Monday, April 10, 2023
Board of Education Meeting (REVISED)

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

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

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. Members of the public wishing to address the Board may speak during public input in accordance with the procedures posted on the District's website (http://www.aasd.k12.wi.us/district/board_of_education/public_input) and state law. The Wisconsin Open Meetings Law allows only brief discussion of topics that are not listed on the agenda. Therefore, the Board may not be able to fully address comments made during public input. When appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have.

Any special needs or any requests for accommodations related to accessing the meeting should be sent to Kayla Malott, at malottkayla@aasd.k12.wi.us or (920) 832-6126, at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	**A. Roll Call**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	1. Meeting Opening
Type	Procedural

Subject	**B. Pledge of Allegiance**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	1. Meeting Opening

Type	Procedural

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

Subject	**A. Board Member Request to Remove Consent Agenda Item(s) for Separate Consideration**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Procedural

Subject	**B. Approval of Agenda**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Action, Procedural
Recommended Action	Motion to approve the Board Agenda

Motion & Voting

Motion to approve the Board Agenda

Motion by Pheng Thao, second by James Bowman.
Final Resolution: Motion Carried
Aye: James Bowman, Kay Eggert, Deborah Truyman, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao

3. Special Presentation

Subject	**A. Student School Board Representative Report**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	3. Special Presentation
Type	Information, Recognition, Report

Student School Board Representative Natalie Sheridan will provide updates from North High School.

4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)

Subject	**A. Public Input**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)
Type	Procedural

Public Input:

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

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

Policy References:
Board Policy and Rule 187 - Public Input at School Board and Board Subcommittee Meetings

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

Subject	**A. None**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)
Type	Discussion, Information, Presentation

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

Subject	**A. Business Services Update(s): AP Check Register-March 2023**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information, Report

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

Subject	**B. School/Student Services Update(s): Start College Now/Early College Credit (SCN/ECCP)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Type	Discussion, Information, Report

Steve Harrison and Patti Garvey will report on Start College Now/Early College Credit information for consideration.

File Attachments
IFC for BOE 4.10.23.pdf (29 KB)
SCN_ECCP 2023-24 Course Approval_Denial List - Semester 1__Term 1.pdf (76 KB)

Subject	**C. Personnel Services Update(s): Professional Educator New Hire(s), Contract Change(s); Administrative Hire(s) and Resignation(s)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information, Report

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

File Attachments
IFC-Professional Educator New Hire(s).pdf (132 KB)
IFC-Professional Educator Contract Change(s) (1).pdf (10 KB)
IFC-Administrative Hire(s) (1).pdf (134 KB)
IFC-Administrative Resignation(s) (1).pdf (18 KB)

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

Subject	**A. Board Meeting Minutes from March 27, 2023**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)
Type	Action, Minutes
Recommended Action	Motion to approve the Board Meeting Minutes of March 27, 2023.
Minutes	View Minutes for Mar 27, 2023 - Board of Education Meeting

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

Motion & Voting

Motion to approve the Board Meeting Minutes of March 27, 2023.

Motion by Deborah Truyman, second by Kristine Sauter.

Final Resolution: Motion Carried
Aye: James Bowman, Kay Eggert, Deborah Truyman, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao

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

Subject	**A. AP Check Register-March 2023**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

Subject	**B. Start College Now/Early College Credit (SCN/ECCP)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC for BOE 4.10.23.pdf (29 KB)
SCN_ECCP 2023-24 Course Approval_Denial List.pdf (51 KB)

Subject	**C. Professional Educator New Hire(s)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC-Professional Educator New Hire(s).pdf (132 KB)

Subject	**D. Professional Educator Contract Change(s)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC-Professional Educator Contract Change(s).pdf (10 KB)

Subject	**E. Administrative Hire(s)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC-Administrative Hire(s).pdf (134 KB)

Subject	**F. Administrative Resignation(s)**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC-Administrative Resignation(s).pdf (18 KB)

Motion & Voting

(not specified)

Motion by James Bowman, second by Pheng Thao.
Final Resolution: Motion Carried
Aye: James Bowman, Kay Eggert, Deborah Truyman, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao

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

Subject	**A. Business Services Report: None**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
Type	Discussion, Information, Presentation, Report

Subject	**B. School/Student Services Report: Fox River Academy Contract; AASD Summer School Courses 2023; Policy 453.4- Administration of Drug Products/Medications to Students**

Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
Type	Discussion, Information, Presentation, Report

Matt Zimmerman will update the Board on the Fox River Academy Contract.
Sheree Garvey, Todd Kadolph, and Karrie Kadolph will update the Board on the AASD 2023 Summer School Courses.
Laura Jackson will provide an update to the Board on Policy 453.4.

File Attachments
IOI Fox River Academy Contract Addendum, 4-10-23.docx.pdf (62 KB)
IOI Summer School Course Approval 2023.docx.pdf (72 KB)
2023 Class Offering descriptions.doc (1).pdf (198 KB)
_IOI-Policy 453.4 - Administration of Drug Products__Medications to Students.docx.pdf (59 KB)
453.4 - Administration of Drug Products-Medications to Students.pdf (206 KB)
Draft Revised Administration of Drug Products-Medications to Students 453.4 - April 25, 2022 (1) (3).docx (440 KB)

Subject	**C. Personnel Services Report: None**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)
Type	Discussion, Information, Presentation, Report

10. Board Business

Subject	**A. Employee Handbook Revision-Educator Semester Retirements**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	10. Board Business
Type	Action, Discussion

Chief Human Resources Officer, Julie King, will report to the Board regarding the Employee Handbook Revision-Educator Semester Retirements.

File Attachments
IFC-Handbook Revision Semester Retirement 4.10.23.pdf (104 KB)

Motion & Voting

(not specified)

Motion by Deborah Truyman, second by James Bacon.
Final Resolution: Motion Carried
Aye: James Bowman, Kay Eggert, Deborah Truyman, James Bacon, Pheng Thao
No: Kristine Sauter, Edward Ruffolo

Subject	**B. Consent Agenda Item(s) Removed for Separate Consideration**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	10. Board Business
Type	Action, Discussion

11. Items of Information

Subject	**A. April 4, 2023- School Board Election Unofficial Results**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	11. Items of Information
Type	Information

File Attachments
UNOFFICAL Election Results 2023.docx (3).pdf (330 KB)

12. Future Meetings

Subject	**A. Board of Canvassers: Tuesday, April 11, 2023, 8:30AM**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	12. Future Meetings
Type	Information

Subject	**B. Board Work Session: Wednesday, April 19, 2023, 7:30AM**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	12. Future Meetings
Type	

Subject	**C. Board Meeting: Monday, April 24, 2023, 6:00PM**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	12. Future Meetings
Type	Information

13. Adjourn

Subject	**A. Motion to Adjourn the Meeting**
Meeting	Apr 10, 2023 - Board of Education Meeting (REVISED)
Category	13. Adjourn
Type	Action, Procedural

Motion & Voting

PUBLIC INPUT AT SCHOOL BOARD AND BOARD SUBCOMMITTEE MEETINGS

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

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

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

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

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

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

Adoption Date: September 14, 1987

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

PUBLIC INPUT AT SCHOOL BOARD AND BOARD SUBCOMMITTEE MEETINGS

Procedures

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

Please note the following in the Procedures below:

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

I. School Board Meetings

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

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

II. Board Subcommittee Meetings

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

III. Public Hearings

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

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

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

Guidelines for Speaking at School Board and Board Subcommittee Meetings

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

Speaker Responsibilities at School Board and Board Subcommittee Meetings

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

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

Authority and Responsibility of the Board President or Chair

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

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

School Board Meetings

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

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

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

Adoption Date: September 14, 1987

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

Appendix 1

Public Input Disclaimer

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

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

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

Item for Consideration

Topic: Start College Now/Early College Credit Program – 1st Semester/Lawrence Term 1/ 2023-24 Classes

Background Information: The Start College Now/Early College Credit Program (SCN/ECCP) allows students in grades 11 and 12 to take courses at institutions of higher learning at district expense to a maximum of 18 post-secondary credits. SCN/ECCP students typically apply for access to multiple courses (and multiple institutions) to improve chances of a successful class match. Student options are in practice limited based on postsecondary criteria (e.g. space in class, pre-testing qualification, schedule). While students may apply to multiple institutions, they may, by statute, attend only one institution per term. Students approved for courses at district expense must be accepted and registered at the institution of higher education. Grades must become part of high school transcript and GPA.

Curriculum administrators have reviewed and either approved or denied the requested courses as eligible for enrollment under the revised Youth Options program; input was solicited from staff.

Fiscal Note: As determined by Wis. Stat. § 118.55(5), the funding for successfully completed Early College Credit courses consists of the District ultimately paying 75% of the course tuition, fees, and course materials after a 25% tuition reimbursement coming from the Department of Workforce.

As determined by Wis. Stat. § 38.12(14), the district shall pay only such tuition, fees, and course materials costs as are required by law for Start College Now.

Administrative Recommendation: Approve payment for student requests for post-secondary courses. This approval is for the 1st semester/term 1 of 2023-24.

Instruct the Assistant Superintendent of ACI to notify involved parents and students of this action by May 15, 2023 as per state statute.

Instructional Impact: The district will be in compliance with Wisconsin Act 39. Students will able to expand their postsecondary program options while still in high school.

Contact Person: Steve Harrison, Ph.D., Assistant Superintendent for ACI
harrisonstepha@aasd.k12.wi.us; 832-6157 ex 2177

BOE: 4/10/23

SCHOOL	COURSE	COLLEGE/ UNIVERSITY	CREDIT	HS Credit to Earn	APPROVED	DENIED	COMPARABLE COURSE
eSchool	Black Music & American Culture	UW Oshkosh	3		x		
	Volleyball Coaching	UW Oshkosh	2		x		
	Introduction to Public Speaking	UW Oshkosh	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
	Cultural Diversity in the US	UW Oshkosh	3		x		
	Interpersonal Speech Communications	UW Oshkosh	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
eschool/ WHS	General Psychology	UW Oshkosh	3			x	Psychology 1 (3300), Psychology 2 (3340), AP Psychology (3320)
	Human Speech Communications	UW Oshkosh	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
	Intropersonal Communication Ethnic Studies	UW Oshkosh	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
EHS	Conservation of Culture and Natural Resources	UW Green Bay	3		x		
	World Food and Population Issues	UW Green Bay	3		x		
	Food and Nutritional Health	UW Green Bay	3		x		
	Environmental, Health, Technology	UW Stevens Point	3		x		
	People, Resources and the Biosphere	UW Stevens Point	3		x		
	Living With Wildlife	UW Stevens Point	3		x		
	Physcial Geography and the Environment	UW Stevens Point	3		x		
	EMT - Basic	FVTC	5		x		
	Early Language & Literacy	FVTC	3		x		
	Guiding Child Behavior	FVTC	3		x		
	Social Studies, Art & Music	FVTC	3		x		
	Children w Diff Abilities	FVTC	3		x		
	STEM	FVTC	3		x		
	Family & Community Relations	FVTC	3		x		
	Principles of Sustainability	FVTC	3		x		
	Introduction to Family Child Care	FVTC	3		x		
	Nursing Assistant	FVTC	3		x		
NHS	Small Business Management	FVTC	3			x	5410 Principles of Business Managment
	Written Communication	FVTC	3			x	Senior Communication (1250)
	Intro to Social Media	FVTC	1		x		
	Video Publishing	FVTC	1		x		
	Principles of Marketing I	FVTC	3			x	5540 Student Marketing Internship
	Oral/Interpersonal Communication	FVTC	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
	DCR Grammar & Punctuation	FVTC	3		x		
	Intro to Entrepreuneurship	FVTC	3				5710 Entrepreneurship
	Multivariable Calculus	Lawrence University	6		x		

SCHOOL	COURSE	COLLEGE/ UNIVERSITY	CREDIT	HS Credit to Earn	APPROVED	DENIED	COMPARABLE COURSE
	Intro to Physics - Principles of Mechanics	Lawrence University	6				AP Physics
WCA	**Introduction to Health and Disease**	UW Milwaukee	3		x		
	Leading Healthcare Professionals	UW Milwaukee	3		x		
	Introduction to Forensic Science	FVTC	3		x		
	Property/Evidence Management	FVTC	2		x		
	Cultural Diversity in Criminal Justice	FVTC	3		x		
	Think Critically and Creatively	FVTC	3		x		
	Introductory Statistics	FVTC	3				
	Public Safety Fitness & Wellness	FVTC	3		x		
	College 101	NWTC	1		x		
	Oral/Interpersonal Communication	NWTC	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
	Gen Anatomy & Physiology	NWTC	3			x	Anatomy and Physiology
	Developmental Psychology	NWTC	3		x		
VNS	**Introduction to Communication**	UW Green Bay	3		x		Interpersonal Communication (1600)- but not running this year or 23-24 school year
	Introduction to Literature	UW Green Bay	3			x	World Lit (1260), AP English Lit and Comp (1270), Genre Study Lit and Comp (1320)
	Concept of Physics	UW Green Bay	3			x	AP Physics
	Introduction to Psychology	UW Green Bay	3			x	Psychology 1 (3300), Psychology 2 (3340), AP Psychology (3320)
	The Family: Continuing Concerns	UW Stevens Point	3		x		
	Developing Human Services Professionals	UW Stevens Point	3		x		
	Introduction to Psychology	UW Stevens Point	3			x	Psychology 1 (3300), Psychology 2 (3340), AP Psychology (3320)
	Intro to Social Work	UW Oshkosh	3		x		
	Computer Basics for Design	FVTC	1		x		
	Drafting Skills for Interiors	FVTC	3		x		
	College Success: On Course	FVTC	1		x		
	Basic Interior Design	FVTC	3			x	6500 Fashion & Interior Design
	Fundamentals of Design	FVTC	3		x		
WHS	**Discrete Mathmetics**	Lawrence University	6		x		
	Complex Sequences and Series	Lawrence University	6		x		
	Theory of Computation	Lawrence University	6		x		
	Spanish 300	UW Oshkosh	3		x		
	Ecosphere in Crisis	UW Oshkosh	4		x		
	Calculus 1	UW Oshkosh	5			x	

ITEM FOR CONSIDERATION

TOPIC: Professional Educator New Hire(s)

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

Name	***Position***	***Location***	***FTE***	***Salary***	***Effective Date:***
Amanda M. Baptist	Grade 4	Classical	100%	$45,200	8/28/23
Jarrett J. Bednar	School Counselor	North	100%	$52,450	8/28/23
Britney A. Breckheimer	Grade 2/3	Jefferson	100%	$45,200	8/28/23
Jewel A. Brunner	Grade 6	Berry	100%	$45,200	8/28/23
Taryn L. Daniels	Kindergarten	Columbus	100%	$55,100	8/28/23
Zachary J. Imes	Grade 3	Columbus	100%	$46,200	8/28/23
Shannon M. Johnson	Physical Education	Ferber/Franklin	100%	$61,800	8/28/23
Drew J. Jorgensen	Physical Education	Classical/Houdini	100%	$45,200	8/28/23
Andrea L. Lodoen	Grade 1	Houdini	100%	$50,350	8/28/23
Ashlyn K. O'Brien	Art	Berry/Houdini	100%	$45,200	8/28/23
Zachary M. Pecha	Math	East	100%	$45,200	8/28/23
Eric R. Peterson	Elementary	TBD	100%	$45,200	8/28/23
Daniel A. Penkala	Physical Education	East	100%	$45,200	8/28/23
Caitlin R. Roovers	Elementary	TBD	100%	$45,200	8/28/23
Vanessa L. Rottier	Elementary	TBD	100%	$47,200	8/28/23
Julia A. Runke	Elementary	TBD	100%	$45,200	8/28/23
Della K. Schroeder	Social Studies	East/West	100%	$58,550	8/28/23
Kathryn E. Stanley	Literacy-Interventionist	Wilson	34%	$18,173	8/28/23
Elizabeth A. Wich	Elementary	TBD	100%	$58,550	8/28/23

Amanda M. Baptist received her Bachelor of Science in Education degree from UW-Green Bay with a major in Elementary Education. Currently, she is serving the District as a Substitute Teacher.

