



Minutes for Regularly Scheduled Board Meeting
To Be Held in the District Office Board Room
1055 Griffiths Lane
Ashwaubenon WI 54304
(Phone: 920.492.2900)

Wednesday, August 13, 2025

6:30 pm

- A. **Call to order:** Board President Vyskocil called the meeting to order at 6:30 pm
- B. **Roll call:**
 Board Members Present: Vyskocil, Garrigan, VandeWalle, Anderson
 Board Members Excused: VanDeKreeke
 School Choice Advisory Representative: Matthew Rotter
 Other Present: Andy Bake, Keith Lucius, Tammy Nicholson, Michelle Yurek, Cole Huber
- C. **Declaration of quorum:** Quorum present
- D. **Pledge of allegiance:** The pledge was recited
- E. **Adoption of Agenda:** Moved Anderson, seconded by VandeWalle to adopt the agenda as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, Anderson), Nay 0. Motion carried 4:0
- F. **Announcement of Executive Session:** In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. (*staff compensation, performance*)
- G. **Citizens and/or delegations:**
 - 1. Public Forum – No topics presented
- A. **Consent Agenda:** Moved by Anderson, seconded by VandeWalle to approve Consent Agenda items 1-4 as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, Anderson), Nay 0. Motion Carried 4:0.
 - 1. Minutes of the regular meeting held on Wednesday, July 9, 2025
 - 2. The schedule of checks written 07/01/25to 08/04/25
 - 3. Staffing: hirings, resignations, retirements, leave of absences
 - 4. There were 4 co-curriculars approved
- H. **Superintendent’s Report**
 - **Summer Literacy and Math Program:** Thank you to Stacie Schabow, Andrea Ciha, Jennifer Kahler, Meegan Kaster, Janis Olsen, Lori Roethlisberger, and Lizzy Wichlacz and their high school student volunteers for leading the summer literacy and math program at Valley View. 105 of our elementary students had the opportunity to build their reading, writing, and math skills in small groups over three weeks.
 - **Jag Performance Program:** Brian Ryczkowski, Kerry Janquart, Stu Kwaterski, and our Emplify strength coach Brady Gruett offered summer strength training through our Jag Performance program. This program is to help our student athletes increase their strength and agility and gets many of our 6-12 students in the weight room 4 days each week for much of the summer.
 - **Special Children’s Program:** Our 8-week Special Children’s Program recently ended. This program is a collaboration with their parent board, the Village Park and Recreation Department, and the district. Eight Ashwaubenon students with special needs were able to go on daily walks and participate in a variety of community outings throughout the summer. Thank you to Tammy and the Special Children’s Program staff.

- **SITA:** The Ashwaubenon School District once again hosted SITA (Summer Instructional Technology Academy) on July 30. Ashwaubenon staff and staff from 21 area districts and 2 colleges participated in this academy. This event is organized by Jen Layden with the help of a small team of tech instructional coaches from area districts. A total of 318 participants attended this year's event.
- **Administrative Retreat:** Our administrative team met for two days at the end of July to strategize and plan to meet the moment this upcoming year. The first day focused on staff and student engagement. The second day was held at Schneider National's The Grove and focused on developing an environment that encourages innovation and strategies to increase student achievement. Our team was outstanding throughout these days. Our work will help to set us up for a successful year- focused on shared goals and accountability.
- **Strategic Planning Retreat:** Last week, we hosted a two-day Strategic Planning Retreat at Ashwaubenon High School. About 50 teacher leaders and administrators from all 5 schools and our district office met to develop the building-level strategic plans that will guide our district work in the upcoming year. Michael Heim led this day, aligned to our theme of 'Meet the Moment'.
- **New Employee Orientation:** Thursday morning we will roll out the red carpet and welcome 22 new staff members to our district at our New Employee Orientation. HR coordinator Jody Smits plans an informative and fun day for new staff each year. Our goal is always to ensure our new staff feel prepared to start the year successfully and that they have a good handle on the resources available to them to support their success in their new roles.

I. **Discussion/Presentation Items:**

1. **Annual Seclusions and Restraints Report:** Tammy Nicholson presented the 2024-25 seclusion and restraint report. She reviewed the data by school/program and demographics and discussed the number of occurrences involving seclusions, restraints and both seclusion and restraints. The board inquired why Valley View and Pioneer have more occurrences than Macht Village. Most of the students at Macht Village are middle and high school age. Transitioning throughout the day and large group setting can be difficult for some students. There are smaller groups and less transitioning at Macht Village reducing the number of occurrences for seclusion and/or restraints.
2. **Policy 8500 - Food Service Update - first read:** Keith Lucius presented Policy 8500 – Food Service for an update and first read. He explained that the Food Service Department is preparing for an audit. In preparation, they are reviewing policies to make sure they are in line with current practice. Lucius explained the recommended changes to the policy. It will be brought back to the board in September for a second review and approval.

J. **Action Items:**

K. **Board & Superintendent Communications:**

1. Keith shared that the district just completed its yearly onsite audit. The audit went well and was much faster and better than anticipated. The auditors will select one board member to interview. This year they selected Brett. Keith reminded the board that the auditors will never call or email a board member without the member first getting notified by the district that they have been selected. He asked the board to be aware of potential scams. The only board member that should anticipate contact from the auditors is Brett.

Michelle asked Keith if the Jag Backers would be audited. Keith stated he would check with Nick to see when they were last audited.

L. **Future Board Meetings & Topics:**

- The next board meeting is scheduled for Wednesday, September 10, 2025, at 6:30 pm at the District Office; 1055 Griffiths Lane; Ashwaubenon, WI.

