



**Monday, July 24, 2023**  
**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](mailto:malottkayla@aasd.k12.wi.us) or (920) 852-5300 ext. 60111, at least 24-hours in advance of the meeting.**

### **1. Meeting Opening**

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|----------------|------------------------------------------------|
| <b>Subject</b> | <b>A. Roll Call</b>                            |
| Meeting        | Jul 24, 2023 - Board of Education Work Session |
| Category       | 1. Meeting Opening                             |
| Type           | Procedural                                     |

### **2. Operational Expectations 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.)**

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|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b> | <b>A. Monitoring: OE 2- Emergency Superintendent Succession</b>                                                                                                                                  |
| Meeting        | Jul 24, 2023 - Board of Education Work Session                                                                                                                                                   |
| Category       | 2. Operational Expectations 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                                                                                                                                                                          |

File Attachments

[Monitoring\\_OE-2\\_Emergency\\_Superintendent\\_Succession\\_.pdf \(424 KB\)](#)

### **3. Operational Expectations Revisions**

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|----------------|------------------------------------------------|
| <b>Subject</b> | <b>A. OE 8- Communicating with the Board</b>   |
| Meeting        | Jul 24, 2023 - Board of Education Work Session |

Category 3. Operational Expectations Revisions

Type Discussion, Information

File Attachments

[OE-8 Communicating with the Board \(1\).pdf \(842 KB\)](#)

**Subject B. OE 9- Communicating with the Public**

Meeting Jul 24, 2023 - Board of Education Work Session

Category 3. Operational Expectations Revisions

Type Discussion, Information

File Attachments

[OE-9 Communicating with the Public.pdf \(289 KB\)](#)

**Subject C. OE 12- Facilities**

Meeting Jul 24, 2023 - Board of Education Work Session

Category 3. Operational Expectations Revisions

Type Discussion, Information

File Attachments

[OE-12 Facilities \(1\).pdf \(1,472 KB\)](#)

## 4. Adjourn

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**Subject A. Adjournment of Meeting**

Meeting Jul 24, 2023 - 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-2 Emergency Superintendent Succession**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, the Superintendent certifies that the following information is accurate and complete, and that the Organization is:

  X   **Compliant**

       **Compliant with the exceptions noted:**

       **Non-Compliant**

| Compliant Indicators | Noncompliant Indicators |
|----------------------|-------------------------|
| 1                    | 0                       |
| Total Indicators: 1  |                         |

**Executive Summary/Analysis:**

The evidence, as submitted below, provides assurance that I have made sufficient arrangements to provide for the safety and well being of students and staff, should I be unavailable due to an emergency situation.

**Notes or exceptions, if any:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**BOARD ACTION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, 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 –2 Emergency Superintendent Succession

The Superintendent shall designate at least one other executive staff member who is familiar with the Board’s governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis.

**SUPERINTENDENT Interpretation:**

The board values having an administrator who can assume the Superintendent's role on a temporary basis that is knowledgeable about the challenges to the district and knows and understands how the board governs.

- An **executive staff member** shall mean a member of the District's Leadership Team.
- **Familiar with the Board's governance process** shall mean understanding of how the board governs and the expectations related to the monitoring and reporting process as outlined in the Board's Annual Work Plan.
- **Emergency basis** shall mean a period of time when the Superintendent is not available by any means and a decision that normally falls under the Superintendent's purview must be made to ensure the safety and welfare of students and District personnel, or should such a decision not be made during this period; the District's interests will be substantially damaged. The emergency would end upon the reestablishment of communication with the Superintendent, or, if the Superintendent is deemed by the School Board as incapable of resuming responsibilities, until the School Board appoints an interim Superintendent.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

- 2.1.1-** The Superintendent prepares an emergency succession list with two positions with superintendent certification that will step in for the Superintendent on a temporary emergency basis and presents such a list to members of the Board and members of the District Leadership Team.

**SUPERINTENDENT Evidence of Compliance:**

- Emergency Succession List
  - Assistant Superintendent - School Services - Nan Bunnow
  - Assistant Superintendent - Assessment, Curriculum, & Instruction - Steve Harrison

In  
Compliance

Not in  
Compliance

X

Success for  
Every Student,  
Every Day



**Appleton Area School District**  
**Operational Expectations Interpretation & Indicators Document**  
**OE-8 Communicating with the Board**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE-8, Communicating with the Board, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

☐ **Compliant**

☒ **Compliant with the exceptions noted**

☐ **Non-Compliant**

**Executive Summary/Analysis:**

The interpretations and indicators, as submitted below, will provide evidence to the Board that the Superintendent provides adequate information and support for members of the Board of Education to complete their responsibilities to the District. Indicators are informed by best practice, follow all legal requirements, and align with other applicable OE and Results policies.

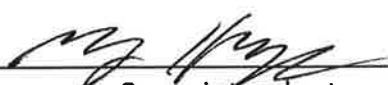
Of the 17 indicators included in the monitoring of OE 8, 16 were in compliance. The one indicator that was not in compliance is 8.11, which is shown below.

- Superintendent responds to every Board complaint that is assigned to the Superintendent with an explanation of how the situation/complaint has been addressed as documented by board review of a record of complaints, dispositions, and board communication dates kept by the Superintendent's Office.

Every complaint that has been assigned to the Superintendent has been addressed. However, a record of dispositions has not been kept, resulting in being compliant with exception.

**Notes of exceptions, if any:**

See above.

Signed:  Date: 6/6/2023  
Superintendent

**BOARD ACTION:**

With respect to Operational Expectations Policy OE-8, Communicating with the Board, the Board:

☐ **Compliant**

☒ **Compliant with the exceptions noted**

☐ **Non-Compliant**

**Commendations and/or Recommendations, if any:**

- Clarify indicator for 8.9
- Clarify indicator for 8.11
  - definition of "complaint assigned to the superintendent"
  - determine follow-up with the Board after resolution of the complaint

Signed: Kay A. Eggert Date: 6/6/23  
Board President

Document submitted: 5/22/23

Re-submitted: \_\_\_\_\_

| OE – 8 Communicating with the Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Superintendent |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------|-------------------|
| The Superintendent shall assure that the Board is fully supported and adequately informed about matters relating to Board work and significant district concern.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | In Compliance  | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b><br>The Board values comprehensive information in a reasonable timeframe on notable issues and happenings in the District and on issues that are relevant to its role and responsibilities as defined by Board policy. <ul style="list-style-type: none"><li>• <b>Fully supported and adequately informed</b> shall mean that the amount of information and the timing and manner in which information is communicated to the Board shall be such that each Board member will have the necessary information to be able to fulfill his or her responsibilities and will receive relevant information in a timely manner.</li></ul> |  |                |                   |

- **Matters relating to Board work** shall mean items related to the Board’s job description as defined in GC-3.
- **Significant district concern** shall mean matters that impact a large number of employees, students, or stakeholders or matters that may gain large media attention or matters that may have significant cost to the District, financial or otherwise.

**OE – 8.1** The Superintendent will submit required monitoring data (see policy B/SR-5–Monitoring Superintendent Performance) in a thorough, accurate and understandable fashion, according to the Board’s annual work plan schedule, and including both Superintendent interpretations and relevant data to document compliance or reasonable progress.

In Compliance

Not In Compliance

**SUPERINTENDENT Interpretation:**

- **Monitoring data** shall mean evidence provided by the Superintendent and staff to support accomplishment of the indicators of compliance and reasonable progress.
- **Thorough, accurate, and understandable fashion** shall mean that the evidence is comprehensive, that it is correct and reported in a manner that promotes transparency, and that the Board is able to consume the information readily.
- **Annual work plan** shall mean the schedule of indicator reports and monitoring reports outlined by the Board.
- **Document compliance or reasonable progress** shall mean to determine whether the Superintendent or District has accomplished the measurable goals or objectives outlined in the OE indicators and Results.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

- The District submits 100% of the monitoring data per the Board’s annual work plan for all OE Policies and Results.
- A survey of the Board indicates that monitoring data is readily consumable and that the reports are comprehensive and accurate.

X

X

**SUPERINTENDENT Evidence of Compliance:**

At this time, all OE policies and results policies have been submitted and approved as outlined in the Board’s “Annual Work Plan”.

Results from the November and April surveys of the Board indicate that 100% of Board members agree or strongly agree that monitoring data is readily consumable and that reports are comprehensive and accurate.



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| <b>OE – 8.3</b> The Superintendent will inform the Board of significant transfers of money within funds or other changes substantially affecting the district's financial condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | In Compliance | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>• <b>Significant transfers of money</b> shall mean any movement of money in budgeted line items over \$500,000 from one-line item to another.</li> <li>• <b>Substantially affecting the district's financial condition</b> shall mean contrary to the indicators and interpretations outlined in OE-5 and OE-6.</li> </ul>                                                                                                                                                                                                                                          |               |                   |
| <b>SUPERINTENDENT Indicators of Compliance:</b><br><br>We will know we are compliant when: <ul style="list-style-type: none"> <li>• The annual audit of the District's finances (Comprehensive Annual Financial Report) reveals no instance in which a significant amount of money was transferred from one-line item to another without having informed the Board and that no other changes substantially affecting the District's financial condition were made without having informed the Board.</li> </ul> <b>SUPERINTENDENT Evidence of Compliance:</b><br><br>A copy of the <a href="#">audit</a> for the year ending 6/30/22 for review. | X             |                   |
| <b>Board Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                   |
| <b>OE – 8.4</b> The Superintendent will assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions, including matters related to charters.                                                                                                                                                                                                                                                                                                                                                                                                                             | In Compliance | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>• <b>Adequate information</b> shall mean sufficient data, documentation, communications and reports for each Board member to fulfill his or her responsibilities.</li> <li>• <b>Variety of internal and external viewpoints</b> shall mean opinions and perspectives from multiple and diverse representative sources and shall include sources both within and outside of the District (such as the Superintendent, Leadership Team, District surveys, individual stakeholders, etc.).</li> </ul>                                                                  |               |                   |