Jarrett J. Bednar received his Master of Arts degree from Lindenwood University with a major in School Counseling. Currently, he is serving the District as a temporary employee in a similar role at North High School.

Britney A. Breckheimer received her Bachelor of Arts degree from St. Norbert College with a major in Elementary Education. Currently, she is completing her student teaching with the Green Bay Area Public School District.

Jewel A. Brunner received her Bachelor of Science in Education degree from UW-Stevens Point with a major in Elementary Education. Currently, she is serving the District as a temporary employee at Einstein Middle School.

Taryn L. Daniels received her Masters of Education degree from Concordia University with a major in Educational Administration. Currently, she is a Grade 1 Teacher with the Leander Independent School District in Leader, TX.

Zachary J. Imes received his Bachelor of Science in Education degree from UW-Superior with a major in Elementary Education. Currently, he is serving the School District of Ladysmith as an Elementary Teacher.

Shannon M. Johnson received her Master of Arts Education degree from University of Phoenix with a major in Curriculum and Instruction. Currently, she is serving the Fairbanks North Star Borough School District as a Physical Education Teacher.

Drew J. Jorgensen will receive his Bachelor of Arts degree from Ripon College with a major in Exercise Science/Physical Education. Most recently, he completed his student teaching with the Green Lake School District.

Andrea L. Lodoen received her Master of Science degree from Concordia University with a major in Teaching & Learning. Currently, she is serving the District as a temporary employee in a similar role at Berry Elementary School.

Ashlyn K. O'Brien will receive her Bachelor of Fine Arts in Education degree from UW-Oshkosh with a major in Art Education. Currently, she is completing her student teaching with the District at Badger Elementary School.

Eric R. Peterson received his Bachelor of Science in Education degree from UW-Superior with a major in Elementary Education. Currently, he is serving the District as a Substitute Teacher.

Zachary M. Pecha received his Bachelor of Science in Education degree from UW-Stevens Point with a major in Mathematics. Currently, he is serving the Wisconsin Rapids Public Schools as a Mathematics Teacher.

Daniel A. Penkala received his Bachelor of Science in Education degree from UW-Oshkosh with a major in Physical Education. Currently, he is serving the District in a similar role at East High School.

Caitlin R. Roovers received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Elementary Education. Currently, she is a Grade 3 Teacher with the Oshkosh Area School District.

Vanessa L. Rottier received her Bachelor of Science in Education degree from UW-Stevens Point with a dual major in Elementary Education and Special Education. Currently, she is a Grade 1 Teacher with the Weyauwega-Fremont School District.

Julia A. Runke received her Bachelor of Science in Education degree from St. Norbert's with a major in Elementary Education. Currently, she is an Elementary Spanish Teacher with the Green Bay Area Public School District.

Della K. Schroeder received her Master of Arts in Education degree from Marian University with a major in Differentiated Instruction for Alternative Learning. Currently, she is serving the Green Bay Area School District as a Lead Teacher.

Kathryn E. Stanley received her Master of Arts in Education degree from Marian University with a major in Teacher Education. Ms. Stanley is being hired under a one-year license with stipulations. Currently, she is serving the District as a temporary employee as an Elementary Teacher at Jefferson Elementary School.

Elizabeth A. Wich received her Master of Arts in Education degree from Marian University with a major in Teacher Education. Currently, she is serving the District as a temporary employee as an Elementary Teacher at Jefferson Elementary School.

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

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

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Change(s)

BACKGROUND INFORMATION: A contract change for the following individual is recommended for the 2023-2024 school year:

Name	Position	Location	FTE	Effective Date
Carly J. Tiedt	English Language Arts	East	100% to 60%	8/28/23

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: This assignment adjustment will assist in retaining staff and meeting student needs.

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Hire(s)

BACKGROUND INFORMATION: The individuals listed below have been recommended for a contractual position for the 2023-2024 school year under 260 day contract effective July 1, 2023:

Karla R. Manning is recommended for the Director of Diversity, Equity and Inclusion position. Ms. Manning most recently served as the Founder & CEO of The Equity Leadership Group LLC.

Katherine G. O'Hara is recommended for the Associate Director of Special Education. Ms. O'Hara most recently served as Principal at Sabish Middle School in Fond du Lac.

FISCAL NOTE: Salaries will be commensurate with education and experience.

ADMINISTRATIVE RECOMMENDATION: It is recommended that these individuals are approved to receive administrative contracts for the 2023-2024 school year.

INSTRUCTIONAL IMPACT: The quality candidates listed above will support the continuation of high-quality instruction and student support.

CONTACT PERSON: Julie King, 920-997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Resignation(s)

BACKGROUND INFORMATION: The following administrators have submitted a letter of resignation effective at the expiration of their contract in June 2023.

Matthew M. Zimmerman has been with the District for twelve years, most recently as the Assistant Superintendent of School Services.

Duane J. Hartkopf has been with the district two years, most recently as the Associate Principal/ Athletic Director at Appleton North High School.

FISCAL NOTE: Dependent upon replacement.

INSTRUCTIONAL IMPACT: A qualified replacements will be procured.

ADMINISTRATIVE RECOMMENDATION: Approval.

CONTACT PERSON: Julie King, 920-997-1399 (x2042)

4/10/23

Item for Consideration

Topic: Start College Now/Early College Credit Program – 1st Semester/Lawrence Term 1/ 2023-24 Classes

Background Information: The Start College Now/Early College Credit Program (SCN/ECCP) allows students in grades 11 and 12 to take courses at institutions of higher learning at district expense to a maximum of 18 post-secondary credits. SCN/ECCP students typically apply for access to multiple courses (and multiple institutions) to improve chances of a successful class match. Student options are in practice limited based on postsecondary criteria (e.g. space in class, pre-testing qualification, schedule). While students may apply to multiple institutions, they may, by statute, attend only one institution per term. Students approved for courses at district expense must be accepted and registered at the institution of higher education. Grades must become part of high school transcript and GPA.

Curriculum administrators have reviewed and either approved or denied the requested courses as eligible for enrollment under the revised Youth Options program; input was solicited from staff.

Fiscal Note: As determined by Wis. Stat. § 118.55(5), the funding for successfully completed Early College Credit courses consists of the District ultimately paying 75% of the course tuition, fees, and course materials after a 25% tuition reimbursement coming from the Department of Workforce.

As determined by Wis. Stat. § 38.12(14), the district shall pay only such tuition, fees, and course materials costs as are required by law for Start College Now.

Administrative Recommendation: Approve payment for student requests for post-secondary courses. This approval is for the 1st semester/term 1 of 2023-24.

Instruct the Assistant Superintendent of ACI to notify involved parents and students of this action by May 15, 2023 as per state statute.

Instructional Impact: The district will be in compliance with Wisconsin Act 39. Students will able to expand their postsecondary program options while still in high school.

Contact Person: Steve Harrison, Ph.D., Assistant Superintendent for ACI
harrisonstepha@aasd.k12.wi.us; 832-6157 ex 2177

BOE: 4/10/23

SCHOOL	COURSE	COLLEGE/	CREDIT
eSchool	Black Music & American Culture	UW Oshkosh	3
	Volleyball Coaching	UW Oshkosh	2
	Introduction to Public Speaking	UW Oshkosh	3
	Cultural Diversity in the US	UW Oshkosh	3
	Interpersonal Speech Communications	UW Oshkosh	3
eschool/	General Psychology	UW Oshkosh	3
	Human Speech Communications	UW Oshkosh	3
	Intropersonal Communication Ethnic	UW Oshkosh	3
EHS	Conservation of Culture and Natural	UW Green Bay	3
	World Food and Population Issues	UW Green Bay	3
	Food and Nutritional Health	UW Green Bay	3
	Environmental, Health, Technology	UW Stevens Point	3
	People, Resources and the Biosphere	UW Stevens Point	3
	Living With Wildlife	UW Stevens Point	3
	Physcial Geography and the Environment	UW Stevens Point	3
	EMT - Basic	FVTC	5
	Early Language & Literacy	FVTC	3
	Guiding Child Behavior	FVTC	3
	Social Studies, Art & Music	FVTC	3
	Children w Diff Abilities	FVTC	3
	STEM	FVTC	3
	Family & Community Relations	FVTC	3
	Principles of Sustainability	FVTC	3
	Introduction to Family Child Care	FVTC	3
	Nursing Assistant	FVTC	3
NHS	Small Business Management	FVTC	3
	Written Communication	FVTC	3
	Intro to Social Media	FVTC	1
	Video Publishing	FVTC	1
	Principles of Marketing I	FVTC	3
	Oral/Interpersonal Communication	FVTC	3
	DCR Grammar & Punctuation	FVTC	3
	Intro to Entrepreuneurship	FVTC	3
	Multivariable Calculus	Lawrence University	6
	Intro to Physics - Principles of Mechanics	Lawrence University	6
WCA	Introduction to Health and Disease	UW Milwaukee	3
	Leading Healthcare Professionals	UW Milwaukee	3
	Introduction to Forensic Science	FVTC	3
	Property/Evidence Management	FVTC	2
	Cultural Diversity in Criminal Justice	FVTC	3
	Think Critically and Creatively	FVTC	3
	Introductory Statistics	FVTC	3
	Public Safety Fitness & Wellness	FVTC	3

	College 101	NWTC	1
	Oral/Interpersonal Communication	NWTC	3
	Gen Anatomy & Physiology	NWTC	3
	Developmental Psychology	NWTC	3
VNS	**Introduction to Communication**	UW Green Bay	3
	Introduction to Literature	UW Green Bay	3
	Concept of Physics	UW Green Bay	3
	Introduction to Psychology	UW Green Bay	3
	The Family: Continuing Concerns	UW Stevens Point	3
	Developing Human Services Professionals	UW Stevens Point	3
	Introduction to Psychology	UW Stevens Point	3
	Intro to Social Work	UW Oshkosh	3
	Computer Basics for Design	FVTC	1
	Drafting Skills for Interiors	FVTC	3
	College Success: On Course	FVTC	1
	Basic Interior Design	FVTC	3
	Fundamentals of Design	FVTC	3
WHS	**Discrete Mathmetics**	Lawrence University	6
	Complex Sequences and Series	Lawrence University	6
	Theory of Computation	Lawrence University	6
	Spanish 300	UW Oshkosh	3
	Ecosphere in Crisis	UW Oshkosh	4
	Calculus 1	UW Oshkosh	5

HS Credit to	APPROVE	DENIED	COMPARABLE COURSE
	x		
	x		
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
	x		
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
		x	~~Psychology 1 (5300), Psychology 2 (5340), AP Psychology (3220)~~
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
		x	5410 Principles of Business Managment
		x	Senior Communication (1250)
	x		
	x		
		x	5540 Student Marketing Internship
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
	x		
			5710 Entrepreneurship
	x		
			AP Physics
	x		
	x		
	x		
	x		
	x		
	x		
	x		

	x		
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
		x	Anatomy and Physiology
	x		
	x		~~Interpersonal Communication (1600)- but not running this year or 22-24 school year~~
		x	~~World Lit (1260), AP English Lit and Comp (1270), Genre Study Lit and Comp (1320)~~
		x	AP Physics
		x	~~Psychology 1 (3300), Psychology 2 (3340), AP Psychology (3320)~~
	x		
	x		
		x	Psychology (3320)
	x		
	x		
	x		
	x		
		x	6500 Fashion & Interior Design
	x		
	x		
	x		
	x		
	x		
	x		
		x	

ITEM FOR CONSIDERATION

TOPIC: Professional Educator New Hire(s)

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

Name	***Position***	***Location***	***FTE***	***Salary***	***Effective Date:***
Amanda M. Baptist	Grade 4	Classical	100%	$45,200	8/28/23
Jarrett J. Bednar	School Counselor	North	100%	$52,450	8/28/23
Britney A. Breckheimer	Grade 2/3	Jefferson	100%	$45,200	8/28/23
Jewel A. Brunner	Grade 6	Berry	100%	$45,200	8/28/23
Taryn L. Daniels	Kindergarten	Columbus	100%	$55,100	8/28/23
Zachary J. Imes	Grade 3	Columbus	100%	$46,200	8/28/23
Shannon M. Johnson	Physical Education	Ferber/Franklin	100%	$61,800	8/28/23
Drew J. Jorgensen	Physical Education	Classical/Houdini	100%	$45,200	8/28/23
Andrea L. Lodoen	Grade 1	Houdini	100%	$50,350	8/28/23
Ashlyn K. O'Brien	Art	Berry/Houdini	100%	$45,200	8/28/23
Zachary M. Pecha	Math	East	100%	$45,200	8/28/23
Eric R. Peterson	Elementary	TBD	100%	$45,200	8/28/23
Daniel A. Penkala	Physical Education	East	100%	$45,200	8/28/23
Caitlin R. Roovers	Elementary	TBD	100%	$45,200	8/28/23
Vanessa L. Rottier	Elementary	TBD	100%	$47,200	8/28/23
Julia A. Runke	Elementary	TBD	100%	$45,200	8/28/23
Della K. Schroeder	Social Studies	East/West	100%	$58,550	8/28/23
Kathryn E. Stanley	Literacy-Interventionist	Wilson	34%	$18,173	8/28/23
Elizabeth A. Wich	Elementary	TBD	100%	$58,550	8/28/23

Amanda M. Baptist received her Bachelor of Science in Education degree from UW-Green Bay with a major in Elementary Education. Currently, she is serving the District as a Substitute Teacher.

