](#) summarized by object category, is not a balanced budget when only considering revenues and expenses for the year. Budgeting for use of Fund Balance is a strategic and fiscally responsible way to keep an appropriate amount in reserves while maintaining services. The board will approve the use of Fund Balance to balance a budget when it deems it appropriate.
- The fund balance in the District's General Fund (Fund 10) for the prior year (2021-2022) was \$59,583,240. The fund balance increased to \$62,538,829 for the year ended

(2022-2023). This balance is about 29.0% of budgeted expenditures. Per policy we would like to maintain a fund balance between 20%-25%.

- When submitting a budget for approval by the board. The current balance in the General Fund (Fund 10) fund balance was considered. After discussion, it was determined to be in the best interest of the District to utilize a portion of these funds to cover the expected shortfall for 2023-2024 year and reduce fund balance.
- The 2022-23 budget cycle saw some significant changes in both the revenue limit and revenues received from the state. Expenditures included an unprecedented increase in staff salaries. Without making adjustments to programs or staffing, this will leave the District with a deficit budget for the 2023-2024 year of \$3,263,335.

ITEM FOR CONSIDERATION

Topic: Superintendent Contract Renewal

Background Information: Superintendent Greg Hartjes currently holds a two-year contract from 2022-2024. In accordance with Wisconsin Statutes §118.24 the Board of Education must provide a notice of contract renewal prior to the end of January. A two-year contract may provide for one or more extensions of one year, not to exceed two years.

Instructional Impact: None

Fiscal Impact: There is no fiscal impact as the contract would reflect Superintendent Hartjes' current salary. The Board of Education approves compensation increases, which have not been determined for the 2024-2025 school year.

Administrative Recommendation: The recommendation is to issue a one-year contract extension to Superintendent Greg Hartjes. Mr. Hartjes' revised contract would be effective July 1, 2024, through June 30, 2025. All terms and conditions of the contract extension would remain the same as the current contract.

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