Monday, April 24, 2023
Board of Education Meeting

APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: AT 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 24, 2023 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

Subject	**B. Pledge of Allegiance**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	1. Meeting Opening

Type	Procedural

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

Subject	**A. Board Member Request to Remove Consent Agenda Item(s) for Separate Consideration**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Procedural

Subject	**B. Approval of Agenda**
Meeting	Apr 24, 2023 - Board of Education Meeting
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 Bacon.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

3. Board Organizational

Subject	**A. Board of Education Member Commitment**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	3. Board Organizational
Type	

All Board members will recite the Board of Education Member Commitment.

File Attachments
BOE Member Commitment.docx (1).pdf (341 KB)

Subject	**B. Election of Officers of the Board**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	3. Board Organizational
Type	

The Board will elect, from among its members, the following Officers of the Board:

-President

-Vice President

-Treasurer

-Clerk

File Attachments
Board Officers 141 and 141-Rule.pdf (203 KB)

Subject	**C. Appoint CESA 6 Representative**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	3. Board Organizational
Type	

The Board will appoint a member to serve as the representative for CESA 6.

Subject	**D. Appoint WASB Delegate**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	3. Board Organizational
Type	

The Board will appoint a member to serve as the delegate to the WASB Delegate Assembly, and another to serve as the alternate delegate.

Subject	**E. Reauthorization of the Board Ad Hoc Committee for Community Linkages**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	3. Board Organizational
Type	Action, Discussion, Information

The Board of Education will consider whether they wish to reauthorize the Board Ad Hoc Committee for Community Linkages, for a period beginning Monday, April 25, 2023, and expiring on Sunday, April 21, 2024.

File Attachments
IOI-Community Linkages.docx.pdf (49 KB)
GC-5 Board Committees.pdf (168 KB)

Motion & Voting

(not specified)

Motion by Edward Ruffolo, second by Kristine Sauter.
Final Resolution: Motion Carried

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

4. Special Presentation

Subject	**A. Student School Board Representative Report**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	4. Special Presentation
Type	Information, Recognition, Report

Student School Board Representative Sylvia Chang will provide updates from Appleton West High School.

File Attachments
Student Representative Report_Sylvia Chang.pptx (32,396 KB)

Subject	**B. Executive Cabinet Introductions**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	4. Special Presentation
Type	

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

Subject	**A. Public Input**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	5. 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

6. 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 24, 2023 - Board of Education Meeting
Category	6. 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

7. 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): None**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	7. 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

Subject	**B. School/Student Services Update(s): None**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	7. 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

Subject	**C. Personnel Services Update(s): Professional Educator New Hire(s), Contract Change(s), Retirement(s), Resignation(s) and Final Notice(s) of Non-Renewal; Administrative Hire & Resignation**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	7. 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-Administrative Resignation.pdf (17 KB)
IFC-Administrative Hire.pdf (99 KB)
IFC Professional Educator Final Notices of Non-Renewal 4-24-23.pdf (20 KB)
IFC Professional Educator Resignations 4-24-23.pdf (66 KB)
IFC Professional Educator Retirement 4-24-23.pdf (10 KB)
IFC Professional Educator Contrac Changes 4-24-23.pdf (11 KB)
IFC Professional Educator New Hires 4-24-23.pdf (17 KB)
IFC Professional Educator Resignations 4-24-23 REVISED.pdf (66 KB)

8. 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 April 10, 2023**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	8. 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 April 10, 2023.
Minutes	View Minutes for Apr 10, 2023 - Board of Education Meeting (REVISED)

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

Motion & Voting

Motion to approve the Board Meeting Minutes of April 10, 2023.

Motion by James Bacon, second by Kristine Sauter.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

9. 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. Professional Educator New Hire(s)**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments

IFC Professional Educator New Hires 4-24-23.pdf (17 KB)

Subject	**B. Professional Educator Contract Change(s)**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. 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 Contrac Changes 4-24-23.pdf (11 KB)

Subject	**C. Professional Educator Retirement(s)**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. 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 Retirement 4-24-23.pdf (10 KB)

Subject	**D. Professional Educator Resignation(s)**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type	Action

File Attachments
IFC Professional Educator Resignations 4-24-23.pdf (66 KB)
IFC Professional Educator Resignations 4-24-23 REVISED.pdf (66 KB)

Subject	**E. Professional Educator Final Notice(s) of Non-Renewal**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. 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 Final Notices of Non-Renewal 4-24-23.pdf (20 KB)

Subject	**F. Administrative Hire**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. 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.pdf (99 KB)

Subject	**G. Administrative Resignation**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	9. 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.pdf (17 KB)

Motion & Voting

(not specified)

Motion by Pheng Thao, second by Kay Eggert.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

10. 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: Referendum Update**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	10. 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

Superintendent Greg Hartjes will report on the updates from the November 8, 2022 Referendum.

File Attachments
New Elementary School Update.pptx (7,238 KB)

Subject	**B. School/Student Services Report: 11th Grade US History (#3070) Materials Purchase; Digital Resource- Social Studies: Civics, World History, Global Studies Humanities, U.S. History, AP U.S. History, American Studies, AP American Studies**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	10. 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

Kelly Leopold and Brian Kurth will present the Social Studies: US History (#3070) Material Purchase and Digital Resources-Social Studies: Civics, World History, Global Studies Humanities, U.S. History, AP U.S. History, American Studies, AP American Studies

File Attachments
IOI US History.pdf (121 KB)
IOI Social Studies.pdf (126 KB)
KWKT- US History (4_24_23).pdf (83 KB)
Public Input Received - US History (3070).pdf (69 KB)
KWKT- SHEG (4_24_23).pdf (83 KB)
Public Input Received - Social Studies (SHEG).pdf (66 KB)

Subject	**C. Personnel Services Report: Employee Handbook Revision-Substitution of Accrued, Paid Time for Family Medical Leave**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	10. 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

Chief Human Resources Officer, Julie King will report on Personnel Services item of information.