M. Adjournment to executive session:

In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. (*staff compensation, performance*)

N. Adjournment to closed session: Moved Anderson, seconded by VandeWalle to adjourn to closed session at 6:50 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, Anderson), Nay 0. Motion carried 4:0.

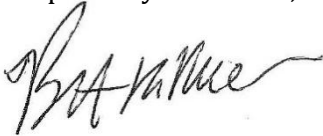
O. Adjournment to open session: Moved by Anderson, seconded by Garrigan to adjourn to open session at 8:05 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, Anderson) Nay 0. Motion carried 4:0

P. Action following executive session on Staff Compensation and Performance:

1. **Staff Compensation:** Moved by Anderson seconded by Garrigan to approve a 2.95% increase for the 2025-26 school year for all Ashwaubenon School District Staff and an increase in yearly compensation for a staff member as recommended. Aye 3 (Garrigan, VandeWalle, Anderson) Nay 0, Abstain 1 (Vyskocil). Motion carried 3:0:1.

Q. Adjournment: Moved by Anderson, seconded by Garrigan to adjourn the meeting at 8:06 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, Anderson), Nay 0. Motion carried 4:0.

Respectfully submitted,



Brett VandeWalle

ASHWAUBENON SCHOOL DISTRICT

ANNUAL MEETING MINUTES

July 9, 2025

6:00 pm

1055 Griffiths Lane

Green Bay, WI 54304

- A. Call the meeting to Order:** President Vyskocil called the meeting to order at 6:53 pm at the Ashwaubenon District Offices.
- B. Roll Call:**
Board Members Present: Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke
School Choice Advisory Representative: Rotter
Others: Andy Bake, Keith Lucius, Michael Heim, Tammy Nicholson, Dirk Ribbens, Jake Hintz, Kathy O'Brien, Cassie Schneider, Nick Senger, Brian Carter, Pete Marto, Scott Truskowski, Alissa Davis, Kris Hucek, Francine Craig
- C. Elect Meeting Chairperson:** Moved by VanDeKreeke, seconded by Anderson to nominate Jennifer Vyskocil as meeting chairperson. Motion carried unanimously.
- D. Approve 2024-25 Annual Meeting Minutes:** Moved by Anderson, seconded by VandeWalle to approve the 2024-25 Annual Meeting Minutes as presented. Motion carried unanimously.
- E. Treasurer's Report:** Michelle Garrigan presented the Treasurer's Report located on page 23 of the Annual Report.
- F. Continuous Improvement Plan / District Goals:** Heim provided an overview of the District and individual schools' Strategic Plans and Goals for the 2024-25 school year. He shared 2024-25 highlights from each building and things to look forward to for the 2025-26 school year.
- G. Operational Referendum Update:** Nicholson provided an overview of the 2024-25 Mental Health Referendum work. She shared the activities and programs the district implemented or continued throughout 2024-25 and the students/families they serviced. New this year she shared the total number of students at each building that work with district counselors, social workers, or psychologist for various mental health reasons. Nicholson shared the 2023-24 Brown County School Based Mental Health report.
- H. Remuneration for School Board Members -- Set salaries and reimbursements/compensation:** Bake reviewed the current board salaries. The president currently receives \$5,645.08. All other members receive \$4,856.09. Board Members currently receive \$150 per day per diem for attending conference plus mileage hotel and food. Bake shared that historically the Board receives a salary percentage increase equal to staff. With the delay in the State Budget, 2025-26 salary increases have not been determined. It is hoping that these will be presented at the August 2025 Board Meeting. Bake recommended the approval of a board salary increase at the same rate/percentage as staff for the 2025-26 school year.

Moved by Kathy O'Brien (1293 Oak Crest Drive), seconded by Nick Senger (1435 Wexford Lane) to increase the board salaries at the same rate/percentage as staff for the 2025-26 school year. Motion carried unanimously.

I. Vote taxes sufficient to support operation of schools, transportation, sites, buildings and maintenance, and capital outlay as presented in the proposed budget as follows:

Lucius presented the proposed property tax levy as provided on page 24 of the Annual Meeting booklet:

• General Fund	\$17,851,944
• Referendum Debt Service Fund	\$578,275
• Non-Referendum Debt Service Fund	\$0
• Capital Expansion Fund	\$0
• Community Service Fund	<u>\$770,000</u>
• For a Total school levy of	\$19,200,219

The proposed property tax levy being recommended for approval is \$19,200,219. Moved by VanDeKreeke seconded by Anderson to accept the proposed property tax levy as presented. Motion carried unanimously.

J. Establish date, time and location for next year's annual meeting and budget hearing.

Moved by Anderson, seconded by VanDeKreeke to hold next year's Annual Meeting and Budget Hearing on July 8, 2026, at 6:00 pm. The meeting will be held at the Ashwaubenon School District Office at 1055 Griffiths Lane, Green Bay WI. Motion carried unanimously.

K. Such other legally permissible matters as may be brought before the meeting.

No issues presented

L. Adjournment: Moved by Anderson, seconded by VanDeKreeke to adjourn the meeting at 7:20 pm. Motion carried unanimously.

