



Monday, October 14, 2024
Board of Education Work Session

**APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION WORK SESSION
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: 4:00 PM**

Board of Education Work Sessions are not broadcast via live stream but are open to the public unless otherwise noticed. Any special needs or any requests for accommodations related to accessing the meeting should be sent to Kayla Malott, at malottkayla@aasd.k12.wi.us or (920) 852-5300, ext. 60111 at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	A. Roll Call
Meeting	Oct 14, 2024 - Board of Education Work Session
Category	1. Meeting Opening
Type	Discussion, Information, Report

2. Monitoring Reports (OE-8.1: Submit required monitoring data in a thorough, accurate and understandable fashion, according to the Board's annual work plan schedule.)

Subject	A. Monitoring Report: OE-3 Treatment of Stakeholders
Meeting	Oct 14, 2024 - Board of Education Work Session
Category	2. Monitoring Reports (OE-8.1: Submit required monitoring data in a thorough, accurate and understandable fashion, according to the Board's annual work plan schedule.)
Type	Discussion, Information, Presentation

Members of the Leadership Team will present and discuss the Monitoring Report: OE-3 Treatment of Stakeholders. This item will come back at the next Board meeting on October 28, 2024, as an item for consideration.

File Attachments
[OE-3 Treatment of Community Stakeholders 10.14.24.pdf \(451 KB\)](#)

3. 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. Board Retreat Recap
Meeting	Oct 14, 2024 - Board of Education Work Session
Category	3. 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

Board Members will discuss their recent takeaways from the Board Retreat Meeting.

4. Adjourn

Subject	A. Adjournment of Work Session
Meeting	Oct 14, 2024 - Board of Education Work Session
Category	4. Adjourn
Type	Information, Procedural

Success for
Every Student,
Every Day



**Appleton Area School District
Operational Expectations Monitoring Report
OE-3 Treatment of Community Stakeholders**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy OE-3, Treatment of Community Stakeholders, the Superintendent certifies that the following information is accurate and complete and that the District is:

☒ **Compliant**

☐ **Compliant with the exceptions noted:**

☐ **Non-Compliant**

Compliant Indicators	Noncompliant Indicators
8	0
Total Indicators: 8	

Executive Summary/Analysis:

The three operational expectations included in OE 3 are distinctly different. The first expectation pertains to confidential student information and is overseen by our Technology Services department. We continue to increase our vigilance in this area through additional technology and staffing.

The second expectation pertains to formal complaints of a concern for discrimination and/or harassment. Mike Hernandez and his School Services office have improved our response procedures, which have led to more proactive responses when alerted to a harassment or discrimination concern. In addition, actions are now expected given our adoption of revised Title IX federal requirements that better support students.

The third expectation pertains to maintaining District and school environments that are welcoming and respectful. Two surveys that were administered this year showed extremely positive results.

Notes or exceptions, if any:

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy OE-3, Treatment of Community Stakeholders, the Board finds that the district 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 – 3 Treatment of Community Stakeholders

The Superintendent shall maintain an organizational culture that treats parents/guardians and citizens with respect and courtesy.

SUPERINTENDENT Interpretation:

The Board values having an organization where parents/guardians and citizens are treated in a professional manner whenever they interact with district staff, and their concerns are addressed with empathy and sincere consideration.

- **Organizational culture** shall mean the professional expectations and practices as outlined in the employee handbook and district/school policies that guide staff interactions and decisions.
- **Parents/guardians and citizens** shall mean persons who have an interest in the success of their children and/or the overall success of the District.
- **Respect** shall mean acting in ways that show individuals that they and their opinions are valued.
- **Courtesy** shall mean speaking and behaving toward others in a polite and professional manner.

OE – 3.1 The Superintendent will protect confidential information.

SUPERINTENDENT Interpretation:

- **Protect** shall mean to prevent unapproved access to confidential student information under the custody and control of the District.
- **Confidential information** shall mean protected District or personal information related to students not typically expected to be shared for any reason.