File Attachments
IOI-Employee Handbook Revision-Substitution of Accrued, Paid time for Family Medical Leave.pdf (66 KB)

11. Board Business

Subject	**A. Fox River Academy Contract Addendum**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	11. Board Business
Type	Action, Discussion

File Attachments
IFC Fox River Academy Contract Addendum.doc.pdf (64 KB)

Motion & Voting

(not specified)

Motion by Edward Ruffolo, second by James Bacon.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject	**B. AASD Summer School Courses 2023**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	11. Board Business
Type	Action, Discussion

File Attachments
IFC Summer School Course Approval 2023.docx.pdf (75 KB)

Motion & Voting

(not specified)

Motion by Kay Eggert, second by Pheng Thao.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject	**C. Policy Update: Policy 453.4 & 453.4 Rule- Administration of Drug Products/Medications to Students**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	11. Board Business
Type	Action, Discussion

File Attachments
IFC Policy 453.4.pdf (59 KB)
FINAL 453.4 - Administration of Drug Products-Medications to Students.pdf (1).pdf (179 KB)

Motion & Voting

(not specified)

Motion by Kristine Sauter, second by James Bacon.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Subject	**D. Consent Agenda Item(s) Removed for Separate Consideration**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	11. Board Business
Type	Action, Discussion

12. Items of Information

Subject	**A. None**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	12. Items of Information
Type	Information

13. Future Meetings

Subject	**A. Board Work Session: Monday, May 8, 2023, 4:00PM**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	13. Future Meetings
Type	

Subject	**B. Board Meeting: Monday, May 8, 2023, 6:00PM**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	13. Future Meetings
Type	Information

14. Adjourn

Subject	**A. Motion to Adjourn the Meeting**
Meeting	Apr 24, 2023 - Board of Education Meeting
Category	14. Adjourn
Type	Action, Procedural

Motion & Voting

(not specified)

Motion by Nick Ross, second by Jason Kolpack.
Final Resolution: Motion Carried
Aye: Kay Eggert, Kristine Sauter, Edward Ruffolo, James Bacon, Pheng Thao, Jason Kolpack, Nick Ross

Appleton Area School District

Board of Education

Member Commitment

As a member of the Appleton Area School District Board of Education, I shall uphold the laws and Constitutions of the United States and State of Wisconsin and shall do my utmost to represent the public interest in education by adhering to the following commitments:

- I shall remember that my greatest concern must be the educational welfare of every student attending the public schools.
- I shall represent all school district constituents honestly and equally and refuse to surrender my Board of Education responsibilities to special interest or partisan political groups.
- I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
- I shall attend all meetings and be prepared at those meetings to act on issues before the board.
- I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board.
- I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
- I shall avoid any conflict of interest or the appearance of impropriety, which could result from my position, and shall not use my board membership for personal gain or publicity.
- I shall take no private action that might compromise the board or administration and shall respect the confidentiality of privileged information.
- I shall be involved in and knowledgeable about not only local educational concerns, but also about state and national issues.

In addition, I shall encourage my board of education to pursue the following goals:

- The development of effective school board policies, which provide direction for the operation of the schools and delegate authority to the superintendent for their administration.
- The development of procedures for the regular and systematic evaluation of programs, staff performance, and board operations to ensure progress toward educational and fiscal goals.
- The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed or social standing.
- The development of systematic communications which ensure that the school board, administration, staff, students, parents, and community are fully informed and that the district understands the community's aspirations for its schools.
- The development of sound business practices which ensure that every dollar spent produces maximum benefits.

BOARD OFFICERS

The Board of Education shall annually elect the following Board officers from among its members at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Board officers shall consist of a President, Vice President, Clerk and Treasurer. If there is only one nominee for an officer position, voting shall be done by voice vote. If there is more than one nominee for an officer position, voting shall be done by secret ballot. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk. Voting for any of the officers shall continue until a majority vote is received.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

DUTIES OF THE OFFICERS:

The President shall:

1. Serve as chairperson of all Board meetings and be responsible for seeing that minutes are properly recorded, approved, and signed.
2. Countersign all checks and other orders for the disbursement of District funds.
3. Defend the District from actions brought against it and prosecute actions brought by the District.
4. Prepare the agenda for all regular and special Board meetings, in consultation with the Superintendent.
5. Ensure that public notice is given for all meetings of the Board.
6. Serve as spokesperson for the Board.
7. Appoint standing Board committees and any other committees as determined necessary by the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform other duties as required by law or assigned by the Board.

The Vice President shall:

1. In the absence of the President, discharge the duties and responsibilities of the President.
2. Perform other duties as required by law or assigned by the Board.

The Clerk shall:

1. Be responsible for recording of all proceedings of all Board meetings and entering

them, together with copies of all reports to municipal clerks in the District's official records.
2. Carry out school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed School Board members.
4. Report the name and address of all board members to the Clerk and Treasurer of each municipality having territory within the School District within 10 days of their election or appointment.
5. Draw orders upon the Treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of the contract between him/her and the School Board.
8. Deliver annually on or before November 10 to the Clerk of each municipality having territory within the School District, a certified statement showing that proportion of the amount of taxes levied.
9. Notify the proper postmaster of the name and location of any new school(s) and the proper disposition of mail addressed to it.
10. File a timely and verified annual school district report with the Department of Public Instruction.
11. Perform other duties as required by law or assigned by the Board.

The Treasurer shall:

1. Receive and deposit promptly in the officially designated District depository(ies) all monies paid to the District, and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with State law.
3. See that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State statute.
7. Perform such other duties as required by law or assigned by the Board.

DELEGATION OF BOARD OFFICER DUTIES

Although board officers may delegate certain ministerial or administrative tasks associated with the performance of their duties to another board member or a school district employee, they cannot delegate power and authority. Regardless of the decision to delegate any ministerial or administrative tasks, the board officer is ultimately responsible for any duty or obligation assigned to him/her.