Respectfully submitted,



Brett VandeWalle

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
316		07/12/2025		CORP MASTERCARD	0.00
317		08/12/2025		CORP MASTERCARD	32,133.42
317		08/12/2025		CORP MASTERCARD	0.00
2544		08/20/2025		NICOLET BANK	212,362.69
2545		08/20/2025		WI DEPT OF REVENUE	36,751.06
2546		08/20/2025		WI DEPT OF REVENUE	881.11
2548		08/27/2025		WI RETIREMENT SYSTEM	70,055.76
2549		08/27/2025		VISION SERVICE PLAN	3,701.59
19456		08/22/2025		Armstrong, Joe	85.00
19457		08/22/2025		BETANCUR MICHAEL	85.00
19458		08/22/2025		KEHOE DARRIN	85.00
19459		08/22/2025		MARQUART, TIMOTHY	85.00
19460		08/22/2025		WILLIAMS, TOMMIE	85.00
19461		08/25/2025		BEYER, BRAD	65.00
19462		08/25/2025		BINVERSIE, STEVE	65.00
19463		08/25/2025		MARQUART, TIMOTHY	65.00
19464		08/25/2025		MCKINNON, SCOTT	65.00
19465		08/26/2025		ABELLA DARIO	130.00
19466		08/26/2025		QUIDZINSKI ERICH	130.00
19467		08/26/2025		WETTSTEIN, JEFF	85.00
19468		08/28/2025		JENDE, JEFFREY	130.00
19469		08/28/2025		KRIESE, BRIAN	85.00
19470		08/28/2025		OTTENS, ROD	130.00
33412		08/06/2025		COUGARS BAND LLC	3,000.00
33413		08/06/2025		EARLY, MEGAN	118.44
33414		08/06/2025		EJ ARENA SPORTS	2,408.00
33415		08/06/2025		FREEDOM DANCE TEAM	454.00
33416		08/06/2025		JAKEL, ZACHARY	96.58
33417		08/06/2025		KRUEGER, JAY	522.50
33418		08/06/2025		MUSIC THEATRE INTL INC	3,800.00
33419		08/06/2025		PERFORM BETTER	141.65
33420		08/06/2025		PETTY CASH ASHWAUBENON HIGH SCHOOL	1,600.00
33421		08/06/2025		PETTY CASH ASHWAUBENON HIGH SCHOOL	200.00
33422		08/06/2025		RADUE, SARAH	265.82
33423		08/06/2025		REBEL ATHLETIC INC	16,236.60
33424		08/06/2025		ROCHELEAU, BERNARD	140.62
33425		08/06/2025		SHEBOYGAN FALLS DANCE ASSOC	365.00
33426		08/06/2025		VICTORY PRINTING & DESIGN	265.00
33427		08/06/2025		WAGNITZ, JULIE	800.00
33428		08/06/2025		WILLIAMS, MARK	286.40
33429		08/06/2025		SMOKE ROAD BAND LLC	3,500.00
33430		08/13/2025		ASHWAUBENON RETIRED FIRE CO #213	1,655.00
33431		08/13/2025		ELSMORE SWIM SHOP	601.40
33432		08/13/2025		HOWARD SUAMICO SCHOOL DISTRICT	12,000.00
33433		08/13/2025		JOSTENS INC	545.36
33434		08/13/2025		PETTY CASH ASHWAUBENON HIGH SCHOOL	200.00
33435		08/13/2025		REBEL ATHLETIC INC	1,287.24
33436		08/13/2025		SPRINKLER COMPANY INC	22.62
33437		08/20/2025		ASHWAUBENON YOUTH BASEBALL	1,905.01
33438		08/20/2025		HANKERMEYER, KAITLYN	65.00
33439		08/20/2025		HEALY AWARDS INC	873.59
33440		08/20/2025		LIGHTHOUSE PRODUCTIONS	3,400.00
33441		08/20/2025		MELOTTE DISTRIBUTING INC	7,855.19
33442		08/20/2025		PETTY CASH ASHWAUBENON HIGH SCHOOL	300.00
33443		08/20/2025		TRIANGLE DISTRIBUTING	47.52
33444		08/20/2025		VELICER SHANNON	102.13