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| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• In a survey of Board members each April and November, a majority of Board members believe they have been provided with <ul style="list-style-type: none"> <li>○ Adequate information from a variety of viewpoints.</li> <li>○ An annual overview of district survey results.</li> <li>○ An annual overview of District Scorecard results.</li> </ul> </li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>The results of our November and April surveys show that improvements could be made in providing adequate information from a variety of viewpoints.</p> <p>An annual overview of survey results will be provided when available. Results from student, staff, administrator, and family surveys will be available in June.</p> <p>An overview of the District scorecard was presented during the February 13th Board meeting. <a href="#">Mid-Year AASD Scorecard Review</a>.</p> | X             |                   |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                   |
| <p><b>OE – 8.5</b> The Superintendent will inform the Board of anticipated significant media coverage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | In Compliance | Not In Compliance |
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Anticipated</b> shall mean reasonably predictable or probable.</li> <li>• <b>Significant</b> shall mean topics that could impact a majority of stakeholders, at the school or District level.</li> <li>• <b>Media coverage</b> shall mean reports, stories or commentary that may appear in the local print, television or online recognized news outlets.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                   |

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| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"><li>• In a survey of Board members each April and November, all Board members agree that they have been informed by the Superintendent or designee with regard to significant reports, stories or commentary that may appear in local or national media ahead of the appearance or within 24 hours of breaking news.</li></ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>Results of the November and April surveys show that all Board members who completed the surveys agree that they have been informed about significant reports, stories or commentary as described in the indicator.</p> <p>In her role as the Communication Coordinator for the district, Kylie Harwell sends the Board emails (media mentions) within 24 hours of a story being published.</p> <p>Superintendent Hartjes also sends emails, and if more timely, will call Board members to inform them of media reports, stories or commentary.</p> | X             |                   |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                   |
| <p><b>OE – 8.6</b> The Superintendent will inform the Board, the Board President or individual members if, in the Superintendent’s opinion, the Board or individual members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any Governance Culture or Board/Superintendent Relations policies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | In Compliance | Not In Compliance |
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"><li>• <b>Encroached into</b> shall mean taking action, making requests of staff, or otherwise getting involved in the work of the Superintendent or District as described by the Governance policies or State law.</li><li>• <b>Non-compliant with any Governance Culture or Board/Superintendent Relations</b> shall mean contrary to the policies outlined by the Board’s Coherent Governance policies.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                   |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                   |

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| <ul style="list-style-type: none"> <li>The Superintendent reports the specifics of any non-compliance by Board members to the Board President.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>No non-compliance occurred up to this time in the 2022-2023 school year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X                 |                   |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                   |
| <p><b>OE – 8.7</b> The Superintendent will present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In Compliance     | Not In Compliance |
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Clear and concise</b> shall mean using succinct language that is not industry specific and can be understood by people without an educational background.</li> <li><b>Information is incidental, intended for decision preparation or for formal monitoring</b> shall mean identifying the use of the information that is provided so Board Members can respond appropriately.</li> </ul>                                                                                                                                                                                                                                                                                                     |                   |                   |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>In a survey of Board members each April and November, a majority of Board members who responded to the surveys indicate that they have been given information in a way they could understand.</li> <li>In a survey of Board members each April and November, a majority of Board members who responded to the surveys believe they understood the intent of the information they received.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>Results of the November and April surveys showed that 100% of Board members agree or strongly agree that they have been given information in a way they could understand.</p> | <p>X</p> <p>X</p> |                   |

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| In addition, 100% of Board members agree or strongly agree that they understood the intent of the information they received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                   |
| <b>Board Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                   |
| <b>OE – 8.8</b> The Superintendent will treat all members impartially and assure that all members have equal access to information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | In Compliance     | Not In Compliance |
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Treat all members impartially</b> shall mean to interact with every Board member in a professional and respectful manner, and to communicate with each one in the amount and manner necessary for each Board member to fulfill his or her responsibilities, duties, and Board-assigned tasks.</li> <li>• <b>Equal access to information</b> shall mean that every Board member shall receive the same communications and documents on matters that are of concern to the Board as a whole and upon which the board makes decisions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                   |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• In a survey of Board members each April and November, a majority of Board members believe they have been treated equally and have equal access to information.</li> <li>• Documents for meetings and work sessions for Board members are distributed equally and at the same time 100% of the time as evidenced by records kept by the Superintendent's Office.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>Results from the November and April surveys showed that 100% of Board members completing the surveys agree or strongly agree that they have been treated equally and have equal access to information.</p> <p>Through the use of Boarddocs, all Board members receive documents at the same time 100% of the time. In addition, emails with information from the Board and Superintendent's Executive Assistant are sent to all Board members at the same time.</p> | <p>X</p> <p>X</p> |                   |

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| <b>Board Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                   |
| <b>OE – 8.9</b> The Superintendent will inform the Board in a timely manner of any actual or anticipated noncompliance with any Board Operational Expectations policy or any anticipated failure to achieve reasonable progress toward any Results policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In Compliance | Not In Compliance |
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>In a timely manner</b> shall mean at the next scheduled work session or Board meeting after the time when the Superintendent has confirmed with staff that the District is likely to be "noncompliant" with regard to any OE policy or when the Superintendent determines that the District has failed to make reasonable progress toward the Results policy.</li> <li>• <b>Actual noncompliance</b> shall mean failure to meet the indicators of compliance as outlined in the OEs.</li> <li>• <b>Anticipated noncompliance</b> shall mean likely failure to meet the indicators of compliance as outlined in the OEs as determined by the Superintendent and his/her staff after review of relevant data or information.</li> <li>• <b>Reasonable progress</b> shall mean sufficient achievement gains to achieve the targets outlined in the Results policies.</li> </ul>                                                                                     |               |                   |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• The Superintendent brings to the Board 100% of the instances he/she anticipates noncompliance with Board Operational Expectations or Results policies at the next scheduled work session or Board meeting after the time when the Superintendent has confirmed with staff that the District is likely to be "noncompliant" with regard to any OE policy or when the Superintendent determines that the District has failed to make reasonable progress toward a Results policy as shown in a record of board communication dates kept by the Superintendent or designee.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>All instances of noncompliance with Board Operational Expectations or Results policies have been shared with the Board during the scheduled monitoring meeting. The <a href="#">schedule</a> for such meetings has been updated as needed throughout the year.</p> | X             |                   |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                   |
| <b>OE – 8.11</b> Inform the Board in a timely manner of the administrative disposition of complaints referred to the Superintendent by the Board.                                                                                                                                                                                                                                                                                                                                                    | In Compliance | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>• <b>In a timely manner</b> shall mean by the next work session or regular meeting of the School Board.</li> <li>• <b>Administrative disposition</b> shall mean how the complaint was handled or resolved.</li> <li>• <b>Complaints</b> shall mean any concern or issue that is disruptive to operations or student learning and is presented to the Superintendent by the Board.</li> </ul>                            |               |                   |
| <b>SUPERINTENDENT Indicators of Compliance:</b><br>We will know we are compliant when: <ul style="list-style-type: none"> <li>• The Superintendent responds to every Board complaint that is assigned to the Superintendent with an explanation of how the situation/complaint has been addressed as documented by board review of a record of complaints, dispositions, and board communication dates kept by the Superintendent's Office.</li> </ul> <b>SUPERINTENDENT Evidence of Compliance:</b> |               | X                 |
| <b>Board Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |                   |
| <b>OE – 8.12</b> Inform the Board in advance of any deletions of, additions to, or significant modifications of any District policies, instructional programs, or the employee handbook.                                                                                                                                                                                                                                                                                                             | In Compliance | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>• <b>Deletions, additions, significant modifications</b> shall mean removal or editing of learning opportunities that require considerable professional development or resources to change.</li> <li>• <b>District policies</b> shall mean all operational policies maintained by the District and under the direction of the Superintendent for his/her use in the day-to-day operation of the District.</li> </ul>    |               |                   |

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| <ul style="list-style-type: none"> <li>• <b>Instructional programs</b> shall mean the teaching practices and classroom instruction that have valuable learning opportunities in the District's schools.</li> <li>• <b>Employee handbook</b> shall mean the manual provided to all staff members which outlines and describes the professional expectations and necessary conditions related to their employment with the District.</li> </ul>                                                                                                            |   |  |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• A review of board meeting or work session minutes or Board communications will show that the Board was informed of 100% of any significant changes to District policies, instructional programs, or the employee handbook prior to the implementation of the change.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>Board meeting or work session minutes are available on Boarddocs.</p> | X |  |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |  |



Success for  
Every Student,  
Every Day



**Appleton Area School District  
Operational Expectations Interpretation & Indicators Document  
OE-9 Communicating with the Public**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE-9, Communicating with the Public, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

☐ **Compliant**

☐ **Compliant with the exceptions noted**

☒ **Non-Compliant**

**Executive Summary/Analysis:**

The interpretations and indicators, as submitted below, will provide evidence to the Board that the District's communications will assure that the public is aware of the current activities of the District and knows the plan for improvement moving into the future. Indicators are informed by best practice and align with other applicable OE and Results policies.

Only one of the four indicators under OE 9.1 is in compliance. The first indicator regarding visits to our district website shows a decrease in the number of visits in comparison to the previous three years. The third indicator, which required the district to send a survey to randomly selected community members, was not in compliance because no survey was administered. The survey will go out as part of the annual Community Report later in the summer. The fourth indicator, which required three district newsletters to be sent to the community, was not in compliance as only two such newsletters were sent this year. In the future, the administration recommends that this indicator be revised to require two newsletters per year rather than three.

The only indicator under OE 9.2 requires a Community Report to be made available to staff, families, and community members. This Report will be produced and disseminated in July or August.