Legal References: Wisconsin State Statutes 17.13, 19.88(2), 120.05, 120.06, 120.11(2), 120.15, 120.16, and 120.17

Adoption Date: November 27, 1989

Amended Date: March 9, 2020

BOARD OFFICER ELECTION PROCEDURES

If there is only one nominee for an officer position, voting shall be done by voice vote. If there is more than one nominee for an officer position, voting shall be done by secret ballot. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk.

The current Board President shall have the duty of presiding over the election of officers, unless he/she is no longer on the Board, in which case the current ranking officer shall preside over the election of officers. The Board President or other presiding officer shall appoint a member of the District staff to count any paper ballots used in connection with the election process and shall then confirm with the School Board the method of voting that will be used to elect officers. The election process, to be repeated as many times for each office as is necessary to elect the officer, shall be as follows:

1. The current Board President or other presiding officer shall make a call for nominations for the officer position to be elected. Any Board member may nominate any eligible person for the office, including him/herself. Nominations need not be seconded. The nominees shall be asked to accept or decline the nomination. Once the nominees for the particular round of voting are clearly established, a vote shall be taken by the method specified above. All Board members who are participating in the meeting, including all nominees for the officer position in question, shall cast a vote.

2. If a nominee earns a majority of the votes cast for the officer position in question, the position is filled and the process begins anew for the next officer position until all officer positions are filled. If no nominee earns a majority of the votes cast, the voting process repeats for that position. Additional nominees (including nominees who previously declined nomination or who withdrew from consideration during a prior round of voting) may be added prior to each new round of voting for the office, if such additional rounds of voting are needed.

Adoption Date: March 9, 2020

Item for Consideration

Topic: Reauthorization of Board Ad Hoc Committee – Community Linkages

Background Information: As part of our continued work in implementing a Coherent Governance model for the District, and out of a desire to continue to build strong relationships with our community, the Board of Education proposes the reauthorization/continuation of an ad hoc committee of the Board to further develop the plan for Community Linkages.

The committee will be comprised of three (3) board members. All meetings shall be open to the public and noticed at least 24-hours in advance, in accordance with Wisconsin Open Meetings Laws.

The term for this committee would begin on Monday, April 24, 2023, and expire on Sunday, April 21, 2024. At the Reorganizational Meeting of the Board of Education, scheduled to be held on Monday, April 24, 2023, board members could elect to renew or reauthorize the committee.

Fiscal Note: Varied by opportunity, but minimal.

Recommendation: Board approval of the reauthorization of the Board Ad Hoc Committee for Community Linkages, for a period beginning Monday, April 24, 2023, and expiring on Sunday, April 21, 2024.

Instructional Impact: No instructional impact.

Contact Person: Edward Ruffolo, Committee Chair
edwardaruffolo@aasd.k12.wi.us

Board Date: April 24, 2023

Policy Type: Governance Culture

Board Committees

The Board may create committees if they are deemed helpful to the Board in the performance of its responsibilities. If committees are established, they will be used exclusively to support the work of the Board as described in Policy GC-3 and will never be created or used to assist the Superintendent in any operational area.

1. Board committees and other such entities, by whatever name created by the Board, will not direct, advise, assist or oversee the Superintendent or staff. Committees customarily will prepare recommendations for Board consideration. Board committees will have no authority over staff and may exercise demands on staff time and organizational resources only to the extent authorized in this policy.
2. Board committees may not speak or act for the Board. The responsibilities and authority of all Board committees are carefully stated in this policy to assure that committees fully understand their duties and extent of authority, and to assure that committee work will not usurp or conflict with the Board's own authority or conflict with authority delegated to the Superintendent.
3. All Board committees are considered to be ad hoc, or temporary, and shall include in their creation a date of expiration. Committees may be renewed or reauthorized upon their expiration, but unless the Board acts to renew the committee's existence, it shall cease to exist upon the date specified.
4. Board committees may or may not include members of the Board, but may not constitute a quorum of the Board.
5. Board committees shall follow Open Meetings laws.

Adopted: June 14, 2021

Monitoring Method: Board self-assessment
Monitoring Frequency: Annually

AGI Aspen Group International LLC©

Appleton West High Sc

Girl Sports!

TERRORS
4547
4410

4410
4413

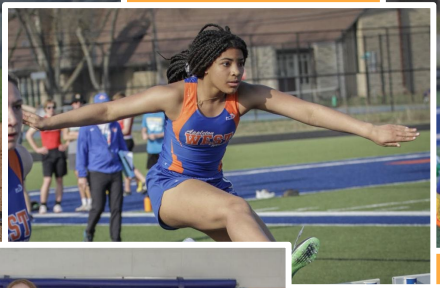
WEST

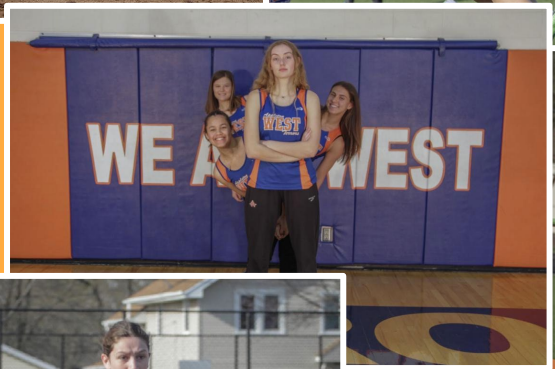
TERRORS

15
40
7

West
Dance

WE ARE WEST




WE ARE WEST

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Boy Sports!