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
33445		08/27/2025		ADVENTURE GAMES INC	499.00
33446		08/27/2025		COOTWAY, CURT	62.97
33447		08/27/2025		ELITE SPORTSWEAR	121.95
33448		08/27/2025		FOX CITIES EMBROIDERY INC	1,045.50
33449		08/27/2025		LITTLE CHUTE DANCE	473.00
33450		08/27/2025		MARTIN, FREDERICK	40.00
33451		08/27/2025		SIX FLAGS GREAT AMERICA	63.60
33452		08/27/2025		WALTON, DANA	357.80
33453		08/29/2025		PETTY CASH ASHWAUBENON HIGH SCHOOL	300.00
112842		08/13/2025		WEYERS, CAROLYN	-25.00
112939		08/26/2025		GLOBE MICROSYSTEMS INC	-825.00
112962		08/05/2025		UW MADISON	-1,000.00
112985		08/05/2025		UW GREEN BAY	1,000.00
112986		08/11/2025		COLLINS, DENNIS	200.75
112987		08/11/2025		COMPLETE OFFICE OF WISCONSIN	37.05
112988		08/11/2025		COUNCIL FOR EXCEPTIONAL CHILDREN, THE	140.00
112989		08/11/2025		DECKER EQUIPMENT	1,096.33
112990		08/11/2025		DIAMOND BUSINESS GRAPHICS	1,158.98
112991		08/11/2025		ENDERLE, ANNA	15.40
112992		08/11/2025		HEARTLAND BUSINESS SYSTEMS LLC	215.00
112993		08/11/2025		JOHNSON, JENNIFER	530.01
112994		08/11/2025		KHROME AGENCY	975.00
112995		08/11/2025		MACMILLAN HOLDINGS LLC	2,087.05
112996		08/11/2025		MEDCO SUPPLY CO	1,687.67
112997		08/11/2025		METRO SALES INC 130415	63.66
112998		08/11/2025		MICHIGAN TECHNOLOGICAL UNIV	3,000.00
112999		08/11/2025		DISCOVERY EDUCATION, INC	3,390.00
113000		08/11/2025		PANORAMA EDUCATION INC	15,054.00
113001		08/11/2025		QUADIENT FINANCE USA INC	4,000.00
113002		08/11/2025		SCHOOL DATEBOOKS INC	1,977.89
113003		08/11/2025		SCHOOL HOUSE	212.54
113004		08/11/2025		SHOWCASE KITCHENS	4,830.00
113005		08/11/2025		ST NORBERT COLLEGE	900.00
113006		08/11/2025		TEACHTOWN INC	3,090.00
113007		08/11/2025		TRUGREEN 4991	1,283.92
113008		08/11/2025		WILLEMS LANDSCAPE SERVICE, INC.	280.00
113009		08/12/2025		SAM'S CLUB/SYCHRONY BANK	288.22
113010		08/18/2025		ARBOR SCIENTIFIC	254.15
113011		08/18/2025		BAYCOM INC	100.00
113012		08/18/2025		CENGAGE GROUP	50.00
113013		08/18/2025		CENGAGE LEARNING	8,596.40
113014		08/18/2025		DECKER EQUIPMENT	162.45
113015		08/18/2025		EDUTEK SOLUTIONS LLC	4,495.00
113016		08/18/2025		EVERYDAY SPEECH	2,003.96
113017		08/18/2025		FONFEREK STONE LLC	800.00
113018		08/18/2025		FORK FARMS	2,456.38
113019		08/18/2025		GENERAL MAINTENANCE CORP	1,850.00
113020		08/18/2025		GRAINGER INC	449.25
113021		08/18/2025		GREEN BAY CITY TREASURER	417.00
113022		08/18/2025		HURD, JOHN	350.00
113023		08/18/2025		LITERACY SOLUTIONS, LLC	3,375.00
113024		08/18/2025		MEDCO SUPPLY CO	378.00
113025		08/18/2025		MEDD, WENDY	74.10
113026		08/18/2025		METRO SALES INC 130415	29.02
113027		08/18/2025		NORTH STAR ENVIRONMENTAL TESTING LLC	1,650.00
113028		08/18/2025		NORTHEAST WI TECHNICAL COLLEGE	5,000.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
113029		08/18/2025		NUTRISLICE INC	2,204.64
113030		08/18/2025		PETTY CASH / DISTRICT OFFICE	250.00
113031		08/18/2025		PETTY CASH / DISTRICT OFFICE	250.00
113032		08/18/2025		QUADIENT LEASING USA INC	554.52
113033		08/18/2025		REINHOLD SIGN SERVICE INC	572.00
113034		08/18/2025		ROSE BRAND WIPERS INC	4,050.71
113035		08/18/2025		SCHOOL HOUSE	99.23
113036		08/18/2025		SUBSCRIPTION DEPARTMENT	69.00
113037		08/18/2025		UW GREEN BAY	500.00
113038		08/18/2025		UW WHITEWATER	4,248.00
113039		08/18/2025		VESTIS	178.06
113040		08/18/2025		VITAL RECORDS CONTROL	2,334.00
113041		08/18/2025		WILLEMS LANDSCAPE SERVICE, INC.	520.00
113042		08/18/2025		WOLTER, INC.	491.15
113043		08/18/2025		ASHWAUBENON EDUCATION FOUNDATION	10.00
113044		08/18/2025		WI SUPPORT COLLECTION TRUST FUND	594.50
113045		08/20/2025		GOPHER STAGE LIGHTING, INC	35,810.00
113046		08/20/2025		PETTY CASH / DISTRICT OFFICE	399.00
113047		08/20/2025		PETTY CASH / DISTRICT OFFICE	50.00
113048		08/25/2025		ACTIVE INTERNET TECHNOLOGIES LLC	18,800.00
113049		08/25/2025		AUTHORS UNBOUND AGENCY	2,500.00
113050		08/25/2025		BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	5,695.50
113051		08/25/2025		CELLCOM GREEN BAY MSA	1,576.82
113052		08/25/2025		CENTRAL RESTAURANT PRODUCTS	2,674.49
113053		08/25/2025		FOX RIVER CLASSIC CONFERENCE	3,700.00
113054		08/25/2025		GANNETT WISCONSIN LOCALIQ	47.48
113055		08/25/2025		GORANTLA, AASHIRYA	24.43
113056		08/25/2025		KOMPAS CARE	8,426.00
113057		08/25/2025		KRUEGER INTERNATIONAL INC	39,851.82
113058		08/25/2025		KUEHN PRINTING	3,978.20
113059		08/25/2025		MEDCO SUPPLY CO	71.94
113060		08/25/2025		NSIGHT TELSERVICES	1,413.59
113061		08/25/2025		PANORAMA EDUCATION INC	3,960.00
113062		08/25/2025		SCENARIO LEARNING LLC	5,085.80
113063		08/25/2025		SCHOOL HOUSE	9.70
113064		08/25/2025		SHIMANEK, ASHLEY	284.62
113065		08/25/2025		TRUGREEN 4991	541.07
113066		08/25/2025		UNIVERSITY OF MINNESOTA	500.00
113067		08/25/2025		UW GREEN BAY	743.52
113068		08/25/2025		WALCZAK, BONNIE	2,000.00
113069		08/25/2025		WI DEPT OF JUSTICE	91.00
113070		08/25/2025		XELLO INC	2,345.00
113071		08/25/2025		XEROX IT SOLUTIONS	131,600.00
113072		08/25/2025		XIONG, BLAIRE	90.00
113073		08/26/2025		MADISON NATL LIFE INSURANCE CO	1,934.90
113074		08/26/2025		MADISON NATL LIFE INSURANCE CO	359.00
113075		08/26/2025		METLIFE	13,067.44
113076		08/26/2025		GLOBE MICROSYSTEMS INC	825.00
113077		09/02/2025		ALBERTS, AMANDA	18.00
113078		09/02/2025		ASHWAUBENON WATER & SEWER UTILITY	21,765.81
113079		09/02/2025		CEC	735.00
113080		09/02/2025		CESA 8	10,980.50
113081		09/02/2025		COMPLETE OFFICE OF WISCONSIN	6.39
113082		09/02/2025		DAMRO, SYDNEY	62.65
113083		09/02/2025		DEPAS, SABRINA	26.50
113084		09/02/2025		HANSON, MCKENZIE	66.95