Jarrett J. Bednar received his Master of Arts degree from Lindenwood University with a major in School Counseling. Currently, he is serving the District as a temporary employee in a similar role at North High School.

Britney A. Breckheimer received her Bachelor of Arts degree from St. Norbert College with a major in Elementary Education. Currently, she is completing her student teaching with the Green Bay Area Public School District.

Jewel A. Brunner received her Bachelor of Science in Education degree from UW-Stevens Point with a major in Elementary Education. Currently, she is serving the District as a temporary employee at Einstein Middle School.

Taryn L. Daniels received her Masters of Education degree from Concordia University with a major in Educational Administration. Currently, she is a Grade 1 Teacher with the Leander Independent School District in Leader, TX.

Zachary J. Imes received his Bachelor of Science in Education degree from UW-Superior with a major in Elementary Education. Currently, he is serving the School District of Ladysmith as an Elementary Teacher.

Shannon M. Johnson received her Master of Arts Education degree from University of Phoenix with a major in Curriculum and Instruction. Currently, she is serving the Fairbanks North Star Borough School District as a Physical Education Teacher.

Drew J. Jorgensen will receive his Bachelor of Arts degree from Ripon College with a major in Exercise Science/Physical Education. Most recently, he completed his student teaching with the Green Lake School District.

Andrea L. Lodoen received her Master of Science degree from Concordia University with a major in Teaching & Learning. Currently, she is serving the District as a temporary employee in a similar role at Berry Elementary School.

Ashlyn K. O'Brien will receive her Bachelor of Fine Arts in Education degree from UW-Oshkosh with a major in Art Education. Currently, she is completing her student teaching with the District at Badger Elementary School.

Eric R. Peterson received his Bachelor of Science in Education degree from UW-Superior with a major in Elementary Education. Currently, he is serving the District as a Substitute Teacher.

Zachary M. Pecha received his Bachelor of Science in Education degree from UW-Stevens Point with a major in Mathematics. Currently, he is serving the Wisconsin Rapids Public Schools as a Mathematics Teacher.

Daniel A. Penkala received his Bachelor of Science in Education degree from UW-Oshkosh with a major in Physical Education. Currently, he is serving the District in a similar role at East High School.

Caitlin R. Roovers received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Elementary Education. Currently, she is a Grade 3 Teacher with the Oshkosh Area School District.

Vanessa L. Rottier received her Bachelor of Science in Education degree from UW-Stevens Point with a dual major in Elementary Education and Special Education. Currently, she is a Grade 1 Teacher with the Weyauwega-Fremont School District.

Julia A. Runke received her Bachelor of Science in Education degree from St. Norbert's with a major in Elementary Education. Currently, she is an Elementary Spanish Teacher with the Green Bay Area Public School District.

Della K. Schroeder received her Master of Arts in Education degree from Marian University with a major in Differentiated Instruction for Alternative Learning. Currently, she is serving the Green Bay Area School District as a Lead Teacher.

Kathryn E. Stanley received her Master of Arts in Education degree from Marian University with a major in Teacher Education. Ms. Stanley is being hired under a one-year license with stipulations. Currently, she is serving the District as a temporary employee as an Elementary Teacher at Jefferson Elementary School.

Elizabeth A. Wich received her Master of Arts in Education degree from Marian University with a major in Teacher Education. Currently, she is serving the District as a temporary employee as an Elementary Teacher at Jefferson Elementary School.

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

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

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Change(s)

BACKGROUND INFORMATION: A contract change for the following individual is recommended for the 2023-2024 school year:

Name	Position	Location	FTE	Effective Date
Carly J. Tiedt	English Language Arts	East	100% to 60%	8/28/23

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: This assignment adjustment will assist in retaining staff and meeting student needs.

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Hire(s)

BACKGROUND INFORMATION: The individuals listed below have been recommended for a contractual position for the 2023-2024 school year under 260 day contract effective July 1, 2023:

Karla R. Manning is recommended for the Director of Diversity, Equity and Inclusion position. Ms. Manning most recently served as the Founder & CEO of The Equity Leadership Group LLC.

Katherine G. O'Hara is recommended for the Associate Director of Special Education. Ms. O'Hara most recently served as Principal at Sabish Middle School in Fond du Lac.

FISCAL NOTE: Salaries will be commensurate with education and experience.

ADMINISTRATIVE RECOMMENDATION: It is recommended that these individuals are approved to receive administrative contracts for the 2023-2024 school year.

INSTRUCTIONAL IMPACT: The quality candidates listed above will support the continuation of high-quality instruction and student support.

CONTACT PERSON: Julie King, 920-997-1399 (ext. 2042)

4/10/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Resignation(s)

BACKGROUND INFORMATION: The following administrators have submitted a letter of resignation effective at the expiration of their contract in June 2023.

Matthew M. Zimmerman has been with the District for twelve years, most recently as the Assistant Superintendent of School Services.

Duane J. Hartkopf has been with the district two years, most recently as the Associate Principal/ Athletic Director at Appleton North High School.

FISCAL NOTE: Dependent upon replacement.

INSTRUCTIONAL IMPACT: A qualified replacements will be procured.

ADMINISTRATIVE RECOMMENDATION: Approval.

CONTACT PERSON: Julie King, 920-997-1399 (x2042)

4/10/23

ITEM FOR INFORMATION

Topic: Fox River Academy Contract Addendum

Background Information:

Fox River Academy is a multiage, environmental charter school for students in grades K-8, focusing on the environmental, historical, cultural, and economic importance of the Fox River.

The purpose of the Fox River Academy is to provide relevant instruction through hands-on, real world-based experiences relating to the students' place in the community and environment, for the betterment and understanding of their home, the Fox River Valley.

In April 2016, the AASD Board of Education approved the revised Fox River Academy charter contract which included expansion to include 5-year old kindergarten.

In May 2019, the Board of Education approved the Fox River Academy five-year contract renewal. Included in the contract was language that the Fox River Academy kindergarten class size would not exceed half of a traditional non Achievement Gap Reduction (AGR) first grade class size.

To be in line with the recent referendum language related to reduced class size in grade K-2, the Fox River Academy governance board would like to strike the contract language related to kindergarten class size (27c, sub-bullet a). Beginning with the 2023-2024 school year, Fox River Academy kindergarten class size will be treated the same as non-AGR schools.

Instructional Impact:

Charter schools help to provide another educational option for students and parents.

Contact Person(s):

Lori Leschisin, 832-5160, leschisinlori@aasd.k12.wi.us
Matt Zimmerman, 997-1399 x-2026, zimmermanmatth@aasd.k12.wi.us
Nan Bunnow, 997-1399 x-2040, bunnownanette@aasd.k12.wi.us

ITEM FOR INFORMATION

Topic: AASD Summer School Courses for 2023

Background Information: Each year the AASD Board of Education approves the course offerings for summer school. We will be offering academic support, credit recovery, enrichment and credit classes in 2023. As a part of the Fox Valley Summer School Consortium, students in any of the member school districts may attend summer school in any member school district.

Key points for the 2023 summer school program:

A. Initial online registration using Infinite Campus for elementary and middle school students began April 17th, 2023. High school registration also began on April 17th through the guidance counselors.
B. All of the elementary school programs are very similar except Columbus, which offers different structures for summer school.
C. The basic dates are June 12th -July 7th , (no school on June 19th or July 4th) for elementary and middle school students. Credit recovery classes for high school students will run from June 12th- 30th (no school on June 19th) at East High School. Credit recovery will also be held throughout the summer at each High School utilizing the Edgenuity platform. There are also various Camps scheduled throughout the summer, including A-Tech Camp, Band Camp, Choir Camp, Engineering Camps, Golf Lessons, Tennis Lessons, Music Lessons, and Hmong Culture classes.
D. Boys and Girls Club of the Fox Valley will have programs at Badger Elementary, Columbus Elementary, Edison Elementary, Foster Elementary Charter, Highlands Elementary, Madison Middle, and Kaleidoscope Academy. Additional offerings may be made available through a pending grant, with the AASD providing transportation from the school sites to the Boys and Girls Club of the Fox Valley location. The YMCA will offer programs at Janet Berry Elementary, Dunlap Elementary, Ferber Elementary, Franklin Elementary, Horizons Elementary, Jefferson Elementary, Johnston Elementary, McKinley Elementary and Richmond Elementary. The summer school aftercare information is available on the AASD website.
E. A procedure is in place to match high school students wishing to volunteer, with summer school teachers that would like assistance in their classrooms.

Instructional Impact: Summer school class offerings provide additional learning opportunities for students of all grade levels to succeed in the classroom during the regular school year. AASD curriculum is followed and enriched in the course offerings.

Contact Persons:

Sheree Garvey, 997-1399 Ext. 2029 , garveysheree@aasd.k12.wi.us
Todd Kadolph, 832-4976, kadolphtodd@aasd.k12.wi.us
Karrie Kadolph, 832-4976, kadolphkarrie@aasd.k12.wi.us

ADDITIONAL INFORMATION FOR ITEM FOR INFORMATION

Site Coordinators: The site coordinators for the 2023 Summer School are:

Elementary Coordinators

SCHOOL	COORDINATOR
Badger	Amber Cittadino
Berry	Abby Danforth
Classical	Stacey Foley
Columbus	Robert McInnes
Dunlap	Cheryl McQuade
Edison	Madeline Herrmann
Ferber	Nicole Nelson
Foster	Jennifer Morales
Franklin	Ashley Turner
Highlands	Lisa Head
Horizons	Pam West
Houdini	Stephanie Malaney
Huntley	Monica Wilson
Jefferson	Cathy Porter
Johnston	Dawn Price
McKinley	Kris Sherry
Richmond	Brianna Weyers
EL Elem Coordinator	Johnny Yang

Middle School Coordinators

Einstein	Laurie Frisch
KA at Roosevelt	Megan Geffers
Madison	Lynn Hoffman
Wilson	Annette Schwalenberg

High School Coordinators

East	Debra Loesche
East	Eric Toshner
East	Cormac Joyce
Central	Andy Protheroe

Summer School Assistant Coordinators

Shane Knudsen
Sara Hechel

Camp Coordinators

ATech Camp	Paul Endter
Band Camp	Amanda Balane, Matt DiPietro
Choir Camp	Danielle Braun
Strings Lessons	Rachel Richards
Engineering Camp	Zachary Eckrose
Hmong Culture	Ger Vang

Elementary Course Descriptions

See school site schedule for specific class offerings, not all classes are offered at every school site.

******When looking at grade level, use grade entering in fall.***

A Better SELF **$5.00** **Grades 2-7**
Students will learn about the different areas of SEL (Social Emotional Learning) including self-awareness, self-management, social awareness, relationship skills and responsible decision making through games, books, journal writing and art projects. Class will include school beautification projects and end daily with a mindfulness activity.

Advanced Creative Woodshop **$10.00** **Grades 4-7**
Advanced woodworking is for those children who are pretty capable of using a hammer and hand saw to make things out of wood. Parents are encouraged to provide leather gloves for their child to help guard against splinters and abrasions.

Art for All! **$10.00** **Grades 2-4**
Students will explore a wide variety of indoor and outdoor arts and crafts projects using various supplies. Activities will range from step-by-step instructions (such as making dream catchers) to imaginative art (such as free-drawing and painting).

Beginning Creative Woodshop **$10.00** **Grades 2-4**
Basic use of non-power woodworking tools for sawing, sanding, assembling, and finishing. The beginner class is for those children with little or no experience with using hand tools. Parents are encouraged to provide leather gloves for their child to help guard against splinters and abrasions. Projects done last year will be repeated again this year.

Beginning Piano Keyboarding **$10.00** **Grades 3-6**
In this class student will learn basic piano/keyboarding skills - including note reading and playing technique. This class is designed primarily for students with no prior piano experience.

Books, 'Bots, and Makerspace **$5.00** **Grade 2-7**
Students will program multiple types of robots including Bee Bots, Ozobots, and Sphero. The coding challenges are based on stories read in class. Makerspace will be used to try new things and work on a project with the green screen! Students will develop their literacy skills along with technology, problem-solving, and teamwork skills from this class.

Brain Games & Math Challenges **$5.00** **Grades 2-7**
Learn the skills of logic while playing board games and working on activities that will challenge and test your skills of logic, memory and reasoning! Designed for students who enjoy mathematics challenges and problem solving. This class is not intended for students needing remedial skills.

Chef's Cooking & Baking **$15.00** **Grades 5-7**
The next level up from no-bake cooking! Learn how to follow recipes, use the oven/stove, and create some real works of art-to eat! Curriculum may deviate from the standards of AASD nutrition policy. Healthy foods will be prepared when possible.

Columbus and Appleton Bilingual School **$15.00** **Grade 5K-5**
Students will continue the curriculum from their previous grade level, doing enriching math, reading, writing, science, social studies, computers, physical education, and art activities. *Class meets from 8:30-11:30*

Computer Fun! **$5.00** **Grades 2-3**
Students will learn about Google apps and how to use them to share ideas and have fun. Google Drive, Drawings, and Slides will be used to create digital and hand-on projects. Through the activities, students will enhance their knowledge of technology and skills needed for use in the classroom.