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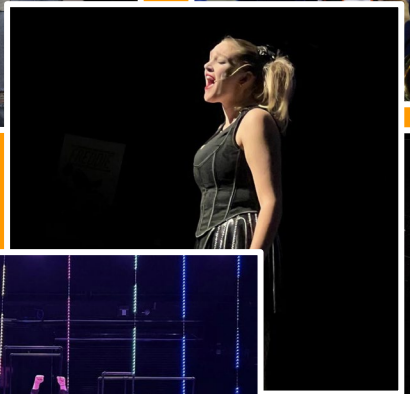
AW-K

WE ARE WEST

TERRORS
21

25

Arts/Language



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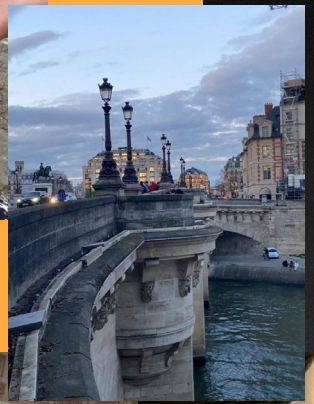
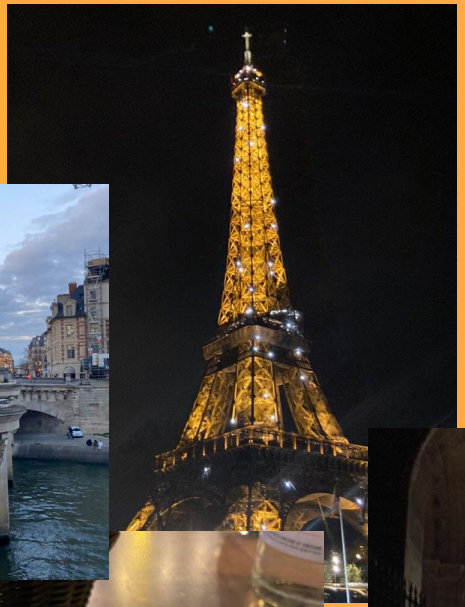
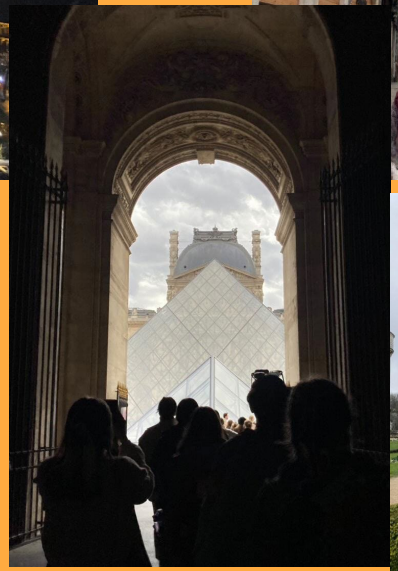





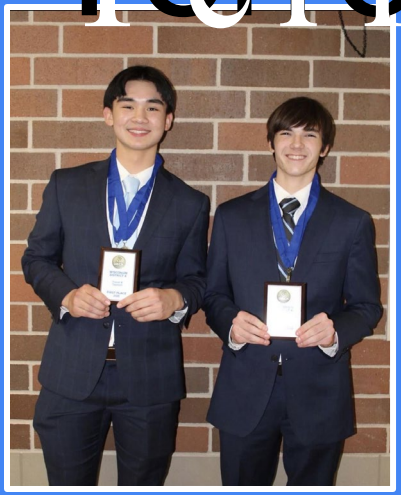
Students

Housing

WISCONSIN
1848
CHESS & CHECKERS

Terror x Community

Terrorx Competition



Terror Pride Way!

We Are The

1981
1981
100% Chance of TERROR!
I'M A SHEEP

WHITE

RICHARD
EMANUEL
GYMNASIUM

Terror Staff

PHYSICAL

APPLETON
SENIOR HIGH SCHOOL

vote.
vote.
vote.
vote.
vote.

WELCOME TO YOUR
REALITY
CHECK!

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: Administrative Resignation

BACKGROUND INFORMATION: The following administrator has submitted a letter of resignation effective June 30, 2023.

Ryan M. Peterson has been with the district for two years, most recently as the Principal at Appleton North High School.

FISCAL NOTE: Dependent upon replacement

INSTRUCTIONAL IMPACT: A qualified replacement will be procured

ADMINISTRATIVE RECOMMENDATION: Approval

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

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Hire

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

Ebony N. Grice is recommended for the Assistant Superintendent of School Services. Ms. Grice most recently served as the Director of Wisconsin Educational Opportunity Program with Wisconsin Department of Public Instruction.

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

ADMINISTRATIVE RECOMMENDATION: It is recommended that this individual is approved to receive an administrative contract for the 2023-2024 school year.

INSTRUCTIONAL IMPACT: This highly, qualified candidate will support the continuation of quality instruction and student support.

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

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contracts - Final Notices of Non-renewal

BACKGROUND INFORMATION: Non-renewals are governed by §118.22, Wis. Stats., and the Professional Educator Handbook. On or before May 15 of the school year during which a teacher holds a contract, the board by which the teacher is employed shall give the teacher written notice of renewal or refusal to renew the teacher's contract for the ensuing school year. The educators listed below were hired with a one-year, temporary contract and are recommended for non-renewal of teaching contracts for the 2023-2024 school year:

Name	**Position**	***Location***	***FTE***
Nicholas H. Baumgart	Physical Education	Classical	70%
Anna M. Crook	Grade 2	Dunlap	100%
Melissa M. Ernst	Freshman Transition Specialist	West	20%
Joel D. Hallstrom	Grade 4	Johnston	100%
Tiffany S. Huck	Math Grade 7/8	Classical	40%
Sarah Jakusz-Kelch	Special Ed-EBD	Madison	100%
Shawna J. Janota	Family & Consumer Science	Kaleidoscope	26%
Paul A. Keane	Grade 6	Ferber	100%
Andie L. Meyer	Art	Magellan	17%
Morgen Moraine	Music-Choir/Band	Madison/Houdini	18%
Katherine L.C. Ray	Business Education	East	100%
Amber J. Ruffing	Grade 4	McKinley	100%
Samantha M. Shoemaker	Nurse	District	100%
Nicole R. Sobkowski-Lach	Kindergarten	Edison	50%
Carrie J. Steinke	Special Ed-ECSE	Johnston	100%
Carrie L Walkup	Special Ed-SEBD	McKinley	100%
Anthony T. Zornow	Physical Education	Horizons	80%

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: None

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

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Resignation(s)

BACKGROUND INFORMATION: The following Professional Educators have submitted a letter of resignation effective at the end of the 2022-2023 school year, unless otherwise noted.