**Notes of exceptions, if any:**

Signed: \_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

6/6/2023

**BOARD ACTION:**

With respect to Operational Expectations Policy OE-9, Communicating with the Public, the Board:

\_\_\_\_\_ **Compliant**

\_\_\_\_\_ **Compliant with the exceptions noted**

  X   **Non-Compliant**

**Commendations and/or Recommendations, if any:**

- revise the indicator to require 2 newsletters, rather than 3
- incorporate a community survey with the annual Community Report
- move the monitoring of OE-9 to the fall

Signed:   Kay A. Eggert   Date:   6/6/23    
Board President

Document submitted:   5/22/23  

Re-submitted: \_\_\_\_\_

| OE – 9 Communicating with the Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Superintendent |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------|-------------------|
| The Superintendent shall assure that the public is adequately informed about the condition and direction of the district.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | In Compliance  | Not In Compliance |
| <b>SUPERINTENDENT Interpretation:</b><br>The Board values a public who is aware of the current activities of the District and knows the plan for improvement moving into the future. <ul style="list-style-type: none"><li>• <b>The public</b> shall mean the District’s families, students, staff, and community members.</li><li>• <b>Adequately informed</b> shall mean that the public has sufficient opportunities to receive important and strategic communications from the District.</li><li>• <b>The condition</b> shall mean information about the organization’s finances, operations, student results, climate, or honors (awards and recognition).</li><li>• <b>Direction</b> shall mean to include communication about the district’s strategic plan/scorecard, programs, changes, innovations, or initiatives.</li></ul> |  |                |                   |

| <b>OE – 9.1</b> Assure the timely flow of information, appropriate input, and strategic two-way communications between the district and the public that builds understanding and support for district efforts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | In Compliance | Not In Compliance                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|
| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Timely</b> shall mean mechanisms are in place to inform the public and media on a regular basis for routine matters as well as for urgent, immediate issues that may arise and to gain appropriate input, as needed.</li> <li>● <b>Flow of information</b> shall mean the distribution, availability, and accessibility of information.</li> <li>● <b>Appropriate input</b> shall mean useful ideas, thoughts, questions, and concerns brought to the district through the established chain of command or another identified method.</li> <li>● <b>Strategic</b> shall mean communications related to the vision, strategic plan/scorecard, and challenges facing the District.</li> <li>● <b>Two-way communications</b> shall mean disseminating and listening.</li> <li>● <b>Builds understanding and support</b> shall mean that our communication efforts help the public become informed about the district's direction and progress, and hold a positive perception of the District.</li> </ul> |               |                                     |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● The number of visits to the District website will maintain or increase on an annual basis.</li> <li>● The post engagement and follower count of the District Facebook page will maintain or increase on an annual basis.</li> <li>● Results from a random annual survey sample of district residents, including questions that measure public support of the District and its two-way communication efforts, will indicate that a majority of respondents express support for the direction of the district and its two-way communication efforts.</li> <li>● The District will publish community newsletters three times per year. The newsletters will share updates relevant to the District Scorecard and Results policies as shown in a record of communication dates kept by the Superintendent or designee.</li> </ul>                                                                                                                        | X             | X<br><br><br><br>X<br><br><br><br>X |

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| <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>Below are the number of visits to the District website over the past year, and also the totals for the previous three years (May - May Pageviews):</p> <p>19-20 = 2,194,974</p> <p>20-21 = 1,997,661</p> <p>21-22 = 2,019,683</p> <p>22-23 = 1,554,571</p> <p>All engagement and follower counts for the District Facebook page have increased over the previous year (May to May engagements):</p> <p>Reactions/Likes, comments and shares: 29,638</p> <p>Likes and reactions: 25,655</p> <p>Comments: 2,225</p> |               |                   |
| <p>Shares: 1,758</p> <p>Link clicks: 11,028</p> <p>New followers: 912</p> <p>Unfollows: 261</p> <p>Facebook Page Reach: 112,619</p> <p>No random survey was sent to district residents. A link to this survey will be included in the upcoming Community Report.</p> <p>The District published community newsletters (District Digest) two times this past year.</p>                                                                                                                                                                                                      |               |                   |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                   |
| <p><b>OE – 9.2</b> Prepare and publish, on behalf of the Board, a community report to the public that includes the following items:</p> <ul style="list-style-type: none"> <li>A. Data indicating student progress toward accomplishing the Board's Results policies.</li> <li>B. Information about school district strategies, programs, and operations intended to accomplish the Board's Results policies.</li> <li>C. Information about the district's financial condition, including revenues, expenditures, and costs of major programs.</li> </ul>                 | In Compliance | Not In Compliance |

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| <p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Publish</b> shall mean available via print and/or online via the District website.</li> <li>● <b>Data</b> shall mean quantifiable and qualitative assessments summarizing student achievement towards the Board's stated Results.</li> <li>● <b>Information</b> shall mean the administrative and staff work plans to achieve Results, including a summary of the budget and financial administration of the district.</li> </ul>                                                                                                                              |    |  |
| <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● The Board, families, community members and staff receive notification of the availability of the District's annual Community Report to the public as documented in a record of communication dates kept by the Superintendent or designee.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <p>The District's annual Community Report to the public will be made available in late summer. The reason for this date is to allow for end-of-school year data to be included in the report.</p> | NA |  |
| <p><b>Board Comments:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |  |



Success for  
Every Student,  
Every Day



**Appleton Area School District  
Operational Expectations Interpretation & Indicators Document  
OE-12 Facilities**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy 12, Facilities, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

\_\_\_\_\_ Compliant

  X   Compliant with the exceptions noted

\_\_\_\_\_ Non-Compliant

**Executive Summary/Analysis:**

The interpretations and indicators, as submitted below, will provide evidence to the Board that the District's assets are maintained and protected. There are a total of (8) eight Facilities Operational Expectations, and (4) four are noncompliant. The noncompliant OE's include 12.2 (Project Life-cycle Costs), 12.3 (Safe, Clean, and Properly Maintained Facilities), 12.4 (Building New or Renovating Buildings), 12.6 (Construction Cost and Quality). The Facilities OE's contain (21) twenty-one indicators. A total of four (4) of these indicators were non-complainant.

The Facilities and Operations Dept. is dedicated to improving in the three OE's that are not in compliance as described below.

**OE 12.2 Project Life Cycle Costs:** The Board will receive updates on project life cycle cost analyses.

- The F&O Department has not briefed the Board on design alternatives or life cycle cost analyses for bond or non-bond projects. This work is conducted by our facilities department along with input from design professionals as appropriate, however it has not been shared in detail with the board. F&O requests input from the School Board on how to proceed in the future.

**OE 12.3 Safe, Clean, and Properly Maintained Facilities:** Inspections, Maintenance Requests, and Preventative Maintenance tasks are performed in a timely manner.

- The F&O Dept. committed to completing all reactive maintenance requests within an average of 20 days. The data collected over the 2021-2022 year shows our average completion time was 20 days – 18 hours. To correct this 18-hour overage the district's facilities director and facilities cluster coordinators will review work orders regularly and follow up with individuals assigned to any work orders over 20 days old. An area of success within the work order data is all service requests submitted by our teaching staff were completed within 13 days – 13 hours of being submitted. This shows the work that directly impacts our staff and students being completed in under two weeks.

**OE 12.4 Build New or Renovating Buildings:** Receiving Board approval for projects greater than \$100,000.

- The indicator for OE 12.4 states that renovation projects greater than \$100,000 will receive Board approval through the annual capital projects plan. During the 2021/2022 school year one project exceeding \$100,000 began prior to Board approval. This project consisted of remodeling the current auditorium at Ronald C Dunlap Elementary into classroom space. The need was presented to the F&O Department. after the annual capital projects review, but the need was too urgent to wait until the next review. This project is currently in progress, and will be completed prior to the 2<sup>nd</sup> semester of the 2022/2023 school year. F&O requests input from the School Board on how to proceed in the future.

**OE 12.6 Construction Cost and Quality:** Authorize construction schedules and change orders that significantly increase the cost or reduce quality of any capital project.

- The indicator for OE 12.6 states that the Board will be briefed on any schedule changes or change orders that significantly increase the cost or reduce quality prior to approval of the schedule change or change order. During the 2022 construction season, there were four projects that increased beyond the initial budget number by more than 10%. The School Board was not briefed on the increases to these projects. In general, the scope was increased due to available funding. F&O requests input from the School Board on how to proceed in the future.

Signed: \_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

1/9/2022

**BOARD ACTION:**

With respect to Operational Expectations Policy 12, Facilities, the Board:

☐ Accepts the Superintendent's interpretation and indicators as reasonable

☒ Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions

☐ Finds the Superintendent's interpretation and indicators to be not reasonable

**Commendations and/or Recommendations, if any:**

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Signed: Kay A. Eggert Date: 1/17/23  
Board President