Cool Crafts **$10.00** **Grades 4-7**
Students will create cool arts and crafts and projects geared toward their age group using various techniques.

Creative Reading, Writing, Drawing **$10.00** **Grades 4-7**
Do you want to have fun creating your own works of art that go with your own written works? This class is for those students that love to read, write, and draw, and who love to create their own worlds, characters, and places. The sky is the limit! All you need is an imagination!!

Exciting Experiments **$10.00** **Grades 4-7**
Activities and experiments are designed to give a hands-on approach to many of the exciting and fun concepts of science.

First Grade Here I Come **$15.00** **Grade 1**
A course designed for children who have completed kindergarten. Students will continue the curriculum from kindergarten, doing enriching math, reading, writing, science, social studies, computers, physical education, and art activities. *Class meets from 8:30-11:30*

Frisbee Golf **$5.00** **Grades 3-8**
Golf rules, etiquette, and safety will be emphasized as each student plays golf with a frisbee instead of woods and irons. Individual improvement will be monitored and teams' games such as scramble, alternate shot, and best ball will be played.

Fun with STEM **$10.00** **Grades 3-7**
Students will have the opportunity to participate in an innovative, engaging and fun learning class designed around Science, Technology, Engineering, and Math (STEM). This class is all about creating, building, problem solving, and working together to solve a challenge using everyday items. **Example:** Use the following items to launch a marshmallow peep the farthest distance: string, mouse trap, rubber bands, popsicle sticks, paper plates, plastic spoons, and tape. Time will be allotted for planning, research, construction, and testing.

Future Problem Solvers **$5.00** **Grades 2-7**
Problem solving is all about thinking! This class includes activities in preparation for problem solving based on pieces of literature and real-world topics. Students will be guided through a problem-solving process to come up with an action plan. Topics such as smart clothes, digital music rights, and prejudice will be explored.

Games Galore **$5.00** **Grades 2-7**
No technology here! Remember the good old-fashioned board game? Use your strategy and thinking skills while learning to play a variety of different board games from the classics to some you may have never played before. Use what you've learned to create and build your own game to share with the class. This is your chance to be clever, create challenges, and fill your games with surprises, suspense, and traps!

Gym & Playground Games **$5.00** **Grades 2-7**
Students will experience a variety of physical education games, activities, and skills. Sportsmanship, team cooperation, as well as skills will be emphasized.

Intro to Coding **$5.00** **Grades 4-7**
Students will learn the basics of coding to program their own interactive stories, games, and animations using online and other interactive activities. Through experimentation, they will build skills in sequencing, counting, problem solving, logical thinking, cause and effect, and critical thinking. Topics include variables, algorithms, loops, functions, conditionals, and debugging. No previous coding experience is needed.

Introductory Keyboarding & More **$5.00** **Grades 3-8**
The ability to type is an important skill in today's technology-driven world. This computer keyboarding class is designed for students with little or no previous keyboarding (typing) experience. In this course the student will learn the alphabetic keyboarding technique. The class will emphasize the development of typing speed and accuracy. Younger students enrolling in this class must have the ability to concentrate for long periods of time.

Kindergarten Here I Come **$15.00** **Grade 5K**
This course is designed to introduce and/or reinforce basic readiness skills for kindergarten. *Class meets from 8:30-11:30*

Lego/Minecraft Fun **$10.00** **Grades 2-3**
Students will read, write, and create a variety of pieces related to Legos and Minecraft.

Math Reinforcement **$5.00** **Grade 2**
This course is designed for students who need assistance and practice with counting, addition and subtraction, telling time, place value, and solving word problems.

Math Reinforcement **$5.00** **Grades 3-4**
This course is designed for students who need assistance and practice with addition and subtraction, multiplication and division, place value, telling time, identifying and counting money, understanding of fractions as numbers and solving word problems.

Math Reinforcement **$5.00** **Grades 5-7**
This course is designed for students who need assistance and practice with multiplication and division, operations with multi-digit whole numbers and decimals, telling time, equivalence and ordering of fractions, unit fractions, operations with fractions, counting money and making change, and solving word problems.

Nature Nurturers **$10.00** **Grades 2-4**
Students will have the opportunity to explore local green spaces delving into the interconnectedness of human and planet health. This class is all about learning to utilize nature as a free & accessible resource lending itself to elevated focus, stress-reduction, and improved academic performance. Example: Walk to Telulah Park, observe, identify, and log birds, trees, insects, and soil.

Nuts About Nature **$10.00** **Grades 2-3**
Students will discover through hands-on experiments and exploration many nature aspects of science, emphasizing on plants, animals, and insects.

One Day Wonders **$10.00** **Grades 4-8**
Inquisitive students wanted! Join us for a class of wonders where each day we will explore something new. Topics will range from crafts, playacting, outdoor adventures, history, math, games, and more! Each day will present a new learning surprise.

Pay it Forward! **$10.00** **Grades 2-7**
Students will work collaboratively to research, develop, and deliver a "Pay it Forward" project for the school or the local community. With the teacher as the facilitator, students will use organizational and decision-making skills to choose a cause, and develop a plan to carry out a "Pay it Forward" project. Examples include but are not limited to: a food drive, adopting the school grounds, work with Woodshop to build and paint a bench for the park, etc.

Poetry and the Arts **$10.00** **Grades 2-3**
Students will explore poetry in various ways, including reading fun children's poetry, moving to poetry, drawing and painting to poetry, singing poetry in song, and writing their own poetry. Class will end with a final sharing of poetry experiences for parents and students.

Reading Adventures **$5.00** **Grade 2**
Students will listen, read and respond to a variety of literature and informational texts for the purpose of identifying their interests and expanding their knowledge of different genres. Students learn to select "just-right" books and are matched to appropriate texts so that they can read for meaning and fluently apply reading strategies and foundational skills during guided practice. Students use writing and illustration to express their ideas. Lessons in language/word study are brief, focused, and engaging.

Reading Adventures **$5.00** **Grades 3-4**
Students read and respond to a wide variety of literature and informational texts. Students learn to select "just right texts", apply reading strategies, and demonstrate understanding of texts read by asking and answering questions during collaborative discussions. In addition, students write in a variety of ways to share their connections, build upon their knowledge, and express ideas. Lessons in language/word study will develop their understanding of concepts, vocabulary, and grammar.

Reading Adventures **$5.00** **Grades 5-7**
Students learn to select and read from a variety of short literature and informational texts representing several genres, formats, and perspectives. They apply reading strategies to understand what is read, describe characters, determine main idea/key details, examine theme, and identify the narrator's point of view. Students read closely, identifying text evidence to support their written reflections and collaborative conversations. Students use their knowledge of language and word study to support understanding while continuing to develop fluency and accuracy.

Running Club **$5.00** **Grades 2-7**
Students will learn about the importance of healthy lifestyles and being physically active. Every day, students will warm up, RUN/JOG, and cool down. By the end of the course, students will run 1 mile around the track.

Safe Kids 101 **$5.00** **Grades 4-7**
This class will help prepare children to be safe and responsible when home alone. Students will gain a better understanding of how to prevent problems, handle real-life situations, and remain safe. Topics will include home safety, first aid, fire escape, severe weather plans, internet and kitchen safety, and healthy eating. Instructors will highlight some fun activities to keep kids busy while home alone, along with basic phone skills including how to make an emergency call.

STEM Challenge **$10.00** **Grades 4-7**
Students will have the opportunity to participate in an innovative, engaging and fun learning class designed around Science, Technology, Engineering, and Math (STEM). This class is all about creating, building, problem solving, and working together to solve a challenge using everyday items. **Example:** Use the following items to launch a marshmallow peep the farthest distance: string, mouse trap, rubber bands, popsicle sticks, paper plates, plastic spoons, and tape. Time will be allotted for planning, research, construction, and testing.

STEM Starters **$10.00** **Grades 2-4**
Students will have the opportunity to participate in an innovative, engaging and fun learning class designed around Science, Technology, Engineering, and Math (STEM). This class is all about creating, building, problem solving, and working together to solve a challenge using everyday items. **Example:** Use the following items: rubber bands, popsicle sticks, paper plates, plastic spoons, and tape to build bridges and more. Time will be allotted for planning, research, construction, and testing.

Stories and Snacks **$10.00** **Grades 2-4**
This course integrates literacy and cooking. Each day, children will read and respond to quality children's literature. It will be delectable class for those with a taste for good books and good food. Curriculum may deviate from the standards of AASD nutrition policy. Healthy foods will be prepared when possible.

Theater **$10.00** **Grades 2-7**
This course is designed for the student who likes to put on plays, do improvisations, act out dramatic situations, and pantomime. Basic stage and theatre concepts will be taught while encouraging an outlet for the dramatically creative side of the children's personalities. Music may also be part of the fun! Class will end with a final sharing for parents and students.

What's Cooking? **$10.00** **Grades 3-7**
Learn the basics of cooking in safe and fun environment. No-bake cooking provides students exposure to fundamental cooking skills without having to use an oven. Curriculum may deviate from the standards of AASD nutrition policy. Healthy foods will be prepared when possible.

Yoga and Mindfulness **$10.00** **Grades 4-8**
Students will practice breathing exercises, yoga poses, games, visualizations, and relaxation activities. They will pay attention to thoughts and environment to help meet daily challenges with more openness, care and compassion.

Middle Course Descriptions for all Sites

See school site schedule for specific class offerings, not all classes offered at every school site

******When looking at grade level, use grade entering in fall.***

Athletics **No fee**
The focus of this course will be on participating in team/individual sports and fitness activities. Basic skills, rules and strategies for each activity will be taught to enhance participants' understanding of different sports and fitness activities. Activities include, but are not limited to: football, volleyball, basketball, tennis, cross country, soccer, baseball, softball, wrestling, swimming, cheer, dance, and personal fitness. Students who complete this class should be able to confidently participate in recreational activities that will enhance their lifelong fitness. For classes held offsite, transportation and supervision between buildings is not available. The following classes will be offered at West HS- Basketball, Swim, Tennis.

Art Studio **$15.00**
Students will participate in an advanced art making environment that will help fine tune their visual art skills. Studio time will be spent diving deep into a variety of art avenues including drawing, painting and sculpture while enhancing problem solving and creative thinking skills.

Backstage Crew **$10.00**
Participants will learn the ins and the outs of putting on plays and other performances. Special attention will be paid to lights, sound and set construction. The class will culminate in the support of performances by the Dance and Theater classes.

Cooking **$15.00**
Learn the basics of cooking and baking while discovering some simple healthy substitutions. Come see what new dishes we will be preparing this year! Any of these delicious foods will be great to bring to a gathering of family or friends! Recipes will be distributed during the last week of class so students can recreate their favorite dishes at home. . Curriculum may deviate from the standards of AASD nutrition policy. Healthy foods will be prepared when possible.

Costume Design **$10.00**
Students will collaborate with the Theater class to create costumes for themselves and those in the Theater class**.** At the end of summer school, participants' creations will be used in a performance in conjunction with the Theater, Dance and Backstage Crew classes.

Crafts & Gifts **$15.00**
Students will be introduced to a variety of two and three-dimensional projects, including painting, drawing, and designing unique creations to decorate lockers, display at home, or give as gifts. Samples will be used to teach techniques. Emphasis is on creativity and self-expression.

Creative Writing Club **$5.00**
This class is for those students that love to read, write and create their own worlds, characters, and places. Bring your imagination and explore poetry, essays, lyrics and short stories!

Dance **$5.00**
Participants will learn and practice multiple methods of dance. This class will culminate in a performance in conjunction with the Theater and Backstage Crew classes.

Digital Explorations & Coding **$5.00**
Students will explore digital image editing, digital movie tools, website development and some of the fundamentals of programming and network gaming. The focus of this course is developing technology literacy through experimentation while having fun and being creative. Students may also expand their editing skills and programming knowledge to create web pages, movies, and interactive 3-D environments.

English Language Arts **$5.00**
Ever want to be someone else? Ever want to explore new worlds? Ever want to try something you never thought possible? This summer, through high-interest teen literature, you'll have an adventure of a lifetime alongside your peers! This adventure will also help you dig deeper into yourself through the art of writing. Throughout the process you will unknowingly become the reader and writer you've always thought you could be. Come along for the ride!

English Language Arts for English Language Learners **$5.00**
(2-hour class)- Open to ELL students entering grades 7 and 8 who have an English language proficiency level of 1 or 2. ELL students in this class will continue to develop their oral language, vocabulary and literacy skills by engaging in a variety of high-interest texts. Students will have opportunities to read, write, share their ideas, and listen to others as they explore books and topics from all content areas.

English Language Learners Literature Exploration **$5.00**
(1-hour class)- Open to ELL students entering grades 7 and 8 who have an English language proficiency level of 3- 5. ELL students in this class will immerse themselves in a variety of high-interest texts, including poetry, literature, and informational texts that represent many perspectives. Students will dig deep into the books, exploring the stories and characters to support their written reflections and collaborative conversations.

Extraordinary Experiments **$10.00**
Do you enjoy science experiments? Then this is the class for you! Students will explore the ideas and concepts of science through many different activities and experiments, including making their own silly putty and bouncy balls. Students will create many different chemical reactions, explore different scientific ideas through projects, and begin to understand the science involved in so many common situations and objects we see every day.

Fiber Arts **$10.00**
In this creative and hands-on class, students will learn varying ways to work with fibers, including hand-sewing, knitting, weaving, and more!

Graphic Novels, Comics and Bullet Journals **$5.00**
Students will read, explore and create their own graphic novels, comics, and journals to support their reading and writing skills.

Group Drumming, Drum Set & Gamelan **$10.00**
Students will explore rhythm and music making utilizing body percussion and bucket drumming in small and large groups on established pieces and new creations, with notation and learning by rote. Instruments of focus will include Buckets and other Group Percussion, Balinese Gamelan Angklung, and Drum Set.