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
113085		09/02/2025		HAVEL, JACKIE	82.30
113086		09/02/2025		HERMANN, NATALIE	52.45
113087		09/02/2025		KUBISIAK-EBERHARDT, ASHLEY	20.00
113088		09/02/2025		L&W SUPPLY CORP	82.66
113089		09/02/2025		MALONE, LEIA	10.00
113090		09/02/2025		MARTIN SYSTEMS LLC	335.00
113091		09/02/2025		METRO SALES INC 130415	26.68
113092		09/02/2025		MOUA, XIA	24.00
113093		09/02/2025		NELSEN, JAMIE	12.75
113094		09/02/2025		NORTHEAST WI TECHNICAL COLLEGE	1,000.00
113095		09/02/2025		PARAGON DEVELOPMENT SYSTEMS	164.00
113096		09/02/2025		STEEN MACEK PAPER COMPANY	16,388.57
113097		09/02/2025		STROM, PIERS	51.50
113098		09/02/2025		TDS	82.30
113099		09/02/2025		TECH ED SAFETY	643.23
113100		09/02/2025		UNIVERSITY OF IOWA	500.00
113101		09/02/2025		UW GREEN BAY	1,000.00
113102		09/02/2025		VESTIS	79.02
252600146		08/05/2025		ST JOHN THE BAPTIST	1,454.00
252600147		08/06/2025		LASEE, MELANIE	561.04
252600148		08/06/2025		TRUE NORTH ENERGY	720.00
252600149		08/11/2025		AMAZON CAPITAL SERVICES	2,129.16
252600150		08/11/2025		AMERICAN WELDING & GAS INC	813.36
252600151		08/11/2025		ARBEITER, JAMIE	212.80
252600152		08/11/2025		ASBESTOS REMOVAL INC	9,400.00
252600153		08/11/2025		BELLIN HEALTH	63.00
252600154		08/11/2025		CDW GOVERNMENT	42,646.45
252600155		08/11/2025		FIRST SUPPLY LLC- GREEN BAY	179.87
252600156		08/11/2025		GREEN BAY AREA PUBLIC SCHOOLS	12,271.26
252600157		08/11/2025		HALLMAN LINDSAY QUALITY PAINTS	166.38
252600158		08/11/2025		JOHNSON & JONET MECHANICAL CONTRACTORS I	6,900.00
252600159		08/11/2025		KNUTH, CHRISTOPHER	51.72
252600160		08/11/2025		LAMERS BUS LINES INC	124.73
252600161		08/11/2025		MARCO	26.93
252600162		08/11/2025		MENARDS INC	461.00
252600163		08/11/2025		MORAVETZ, DAVID	55.58
252600164		08/11/2025		MULTI MEDIA CHANNELS LLC	42.00
252600165		08/11/2025		PERFORMANCE FOODSERVICE	1,353.15
252600166		08/11/2025		PIONEER VALLEY EDUCATIONAL PRESS INC	125.00
252600167		08/11/2025		QUILL CORP	36.74
252600168		08/11/2025		SHERWIN WILLIAMS COMPANY	666.35
252600169		08/11/2025		SMITS, JODY	17.60
252600170		08/11/2025		STAPLES BUSINESS CREDIT	88.35
252600171		08/11/2025		TIETZEN, ERIK	309.60
252600172		08/11/2025		USIC LOCATING SERVICES INC	161.05
252600173		08/11/2025		WCASS	450.00
252600174		08/11/2025		WI COUNCIL OF ADMIN OF SPEC SRV LTD	750.00
252600175		08/11/2025		WI PUBLIC SERVICE CORP	58,646.97
252600176		08/13/2025		BSN SPORTS LLC	302.50
252600177		08/13/2025		PHILLIPS, KEVIN	268.94
252600178		08/18/2025		ALPHA BAKING COMPANY	105.48
252600179		08/18/2025		AMA INC	1,054.42
252600180		08/18/2025		AMAZON CAPITAL SERVICES	228.12
252600181		08/18/2025		AMBROSIUS STUDIOS INC	400.00
252600182		08/18/2025		AMERICAN WELDING & GAS INC	683.16
252600183		08/18/2025		BOYS & GIRLS CLUB OF THE BAY & LAKES REG	35,000.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
252600184		08/18/2025		BSN SPORTS LLC	1,007.87
252600185		08/18/2025		CHARTER COMMUNICATIONS	237.16
252600186		08/18/2025		CINTAS CORPORATION	218.56
252600187		08/18/2025		CONSTELLATION NEWENERGY-GAS DIV LLC	2,516.24
252600188		08/18/2025		GREEN BAY AREA PUBLIC SCHOOLS	120.60
252600189		08/18/2025		JOHNSON & JONET MECHANICAL CONTRACTORS I	454.61
252600190		08/18/2025		JW PEPPER & SONS INC	254.29
252600191		08/18/2025		MARCO	22.76
252600192		08/18/2025		MENARDS INC - DEPERE	160.34
252600193		08/18/2025		MENARDS INC	275.50
252600194		08/18/2025		MULTI MEDIA CHANNELS LLC	42.00
252600195		08/18/2025		NEOLA INC	795.00
252600196		08/18/2025		NESS, MORGAN	35.41
252600197		08/18/2025		PRAIRIE FARMS DAIRY, INC	139.58
252600198		08/18/2025		QUILL CORP	479.10
252600199		08/18/2025		SCHOOL SPECIALTY LLC	4,663.46
252600200		08/18/2025		SMITS, JODY	5.00
252600201		08/18/2025		SUPERIOR CHEMICAL COMPANY	282.36
252600202		08/18/2025		VERNIER SOFTWARE AND TECHNOLOGY	536.80
252600203		08/18/2025		WEX BANK	329.89
252600204		08/18/2025		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	23,463.68
252600205		08/18/2025		RELIANCE TRUST COMPANY - ASHWAUBENON 457	11,499.21
252600206		08/18/2025		WEA TSA TRUST	108,601.79
252600207		08/20/2025		ST JOHN THE BAPTIST	874.00
252600208		08/20/2025		BSN SPORTS LLC	3,350.50
252600209		08/20/2025		KAY DISTRIBUTING INC	550.94
252600210		08/20/2025		PENZA, KEVIN	196.26
252600211		08/20/2025		VILLAGE OF ASHWAUBENON	374.88
252600212		08/20/2025		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	3,072.56
252600213		08/25/2025		AMAZON CAPITAL SERVICES	323.43
252600214		08/25/2025		BAER PERFORMANCE MARKETING	1,935.00
252600215		08/25/2025		BLICK ART MATERIALS	155.00
252600216		08/25/2025		CDW GOVERNMENT	48,223.68
252600217		08/25/2025		HALLMAN LINDSAY QUALITY PAINTS	109.02
252600218		08/25/2025		HEIM, MICHAEL	35.40
252600219		08/25/2025		HINTZ, JACOB	200.34
252600220		08/25/2025		INFO MART INC	164.00
252600221		08/25/2025		MARCO	223.94
252600222		08/25/2025		PRAIRIE FARMS DAIRY, INC	194.85
252600223		08/25/2025		RENNING LEWIS & LACY SC	252.00
252600224		08/25/2025		ST JOHN THE BAPTIST	717.08
252600225		08/25/2025		UNITED MAILING SERVICES INC	306.94
252600226		08/26/2025		GREEN BAY AREA PUBLIC SCHOOLS	1,004.48
252600227		08/27/2025		BSN SPORTS LLC	1,586.00
252600228		08/27/2025		LAMERS BUS LINES INC	1,375.00
252600229		08/27/2025		PHILLIPS, KEVIN	133.29
252600230		09/02/2025		AMERICAN WELDING & GAS INC	362.37
252600231		09/02/2025		BATTERIES PLUS LLC	101.26
252600232		09/02/2025		BELLIN HEALTH	25,518.03
252600233		09/02/2025		CDW GOVERNMENT	1,343.27
252600234		09/02/2025		CESA 6	5,294.63
252600235		09/02/2025		CLARK, TIMOTHY	650.12
252600236		09/02/2025		COMPASS GROUP	76,746.41
252600237		09/02/2025		FIRST SUPPLY LLC- GREEN BAY	299.00
252600238		09/02/2025		FOX SPECIALTY CO LLC	78.00
252600239		09/02/2025		INSTRUMENTAL MUSIC CO INC	1,735.91