Ellie S. Dietzen has been with the District for three years, most recently as a Special Education Teacher at Columbus and Johnston Elementary Schools. Ms. Dietzen's resignation is effective at the close of the Friday, April 14, 2023 workday.

Eleanora G.L. Johnson has been with the District for four years, most recently as a Grade 4 Teacher at McKinley Elementary School.

Summer J. Keske has been with the District for two years, most recently as a Special Education Teacher at Berry Elementary School.

Benjamin T. Marks has been with the District for one year, most recently as a Special Education Teacher at Madison Middle School.

Anna C. Rohde has been with the District for five years, most recently as a Special Education Teacher at Berry Elementary School.

Christie L. Walter-Ness has been with the District for twenty-two years, most recently as a Literacy Interventionist at Horizons Elementary Schools. Ms. Walter-Ness' resignation is effective at the close of the Tuesday, April 18, 2023 workday.

FISCAL NOTE: Dependent upon replacements

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: Qualified replacements will be procured

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

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Retirement(s)

BACKGROUND INFORMATION: The following Professional Educator has submitted letter of retirement effective the end of the 2022-2023 school year.

Heidi Mendonca Erstad has been with the District for thirty-four years, most recently as a Special Education Teacher at Highlands Elementary School.

FISCAL NOTE: Dependent upon replacement

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: A qualified replacement will be procured

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

4/23/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Change(s)

BACKGROUND INFORMATION: Contract changes for the following individuals are recommended for the 2023-2024 school year:

Name	Position	Location	FTE	Effective Date
Leah E. Dreyer	English Language Arts	North	90% to 100%	8/28/23
Cailin A. Peck	Kindergarten	Edison	50% to 100%	8/28/23

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: These assignment adjustments will assist in retaining staff and meeting student needs.

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

4/24/23

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:***
Ireland A. Fidlin	Grade 2	McKinley	100%	$45,200	8/28/23
Timothy F. Poremba	Special Ed-EBD	East	100%	$46,200	8/28/23
Megan K. Simenson	Grade 6	Ferber	100%	$46,200	8/28/23
Jennifer L. Soule	Elementary	TBD	100%	$52,450	8/28/23
Rebecca G. Syverson	World Lang-Spanish	Classical	100%	$47,200	8/28/23
Amie A. Thiel	Grade 2	Columbus	100%	$46,200	8/28/23

Ireland A. Fidlin received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Elementary Education. Most recently, she is served the District as a WIP Intern at McKinley Elementary School.

Timothy F. Poremba received his Bachelor and Master of Arts degrees from Eastern Illinois University with a major in English. Currently, he is serving the District as a temporary employee in a similar role at East High School.

Megan K. Simenson received her Bachelor of Science in Education degree from UW-La Crosse with a major in Elementary Education. Currently, she is serving the School District of Rhinelander as an English Language Arts Teacher.

Jennifer L. Soule received her Master of Arts in Education degree from Adams State University with a major in Elementary Education. Currently, she is serving Bridges Enrichment Center as a 4K Teacher.

Rebecca G. Syverson received her Bachelor of Arts degree from UW-Eau Claire with a major in Spanish. Currently, she is serving the Ellsworth Community School District as a Spanish Teacher.

Amie A. Thiel received her Bachelor of Arts degree from St. Norbert College with a major in English. She continued her education to obtain her teaching certification through Grand Canyon University. Currently, she is serving the Burkburnett Independent School District as a Grade 1 Teacher.

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)

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Resignation(s)

BACKGROUND INFORMATION: The following Professional Educators have submitted a letter of resignation effective at the end of the 2022-2023 school year, unless otherwise noted.

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Anna C. Rohde has been with the District for five years, most recently as a Special Education Teacher at Berry Elementary School.

Christie L. Walter-Ness has been with the District for twenty-two years, most recently as a Literacy Interventionist at Horizons Elementary Schools. Ms. Walter-Ness' resignation is effective at the close of the Tuesday, April 18, 2023 workday.

FISCAL NOTE: Dependent upon replacements

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: Qualified replacements will be procured

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ITEM FOR CONSIDERATION

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FISCAL NOTE: As indicated above

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FISCAL NOTE: Dependent upon replacement

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INSTRUCTIONAL IMPACT: A qualified replacement will be procured

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BACKGROUND INFORMATION: Non-renewals are governed by §118.22, Wis. Stats., and the Professional Educator Handbook. On or before May 15 of the school year during which a teacher holds a contract, the board by which the teacher is employed shall give the teacher written notice of renewal or refusal to renew the teacher's contract for the ensuing school year. The educators listed below were hired with a one-year, temporary contract and are recommended for non-renewal of teaching contracts for the 2023-2024 school year:

Name	**Position**	***Location***	***FTE***
Nicholas H. Baumgart	Physical Education	Classical	70%
Anna M. Crook	Grade 2	Dunlap	100%
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Sarah Jakusz-Kelch	Special Ed-EBD	Madison	100%
Shawna J. Janota	Family & Consumer Science	Kaleidoscope	26%
Paul A. Keane	Grade 6	Ferber	100%
Andie L. Meyer	Art	Magellan	17%
Morgen Moraine	Music-Choir/Band	Madison/Houdini	18%
Katherine L.C. Ray	Business Education	East	100%
Amber J. Ruffing	Grade 4	McKinley	100%
Samantha M. Shoemaker	Nurse	District	100%
Nicole R. Sobkowski-Lach	Kindergarten	Edison	50%
Carrie J. Steinke	Special Ed-ECSE	Johnston	100%
Carrie L Walkup	Special Ed-SEBD	McKinley	100%
Anthony T. Zornow	Physical Education	Horizons	80%

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: None

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

4/24/23

ITEM FOR CONSIDERATION

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Ebony N. Grice is recommended for the Assistant Superintendent of School Services. Ms. Grice most recently served as the Director of Wisconsin Educational Opportunity Program with Wisconsin Department of Public Instruction.