Document submitted: \_\_\_\_\_

Re-submitted: \_\_\_\_\_

| OE - 12: Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Superintendent |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|
| The Superintendent shall assure that physical facilities support the accomplishment of the Board's <b>Results</b> policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | In Compliance  | Not In Compliance |
| Superintendent Interpretation:<br><br>The Board values physical facilities that ensure a safe, healthy and welcoming environment to support teaching, learning, efficiency and excellence. <ul style="list-style-type: none"><li>• <b>Physical facilities</b> shall mean all buildings, grounds and infrastructure (excluding technology) throughout the district.</li><li>• <b>Support the accomplishment</b> shall mean to provide the opportunity to succeed by minimizing lost academic time and to provide a physically safe and clean learning environment.</li><li>• The Board's <b>Results</b> policy is defined in R-1, R-2, and R-3</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                   |
| OE - 12.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>The Superintendent will develop and execute a plan that establishes priorities for construction, renovation and maintenance projects that :</b> <ul style="list-style-type: none"><li>a. Assigns the highest priority to the correction of unsafe conditions;</li><li>b. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;</li><li>c. Plans for and schedules preventive maintenance;</li><li>d. Plans for and schedules system replacement when new schools open, schools are renovated or systems replaced;</li><li>e. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the district.</li></ul> |                |                   |
| SUPERINTENDENT Interpretation: <ul style="list-style-type: none"><li>• <b>Plan</b> shall mean a 5-year Capital Improvement Plan, coordinated with an annual Capital Project Plan.</li><li>• <b>Projects</b> shall mean major work identified in the Capital Improvement Plan and/or Capital Projects Plan.</li></ul>                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                   |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <ul style="list-style-type: none"> <li>● <b>Correction</b> shall mean bringing a condition into compliance with the applicable code or generally accepted industry standard for safety.</li> <li>● <b>Unsafe condition</b> shall mean a condition that does not meet an applicable code or generally accepted industry standard or a condition that can reasonably be expected to cause physical harm.</li> <li>● <b>Growth Patterns</b> shall mean trends in student population size.</li> <li>● <b>The financial and human impact individual projects will have on other parts of the District</b> shall mean taking into consideration the budget implications, effect on the educational environment for students and staff, and costs to other departments of the District due to the scheduling and completion of projects.</li> </ul> |               |                   |
| <p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | In Compliance | Not In Compliance |
| <ul style="list-style-type: none"> <li>● The Districts' schools lose no instructional days as a result of any system failure that could have reasonably been avoided through a preventive maintenance plan. Any lost time will be documented in a log and made available to the Board upon request. (N/A)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X             |                   |
| <ul style="list-style-type: none"> <li>● Any identified unsafe condition related to our facilities is addressed immediately, corrected as soon as possible, and remains a priority until fixed. No person is injured and no instructional time is lost as a result of an unaddressed unsafe condition of our facilities. Any injury will be recorded by the District's Safety Coordinator, and any lost time will be documented in a log, and both are made available to the Board upon request. (N/A)</li> </ul>                                                                                                                                                                                                                                                                                                                            | X             |                   |
| <ul style="list-style-type: none"> <li>● Superintendent prioritizes projects and identifies unsafe conditions of our facilities during the Capital Projects planning process. The District's Capital Projects list will be presented to the Board in the spring of each year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | X             |                   |
| <ul style="list-style-type: none"> <li>● Superintendent identifies, prioritizes, and adequately funds necessary repair and maintenance projects during the Facilities and Operations Budgeting process. The Facilities and Operations budget is available to the Board upon request.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X             |                   |
| <ul style="list-style-type: none"> <li>● The district identifies, schedules and conducts required preventive maintenance using the Akitabox Facility Management Software</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | X             |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                         |               |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------|-------------------|
| system. Reports from the system are made available to the Board upon request.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                         |               |                   |
| <ul style="list-style-type: none"><li>• The district develops, and updates at least every five years, a Facility Capital Improvement Plan. The Plan will be presented to the Board for review in the spring of each year.</li></ul>                                                                                                                                                                                                                                                          |                                                                                         | X             |                   |
| <ul style="list-style-type: none"><li>• Annually, the district develops a Facility Capital Projects plan. The plan includes projects to be completed within the year and is presented to the Board for review in the spring. An updated plan that includes projects completed is presented to the Board for review in the fall of each year. (See Capital Projects Report)</li></ul>                                                                                                         |                                                                                         | X             |                   |
| OE - 12.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Superintendent projects life-cycle costs as capital decisions are made.             |               |                   |
| SUPERINTENDENT Interpretation:                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                         |               |                   |
| <ul style="list-style-type: none"><li>• <b>Project</b> shall mean calculate using cost analysis methodology.</li><li>• <b>Life cycle costs</b> shall mean the total acquisition and operational costs of a system, piece of equipment, or facility based on the manufacturer's design life expectancy.</li><li>• <b>Capital decisions</b> shall mean decisions involving the expenditure of \$100,000 or more.</li></ul>                                                                     |                                                                                         |               |                   |
| SUPERINTENDENT Indicators of Compliance:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                         | In Compliance | Not In Compliance |
| We will know we are compliant when:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                         |               |                   |
| <ul style="list-style-type: none"><li>• For non-bond projects, the Board receives system design alternatives for all system replacements that include life cycle cost analyses for all capital decisions that show schedule alternatives and design criteria.</li></ul>                                                                                                                                                                                                                      |                                                                                         |               | X                 |
| <ul style="list-style-type: none"><li>• For bond projects, the board will be briefed on the designs chosen in developing the final scope specified in the construction documents design. The Engineering Services Coordinator will use life cycle costs in the design of each project, choosing the design that is the best value given existing systems and cost and will explain the decisions when briefing the Board prior to starting the project, if requested by the Board.</li></ul> |                                                                                         | X             |                   |
| OE - 12.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Superintendent will assure that facilities are safe, clean and properly maintained. |               |                   |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         |                   |
| SUPERINTENDENT Interpretation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |                   |
| <ul style="list-style-type: none"><li>● <b>Safe</b> shall mean free from physical hazards or dangers to students, staff, and stakeholders.</li><li>● <b>Clean</b> shall mean relatively free of trash (except in approved receptacles) and dirt, and conforming to applicable health department standards.</li><li>● <b>Properly maintained</b> shall mean ensuring that the facilities are code compliant, are able to pass required inspections, and are reasonably preserved from failure or decline.</li></ul> |                                                         |                   |
| SUPERINTENDENT Indicators of Compliance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |                   |
| We will know we are compliant when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In Compliance                                           | Not In Compliance |
| <ul style="list-style-type: none"><li>● The district passes all required annual inspections and construction inspections in accordance with applicable federal, state and local codes as documented in a log of completed inspections. The log will be made available to the Board upon request. (See Annual Inspections Report &amp; Construction Inspections Report)</li></ul>                                                                                                                                   | X                                                       |                   |
| <ul style="list-style-type: none"><li>● The district completes 100% of reactive maintenance requests within an average of 20 days. Examples of reactive maintenance requests are; roof leaks, temperature / comfort complaints. Reports from the AkitaBox system are made available to the Board upon request. (See Service Request Report &amp; Reactive Maintenance Report)</li></ul>                                                                                                                            |                                                         | X                 |
| <ul style="list-style-type: none"><li>● The district completes 100% of preventative maintenance within an average of 35 days. Examples of preventative maintenance requests are; HVAC filter changes, and equipment belt, grease, or oil maintenance. Reports from the AkitaBox system are made available to the Board upon request. (See PM Report)</li></ul>                                                                                                                                                     | X                                                       |                   |
| OE - 12.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | The Superintendent may not build or renovate buildings. |                   |
| SUPERINTENDENT Interpretation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |                   |
| <ul style="list-style-type: none"><li>● <b>Build</b> shall mean the initial construction of a facility or the addition to an existing facility.</li><li>● <b>Renovate</b> shall mean the restoration of a facility or system to “as new” condition.</li><li>● <b>Buildings</b> shall mean physical facilities over 400 square feet.</li></ul>                                                                                                                                                                      |                                                         |                   |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| SUPERINTENDENT Indicators of Compliance:<br><br>We will know we are compliant when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                  | In Compliance | Not In Compliance |
| <ul style="list-style-type: none"><li>All initial construction and renovation projects greater than \$100,000 receive prior approval from the BOE through approval of the annual Capital Projects Plan.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                  |               | X                 |
| OE- 12.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Superintendent may not recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks. |               |                   |
| SUPERINTENDENT Interpretation: <ul style="list-style-type: none"><li>Land acquisition shall mean obtaining a potential building site through purchase or developer dedication.</li><li>Growth patterns shall mean trends in student population size.</li><li>Comparative costs shall mean a total development cost analysis of potential sites.</li><li>Construction and transportation factors shall mean potential issues regarding site selection pertaining to ability to build and to safely transport students.</li><li>Extraordinary contingency costs shall mean unplanned and non-budgeted changes.</li><li>Potential natural and man-made risks shall mean unforeseen issues that are naturally present on the site or that were previously introduced to the site by a previous owner.</li></ul> |                                                                                                                                                                                                                                                  |               |                   |
| SUPERINTENDENT Indicators of Compliance:<br><br>We will know we are compliant when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                  | In Compliance | Not In Compliance |
| <ul style="list-style-type: none"><li>The Board is briefed on and approves all recommended land acquisition projects, to include growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks prior to the district entering into any agreement for the purchase or dedication of land.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                  | X             |                   |
| OE - 12.6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                  |               |                   |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>The Superintendent may not authorize construction schedules and change orders that significantly increase the cost or reduce quality of any capital project.</b>                 |                   |
| SUPERINTENDENT Interpretation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                     |                   |
| <ul style="list-style-type: none"><li>• <b>Change orders</b> shall mean a change in the scope of a project that produces a corresponding change in the cost, schedule, or quality of the project.</li><li>• <b>Significantly increase the cost</b> shall mean a change greater than 10% or more than \$100,000 of the original contract amount.</li><li>• <b>Reduce quality</b> shall mean changing approved design specifications to a lower standard or accepting work that does not meet the approved design specifications.</li></ul> |                                                                                                                                                                                     |                   |
| SUPERINTENDENT Indicators of Compliance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                     |                   |
| We will know we are compliant when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | In Compliance                                                                                                                                                                       | Not In Compliance |
| <ul style="list-style-type: none"><li>• The previous school year capital project budget closes out at or under budget. The Capital Projects budget will be presented annually to the Board.</li></ul>                                                                                                                                                                                                                                                                                                                                     | X                                                                                                                                                                                   |                   |
| <ul style="list-style-type: none"><li>• The Board is briefed on any schedule changes or change orders that significantly increase the cost or reduce quality prior to approval of the schedule change or change order.</li></ul>                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                     | X                 |
| <ul style="list-style-type: none"><li>• The Board is briefed on completed projects. The briefing will include final cost versus estimate, and adherence to quality and schedule.</li></ul>                                                                                                                                                                                                                                                                                                                                                | X                                                                                                                                                                                   |                   |
| OE - 12.7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>The Superintendent may not unreasonably deny the public’s use of facilities as long as student safety, student functions, and the instructional program are not compromised.</b> |                   |
| SUPERINTENDENT Interpretation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                     |                   |
| <ul style="list-style-type: none"><li>• <b>Use of facilities</b> shall mean non-District individuals or groups accessing both indoor and outdoor facilities.</li><li>• <b>Student safety, student functions, and the instructional program are not compromised</b> shall mean that student safety, student functions, and the instructional program shall at all times take priority over the use of facilities by non-District individuals or groups.</li></ul>                                                                          |                                                                                                                                                                                     |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        |                   |
| SUPERINTENDENT Indicators of Compliance:<br><br>We will know we are compliant when:                                                                                                                                                                                                                                                                                                                              | In Compliance                                                                          | Not In Compliance |
| <ul style="list-style-type: none"><li>The District maintains “Community Use of School Facilities” policy 830.</li></ul>                                                                                                                                                                                                                                                                                          | X                                                                                      |                   |
| <ul style="list-style-type: none"><li>Community groups that used District facilities paid the appropriate fee for usage on every occasion. A report of all District rentals is available to the Board upon request.</li></ul>                                                                                                                                                                                    | X                                                                                      |                   |
| <ul style="list-style-type: none"><li>Facility use was monitored and all events were conducted safely and appropriately in accordance with the policy. A log of any incidents of events that were not conducted safely and appropriately, along with details of how the incident was resolved, is kept by the District’s Use of Building secretaries and is available to the Board upon request. (N/A)</li></ul> | X                                                                                      |                   |
| OE - 12.8                                                                                                                                                                                                                                                                                                                                                                                                        | The Superintendent may not name or rename any school or other major District facility. |                   |
| SUPERINTENDENT Interpretation: <ul style="list-style-type: none"><li>Other major District facility shall include, but is not limited to, buildings or property owned by the District.</li></ul>                                                                                                                                                                                                                  |                                                                                        |                   |
| SUPERINTENDENT Indicators of Compliance:<br><br>We will know we are compliant when:                                                                                                                                                                                                                                                                                                                              | In Compliance                                                                          | Not In Compliance |
|                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        |                   |
| <ul style="list-style-type: none"><li>No school or other major District facility is named or renamed except those that have been approved by the Board following procedures outlined in District Policy 940.</li></ul>                                                                                                                                                                                           | X                                                                                      |                   |