<u>CHECK</u>	<u>COMMENT</u>	<u>CHECK</u>	<u>COMMENT</u>	<u>AMOUNT</u>
<u>NUMBER</u>		<u>DATE</u>	<u>VENDOR</u>	
252600240		09/02/2025	MADISON, JODIE	12.04
252600241		09/02/2025	MARCO	79.77
252600242		09/02/2025	MENARDS INC - DEPERE	46.48
252600243		09/02/2025	MENARDS INC	63.94
252600244		09/02/2025	MULTI MEDIA CHANNELS LLC	38.00
252600245		09/02/2025	OBERSTADT, MEGAN	109.33
252600246		09/02/2025	PACKERLAND GLASS INC	791.00
252600247		09/02/2025	PRAIRIE FARMS DAIRY, INC	133.34
252600248		09/02/2025	QUILL CORP	1,949.86
252600249		09/02/2025	SHERWIN WILLIAMS COMPANY	188.37
252600250		09/02/2025	VAN'S FIRE AND SAFETY INC	789.79
252600251		09/02/2025	EDGEWOOD COLLEGE	6,552.00
Totals for checks				1,386,347.12

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	376,204.99	90.00	697,868.23	1,074,163.22
21	Gifts & Donations	11,000.00	0.00	89,917.78	100,917.78
27	Special Education	56,677.98	0.00	37,970.62	94,648.60
50	Food Service	8,157.27	552.35	13,278.02	21,987.64
80	Community Service Fund	165.75	20.00	37,377.31	37,563.06
81	Ashwaubenon PAC	8,312.00	0.00	48,754.82	57,066.82
***	Fund Summary Totals ***	460,517.99	662.35	925,166.78	1,386,347.12

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

RESIGNATIONS/RETIREMENTS/LAYOFFS

NON-TEACHING STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

Name	FTE	Position	School	Notes
Prahl, Daniel	1.0 FTE	Administrative Associate – Accounting Specialist	DO	Resignation is effective 8/14/25.