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

ADMINISTRATIVE RECOMMENDATION: It is recommended that this individual is approved to receive an administrative contract for the 2023-2024 school year.

INSTRUCTIONAL IMPACT: This highly, qualified candidate will support the continuation of quality instruction and student support.

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

4/24/23

ITEM FOR CONSIDERATION

TOPIC: Administrative Resignation

BACKGROUND INFORMATION: The following administrator has submitted a letter of resignation effective June 30, 2023.

Ryan M. Peterson has been with the district for two years, most recently as the Principal at Appleton North High School.

FISCAL NOTE: Dependent upon replacement

INSTRUCTIONAL IMPACT: A qualified replacement will be procured

ADMINISTRATIVE RECOMMENDATION: Approval

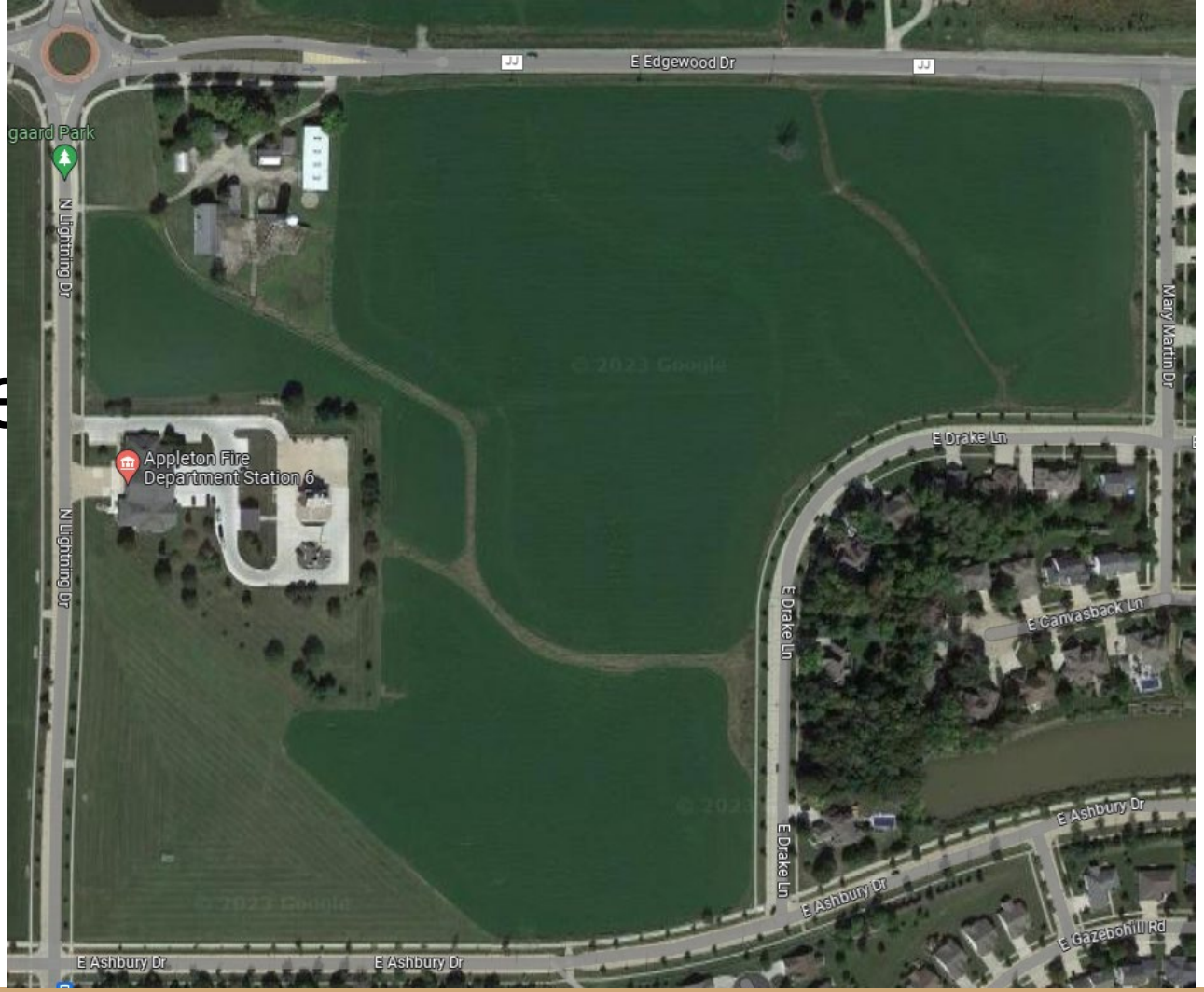
CONTACT PERSON: Julie King, 920-997-1399 (ext. 2042)

4/24/23

New Elementary School Update

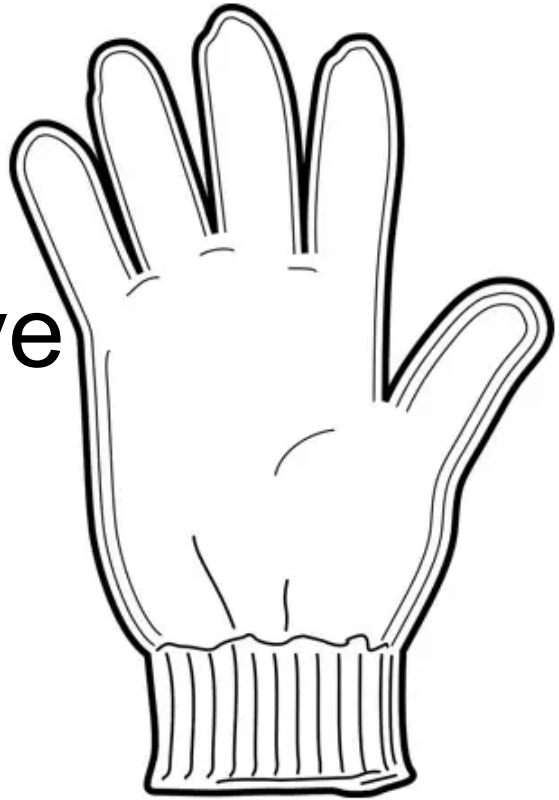
AASD Board of Education Presentation
Monday, April 24, 2022