Gym & Outdoor Games **$5.00**
Gym and outdoor games such as soccer, softball, kickball, and more provide an excellent activity for coeducational play in which social skills, sportsmanship, cooperation, and team play can easily be developed. Whether you are trying out for your school team or just want to meet new friends, this course will meet your needs. Learn and practice skills, participate in friendly competition, and put your skills into game action FUN!

Junkbox Wars **$15.00**
Students will work individually and in teams to solve a challenge using a "junk box" filled with everyday items. **Example:** Use the following items to launch a marshmallow peep the farthest distance: string, mouse trap, rubber bands, popsicle sticks, paper plates, plastic spoons, and tape. Time will be allotted for planning, research, construction, and testing.

Keyboards, Boomwhackers & Handbells **$10.00**
Students will dive into pitched instruments such as Keyboard/Piano, Boomwhackers and Handbells with group and individual learning. Students will also get a taste of more serious practicing, personal planning and decision making, and performance along with the introduction/use of pitch/melody/note-reading and more.

Math for Your Future **$5.00**
Investigate math connections to technology and futurism. Connect math skills to careers, such as percentages to finance and banking, and fractions to culinary and construction industries.

Math Games **$5.00**
Various fun math games, problem solving strategies and hand on practice will be used in class to reinforce math skills from the prior year.

Math Reinforcement **$5.00**
For students who need assistance and practice with the math concepts from the prior year. Small group and individual instruction will include hands-on practice, math games, and problem-solving strategies.

Pay it Forward! **$10.00**
Students will work collaboratively to research, develop, and deliver a "Pay it Forward" project for the school or the local community. With the teacher as the facilitator, students will use organizational and decision-making skills to choose a cause, and develop a plan to carry out a "Pay it Forward" project. Examples include but are not limited to: a food drive, adopting the school grounds, work with Woodshop to build and paint a bench for the park, etc.

Rocket Building and Launching **$15.00**
Students will build air pressured rockets as well have the option of building air pressured rocket launchers that they will be able to keep and use for years to come. Students will also build rockets that are powered by a solid fuel engine. Fees include the cost of one rocket and one solid fuel engine as well assembly materials for the air pressured rockets.

Science Fiction and Fantasy Fun **$5.00**
Students will read, explore and create their own science fiction and fantasy stories to support their reading and writing skills.

Skills for Your Future **$5.00**
Learn something new to help launch you into your future self! Students will learn skills to help them succeed in their future, including career exploration and enhanced study skills, organization, and test taking strategies. Skills will be explored through guest speakers, lecture and videos, while being reinforced through discussion, activities, and games.

STEMania Workshop **$10.00**
Solar Vehicles! Bridges! Hovercrafts and more! Are you creative and like to design and build? If this describes you, come to join this workshop as we design, build and test out various structures and machines. This is a great way to put into practice your math, science and technology skills at all levels.

Strength and Conditioning **$5.00**
Students will learn the fundamentals of weight training, cardio training, resistance training and stretching. Students will learn with a variety of methods and equipment in order to reach their peak performance. This class is for beginners both male and female to gain muscle tone, burn some calories, and promote a healthy life style.

Study Skills for Middle School **$5.00**
This class is designed for incoming seventh graders to introduce the students to the middle school environment and allow them to gain an understanding of the study skills that are necessary to be successful at the middle school level. Topics will include but not limited to: getting to know middle school and what resources will help students succeed in their classes, organization skills, general study skills, and test taking strategies. Skills will be taught through lecture and videos, while being reinforced through discussion, activities, and games.

Table Games **$5.00**
Use your strategy and thinking skills while learning to play classic games like chess, Settlers of Catan, Risk, Farkel, UNO and Phase 10. Use what you've learned to create and build your own game to share with the class. This is your chance to be clever, create challenges, and fill your games with surprises, suspense, and traps!

TAB-rific Art **$10.00**
Students will utilize the TAB (Teaching the Artistic Behavior) process of free choice art for their chosen medium, how to envision, plan, and practice to create! They will have access to all mediums in the art room (Paint, wire, clay, beads, etc.) to create with.

Theater **$10.00**

This class will focus on performance skills. At the end of summer school, participants will perform a play in conjunction with the Dance and Backstage Crew classes.

Ukulele & Guitar **$10.00**
Students will study both melodic and harmonic/accompaniment playing on stringed instruments with guitars and ukuleles. Strumming patterns, chords, chord charts, tab, and standard music notation, and the physics of string instruments will all be explored!

Video Game Design **$5.00**
Students will learn how to write, design and create their own video game using the platform Gamestar Mechanic. Students will learn the different aspects of video game design and increase their writing skills in an exciting and interactive way.

Volleyball **$5.00**
Volleyball is an excellent activity for coeducational play in which social skills, sportsmanship, cooperation and team play can easily be developed. Whether you are trying out for your school team or just want to meet new friends-this course will meet your needs. Learn and practice skills; participate in friendly competition, and put your skills into game action FUN!

Welcome to Middle School **$5.00**
Incoming middle school students will be introduced to their school environment through tours and school specific procedures. They will also gain an understanding of the study skills that are necessary to be successful. Topics will include learning what resources will help them succeed in their classes, organization skills, general study skills, and test taking strategies. Skills will be taught through lecture and videos, while being reinforced through discussion, activities, and games.

Yoga and Mindfulness **$10.00**
Students will practice breathing exercises, yoga poses, games, visualizations, and relaxation activities. They will pay attention to thoughts and environment to help meet daily challenges with more openness, care and compassion.

Lifetime Fitness and Conditioning- Located at East High School, North High School, and West High School FREE
Do you want to increase or tone muscle or gain strength for a healthy lifestyle? This class will provide you with the knowledge to live a healthy lifestyle through cardiovascular conditioning and strength training. This class will teach proper techniques with emphasis on improved cardiovascular conditioning, body toning and a better understanding of physical fitness and wellness. Workout plans can be individualized for each student. Students can set personal goals and track their progress with the help of the instructors. This class is for the beginner, intermediate or advanced male or female student. Sign up on the first day of attendance at the site you plan to attend or print registration form at
http://www.aasd.k12.wi.us/district/district_departments___contacts/standards___curriculum/summer_school/

High School Summer School Credit Recovery Course Descriptions

All credit courses will be graded using the AASD Policy for High School Grading

COURSE: **1000 English Language Arts 9** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Must be credit deficient in English Language Arts 9. Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: English Language Arts 9 integrates reading, writing, speaking and listening, and language. The major focus is learning to comprehend text through a variety of reading skills and strategies. Students apply these skills and strategies in a variety of quality literature and informational text. The writing process and six-trait writing provide the foundation for writing instruction. The focus is based on the concept of the individual as well as interpersonal relationships. The goal of the selected text and activities is to provide students with experiences that will enable them to understand self-esteem, self-awareness, and personal style.

FEE: $5.00 Materials fee per semester payable the first day of class.

COURSE: **1020 English Language Arts 10** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”. Must have successfully completed ELA 9.

CONTENT: English Language Arts 10 integrates reading, writing, speaking and listening, and language. The major focus is learning to comprehend text through a variety of reading skills and strategies. Students apply these skills and strategies in a variety of quality literature and informational text. The writing process and six-trait writing provide the foundation for writing instruction. The focus is based on improving societal awareness. Selected text and activities will enhance students’ understanding of themes that permeate all societies, such as gender issues, generational conflicts, family structures, environment, government, and racism. Themes will focus on individuals and their relationships to society (community, region, country) and the world.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **1110 American Literature & Composition Offered** S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: American Literature and Composition is a survey of American Literature. The course integrates reading, writing, speaking and listening, and language. The major focus is learning to comprehend text through a variety of reading skills and strategies. Students apply these skills and strategies in a variety of quality literature and informational text. The writing process and six-trait writing provide the foundation for writing instruction.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **0010 Fit 4 You** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”, and needing to recover credit from *Creating Physical Literacy or PE 9*.

CONTENT: This course will emphasize the development of health-related fitness skills. Students will be taught to design a personal fitness program. They will experience challenge by choice and team building skills through adventure education. They will develop aquatic skills, and acquire dance movements.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **3000 Civics** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: This course allows the student to investigate and explore the workings of our democratic society. The content will include the structure of government, the electoral process and personal economics. Students also will analyze historical documents, examine the influence of media, economics and group process in a democratic society, interpret current events, explore the value of diversity in U.S. society and explore individual rights and responsibilities of U.S. citizenship. The course includes study skills, research techniques, data interpretation, and problem solving and communication skills.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **3070 U.S. History** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: This course provides a close look at America's history and the nation's development and ongoing change. Students will develop their skills in studying and writing about our nation's history. Historical issues will be examined using primary source materials and students will explore how an individual contributes to, and is affected by, the actions of others.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **3170 World History** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: The study of world history will provide students with an understanding of the development of cultures and nations over the expanse of time. This course will not only focus on the development of the past, but also include how these developments helped in the shaping of the world today. Units in this course will cover the areas of Africa, Asia, Latin America, as well as Western Civilization from ancient times to the present.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **3520 Global Studies** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: Students will explore the physical, historical, economic, demographic, and political aspects of our contemporary world. The emphasis for this course will be placed on cultural geography and how cultural issues are reshaping our world. Students will develop a thorough understanding of the issues in the world today and will investigate and analyze world news events as they occur.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **4000 Physical Science** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: This is a general science course with an emphasis on the integration of physical and chemical sciences. The course will provide students the opportunity to discover major science concepts while developing critical thinking skills. Laboratory work will be an integral part of this course. Students will explore many of the fascinating and exciting aspects of science that allow them to gain knowledge useful to functioning as a citizen in our technological world.

FEE: $10.00 materials fee per semester payable the first day of class.

COURSE: **4110 Biology** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: This comprehensive biology course relies heavily upon inquiry-based laboratory investigations and discussions to help students develop critical thinking skills. The course emphasizes cellular processes, structural biology, genetics, evolution, earth processes, and humans’ impact upon the biosphere.

FEE: $10.00 materials fee per semester payable the first day of class.

COURSE: **4990 Health Education** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: This course will cover the required areas of health with the emphasis on applying knowledge and values that affect health related behaviors. Topics covered will be personal health, nutrition, mental and emotional health, prevention and control of disease, substance use and abuse, community and environmental health, accident prevention and safety, consumer health and family life education.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **9000A Algebra 1A** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: Algebra 1A builds students’ use of algebraic symbols to describe mathematical phenomena with an emphasis on developing conceptual understanding leading to procedural fluency and application. This course provides the foundation for the study of higher levels of mathematics along with its integration into other disciplines through foundational algebra and linear functions. This course is year one of a two-year pathway - students will also be expected to take Algebra 1B upon completion of this course.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **9000B Algebra 1B** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: Algebra 1B continues to build on students’ use of algebraic symbols to describe mathematical phenomena with an emphasis on developing conceptual understanding leading to procedural fluency and application. This course provides the foundation for the study of higher levels of mathematics along with its integration into other disciplines through foundational algebra and linear, exponential, and quadratic functions. This course is year two of a two-year pathway - students should have taken Algebra 1A prior to taking this course.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **9100 Algebra** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a “D” or “F”.

CONTENT: Algebra builds students’ use of algebraic symbols to describe mathematical phenomena with an emphasis on developing conceptual understanding leading to procedural fluency and application. This course provides the foundation for the study of higher levels of mathematics along with its integration into other disciplines through the study of linear, exponential, and quadratic functions.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **9200 Geometry** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Algebra – Student may enroll in this course if he/she has previously taken the course and received either a "D" or "F". .

CONTENT: This course is the exploration and investigation of various geometric shapes and their properties based on the use of transformations. Students will use geometric models to solve problems by making claims, providing evidence, and justifying their reasoning. An emphasis is placed on presenting convincing arguments using a variety of practical techniques.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **9260 Algebra 2** Offered S1 & S2 Credit Deficient Only .5 Credit/semester

PREREQUISITES: Student may enroll in this course if he/she has previously taken the course and received either a "D" or "F".

CONTENT: In this course, students will revisit key concepts from Algebra 1, Geometry, and other mathematics courses, building upon students' prior knowledge to develop more advanced understanding of algebraic relationships. Emphasis will be placed upon multiple representations of functions (algebraic, graphic, tabular, and descriptive) and application of those functions in a variety of situations.

FEE: $5.00 materials fee per semester payable the first day of class.

COURSE: **Edgenuity e2020 Alternative Courses** Credits based on coursework

PREREQUISITES: Must be significantly credit deficient in all subject areas, in grade 11-12. Student may enroll in this course if he/she is significantly credit deficient. Teacher recommendation necessary, enrollment is limited.

CONTENT: Specific coursework will be determined at registration and will be based on individual student need. Please see counselor for specific registration form.

FEE: None.

High School Summer Course Descriptions For Credit Courses

COURSE: **1670 Summer Shakespeare Theatre 9:00-12:00pm M-F at North High**
Dates: June 12-30 (not 6/19) and July 3-21 (not 7/4)
Performances July 21-24 and 28-30
*****Required to take S1 & S2 and participate in performances at end of course.**
****Can be taken for credit one time – then it becomes enrichment*.

PREREQUISITES: None. Open to any public or private school student grades 9 – 12.

CONTENT: Students in this course will learn about Shakespeare, his times, and theatre of English Renaissance by preparing and presenting one of his plays for public performance. Students will also gain knowledge and experience in a variety of theatre skills such as scenic design, costumes, set construction, lighting, publicity, and direction. There are no auditions required. Class sessions/rehearsals and performances will be held at North High School. There will be performances scheduled the weekend after the class concludes.

FEE: $20 total (equals $10 per semester) materials fee payable the first day of class.

COURSE: **AH202 EL Academic Skills** Fall Grades 9 – 12 .5 CA credits per session

Dates, times, and site to be determined- check back for more information

PREREQUISITES: These course options are available to Level 1 or low Level 2 students. It is open to students entering grades 9-12 in the fall.

CONTENT: ELL students in this class will continue to develop their oral language, vocabulary and literacy skills by engaging in a variety of high-interest texts. Students will have opportunities to read, write, share their ideas, and listen to others as they explore books and topics from all content areas.