# CAPITAL PROJECTS REPORT

|                                                                                                |                | 2022           |               | Comments                                                                                      |
|------------------------------------------------------------------------------------------------|----------------|----------------|---------------|-----------------------------------------------------------------------------------------------|
| Authorized Budget - Fund 41                                                                    |                | \$             | 2,460,000.00  |                                                                                               |
| Fund 41 Carryover                                                                              |                | \$             | 3,000,000.00  | approximately                                                                                 |
| Fund 41 Budget Total                                                                           |                | \$             | 5,460,000.00  |                                                                                               |
| Project Category Totals                                                                        |                | \$             | 4,677,345.00  |                                                                                               |
|                                                                                                |                | Estimated Cost | Actual Cost   |                                                                                               |
| <b>ASPHALT REPLACEMENT</b>                                                                     |                |                |               |                                                                                               |
| Playground Reconstruction                                                                      | Ferber         | \$ 150,000.00  | \$ 141,200.00 |                                                                                               |
| Parking Lot Reconstruction                                                                     | Einstein Park  | \$ 350,000.00  | \$ 308,650.00 | City of Appleton - \$50k                                                                      |
| Parking Lot Reconstruction                                                                     | North          | \$ 350,000.00  | \$ 276,000.00 |                                                                                               |
| <b>BATHROOM REMODELS</b>                                                                       |                |                |               |                                                                                               |
| 2nd Floor ADA                                                                                  |                |                |               |                                                                                               |
| 230/253                                                                                        |                |                |               |                                                                                               |
| 1 stall                                                                                        | Madison        | \$ 270,000.00  | \$ 380,000.00 | Originally \$50k each. Costs includes Dunlap 207 project. Added additional scope to the work. |
| 120/121 stall                                                                                  |                |                |               |                                                                                               |
| 110/111 stall                                                                                  | Johnston       |                |               |                                                                                               |
| 2nd floor staff restroom                                                                       | Franklin       |                |               |                                                                                               |
| <b>CONTINGENCY</b>                                                                             |                |                |               |                                                                                               |
| Project contingency                                                                            | TBD            | \$ 100,000.00  |               |                                                                                               |
| Water Heater Replacement                                                                       | Einstein       |                | \$ 9,600.00   |                                                                                               |
| Water Heater Replacement                                                                       | Ferber         |                | \$ 6,200.00   |                                                                                               |
| Overflow Scuppers Roofs 3 & 4                                                                  | Franklin       |                | \$ 3,800.00   |                                                                                               |
| VFD Replacement                                                                                | North          |                | \$ 28,800.00  |                                                                                               |
| Replace Building Compressor                                                                    | West           |                | \$ 8,600.00   |                                                                                               |
| Cabinet Heat Move & Boiler Actuator Replacement                                                | West           |                | \$ 9,200.00   |                                                                                               |
| Boil Gas Valve Replacement                                                                     | Wilson         |                | \$ 4,900.00   |                                                                                               |
| <b>CEILING REPLACEMENT</b>                                                                     |                |                |               |                                                                                               |
| Ceiling and Light Replacement                                                                  | TBD            | \$ 300,000.00  | \$ 244,600.00 |                                                                                               |
| <b>CLOCK SYSTEM UPGRADE/REPLACEMENT</b>                                                        |                |                |               |                                                                                               |
| Clock System Upgrade/Replacement Project                                                       | TBD            | \$ 50,000.00   | \$ -          | Completed Einstein FY21/22 project                                                            |
| <b>CONCRETE REPLACEMENT</b>                                                                    |                |                |               |                                                                                               |
| Replacement                                                                                    | TBD            | \$ 50,000.00   | \$ -          | Didn't need. Used 10 E                                                                        |
| <b>DOOR REPLACEMENT</b>                                                                        |                |                |               |                                                                                               |
| Exterior Doors                                                                                 | AASD           | \$ 170,000.00  | \$ 155,300.00 |                                                                                               |
| West Interior Fire Doors                                                                       | West           | \$ 30,000.00   | \$ 25,200.00  |                                                                                               |
| <b>FIRE ALARM UPDATE / REPLACEMENT</b>                                                         |                |                |               |                                                                                               |
| Upgrade Fire Alarm System                                                                      | Jefferson      | \$ 10,000.00   | \$ 6,800.00   |                                                                                               |
| Upgrade Fire Alarm System                                                                      | TBD            | \$ 40,000.00   | \$ -          |                                                                                               |
| <b>FLOORING REPLACEMENT</b>                                                                    |                |                |               |                                                                                               |
|                                                                                                |                | \$ 293,000.00  | \$ 321,300.00 |                                                                                               |
| Carpet Purchase                                                                                | AASD           | \$ 50,000.00   | \$ 51,500.00  |                                                                                               |
| LVT Purchase                                                                                   | AASD           | \$ 19,000.00   | \$ 22,000.00  |                                                                                               |
| Nora Purchase                                                                                  | AASD           | \$ 60,000.00   | \$ 62,800.00  |                                                                                               |
| Asbestos Abatement                                                                             | AASD           | \$ 80,000.00   | \$ 89,000.00  |                                                                                               |
| Contracted Installation                                                                        | TBD            | \$ 84,000.00   | \$ 96,000.00  |                                                                                               |
| <b>HVAC (BOILERS, DDC, AC)</b>                                                                 |                |                |               |                                                                                               |
| Furnace Replacement                                                                            | GTB            | \$ 20,000.00   | \$ 9,100.00   |                                                                                               |
| Boiler Plant Replacement                                                                       | Richmond       | \$ 320,000.00  | \$ 335,000.00 | Repairs in tunnel                                                                             |
| Misc. HVAC                                                                                     | TBD            | \$ 50,000.00   |               |                                                                                               |
| Boiler Relube                                                                                  | Dunlap         |                | \$ 40,000.00  |                                                                                               |
| Generator Exhaust Improvements                                                                 | Einstein       |                | \$ 6,700.00   |                                                                                               |
| <b>LIGHTING UPGRADE PROJECTS</b>                                                               |                |                |               |                                                                                               |
| Lighting Replacement Project                                                                   | North          | \$ 85,000.00   | \$ 81,200.00  |                                                                                               |
| <b>MISC. CAPITAL PROJECTS</b>                                                                  |                |                |               |                                                                                               |
|                                                                                                |                | \$ 709,345.00  | \$ 679,065.00 |                                                                                               |
| Exterior Building Painting                                                                     | Badger         | \$ 7,000.00    | \$ 6,500.00   |                                                                                               |
| Reconstruction Rooms 207 & 206A/B                                                              | Dunlap         | \$ 30,000.00   | \$ -          | In above project.                                                                             |
| Sealcoat and Repaint Track                                                                     | Einstein       | \$ 10,000.00   | \$ 10,720.00  |                                                                                               |
| New Pool Area Door                                                                             | Highlands      | \$ 5,000.00    | \$ 3,300.00   |                                                                                               |
| New Building Letters                                                                           | Huntley        | \$ 2,345.00    | \$ 2,345.00   |                                                                                               |
| Classroom Remodel Project                                                                      | Johnston       | \$ 60,000.00   | \$ 57,600.00  |                                                                                               |
| Track Repair Project                                                                           | Madison        | \$ 15,000.00   | \$ 17,300.00  |                                                                                               |
| Central HS Hallway Ceiling/Lighting                                                            | Morgan         | \$ 40,000.00   | \$ 26,500.00  |                                                                                               |
| Track Structural Spray                                                                         | North          | \$ 110,000.00  | \$ 98,400.00  |                                                                                               |
| Tennis Court Reconstruction                                                                    | North          | \$ 400,000.00  | \$ 420,000.00 | Split project with North Funding                                                              |
| Safety Platforms                                                                               | North          | \$ 20,000.00   | \$ 24,500.00  |                                                                                               |
| Handicap Ramp Project                                                                          | Richmond       | \$ 10,000.00   | \$ 11,900.00  |                                                                                               |
| MISC. CAPITAL PROJECTS                                                                         | TBD            | \$ 65,000.00   | \$ -          |                                                                                               |
| <b>PLAYGROUND EQUIPMENT REPLACEMENT</b>                                                        |                |                |               |                                                                                               |
| Play Surface                                                                                   | Johnston       | \$ 15,000.00   | \$ 20,000.00  | Additional scope                                                                              |
| <b>PROFESSIONAL SERVICES - DESIGN &amp; ENGINEERING</b>                                        |                |                |               |                                                                                               |
| Professional Services                                                                          | TBD            | \$ 85,000.00   | \$ -          | Included in above projects                                                                    |
| <b>ROOF REPAIR / REPLACEMENT</b>                                                               |                |                |               |                                                                                               |
| Roof Replacement                                                                               | Johnston       | \$ 550,000.00  | \$ 18,400.00  | Bid over budget. Did not proceed.                                                             |
| Roof Repairs                                                                                   | West Cluster   | \$ 20,000.00   | \$ 23,500.00  |                                                                                               |
| <b>SECURITY SYSTEMS UPGRADE / REPLACEMENT (ENTRANCES, CAMERAS, CARD ACCESS, ALARM SYSTEMS)</b> |                |                |               |                                                                                               |
| <b>TUCKPOINTING / MASONRY REPAIR</b>                                                           |                |                |               |                                                                                               |
| Tuckpointing / Masonry Repair                                                                  | TBD            | \$ 50,000.00   |               |                                                                                               |
| West Cluster Survey                                                                            | West Cluster   |                | \$ 34,500.00  |                                                                                               |
| <b>WINDOW REPLACEMENTS</b>                                                                     |                |                |               |                                                                                               |
| Window Replacement                                                                             | Dunlap/Huntley | \$ 325,000.00  | \$ 317,800.00 |                                                                                               |