Building Site Layout

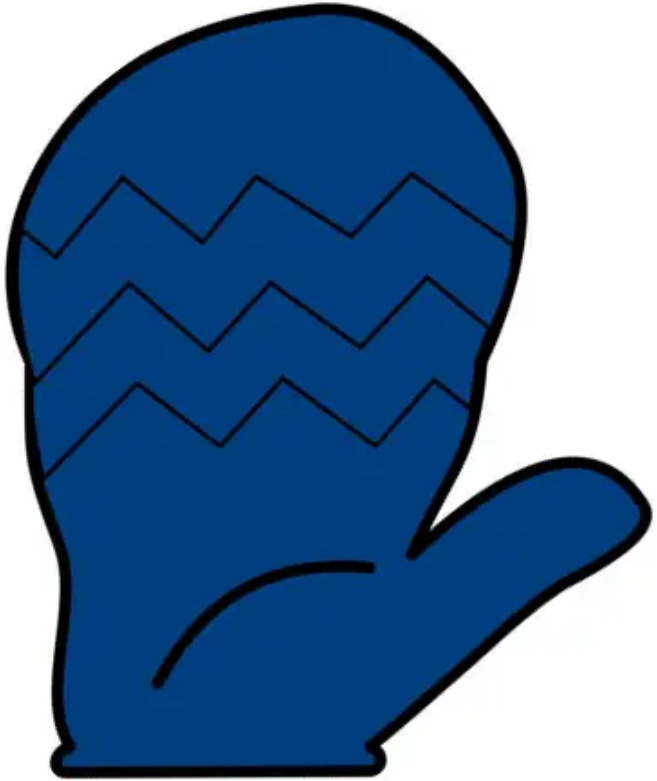


Mitten Glove Concept

Gloves

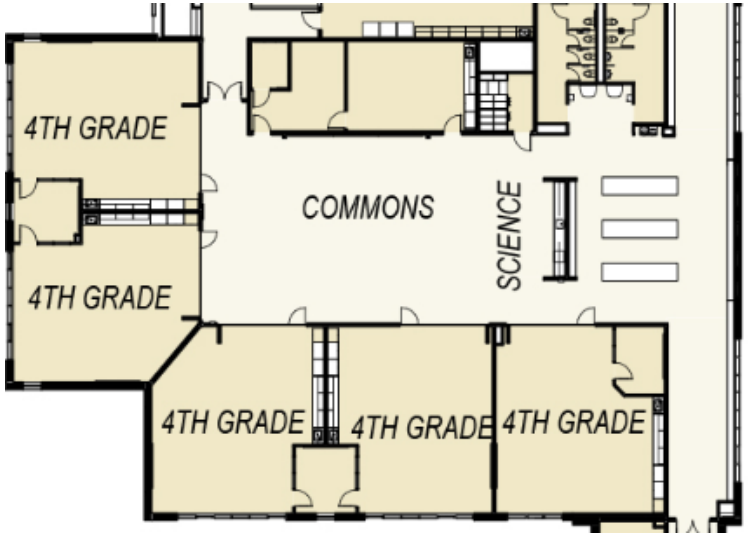


Mittens



Grade Level Pod Concept

Friendship Learning Center, North Fond du Lac School District



Grade Level Pod - Concept - New Elementary School

Key Design Concepts

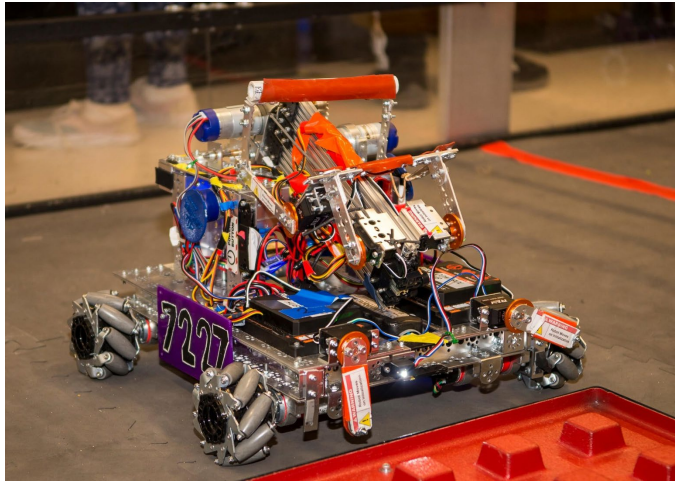
- Extended Learning Center (ELC) area shared by the grade level unit.
- FLEX rooms for grade level teachers and specialists to meet one-on-one or with small groups of students.
- Teacher Planning Center (TPC) for staff member workstations and grade level collaboration.
- Common grade level storage area (STOR).
- Restrooms at the entrance of the pod.
- Lockers adjacent to the entrance to playground.

Questions?

Referendum Supported STEM

- Our STEM Workgroup has finished meeting for the year and provided direction on middle school facilities

- Middle School STEM Para positions have been posted
  - Will support Math, Science, and Tech Education courses next year



- **Three Elementary STEM Teacher positions have been posted**
  - **Will work with administration and staff in the development, implementation and evaluation of STEM initiatives and universal AASD STEM Curriculum.**
  - **Will pilot activities/projects in classrooms and analyze success.**

- **The remaining elementary STEM Teaching positions will be posted early next spring for implementation in the fall of 2024**

Questions?

ITEM OF INFORMATION

Topic: United States History (3070) - *United States History* by McGraw Hill.