FEE: $5.00 materials fee per semester payable the first day of class

---

COURSE: **Nursing Assistant** **at AASD location to be determined/ FVTC** **.5** Credit

Dates: Varied from 6/5-8/10
Schedule - Students will either follow schedule A or schedule B.
Attendance is mandatory for all classes.

PREREQUISITES: Students must be 16 years of age. COVID vaccine required. Open to students entering grades 10–12, with preference given to AASD students.

CONTENT: A nursing assistant is an essential member of the healthcare team. This program will help you learn how to provide for the personal care and comfort of people with health problems. You will learn to bathe, dress, feed, mobilize and transport people; obtain pulse and temperature; and report observations and reactions to the health care team. Nursing assistants prepare equipment, take care of the patient's room and keep patient records. In this role, you may assist clients with dementia and rehabilitation needs, and provide restorative care to help them maintain their independence. Upon completion, you'll be ready to take the certification exam. You will have a variety of employment options as a certified nursing assistant (CNA).

FEES: $55 Text, $5 TB test and flu Vaccine, $60 pre-application Viewpoint screening, $125 state certification exam expenses, also need scrubs and shoes.

INFO: for more information and to register, click here: google form Mandatory parent meeting on April 25, 2023 at FVTC from 6:00 - 7:30, room information will be emailed prior to meeting. Class size is limited.

COURSE: **Paint the City** Fall Grades 10 – 12
.5 credits

Dates, times, and site to be determined- check back for more information

PREREQUISITES: Credit deficient- by principal recommendation

CONTENT: Students will participate in a 2 week long mural painting project. Paint the City is focused on centering identity and belonging through public art.

FEE: None.

COURSE: **Finding Freedom** Fall Grades 10 – 12
.5 credits

Dates, times, and site to be determined- check back for more information

PREREQUISITES: Credit deficient- by principal recommendation

CONTENT: This course is designed to cultivate awareness, empathy and compassion. Students will learn and engage in specific habits that can promote discovery, insight, growth, and change. They will begin to recognize, understand and manage emotions and stress through the exploration of self-regulation practices. The work done will help students better understand themselves and others, find new ways to manage stress, prevent burnout, and bounce back from challenges.

FEE: None.

COURSE: **eSchool courses** Fall Grades 9 – 12
.5 CA credits per session

PREREQUISITES: Please contact the eSchool office

CONTENT: Various class offerings. Please see the eschool website at:
https://appletoneschool.org/summer-session/

ITEM OF INFORMATION

TOPIC: Policy 453.4 - Administration of Drug Products/ Medications to Students
Consider revision to include naloxone, an opioid antagonist in policy 453.4 and the related 453.4 Rule to be used in the event that any person in the school presents with the signs/symptoms of an overdose.

BACKGROUND INFORMATION: Currently policy 453. 4 and the related 453.4 Rule include the stock epinephrine auto-injectors for use on school grounds. This policy and rule provides for the administration of epinephrine when an individual presents with symptoms of anaphylaxis. As stated in 453.4 Rule " Stock Epinephrine Auto-Injectors will be available in District school buildings for the health and safety of all individuals with known and unknown allergic reactions to foods or other environmental items." Both the policy and the rule instruct that "911" be called and that a trained individual administer the injection. Further stating that the person receiving the injection should be transported to the local emergency room by ambulance. Policy 453.4 and the related rule are recommended for revision to include naloxone in a similar manner as stock epinephrine is included.

Wisconsin State Statute 118.29 (2)(a)(2)(g) states: "**2g.** May administer an opioid antagonist to any pupil or other person who appears to be undergoing an opioid-related drug overdose if, as soon as practicable, the school bus operator, employee, or volunteer reports the drug overdose by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider."

The National Association of School Nurses position statement supports that the safe and effective management of opioid-related overdoses in school be incorporated into the emergency readiness processes. The Wisconsin Department of Public Instruction encourages school districts to work with their local school boards to have emergency processes in place to address an opioid related overdose on school grounds.

FISCAL NOTE: No cost will be incurred by the Appleton Area School District.

ADMINISTRATIVE RECOMMENDATION: The administration recommends that Policy 453.4 and the related 453.4 Rule be revised to include Naloxone (Narcan) as a stock medication allowing that trained personnel "May administer an opioid antagonist to any pupil or other person who appears to be undergoing an opioid-related drug overdose if, as soon as practicable, the school bus operator, employee, or volunteer reports the drug overdose by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider." as stated in Wisconsin State Statute 118.29 (2)(a)(2)(g).

CONTACT PERSON: Laura Jackson, 920-997-1399 (x2080)

4/6/23

ADMINISTRATION OF DRUG PRODUCTS/MEDICATIONS TO STUDENTS

Drug products/medications are given to students in the school setting, including alternative placements, to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness, or aids in diagnosis. Parent(s)/guardian(s) should administer medications to students outside of the school day whenever possible.

The Appleton Area School District (AASD) shall administer medication in accordance with Wisconsin State Statutes §§ 118.29, 118.291, 118.292, 121.02(1)(g) and 939.25(1). The District may administer prescription medication to a student in compliance with the written instruction of a licensed practitioner, as defined by Statute § 118.29, and written consent from the student's parent/guardian.

Administration of nonprescription medication requires the written instruction and consent of the student's parent/guardian. A request to administer a nonprescription medication in a dosage other than the recommended therapeutic dose must also be accompanied by the written approval of a licensed practitioner.

For the safety and protection of all students, substances that are not United States Food and Drug Administration (FDA)-approved will not be administered in the school setting.

Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of a licensed practitioner and parent/guardian.

Students with epinephrine auto-injectors may possess and self-administer for the purpose of treating a severe allergic reaction to include anaphylaxis with the written approval of a licensed practitioner and parent/guardian.

Two doses of adult (0.3 mg) stock epinephrine auto-injectors and two doses of pediatric (0.15 mg) stock epinephrine auto-injectors will be available at each school location, not including community 4K sites. The stock epinephrine auto-injectors must remain on school grounds, and will not be taken off campus (i.e. field trips). If an individual appears to be experiencing a severe allergic reaction, dial "911" or the emergency medical service provider. Any individual who is trained on the proper administration of an epinephrine auto-injector may administer epinephrine to the individual experiencing the severe allergic reaction. Individuals receiving the epinephrine injection should be transported to the local emergency department by ambulance.

A school administrator will authorize in writing any school employee to administer oral and non-oral prescription or nonprescription medication to students. With the exception of stock epinephrine auto-injectors, administration of non-oral medication or medication by means other than ingestion may be done by any school employee with proper training and evaluation. Determining such individuals will be the joint responsibility of the building administrator and the school nurse. Employees, other than health care professionals, who are authorized to give non-oral medication, will receive training approved by the District and the Department of Public Instruction (DPI).

School employees, other than school nurses, who are authorized and trained to administer medication are immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats). School nurses are regulated by Chapter 441, the Nurse Practitioner Act.

The school administrator who authorizes an employee to administer oral medication and who has received required training for administering non-oral medications will be immune from civil liability for the action authorized, unless a court determines that the action constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats).

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration and documentation are delineated in this policy's Administrative Rule.

Legal References: Wisconsin State Statutes §§ 118.29, 118.291, 118.292, 121.02(1)(g), and 939.25(1), Wisconsin Administrative Code N. 6.03(3); Chapter 441

Adoption Date: May 9, 1994

Amended Dates: April 24, 2000; March 14, 2011; August 27, 2012; November 10, 2014; October 24, 2016; April 25, 2022

ADMINISTRATION OF DRUG PRODUCTS/MEDICATIONS TO STUDENTS

Procedures

I. Training of Designee

A school administrator will authorize in writing any school employee to administer oral and non-oral prescription or nonprescription medication to students in compliance with Wisconsin State Statutes §§ 118.29 and 118.291. Employees, other than school nurses, who are authorized to administer non-oral medications to students will receive training approved by the District and DPI, when available. Administration of non-oral medication or medication by means other than ingestion may be done by any school employee with proper training, and evaluation. Determining such individuals will be the joint responsibility of the building administrator and the school nurse.

School personnel should complete the knowledge portion of the medication administration training for required routes (non-oral) at least every 4 years and more frequently if needed as provided on the DPI website. Skill training for the required routes of administration must occur at initiation of the medication assignment and should be repeated annually thereafter. This training is provided by the District. Upon completion of the DPI-approved training, the school employee shall submit the certificate of completion to the school nurse. The school nurse will forward the certificate to the Student Services Department for filing.

II. Consent to Administer

A. Prescription Medications

Parent/guardian is responsible for providing the school with a completed medication form for each medication administered at school (forms HS-017, HS-018. The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration, directions
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of licensed practitioner
- Parent/guardian signature, licensed practitioner signature, date

Requests must be renewed each school year or more often if changes in dosage occur. The required forms must be completed and submitted each school year, even if no changes in medication or dosing have occurred. All changes will be noted on the medication administration record (form HS-018a), dated and initialed by the designee. The prescribing licensed practitioner may be notified by school personnel when the parent/guardian requests the discontinuation of any medication at school.

Medications must be supplied by the parent/guardian in the original pharmacy-labeled package and the package name of the student, prescriber, prescription drug product, dose, effective date, and the directions in a legible format. All controlled substances must be delivered to the school by a parent/guardian, or other adult.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The school nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parent/guardian to resolve inconsistencies in administration directions.

B. Nonprescription Medications

Nonprescription medication (over-the-counter) which is FDA approved can be administered at school (refer to Section V. for all field trip and activities off school premise). A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer a nonprescription medication (form HS-018).

Nonprescription medication must be supplied in the original manufacturer's package by the parent/guardian. The package must list the ingredients and recommended therapeutic dose in a legible format with the student's name affixed.

If a nonprescription medication is requested to be administered in a dosage other than the recommended therapeutic dose or is intended for long-term use on a daily basis, it must be accompanied by the written approval of a licensed practitioner.

A limited amount of stock medications will be available in the health room for students in grades 7-12 with the approval of the District Medical Advisor. These medications are acetaminophen, ibuprofen, and diphenhydramine. If a parent/guardian wishes for their student to receive as needed medications from this supply, they will be required to give consent through on-line registration or in writing using the following form "Consent for Administering Stock Medications at School."

C. Alternative Medication

For the safety and protection of all students, alternative medications (i.e., food supplements and natural products) will not be given in the school setting.

D. Antineoplastics, Oral Chemotherapeutic Agents, and Other Hazardous Drugs

Permission to administer medications in these drug categories may be granted upon review by the building administrator and school nurse in consultation with the District medical advisor after consideration of safe handling and disposal precautions.

E. Research Medication

Medication prescriptions that do not fall within the established FDA guidelines for pediatric use and/or dosing may fall into the following two categories:

- Off label medications are those FDA approved medications prescribed for non-approved indications in children.

- Pediatric experimental or investigational drugs are those medications currently involved in clinical trials. These medications are undergoing formal study to determine the efficacy and safety of pediatric dosing, but they do not have FDA approval.

Requests to administer research medication in school will be evaluated on an individual basis by the school nurse. The following materials will be required from the prescribing licensed practitioner:

1. Information regarding the protocol or a study summary from the research organization
2. Signed parent/guardian permission
3. Reporting requirements
4. Any follow-up required nursing actions to be taken at school
5. Additional information/documentation may be requested as needed

Permission to administer medications in these drug categories may be granted upon review by the building administrator and school nurse in consultation with the District medical advisor. The District reserves the right to refuse to administer the medication.

F. Stock Epinephrine Auto-Injectors

Stock Epinephrine Auto-Injectors will be available in District school buildings for the health and safety of all individuals with known and unknown allergic reactions to foods or other environmental items.

A stock epinephrine auto-injector should be retrieved for use when symptoms of anaphylaxis are identified:

- Difficulty swallowing or tightening of the throat
- Difficulty breathing
- Nausea and vomiting
- Swelling of the face or extremities
- Skin rash, hives

Available doses are the adult (0.30 mg) dose and the pediatric (0.15 mg) dose. If an individual appears to be experiencing a severe allergic reaction, the protocol is to dial “911” or the emergency medical service provider. Any individual who is trained to use an epinephrine auto-injector to administer epinephrine may do so to the individual experiencing the severe allergic reaction. Individuals receiving the epinephrine injection should be transported to the local emergency department by ambulance.

III. Self-Administered Medications

A. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of a licensed practitioner and the written approval of the student's parent/guardian (form HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record (Wisconsin State Statute § 118.291).

B. Students may possess and self-administer a prescription medication upon the written approval of a licensed practitioner and the written approval of the student's parent/guardian (form HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record.

   The student will possess no more than the daily supply of the medication at a time and the medication must be in the original pharmacy-labeled package.

C. A student may possess and self-administer an epinephrine auto-injector for the purpose of treating a severe allergic reaction, including anaphylaxis that requires the administration of epinephrine to avoid severe injury or death. The student must have written approval of a licensed practitioner and written approval of the student's parent/guardian (HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record (Wisconsin State Statute § 118.292). If a student administers epinephrine, dial "911" or an emergency medical service provider.

D. A student may possess and self-administer nonprescription medications. A written statement identifying the medication and granting permission for self-administration is to be signed by the parent/guardian and maintained in the behavioral file. (HS-017).

   Factors to be considered will be:

   - Type of medication
   - Reason for medication
   - Age of student

IV. Expired Medications

Parents/guardians are strongly encouraged to supply a medication that will not expire during the school year. For the safety of our students, expired medications should not be administered at school.

V. Administration of Medications for Field Trips

Field trips may include school sponsored activities off school grounds, athletics, student groups or clubs, and any overnight events/field trips where a student has a medication on file that may need to be given. If a student is receiving medication at school on a daily basis, or on an as-needed basis, it is the responsibility of the staff person who is organizing the field trip to ensure that the student receives the medication per the parent/guardian/physician consents, and as indicated by the parent on the field trip permission form.

All information regarding student medication administration is confidential and must be protected accordingly.

The procedures below outline steps to ensure that students receive their required medications.

A. Field Trips – Regular School Day

Prior to the field trip

- A minimum of one staff person who is attending the field trip must have successfully completed the applicable DPI approved training depending on the medication needs of the students and the AASD skills training checklist with the school nurse. Current training documentation must be on file with the District prior to the date of the field trip.
- The staff person organizing the field trip must provide a list of participating students to the school secretary or designee prior to the event. The school secretary or designee will review the list of students and determine which students have medications at school.
- Parents/guardians are required to complete the medication portion of the field trip permission slip indicating if medications are required.