Last Name	First Name	School	Position	Board Approval
Moon	Ellen	AHS	Assistant Band Director	10-Sep
Bellerud	Jacob	AHS	Basketball (Boys Freshman) Coach	10-Sep
Blanks	Devante	AHS	Basketball (Boys Varsity) Coach	10-Sep
Anderson	Chad	AHS	Basketball (Girls JV) Coach	10-Sep
Harris	Cameron	AHS	Basketball (Girls JV2-Freshman) Coach	10-Sep
Radue	Mike	AHS	Basketball (Girls Varsity) Coach	10-Sep
Stroud	Dave	AHS	Community Service Club	10-Sep
Cullen	Rebecca	AHS	DECA Club Advisor	10-Sep
Albrent	Dan	AHS	Eco Club	10-Sep
LaChance	Kristen	AHS	Encore Swing Choir	10-Sep
Hammen	Amber	AHS	Forensics (Assistant Coach)	10-Sep
Hilgemann	Lindsey	AHS	Forensics (Head Coach)	10-Sep
Jimos	Marc	AHS	Instrumental Director	10-Sep
Jimos	Marc	AHS	Jazz Band I	10-Sep
Moon	Ellen	AHS	Jazz Band II	10-Sep
Senger	Katie	AHS	Junior Class Advisor	10-Sep
Ness	Morgan	AHS	LINK Advisor	10-Sep
Oberstadt	Megan	AHS	LINK Advisor	10-Sep
Stomberg	Lisa	AHS	Metro Math Advisor	10-Sep
Drumm	Debbie	AHS	Musical - Choral	10-Sep
Alosi	McKenzie	AHS	Musical - Choreographer	10-Sep
Rocheleau	Bernie	AHS	Musical - Director	10-Sep
Jimos	Marc	AHS	Musical - Pit Band	10-Sep
Seymour	Paul	AHS	Musical - Wardrobe	10-Sep
Lemens	Cortney	AHS	National Honor Society Co-Advisor	10-Sep
Mathu	Nadine	AHS	National Honor Society Co-Advisor	10-Sep
Rocheleau	Bernie	AHS	Performing Arts Club Advisor	10-Sep
Mommaerts	Eric	AHS	Senior Class Advisor	10-Sep
Barnhart	Tom	AHS	Shop Advisor	10-Sep
Butler	Jonathan	AHS	Skills USA Advisor	10-Sep
Cook	Tasha	AHS	STING Cancer Co-Advisor	10-Sep

Hodgson	Valerie	AHS	STING Cancer Co-Advisor	10-Sep
Penza	Kevin	AHS	Student Council Co-Advisor	10-Sep
Stroud	Dave	AHS	Student Council Co-Advisor	10-Sep
Martin	Peter	AHS	Swim - Boys Assistant Coach	10-Sep
Martin	Frederick	AHS	Swim - Boys Head Coach	10-Sep
Anderson	Chelsea	AHS	Swim - Dive / Assistant Coach	10-Sep
LaChance	Kirsten	AHS	Vocal Director	10-Sep
Ryczkowski	Brian	AHS	Weight Training (Winter) Advisor	10-Sep
Andresen	Scott	AHS	Wrestling - Varsity Assistant/JV Coach	10-Sep
DeCleene	Chase	AHS	Wrestling - Varsity Coach	10-Sep
Krueger	Angela	AHS	Yearbook Advisor	10-Sep
Heller	Mark	PI	After-school Basketball Coach	10-Sep
Anderson	Doug	PI	After-school Basketball Co-Coach	10-Sep
Brunette	Lauren	PI	After-school Basketball Co-Coach	10-Sep
Kwaterski	Stuart	PI	Flag Football	10-Sep
Rhenwick	Avery	PI	Flag Football	10-Sep
Tomashek	Margaret	PI	Math Club Advisor	10-Sep
Ehrfurth	Tina	PI	Student Council Co-Advisor	10-Sep
Kasten	Lisa	PI	Student Council Co-Advisor	10-Sep
Oliver	Jackie	PI	Winter Musical - Choreography	10-Sep
Conradt	Brenda	PI	Winter Musical - Director	10-Sep
Brunette	Lauren	PI	Winter Musical - Music Director	10-Sep
Amenson	Mary	PI	Winter Musical - Scenery Co-Supervisor	10-Sep
Johnson	Jill	PI	Winter Musical - Scenery Co-Supervisor	10-Sep
Smits	Mike	PV	Animae Club Advisor	10-Sep
DuMoulin	Claudia	PV	Art Club Advisor	10-Sep
Cootway	Curt	PV	Basketball - Boys Grade 7 - Team 1	10-Sep
Janquart	Kerry	PV	Basketball - Boys Grade 7 - Team 2	10-Sep
Cootway	Curt	PV	Basketball - Boys Grade 8 - Team 1	10-Sep
Janquart	Kerry	PV	Basketball - Boys Grade 8 - Team 2	10-Sep
Cootway	Curt	PV	Basketball - Girls Grade 7 - Team 1	10-Sep
Cootway	Curt	PV	Basketball - Girls Grade 7 - Team 2	10-Sep
Janquart	Kerry	PV	Basketball - Girls Grade 8 - Team 1	10-Sep
Janquart	Kerry	PV	Basketball - Girls Grade 8 - Team 2	10-Sep
Kuchta	Michelle	PV	Clarinet/Flute/Percussion Ensemble	10-Sep
Thompson	Douglas	PV	Forensics Coach	10-Sep
DeLaune	Nick	PV	Gaming Club Co-Advisor	10-Sep