# ANNUAL INSPECTION REPORT

| INSPECTION                                                                                                          | FREQUENCY              | INSPECTED BY                             | 2021/2022 Compliance |
|---------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------|----------------------|
| Athletic Equipment (Bleachers, Backstops, Curtains, Batting Cages, Mat Hoists, Scoreboards, Basketball Hoops, etc.) | Annual                 | Certified Contractor                     | Yes                  |
| Fire - Curtains Drop Test (Stage)                                                                                   | Annual                 | Certified Contractor                     | Yes                  |
| Flame Test Stage Curtains                                                                                           | Annual                 | Certified Contractor                     | Yes                  |
| Field Surface Impact Testing                                                                                        | Annual                 | Certified Contractor                     | Yes                  |
| Kitchen Exhaust Hoods                                                                                               | Semi Annual            | Certified Contractor                     | Yes                  |
| Fire - Door Drop Tests (Fusible Links)                                                                              | Annual                 | Certified Contractor                     | Yes                  |
| Fire - Alarms and Detection Equipment                                                                               | Annual                 | Certified Contractor                     | Yes                  |
| Fire - Suppression (Kitchens)                                                                                       | Annual                 | Certified Contractor                     | Yes                  |
| Elevators                                                                                                           | Quarterly/Annual       | Certified Contractor                     | Yes                  |
| Vehicle Lift                                                                                                        | Annual                 | Certified Contractor                     | Yes                  |
| Asbestos Periodic Surveillance (AHERA)                                                                              | Every 3 years          | Certified Contractor                     | Yes                  |
| Public Water Testing                                                                                                | Quarterly/Annual       | Certified Contractor                     | Yes                  |
| Boilers                                                                                                             | Annual/Periodic        | Certified Contractor / Maintenance Staff | Yes                  |
| Fire - Sprinkler Systems                                                                                            | Quarterly/Annual       | Certified Contractor / Maintenance Staff | Yes                  |
| Fire - Fire Department Inspections                                                                                  | Semi Annual            | Fire Department                          | Yes                  |
| AED's                                                                                                               | Monthly/5 year Battery | Maintenance Staff                        | Yes                  |
| Carbon Monoxide Detectors                                                                                           | Monthly                | Maintenance Staff                        | Yes                  |
| Lab Fume Hoods                                                                                                      | Annual                 | Maintenance Staff                        | Yes                  |
| Fire - Doors                                                                                                        | Annual                 | Maintenance Staff                        | Yes                  |
| Back Flow Preventers                                                                                                | Annual                 | Maintenance Staff                        | Yes                  |
| Emergency Lights                                                                                                    | Monthly/ Annual        | Maintenance Staff                        | Yes                  |
| Area Of Rescue                                                                                                      | Monthly/Annual         | Maintenance Staff                        | Yes                  |
| Generators                                                                                                          | Monthly/Annual         | Maintenance Staff                        | Yes                  |
| Playground Equipment                                                                                                | Monthly/Annual         | Maintenance Staff                        | Yes                  |
| Pools                                                                                                               | Daily/Periodic/Annual  | Maintenance Staff                        | Yes                  |

# CONSTRUCTION INSPECTIONS REPORT

| PERMIT#  | ISSUED    | ADDRESS           | PROP#     | EST COST | REASON<br>DESC | DATE<br>APPROVED | INSTALLER          | RECEIPT<br>AMOUNT |
|----------|-----------|-------------------|-----------|----------|----------------|------------------|--------------------|-------------------|
| E21-0379 | 7/1/2021  | 2121 E EMMERS     | 4-5856-00 | \$2,500  |                | n/a              | AASD               | \$94.50           |
| E21-0380 | 7/1/2021  | 324 E FLORIDA AVE | 6-7425-00 | \$1,500  |                | 8/3/2021         | AASD               | \$71.50           |
| E21-0381 | 7/1/2021  | 2212 N JARCHOW    | 6-1980-00 | \$3,000  |                | 8/3/2021         | AASD               | \$106.00          |
| E21-0382 | 7/1/2021  | 2224 N ULLMAN     | 1-3795-00 | \$3,000  |                | 8/3/2021         | AASD               | \$106.00          |
| E21-0383 | 7/1/2021  | 2725 E FOREST     | 4-4747-00 | \$500    |                | 8/27/2021        | AASD 645259        | \$40.00           |
| E21-0384 | 7/1/2021  | 318 E BREWSTER    | 6-0545-00 | \$1,500  | REWIRE         | n/a              | AASD               | \$71.50           |
| E21-0385 | 7/1/2021  | 1441 E JOHN       | 4-0100-00 | \$200    |                | n/a              | AASD               | \$40.00           |
| E21-0386 | 7/1/2021  | 610 N BADGER      | 5-1470-00 | \$3,000  |                | n/a              | AASD               | \$106.00          |
| D21-0047 | 7/19/2021 | 1125 E TAFT       | 9-1091-00 | \$20,000 |                | 7/19/2021        | A.A.S.D.           | \$40.00           |
| R21-0069 | 8/3/2021  | 2121 E EMMERS     | 4-5856-00 | \$0      |                | 8/4/2021         |                    | \$400.00          |
| D21-0064 | 9/16/2021 | 1000 N MASON      | 5-0292-00 | \$40,000 |                | 9/16/2021        | JOE SARGENT        | \$40.00           |
| R21-0112 | 12/3/2021 | 324 E FLORIDA     | 6-7425-00 | \$0      |                | 1/25/2022        |                    | \$225.00          |
| M22-0003 | 1/21/2022 | 324 E FLORIDA     | 6-7425-00 | \$0      | NEW PAVING     | n/a              | TBD                | \$100.00          |
| M22-0007 | 3/3/2022  | 515 E CAPITOL     | 6-7332-00 | \$0      | UTIL WORK      | n/a              | UNKNOWN            | \$100.00          |
| B22-0130 | 3/7/2022  | 207 W FOSTER      | 4-0606-00 | \$18,000 | WRECKING       | 3/7/2022         | STATEWIDE RAZING   | \$40.00           |
| E22-0216 | 4/11/2022 | 120 E HARRIS      | 2-0528-00 | \$15,000 | REWIRE         | 5/24/2022        | AASD               | \$335.00          |
| B22-0260 | 4/15/2022 | 219 W FOSTER      | 4-0605-00 | \$1,800  | WRECKING       | 4/15/2022        | FOX VALLEY HOME    | \$40.00           |
| R22-0038 | 4/21/2022 | 5000 N BALLARD    | 1-8000-00 | \$0      |                | 4/26/2022        |                    | \$250.00          |
| P22-0359 | 4/28/2022 | 219 W FOSTER      | 4-0605-00 | \$300    | REMODELING     | 6/3/2022         | SALM PLUMBING      | \$40.00           |
| H22-0345 | 4/29/2022 | 1205 W PROSPECT   | 1353-00   | \$4,000  |                | n/a              | EGI MECHANICAL     | \$95.00           |
| S22-0422 | 5/13/2022 | 5000 N BALLARD    | 1-8000-00 | \$25,000 | STORM SWR      | 5/23/2022        | VINTON WIS         | \$54.00           |
| S22-0441 | 5/17/2022 | 207 W FOSTER      | 4-0606-00 | \$2,850  | SANIT SEWR     | 6/3/2022         | SPEEDY CLEAN       | \$40.00           |
| S22-0442 | 5/17/2022 | 219 W FOSTER      | 4-0605-00 | \$2,850  | SANIT SEWR     | 6/3/2022         | SPEEDY CLEAN INC   | \$40.00           |
| B22-0430 | 5/23/2022 | 610 N BADGER      | 5-1470-00 | \$2,000  | REMODEL INT    | n/a              | AASD FAC & OPER    | \$40.00           |
| B22-0437 | 5/24/2022 | 5000 N BALLARD    | 1-8000-00 | \$8,000  | REMODEL EXT    | n/a              | AASDVINTON CONS    | \$40.00           |
| E22-0302 | 5/24/2022 | 610 N BADGER      | 5-1470-00 | \$13,000 | REWIRE         | 8/30/2022        | PREMIER ELE        | \$309.00          |
| B22-0331 | 5/4/2022  | 219 W FOSTER      | 4-0605-00 | \$6,000  | WRECKING       | n/a              | JIM COUCH          | \$40.00           |
| E22-0346 | 6/10/2022 | 412 N MEADE       | 1-0672-00 | \$3,000  | REWIRE         | 8/24/2022        | PIEPER POWER       | \$106.00          |
| B22-0517 | 6/13/2022 | 2121 E EMMERS     | 4-5856-00 | \$32,000 | REMODEL INT    | 8/31/2022        | HOFFMAN            | \$320.00          |
| B22-0518 | 6/13/2022 | 610 N BADGER      | 5-1470-00 | \$57,000 | REMODEL INT    | 8/31/2022        | HOFFMAN            | \$571.50          |
| B22-0521 | 6/13/2022 | 412 N MEADE       | 1-0672-00 | \$55,000 | REMODEL INT    | 9/14/2022        | HOFFMAN            | \$55.00           |
| S22-0638 | 6/27/2022 | 324 E FLORIDA     | 6-7425-00 | \$30,000 | STORM SWR      | n/a              | ROBERT IMMEL EXCAV | \$54.00           |
| E22-0342 | 6/9/2022  | 610 N BADGER      | 5-1470-00 | \$3,448  | REWIRE         | 8/23/2022        | PIEPER POWER       | \$116.30          |
| E22-0343 | 6/9/2022  | 2121 E EMMERS     | 4-5856-00 | \$2,100  | REWIRE         | 8/23/2022        | PIEPER POWER       | \$85.30           |
| E22-0344 | 6/9/2022  | 1000 N MASON      | 5-0292-00 | \$5,200  | REWIRE         | 8/24/2022        | PIEPER POWER       | \$156.60          |