Day of field trip

- The medication will be prepared by the school secretary or designee. The daily medication dose will be put into a white envelope or Ziploc bag with the student's name, organizing staff person's name, and time to be given. The envelope or bag will include a field trip medication form with the student's name, name of medication, dose and time to be given, special instructions, and a place for the organizing staff person to sign that the medication was administered (see attached form HS-029a).
- It is the responsibility of the organizing staff person to see that the medication is given on time and that the child takes the medication. The organizing staff person will sign the form to document the time the medication was administered. "As needed" medications, such as asthma inhalers, if used by the student, will follow the same procedure.

After the field trip

- The organizing staff person will return all forms and all medication to the school secretary or designee promptly upon return from the event.
- The school secretary or designee will document on the medication record that the medication was administered, sign their initials and the initials of the staff person that administered the medication, and note the time the medication was administered. The field trip medication form may be stapled to the medication record.

B. Field Trips – Extended Beyond Regular School Day

Field trips that extend beyond the regular school day may require more doses of a medication to be administered that are not normally given during the school day. If additional medications and/or doses are required, consents for those medications must be on file prior to departure.

- The parent/guardian must provide the medication in a pharmacy labeled bottle (prescription) or over the counter packaging (non-prescription). The required paperwork must be completed (HS-017 or HS-018) indicating all doses and times the medication is to be administered. Only the amount of medication needed on the field trip should be sent.
- The school secretary or designee may consult with the school nurse regarding questions/organization of the medication.
- It is the responsibility of the organizing staff person to see that the medication is administered on time and that the student successfully takes the medication. The staff person administering the medication on the field trip will document on the field trip medication form all doses of medication that are administered. The Regular School Day "Prior to the field trip" protocols (detailed above) must be completed prior to the trip.
- Emergency medications (i.e., asthma inhalers, EpiPens, glucagon) should be accessible to the student while on a field trip.
- Upon return from the field trip, forms and medication will be returned to the school secretary or designee.
- The school secretary or designee will document on the medication record that the medication was administered, sign their initials and the initials of the staff person, and note the time the medication was administered. The field trip medication form may be stapled to the medication record.

VI. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications) and stored to maintain quality (i.e., refrigeration). For the safety of our students, the AASD will not store and administer extra medications for instances when a dose was missed at home.

Building stock epinephrine auto-injectors will be stored in or near the AED cabinet and in the school office, will not leave the school grounds, and will be checked and documented monthly by the staff person completing the AED check. The staff person will also maintain a schedule for tracking stock epinephrine status and expiration dates.

The parent/guardian or student with parent/guardian permission shall pick up unused portions of medication within seven days after the completion of the school year, when a student transfers out of the district, or when medications have been discontinued. After seven days and documentation of written or verbal notification to the parent/guardian, medications will be given to the Student Resource Officer (SRO) for disposal or destroyed pursuant to Medical Advisor or pharmaceutical instructions.

VII. Medication Disposal

The safe disposal of medication can prevent diversion and protect the environment. If at all possible, medications should be returned to the student's parent/guardian who has the prescription for the medication. When returning the medication is not possible, the school must assume responsibility to manage the pharmaceutical waste. Schools must follow state law for businesses and institutions for managing waste.

There are four categories of medications for management of disposal:

1. Controlled Substances (e.g. narcotic pain medication and stimulant medications): schools will turn this waste over to the SRO.
2. Hazardous Medication Waste: schools may take advantage of the state hazardous waste contract to manage hazardous waste medications. The building engineers should be contacted for this disposal.
3. Infectious Medication Waste (e.g. Sharps containers): Contact the Building Engineer to properly dispose of Sharps containers.
4. Non-hazardous Medication Waste (e.g. Tylenol, antibiotics etc.): May be disposed of in a licensed solid waste landfill. District employees should mix the medication with an undesirable substance such as kitty litter or coffee grounds and place in disposal container with a lid. The medication can then be placed in the trash.

VIII. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, grade, school year.
- Medication name, dose, date/time given, date of expiration if applicable.
- Signature of person administering.
- Dose changes will be dated, with the signature of the designee and reviewed by the school nurse.
- Exceptions (i.e., absent, no school, refused) will be documented on the individual student record.

- Errors (i.e., wrong student, wrong time, wrong medication, wrong dose, wrong route) will be documented on the Medication Incident Review Form (HS-019)
- For controlled substances, school office personnel shall verify the amount of the medication delivered by counting and documenting individual units of medication in the presence of the parent/guardian or adult who delivers it or another staff person. The parent/guardian or adult delivering the medication shall verify the medication count by initialing the medication administration form.

Situations that are not considered medication errors include: students who refuse to consume or are unable to tolerate the medication, lack of supply of the medication from the parent/guardian, and a medication held by a parent. These situations are documented in the medication log and the parent/guardian is notified.

The Student Medication Record (form HS-018a) including consent forms will be maintained in the student's behavioral record after discontinuation of the medication.

IX. Allergy Environment

The District cannot guarantee an allergy free environment, but recognizes that the risk of accidental exposure to allergens can be reduced in the school setting. The District is committed to working cooperatively with students, parents/guardians and medical providers to minimize accidental exposure to known allergens and improve safety in the learning environment.

The focus of allergy management will be on prevention, education, awareness, communication and emergency response. The District will ensure that interventions and individual health care plans for students with allergies are based on medically accurate information to the extent information is known to the District and evidenced-based practices.

X. Rights and Responsibilities

Authorized school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent/guardian and prescribing licensed practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, medication side effects or medication errors. In the event of a drug administration error, parent/guardian and school nurse will be notified, and the licensed practitioner notified if parent/guardian or school nurse determines it is required or necessary under the circumstances. The Medication Incident Review Form (HS-019) shall be completed by the employee involved within 24 hours of the incident.
- Have access to the Administration of Drug Products/Medications to Students Policy 453.4 for immediate reference. Document all medication administered or reason medication was not administered (i.e., absent, refusal, error).

- Respect confidentiality. Student medication administration information is confidential and must be protected accordingly.

Authorized school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The school nurse has the responsibility to:

- Review medications and any changes in medications administered at school when informed by designated school personnel of new medication or of any changes.
- Use professional judgment in carrying out the policy.
- Verify skills competency for administration of non-oral medications.

XI. Distribution of Policy and Liability Waiver

- All school employees who are authorized and trained to administer medication to a student shall have access to this policy and shall be advised that, pursuant to the provision in Wisconsin State Statutes §§ 118.29, 118.291, 118.292 that they are immune from civil liability for any acts or omissions in administering a prescription or nonprescription medication to a student in accordance with this policy unless he or she is a healthcare professional or the act or omission constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats).
- The school administrator who authorizes an employee to administer a prescription or nonprescription medication to a student is immune from civil liability for the act of authorization unless it constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats).
- With the exception of the administration of emergency epinephrine auto-injectors as outlined above, a person administering a medication by means other than ingestion to a student is not immune from civil liability if he or she has not received DPI-approved training. The authorizer is not immune from civil liability if he or she authorizes a person who has not received DPI-approved training to administer medication by means other than ingestion to a student.

  Refer to DPI Medication Training and Resources and accompanying District forms.

Adoption Date: May 9, 1994

Amended Date: April 24, 2000; March 14, 2011; August 27, 2012; November 10, 2014; October 24, 2016; April 25, 2022

ADMINISTRATION OF DRUG PRODUCTS/ MEDICATIONS TO STUDENTS

Drug products/medications are given to students in the school setting, including alternative
placements, to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness, or aids in diagnosis. Parent(s)/guardian(s) should administer medications to students outside of the school day whenever possible.

The Appleton Area School District (AASD) shall administer medication in accordance with Wisconsin State Statutes §§ 118.29, 118.291, 118.292, 121.02(1)(g) and 939.25(1). The District may administer prescription medication to a student in compliance with the written instruction of a licensed practitioner, as defined by Statute § 118.29, and written consent from the student's parent/guardian.

Administration of nonprescription medication requires the written instruction and consent of the student's parent/guardian. A request to administer a nonprescription medication in a dosage other than the recommended therapeutic dose must also be accompanied by the written approval of a licensed practitioner.

For the safety and protection of all students, substances that are not United States Food and Drug Administration (FDA)-approved will not be administered in the school setting.

Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of a licensed practitioner and parent/guardian.

Students with epinephrine auto-injectors may possess and self-administer for the purpose of treating a severe allergic reaction to include anaphylaxis with the written approval of a licensed practitioner and parent/guardian.

Two doses of adult (0.3 mg) stock epinephrine auto-injectors and two doses of pediatric (0.15 mg) stock epinephrine auto-injectors will be available at each school location, not including community 4K sites. The stock epinephrine auto-injectors must remain on school grounds, and will not be taken off campus (i.e. field trips). If an individual appears to be experiencing a severe allergic reaction, dial "911" or the emergency medical service provider. Any individual who is trained on the proper administration of an epinephrine auto-injector may administer epinephrine to the individual experiencing the severe allergic reaction. Individuals receiving
the epinephrine injection should be transported to the local emergency department by ambulance.

Naloxone nasal spray will be available at each school location, not including community 4K sites. The naloxone will remain on school grounds and will not be taken off campus (i.e. field trips). If an individual shows signs of an opioid overdose or if an overdose is suspected immediately dial "911" for emergency services. Any AASD staff member who is properly trained following a Department of Public Instruction approved training in the administration of naloxone spray may administer naloxone to the individual who is showing signs of an opioid overdose.

A school administrator will authorize in writing any school employee to administer oral and non-oral prescription or nonprescription medication to students. With the exception of stock epinephrine auto-injectors, administration of non-oral medication or medication by means other than ingestion may be done by any school employee with proper training and evaluation. Determining such individuals will be the joint responsibility of the building administrator and the school nurse. Employees, other than health care professionals, who are authorized to give non-oral medication, will receive training approved by the District and the Department of Public Instruction (DPI).

School employees, other than school nurses, who are authorized and trained to administer medication are immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats). School nurses are regulated by Chapter 441, the Nurse Practitioner Act.

The school administrator who authorizes an employee to administer oral medication and who has received required training for administering non-oral medications will be immune from civil liability for the action authorized, unless a court determines that the action constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats).

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration and documentation are delineated in this policy's Administrative Rule.

Legal References: Wisconsin State Statutes §§ 118.29, 118.291, 118.292, 121.02(1)(g), and 939.25(1), Wisconsin Administrative Code N. 6.03(3); Chapter 441

Adoption Date: May 9, 1994

Amended Dates: April 24, 2000; March 14, 2011; August 27, 2012; November 10, 2014; October 24, 2016; April 25, 2022, April 24, 2023

Procedures

I. Training of Designee

A school administrator will authorize in writing any school employee to administer oral and non-oral prescription or nonprescription medication to students in compliance with Wisconsin State Statutes §§ 118.29 and 118.291. Employees, other than school nurses, who are authorized to administer non-oral medications to students will receive training approved by the District and DPI, when available. Administration of non-oral medication or medication by means other than ingestion may be done by any school employee with proper training, and evaluation. Determining such individuals will be the joint responsibility of the building administrator and the school nurse.

School personnel should complete the knowledge portion of the medication administration training for required routes (non-oral) at least every 4 years and more frequently if needed as provided on the DPI website. Skill training for the required routes of administration must occur at initiation of the medication assignment and should be repeated annually thereafter. This training is provided by the District.

II. Consent to Administer

A. Prescription Medications

Parent/guardian is responsible for providing the school with a completed medication form for each medication administered at school (forms HS-017, HS-018. The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration, directions
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of licensed practitioner
- Parent/guardian signature, licensed practitioner signature, date

Requests must be renewed each school year or more often if changes in dosage occur. The required forms must be completed and submitted each

school year, even if no changes in medication or dosing have occurred. All changes will be noted on the medication administration record (form HS-018a), dated and initialed by the designee. The prescribing licensed practitioner may

be notified by school personnel when the parent/guardian requests the discontinuation of any medication at school.

Medications must be supplied by the parent/guardian in the original pharmacy-labeled package and the package name of the student, prescriber, prescription drug product, dose, effective date, and the directions in a legible format. All controlled substances must be delivered to the school by a parent/guardian, or other adult.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The school nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parent/guardian to resolve inconsistencies in administration directions.

B. Nonprescription Medications

Nonprescription medication (over-the-counter) which is FDA approved can be administered at school (refer to Section V. for all field trip and activities off school premise). A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer a nonprescription medication (form HS-018).

Nonprescription medication must be supplied in the original manufacturer's package by the parent/guardian. The package must list the ingredients and recommended therapeutic dose in a legible format with the student's name affixed.

If a nonprescription medication is requested to be administered in a dosage other than the recommended therapeutic dose or is intended for long-term use on a daily basis, it must be accompanied by the written approval of a licensed practitioner.

A limited amount of stock medications will be available in the health room for students in grades 7-12 with the approval of the District Medical Advisor. These medications are acetaminophen, ibuprofen, diphenhydramine, and calcium carbonate. If a parent/guardian wishes for their student to receive as needed medications from this supply, they will be required to give consent through on-line registration or in writing using the following form "Consent for Administering Stock Medications at School."

C. Alternative Medication

For the safety and protection of all students, alternative medications (i.e., food supplements and natural products) will not be given in the school setting.

D. Antineoplastics, Oral Chemotherapeutic Agents, and Other Hazardous Drugs

Permission to administer medications in these drug categories may be granted upon review by the building administrator and school nurse in consultation with the District medical advisor after consideration of safe handling and disposal precautions.

E. Research Medication

Medication prescriptions that do not fall within the established FDA guidelines for pediatric use and/or dosing may fall into the following two categories:

- Off label medications are those FDA approved medications prescribed for non-approved indications in children.

- Pediatric experimental or investigational drugs are those medications currently involved in clinical trials. These medications are undergoing formal study to determine the efficacy and safety of pediatric dosing, but they do not have FDA approval.