SUPERINTENDENT Indicators of Compliance:	In Compliance	Not in Compliance
We will know we are compliant when:		
3.1.1- As verified by the Tech Services Student Privacy Checklist, there have been no breaches of our data systems that resulted in an outside entity gaining unauthorized access to confidential student information under the custody and control of the District.	X	
3.1.2- There is no unauthorized release of confidential student information in the District as evidenced by the lack of formal written complaints resulting from such release as documented through records kept by the Office of the Superintendent or designee.	X	
3.1.3- There is no favorable (Claimant prevails over District) grievance or legal action for the unauthorized release of confidential student information as documented through records kept by the Office of the Superintendent or designee.	X	

SUPERINTENDENT Evidence of Compliance:

3.1.1 -  OE 3.1.1 - Tech Services annual task list to protect student data

3.1.2 - No formal written complaints resulting from a release of student information were received during the 2023-2024 school year.

3.1.3 - No grievance or legal action for unauthorized release of confidential student information was filed against the AASD during the 2023-2024 school year.

OE – 3.2 Effectively handle formal complaints.

SUPERINTENDENT Interpretation:

- **Effectively handle** shall mean to abide by established procedures as outlined in applicable district/school policies to address concerns as necessary and resolve such concerns with a defined course of action.
- **Formal complaint** shall mean a formal written statement of a concern for discrimination and/or harassment received by administration or concerns handled through the Department of Public Instruction and/or the Office of Civil Rights.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 3.2.1-** Formal complaints received from parents or guardians involving students are resolved appropriately as documented in records kept by the Student Services Office, per the requirements of the Wisconsin Department of Public Instruction's Pupil Nondiscrimination and Education Equity Report, which takes into account the nature of the complaint.
- 3.2.2-** Formal complaints involving students received by the Wisconsin Department of Public Instruction or the Office of Civil Rights are resolved with no corrective action required by the District as documented by the Student Services Office.
- 3.2.3-** If the District is directed to take corrective action by the Department of Public Instruction or the Office of Civil Rights, completion of the requirement(s) will be documented by the Student Services Office.

**In
Compliance**

**Not in
Compliance**

X

X

X

SUPERINTENDENT Evidence of Compliance:

- 3.2.1** - We received two formal race-based complaints during the 2023-24 school year. Both complaints were resolved appropriately by Assistant Superintendent, Mike Hernandez. One of the two complaints was determined to be unfounded, and the second complaint was mediated by Mr. Hernandez.
- 3.2.2** - No formal complaints involving students from the AASD were received by the Wisconsin Department of Public Instruction or the Federal Office of Civil Rights.
- 3.2.3** - Due to no complaints being received as stated above, no action was required.

- OE – 3.3** Create and maintain organizational commitment to:
- a. Individual differences of opinion
 - b. Including people in decisions that affect them
 - c. Open and honest communication at all levels
 - d. Open, responsive and welcoming conditions throughout the district.

SUPERINTENDENT Interpretation:

- **Create and maintain** shall mean faithfully encourage and foster.
- **Organizational commitment** shall mean staff consistently follow the professional expectations and practices as outlined in the employee handbook and district/school policies that guide staff interactions and decisions.
- **Individual differences of opinion** shall mean input from stakeholders with differing perspectives.
- **Including people** shall mean staff use reasonable means to seek input from others.
- **Decisions that affect them** shall mean decisions that could impact people directly or indirectly.
- **Open and honest** shall mean that staff will not knowingly hide information from or provide misinformation to stakeholders.
- **Open, responsive and welcoming conditions** shall mean parents/guardians and citizens will experience a sense of belonging within a safe and inclusive environment.
- **Throughout the District** shall mean all classrooms, programs, facilities, and events held within or sponsored by the District.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 3.3.1-** Family Engagement Survey results show that 70% of family respondents agree that their family is treated with respect.
- 3.3.2-** Results from a random annual survey sample of District residents will show that a majority of respondents who interacted with District staff indicated that they felt welcomed and were treated with respect.

**In
Compliance**

**Not in
Compliance**

X

X

SUPERINTENDENT Evidence of Compliance:

- 3.3.1** - Our Family Engagement Survey was administered to all parents/caregivers with a child in the district in April of 2024. 2,588 responses were received, with 2,302 **(89%)** respondents agreeing or strongly agreeing with the statement, "My family is treated with respect at this school."
- 3.3.2** - We again surveyed District residents through our annual report mailing. At this time, 60 **(71%)** of the 85 respondents responded yes to the question, "During your interactions with the Appleton Area School District, have you felt welcomed and were you treated with respect." In addition to the 85 respondents who interacted with the district, 66 respondents did not interact with the district.