# SERVICE REQUESTS

07/01/2021

06/30/2022

## STATISTICS

5216

Service Requests Submitted

101

Service Requests Denied

33

Work In Progress

5081

Work Completed

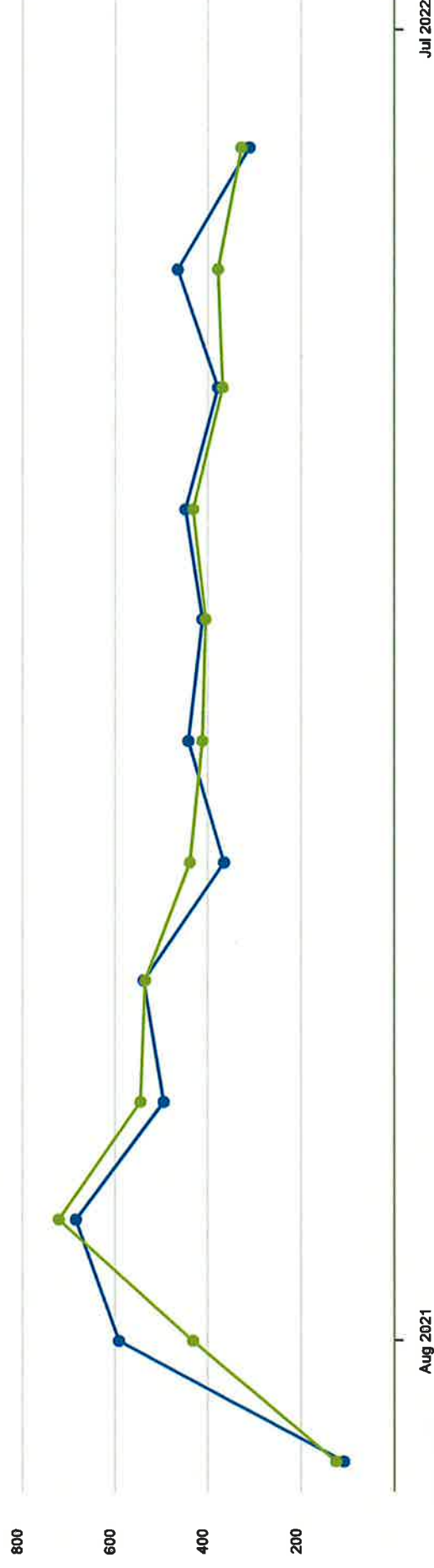
1 D : 6 H : 38 M

Avg. Initial Response Time

13 D : 13 H : 19 M

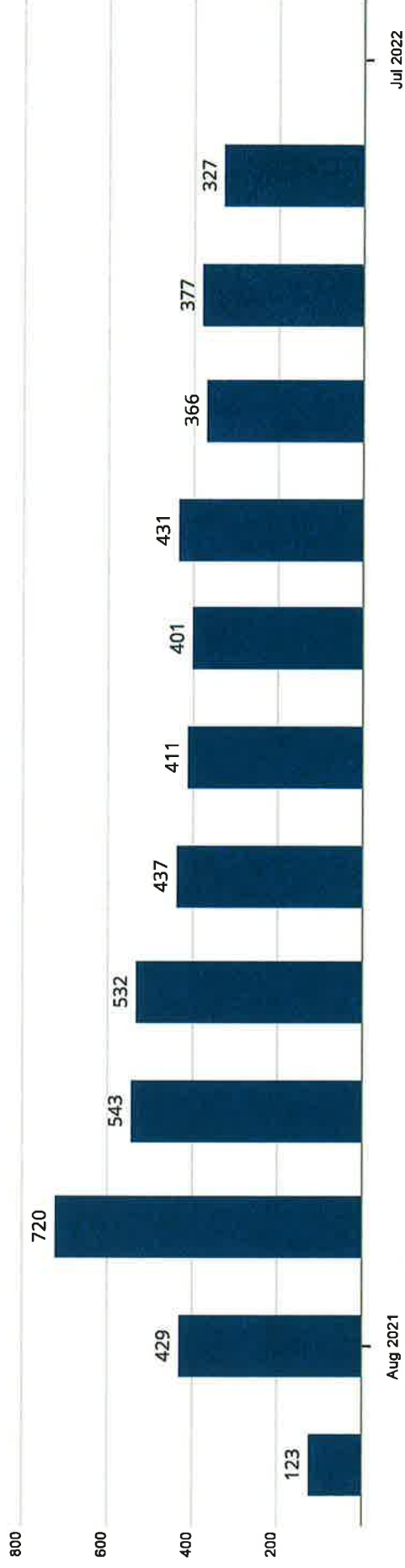
Avg. Resolution Time

## ACTIVITY



Submitted Denied Completed

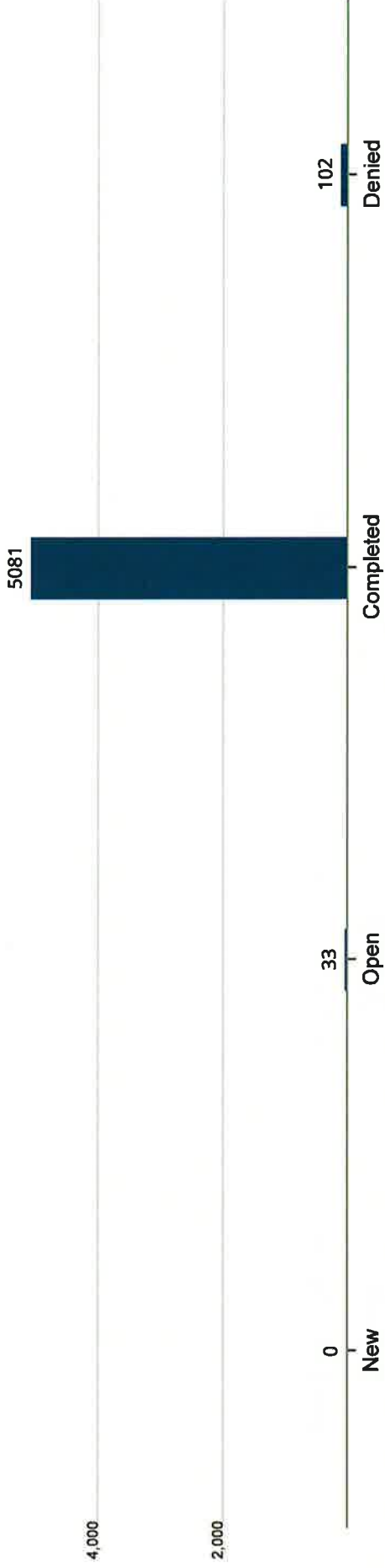
## SERVICE REQUESTS COMPLETED



Stack By:

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## STATUS



Stack By:

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## REACTIVE WORK ORDERS

07/01/2021

06/30/2022

**SOURCE:**

Service Requests and Self-Identified

### STATISTICS

**26.27**Avg. Work Orders Completed per  
Day**31,389**

Hours Logged

**3**

Avg. Logged Hours per Work Order

**20 D : 18 H : 34 M**

Avg. Work Order Duration

**9,580**

Work Orders Opened

**9,563**

Work Orders Completed

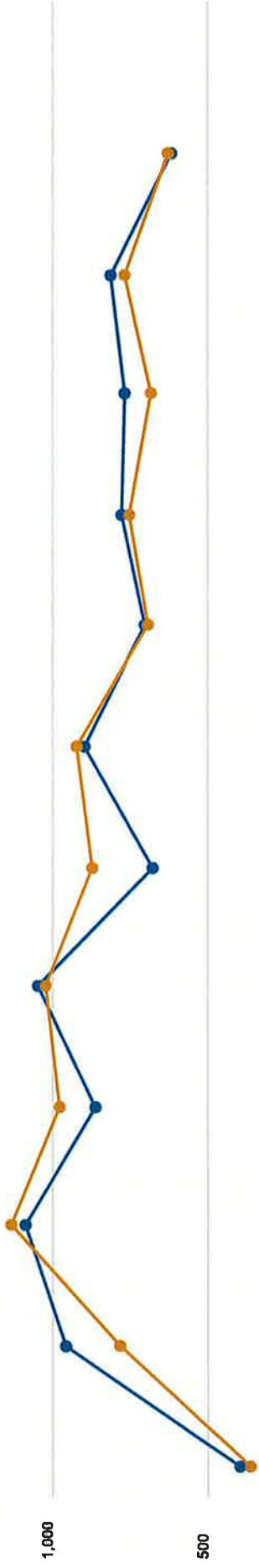
**1 : 1**

Opened : Closed

**1 : 0**

Reactive : Preventive

## ACTIVITY

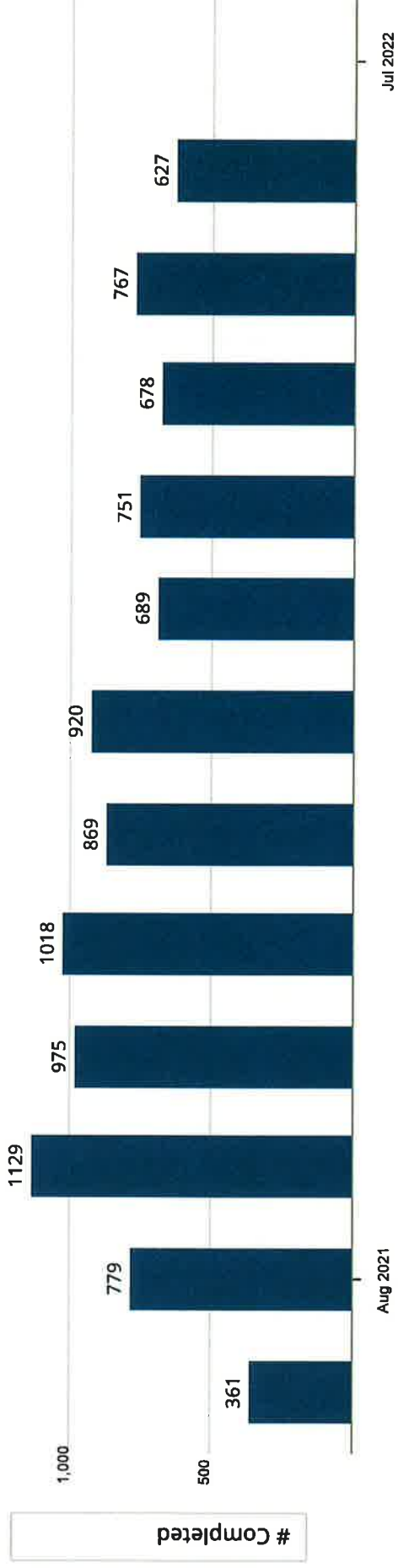


Aug 2021

Jul 2022

○ Opened    ○ Canceled    ○ Completed

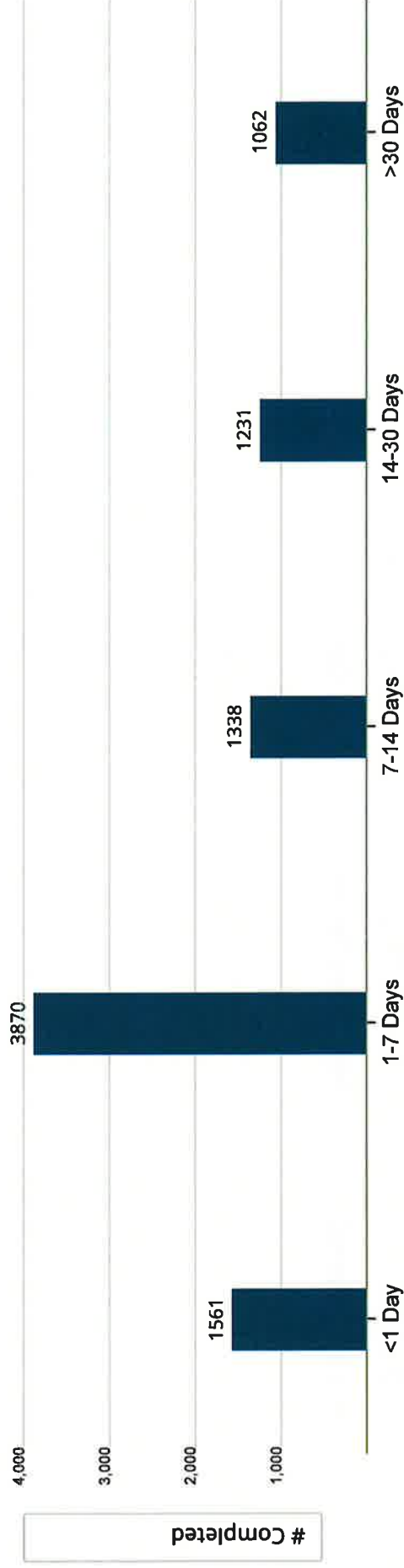
## WORK ORDERS COMPLETED



Stack By:

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## AGE



Stack By:

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## PREVENTIVE WORK ORDERS

07/01/2021

06/30/2022

SOURCE:

Maintenance Schedules

### STATISTICS

25.50

Avg. Work Orders Completed per  
Day

9,440

Hours Logged

1

Avg. Logged Hours per Work Order

25 D : 5 H : 4 M

Avg. Work Order Duration

9,385

Work Orders Opened

9,283

Work Orders Completed

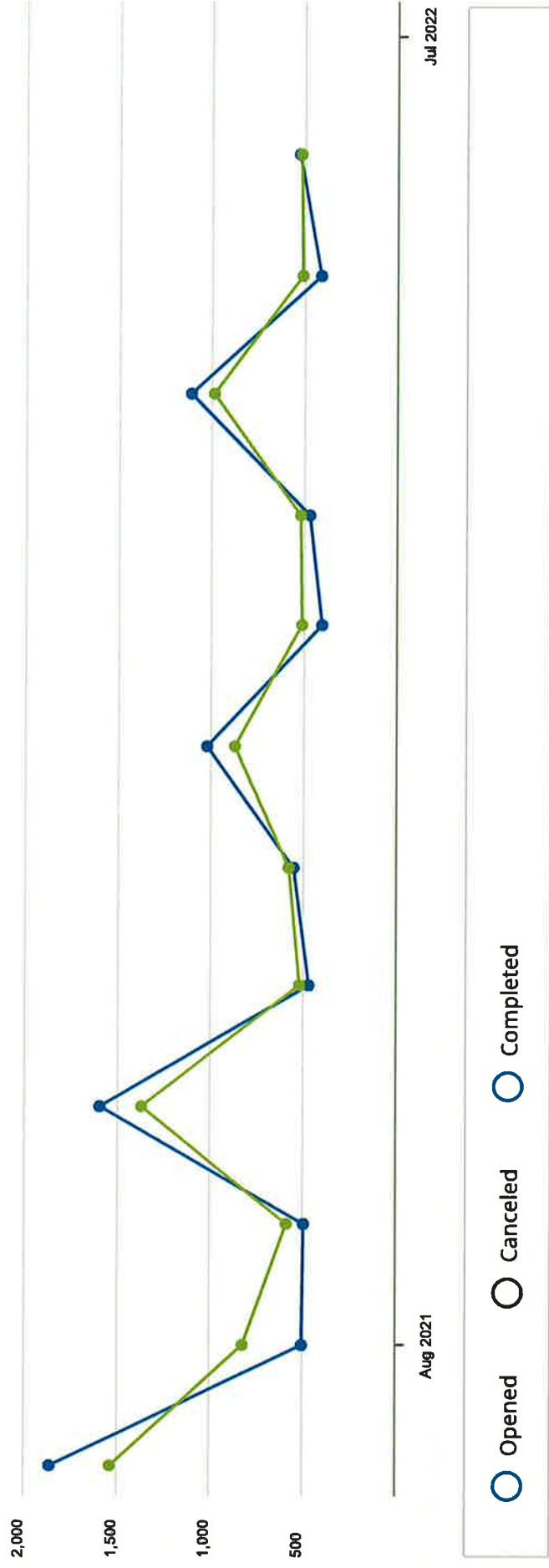
1 : 1.02

Opened : Closed

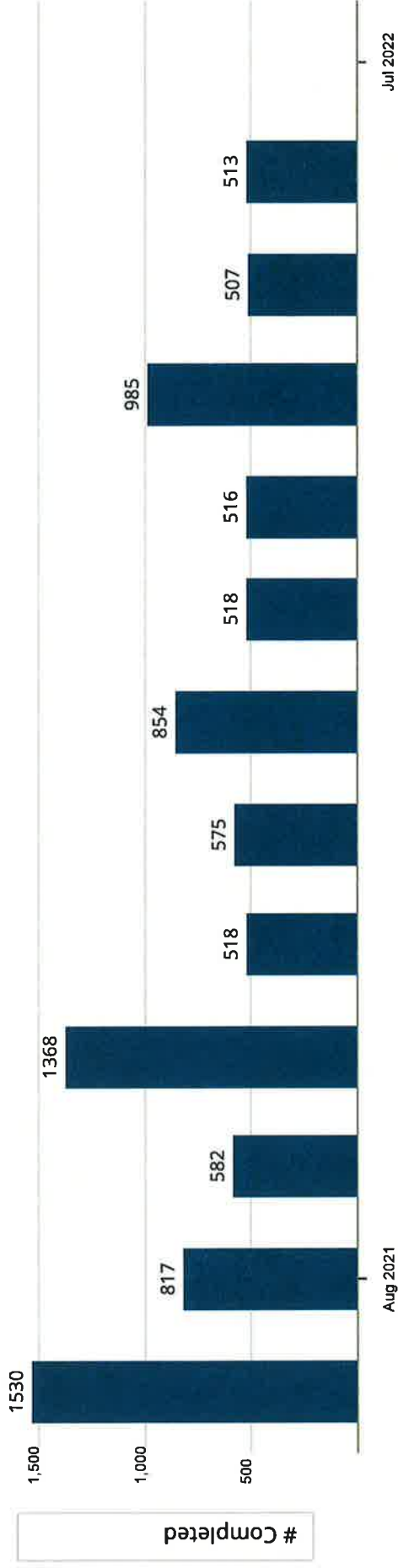
0 : 1

Reactive : Preventive

## ACTIVITY



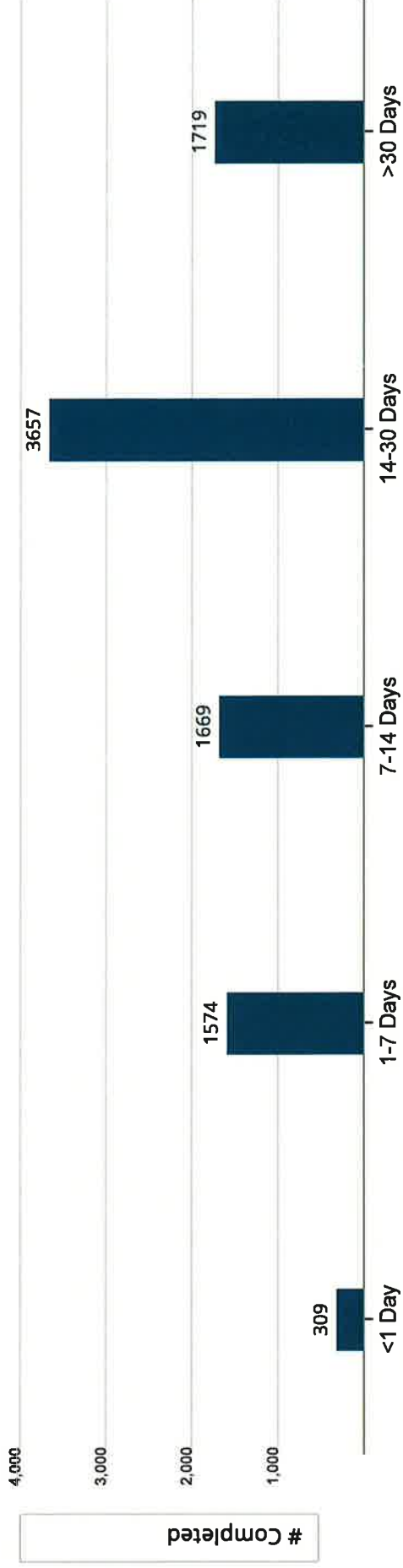
## WORK ORDERS COMPLETED



Stack By:

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## AGE



Stack By:

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