Requests to administer research medication in school will be evaluated on an individual basis by the school nurse. The following materials will be required from the prescribing licensed practitioner:

1. Information regarding the protocol or a study summary from the research organization
2. Signed parent/guardian permission
3. Reporting requirements
4. Any follow-up required nursing actions to be taken at school
5. Additional information/documentation may be requested as needed

Permission to administer medications in these drug categories may be granted upon review by the building administrator and school nurse in consultation with the District medical advisor. The District reserves the right to refuse to administer the medication.

F. Stock Epinephrine Auto-Injectors

Stock Epinephrine Auto-Injectors will be available in District school buildings for the health and safety of all individuals with known and unknown allergic reactions to foods or other environmental items.

A stock epinephrine auto-injector should be retrieved for use when symptoms of anaphylaxis are identified:

- Difficulty swallowing or tightening of the throat
- Difficulty breathing
- Nausea and vomiting
- Swelling of the face or extremities
- Skin rash, hives

Available doses are the adult (0.30 mg) dose and the pediatric (0.15 mg) dose. If an individual appears to be experiencing a severe allergic reaction, the protocol is to dial "911" or the emergency medical service provider. Any individual who is trained to use an epinephrine auto-injector to administer epinephrine may do so to the individual experiencing the severe allergic reaction. Individuals receiving the epinephrine injection should be transported to the local emergency department by ambulance.

G. Stock Naloxone Nasal Spray
Stock naloxone nasal spray will be available in District School Buildings for the safety of all individuals. Naloxone is a medication that is an opioid antagonist that rapidly reverses an opioid-related drug overdose and has no effect on someone who does not have opioids in their system.

Stock naloxone nasal spray should be retrieved for use when the symptoms of an opioid-related drug overdose are identified:

- Unconsciousness
- Very small pupils
- Slow or shallow breathing
- An inability to speak
- Faint heartbeat
- Limp arms and legs
- Pale skin
- Purple lips and fingernails
- Vomiting

If an individual appears to be experiencing and opioid-related drug overdose the protocol is to dial "911". An individual trained to administer naloxone through a DPI approved training may do so to the individual who is showing signs of an opioid-related drug overdose. Individuals receiving naloxone should be transported to the local emergency room by ambulance.

III. Self-Administered Medications

A. Students with asthma may possess and self-administer metered dose inhalers or dry
powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of a licensed practitioner and the written approval of the student's parent/guardian (form HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record (Wisconsin State Statute § 118.291).

B. Students may possess and self-administer a prescription medication upon the written approval of a licensed practitioner and the written approval of the student's parent/guardian (form HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record.

   The student will possess no more than the daily supply of the medication at a time and the medication must be in the original pharmacy-labeled package.

C. A student may possess and self-administer an epinephrine auto-injector for the purpose of treating a severe allergic reaction, including anaphylaxis that requires the administration of epinephrine to avoid severe injury or death. The student must have written approval of a licensed practitioner and written approval of the student's parent/guardian (HS-017). A copy of this approval will be present in the student's school and maintained in the behavioral record (Wisconsin State Statute § 118.292). If a student administers epinephrine, dial "911" or an emergency medical service provider.

D. A student may possess and self-administer nonprescription medications. A written statement identifying the medication and granting permission for self-administration is to be signed by the parent/guardian and maintained in the behavioral file. (HS-017).

   Factors to be considered will be:

   - Type of medication
   - Reason for medication
   - Age of student

IV. Expired Medications

Parents/guardians are strongly encouraged to supply a medication that will not expire during the school year. For the safety of our students, expired medications should not be
administered at school.

V. Administration of Medications for Field Trips

Field trips may include school sponsored activities off school grounds, athletics, student groups or clubs, and any overnight events/field trips where a student has a medication on file that may need to be given. If a student is receiving medication at school on a daily basis, or on an as-needed basis, it is the responsibility of the staff person who is organizing the field trip to ensure that the student receives the medication per the parent/guardian/physician consents, and as indicated by the parent on the field trip permission form.

All information regarding student medication administration is confidential and must be protected accordingly.

The procedures below outline steps to ensure that students receive their required medications.

A. Field Trips – Regular School Day

Prior to the field trip

- A minimum of one staff person who is attending the field trip must have successfully completed the applicable DPI approved training depending on the medication needs of the students and the AASD skills training checklist with the school nurse. Current training documentation must be on file with the District prior to the date of the field trip.
- The staff person organizing the field trip must provide a list of participating students to the school secretary or designee prior to the event. The school secretary or designee will review the list of students and determine which students have medications at school.
- Parents/guardians are required to complete the medication portion of the field trip permission slip indicating if medications are required.

Day of field trip

- The medication will be prepared by the school secretary or designee. The daily medication dose will be put into a white envelope or Ziploc bag with the student's name, organizing staff person's name, and time to be given. The envelope or bag will include a field trip medication form with the student's name, name of medication, dose and time to be given, special instructions, and a place for the organizing staff person to sign that the medication was administered (see attached form HS-029a).
- It is the responsibility of the organizing staff person to see that the medication is given on time and that the child takes the medication. The organizing staff person will sign the form to document the time the medication was administered. "As needed" medications, such as asthma inhalers, if used by the student, will follow the same procedure.

After the field trip

- The organizing staff person will return all forms and all medication to the school secretary or designee promptly upon return from the event.
- The school secretary or designee will document on the medication record that the medication was administered, sign their initials and the initials of the staff person that administered the medication, and note the time the medication was administered. The field trip medication form may be stapled to the medication record.

B. Field Trips – Extended Beyond Regular School Day

Field trips that extend beyond the regular school day may require more doses of a medication to be administered that are not normally given during the school day. If additional medications and/or doses are required, consents for those medications must be on file prior to departure.

- The parent/guardian must provide the medication in a pharmacy labeled bottle (prescription) or over the counter packaging (non-prescription). The required paperwork must be completed (HS-017 or HS-018) indicating all doses and times the medication is to be administered. Only the amount of medication needed on the field trip should be sent.
- The school secretary or designee may consult with the school nurse regarding questions/organization of the medication.
- It is the responsibility of the organizing staff person to see that the medication is administered on time and that the student successfully takes the medication. The staff person administering the medication on the field trip will document on the field trip medication form all doses of medication that are administered. The Regular School Day "Prior to the field trip" protocols (detailed above) must be completed prior to the trip.
- Emergency medications (i.e., asthma inhalers, EpiPens, glucagon) should be accessible to the student while on a field trip.
- Upon return from the field trip, forms and medication will be returned to the school secretary or designee.
- The school secretary or designee will document on the medication record that the medication was administered, sign their initials and the initials of the staff person, and note the time the medication was administered. The field trip medication form may be stapled to the medication record.

VI. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications) and stored to maintain quality (i.e.,

refrigeration). For the safety of our students, the AASD will not store and administer extra medications for instances when a dose was missed at home.

Building stock epinephrine auto-injectors will be stored in or near the AED cabinet and in the school office, will not leave the school grounds, and will be checked and documented monthly by the staff person completing the AED check. The staff person will also maintain a schedule for tracking stock epinephrine status and expiration dates. Stock naloxone will be stored in the school office or health room, will not leave school grounds, and will be checked and documented monthly by the school nurse.

The parent/guardian or student with parent/guardian permission shall pick up unused portions of medication within seven days after the completion of the school year, when a student transfers out of the district, or when medications have been discontinued. After seven days and documentation of written or verbal notification to the parent/guardian, medications will be given to the–Student Resource Officer (SRO) for disposal or destroyed pursuant to Medical Advisor or pharmaceutical instructions.

VII. Medication Disposal

The safe disposal of medication can prevent diversion and protect the environment. If at all possible, medications should be returned to the student's parent/guardian who has the prescription for the medication. When returning the medication is not possible, the school must assume responsibility to manage the pharmaceutical waste. Schools must follow state law for businesses and institutions for managing waste.

There are four categories of medications for management of disposal:

1. Controlled Substances (e.g. narcotic pain medication and stimulant medications): schools will turn this waste over to the SRO.
2. Hazardous Medication Waste: schools may take advantage of the state hazardous waste contract to manage hazardous waste medications. The building engineers should be contacted for this disposal.
3. Infectious Medication Waste (e.g. Sharps containers): Contact the Building Engineer to properly dispose of Sharps containers.
4. Non-hazardous Medication Waste (e.g. Tylenol, antibiotics etc.): May be disposed of in a licensed solid waste landfill. District employees should mix the medication with an undesirable substance such as kitty litter or coffee

grounds and place in disposal container with a lid. The medication can then be placed in the trash.

VIII. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, grade, school year.
- Medication name, dose, date/time given, date of expiration if applicable.
- Signature of person administering.
- Dose changes will be dated, with the signature of the designee and reviewed by the school nurse.
- Exceptions (i.e., absent, no school, refused) will be documented on the individual student record.

- Errors (i.e., wrong student, wrong time, wrong medication, wrong dose, wrong route) will be documented on the Medication Incident Review Form (HS-019)
- For controlled substances, school office personnel shall verify the amount of the medication delivered by counting and documenting individual units of medication in the presence of the parent/guardian or adult who delivers it or another staff person. The parent/guardian or adult delivering the medication shall verify the medication count by initialing the medication administration form.

Situations that are not considered medication errors include: students who refuse to consume or are unable to tolerate the medication, lack of supply of the medication from the parent/guardian, and a medication held by a parent. These situations are documented in the medication log and the parent/guardian is notified.

The Student Medication Record (form HS-018a) including consent forms will be maintained in the student's behavioral record after discontinuation of the medication.

IX. Allergy Environment

The District cannot guarantee an allergy free environment, but recognizes that the risk of accidental exposure to allergens can be reduced in the school setting. The District is committed to working cooperatively with students, parents/guardians and medical providers to minimize accidental exposure to known allergens and improve safety in the learning environment.

The focus of allergy management will be on prevention, education, awareness, communication and emergency response. The District will ensure that

interventions and individual health care plans for students with allergies are based on medically accurate information to the extent information is known to the District and evidenced-based practices.

X. Rights and Responsibilities

Authorized school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent/guardian and prescribing licensed practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, medication side effects or medication errors. In the event of a drug administration error, parent/guardian and school nurse will be notified, and the licensed practitioner notified if parent/guardian or school nurse determines it is required or necessary under the circumstances. The Medication Incident Review Form (HS-019) shall be completed by the employee involved within 24 hours of the incident.
- Have access to the Administration of Drug Products/Medications to Students Policy 453.4 for immediate reference. Document all medication administered or reason medication was not administered (i.e., absent, refusal, error).

- Respect confidentiality. Student medication administration information is confidential and must be protected accordingly.

Authorized school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The school nurse has the responsibility to:

- Review medications and any changes in medications administered at school when informed by designated school personnel of new medication or of any changes.
- Use professional judgment in carrying out the policy.
- Verify skills competency for administration of non-oral medications.

XI. Distribution of Policy and Liability Waiver

- All school employees who are authorized and trained to administer medication to a student shall have access to this policy and shall be advised that, pursuant to the provision in Wisconsin State Statutes §§ 118.29, 118.291, 118.292 that they are immune from civil liability for any acts or omissions in administering a prescription or nonprescription medication to a student in accordance with this policy unless he or she is a healthcare professional or the act or omission constitutes criminal negligence which is defined in state law as a “high degree of negligence” (§ 939.25 (1), Wis. Stats).
- The school administrator who authorizes an employee to administer a prescription or nonprescription medication to a student is immune from civil

liability for the act of authorization unless it constitutes criminal negligence which is defined in state law as a "high degree of negligence" (§ 939.25 (1), Wis. Stats).

- With the exception of the administration of emergency epinephrine auto-injectors as outlined above, a person administering a medication by means other than ingestion to a student is not immune from civil liability if he or she has not received DPI-approved training. The authorizer is not immune from civil liability if he or she authorizes a person who has not received DPI-approved training to administer medication by means other than ingestion to a student.

Refer to DPI Medication Training and Resources and accompanying District forms.

Adoption Date: May 9, 1994

Amended Date: April 24, 2000; March 14, 2011; August 27, 2012; November 10, 2014; October 24, 2016; April 25, 2022, April 24, 2023

ITEM FOR CONSIDERATION

TOPIC: Employee Handbook Revision - Educator Semester Retirements

BACKGROUND INFORMATION: Currently, in order for an employee to receive post-employment benefits they must submit a retirement letter by February 15 for end of year retirements or by October 20 for end of first semester retirements. This timeline was established to provide the district with time to secure a qualified replacement that was in alignment with college graduation dates.

In recent years, the District has seen an increase of semester retirements while the number of semester graduates and candidates have significantly declined in January, particularly in hard to fill areas. As a result, it is less likely that the District will be successful in securing a highly qualified replacement at semester, creating disruption for our student's educational experience.

FISCAL NOTE: No cost will be incurred by the Appleton Area School District.

ADMINISTRATIVE RECOMMENDATION: The recommendation is to provide post-employment benefits to eligible employees who submit their retirement letters by October 20 for first semester retirements (1/19/24) or February 15 for end of year retirements (6/7/24) as a transition. Beginning with retirements for the 2024-2025 school year, qualifying staff would only be eligible to retire with benefits at the conclusion of a school year by submitting a letter of retirement by February 17, 2025.

In addition, the following language is recommended to be added to the Handbook to address extenuating circumstances surrounding a retirement: "*An exception to the February 15 notification deadline or the timing of the retirement may be granted by administration in the event of a significant medical situation where the employee is unable to work. Such exceptions will only be granted in very unusual circumstances limited to a case by case basis.*"

CONTACT PERSON: Julie King, 920-997-1399 (x2042)

FISCAL NOTE: None.

4/10/23

APPLETON AREA SCHOOL DISTRICT
SCHOOL BOARD SPRING ELECTION
April 4, 2023

UNOFFICIAL ELECTION NIGHT RESULTS

Candidate	Total Votes
Kristine Sauter	15,682
Deb Truyman	11, 064
Nick Ross	13, 262
Jason Kolpack	12,640
Sam Blackwell	7,720

Official results will be posted following the Election Canvass. The three candidates who receive the highest number of votes will have been elected to the school board. Per Wisconsin State Statute, the three candidates who receive the highest number of votes will be elected to the regular three-year terms.