Hendricks	Shay	PV	Gaming Club Co-Advisor	10-Sep
Smits	Mike	PV	Gaming Club Co-Advisor	10-Sep
Roberts	Greg	PV	Green Thumb Club/Front Garden Maintenance	10-Sep
Koehler	Ella	PV	Jaguaress Dance Coach	10-Sep
Shimanek	Ashley	PV	Jaguaress Dance Coach	10-Sep
Williams	Meganne	PV	Jaguaress Dance Coach	10-Sep
Kuchta	Michelle	PV	Jazz Band Director	10-Sep
Meyer	McKenna	PV	Math Club Advisor	10-Sep
DuMoulin	Claudia	PV	Memory Book Co-Advisor	10-Sep
Haapala	Michelle	PV	Memory Book Co-Advisor	10-Sep
Dinse	Christopher	PV	Music Director	10-Sep
Hanna	Jenny	PV	Music Director	10-Sep
Kuchta	Michelle	PV	Music Director	10-Sep
Lasee	Jamie	PV	Parent Faculty Club Co-Liaison	10-Sep
Meinel	Andrew	PV	Parent Faculty Club Co-Liaison	10-Sep
Hanna	Jenny	PV	Show Choir	10-Sep
Slawik	Brynn	PV	Soccer - Grade 6	10-Sep
Butler	Sean	PV	Student Council Co Advisor	10-Sep
Wojtyla	Matt	PV	Student Council Co Advisor	10-Sep
Hanna	Jenny	PV	Triple Trio	10-Sep
Armstrong	Michelle	PV	Volunteer Club	10-Sep
Huber	Cole	VV	After-school Basketball Coach	10-Sep
Kryzanski	Kameron	VV	After-school Basketball Coach	10-Sep
Mommaerts	Adam	VV	Quiz Bowl - Team 1	10-Sep
Mommaerts	Adam	VV	Quiz Bowl - Team 2	10-Sep
Wichlacz	Elizabeth	VV	Safety Patrol Advisor	10-Sep
Ourada	Brenda	VV	Student Council - Advisor	10-Sep



Action Item: 1

Ashwaubenon School Board

Meeting Date:	September 10, 2025
Issue:	Second reading and approval of policy 8500
Requested By:	Keith Lucius and Kaitlin Tauriainen
Attachments:	Policies
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	Policy 8500 – Food Service: This policy has been updated to reflect current practice.
Recommendation:	Second read and final approval.



Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICES
Code	po8500
Status	
Adopted	June 9, 2008
Last Revised	January 8, 2025

8500 - **FOOD SERVICES**

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

The Board shall also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area from midnight before to thirty (30) minutes after the end of the instructional day shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

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

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

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator: Kaitlin Tauriainen; 1055 Griffiths Lane; 1-920-492-2905 x 1009; ktauriainen@ashwaubenonk12.org

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) or upon request to the District's Food Service Director or Special Dietary Accommodation Coordinator.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

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

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Superintendent and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

Modifications Based on Noncompliant Medical Requests

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

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

Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

A. Fluid Milk Substitution

The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

B. Religious Reason

The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

C. General Dietary Preference

The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Food Service Director by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Food Service Director may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Director or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

Meal Charges

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

Students may be permitted to accumulate negative food service account balance as determined by the Superintendent. The Superintendent shall determine the manner of determining permissible account balances by grade level. A student shall be permitted to purchase a la carte items with cash payment.

~~Students may not be permitted to purchase a meal using a food service account, when the family account is delinquent, but will instead be provided an alternative meal for \$1.00 until the school collects.~~ Students with a delinquent account will receive a regular meal purchased with donated funds until the donation account is depleted.

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

A periodic review of the food-service accounts shall be made by the Director of Business Service. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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

Negative Account Balances

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

Students may be permitted to accumulate negative food service account balance not to exceed \$15.00 in grades K-5 and \$18.75 in grades 6-12. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year. Funding for these meals will come from donated funds.

This information is provided in writing to all households at the start of each year.

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

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

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food that complies with Federal food safety regulations;
- C. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (see Policy 1130, Policy 3230, and Policy 4230);
- D. compliance with food holds and recalls in accordance with USDA regulations;
- E. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- F. the safekeeping and storage of food and food equipment pursuant to USDA regulations.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

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Revised 4/10/24
Revised 9/10/2025

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs
SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program
OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
42 U.S.C. 1758
15.137, Wis. Stats.
93.49, Wis. Stats.
115.34 - 115.345, Wis. Stats.
120.10(16), Wis. Stats.
120.13(10), Wis. Stats.
7 C.F.R. Part 15b
7 C.F.R. Part 210
7 C.F.R. Part 215
7 C.F.R. Part 220
7 C.F.R. Part 225
7 C.F.R. Part 226
7 C.F.R. Part 227
7 C.F.R. Part 235
7 C.F.R. Part 240
7 C.F.R. Part 245
42 U.S.C. Chapter 13

Last Modified by Jennifer Bower on July 11, 2025