Background Information: The current textbook being used in the AASD 11th grade US History classroom has a 2005 copyright and does not reflect the past two decades of history. This has led to teachers seeking resources on their own, which can be difficult to vet contextually, but also to support our neediest learners that may be at a different reading level and/or English Learner. This textbook offers the teachers the capabilities of modifying the language and the reading level for the students. United States History - grade 11 course is a standards-based course (SBC), and teachers are already administering common district assessments in the fall, winter and spring. These assessments are document-based questions (DBQs) that require the analysis of primary and secondary resources so that students can state a claim and support their claim with appropriate evidence from the readings. Students also tie in content knowledge that they have learned in class.

Instructional Impact: The framework in the textbook provides inquiry-based instruction with compelling questions, timelines, visuals, interactive maps, checks for understanding, and application. Students are able to make connections to today, understand multiple perspectives, and write and read like a historian. Additionally, the textbook is engaging, enriching, and relevant, and differentiates for varying student needs. Finally, the text allows for Social and Emotional learning and Culturally Linguistically Responsive teaching.

Contact Person(s): Kelly Leopold, 920-832-6157 ext. 2179, leopoldkelly@aasd.k12.wi.us
Steve Harrison, Ph.D, 920-832-6157 x2177, harrisonstepha@aasd.k12.wi.us

BOE: 4/24/23

ITEM OF INFORMATION

Topic: Digital Resource- Social Studies: Civics, World History, Global Studies Humanities, U.S. History, AP U.S. History, American Studies, AP American Studies - *Stanford History Education Group (SHEG)*.

Background Information: Many of the AASD Secondary Social Studies courses are standards-based and incorporate required district common assessments. The assessments are either document-based questions (DBQs) or short answer questions (SAQs). Both require the analysis of primary and secondary sources, as well as communicating their learning; DBQs further require writing a claim and the evaluation of sources. Many of the DBQs that have been written for the fall/winter/spring district common assessments use sources from the Stanford History Education Group. This is a pillar in the Social Studies education world. It has direct links to the National Council for Social Studies (NCSS) and the College, Career, and Civic LIfe (C3) Framework. The only other course utilized by several courses for district assessments is the AP College Board.

Instructional Impact: Social Studies courses that are not yet standards-based can confidently utilize SHEG as a resource for primary and secondary sources as they develop both common formative and summative assessments. Teachers will be able to incorporate structured academic controversies through activities and assessments. Civics teachers will utilize their creation of Civic Online Reasoning lessons and assessments. Students will learn to read and think like a historian, as well as evaluate sources. The skills that students will develop using the digital tool are: vocabulary development, contextualization, sourcing, corroboration, use of evidence, and periodization.

Contact Person(s): Kelly Leopold, 920-832-6157 ext. 2179, leopoldkelly@aasd.k12.wi.us
Steve Harrison, Ph.D, 920-832-6157 x2177, harrisonstepha@aasd.k12.wi.us

BOE: 04/24/23

Secondary Social Studies: Materials Purchase- Social Studies: U.S. History (3070) - *United States History* by McGraw Hill.

WHY will this textbook be an appropriate instructional resource for the high school United States History teachers?	The textbook offers: • Inquiry-based instruction • Compelling questions, timelines, visuals, interactive maps, checks for understanding, and application • Connections to today • Understanding multiple perspectives • Writing and reading like a historian • Engaging, enriching, and relevant content • Integration with our learning management system (Canvas) • Primary and secondary sources • Strategies for differentiation • Modified text options for reading level and language (including text to speech) • Thematic or Chronological options • Standards alignment • Social and Emotional learning • Culturally Responsive Connections
WHAT are the skills scaffolded throughout the text?	The skills include: • Activating prior knowledge • Understanding key historical concepts, ideas, people, and events • Analyzing and annotating primary and secondary sources • Stating a claim • Supporting the claim with contextual evidence • Taking informed action • Self-assessment
HOW was public input solicited prior to making the administrative recommendation to the Board?	Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent's family communication letter.
HOW will this benefit students in becoming future-ready citizens?	The textbook: • Empowers students to make connections between the past and present • Facilitates choice (personalized learning opportunities) • Inspires students to experience history through multiple lenses • Incorporates all elements of an inquiry arc • Practices civil discourse • Emphasizes cause and effect relationship, as well as continuity and change in history • Sparks curiosity

Secondary Social Studies: Materials Purchase- Social Studies: U.S. History (3070) - *United States History* by McGraw Hill.

Time Period of Public Input
03/02/23 - 4/14/23
Number and Breakdown of Responses Received (Supportive/Unsupportive)
3 Total Responses: 2 Supportive Responses/ 1 Unsupportive Response
Overall Themes Identified From Responses
Response: The reading level of this textbook is too difficult for high school. It is unfair to ask them to come up with a political action point over every problem in our nation's history. Secular ideas are explained, but there is no recognition of the Great Awakening and its impact on the reshaping of America's values. Happy to see discussions in the book about civil rights for Native Americans, disabled people, etc. It is important for our students to learn about resistance and advocacy by historically marginalized groups. The interaction and learning of US History in this textbook is incredible. This curriculum engages the many skills that high school students should have at this point in their career.

Social Studies: Digital Resource- Social Studies: Civics, World History, Global Studies Humanities, U.S. History, AP U.S. History, American Studies, AP American Studies - *Stanford History Education Group (SHEG)*.

WHY should the Stanford History Education Group be considered as a primary resource for many of the core Social Studies courses?	The digital resource offers: • Primary and secondary resources on various topics (Library of Congress Teaching with Primary Sources (TPS)) • Writing Prompts that measure students' historical thinking rather than the recall of facts. • Alternative assessment options (formative and summative) • Material with a range of reading skills
WHAT are the skills that are scaffolded throughout the site?	The skills include: • Vocabulary development • Contextualization • Sourcing • Building on prior knowledge • Corroboration • Use of evidence • Periodization
HOW was public input solicited prior to making the administrative recommendation to the Board?	Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent's family communication letter.
HOW will this resource be utilized by Social Studies teachers?	The teachers will be able to: • Engage students in historical inquiry • Engage students in combating misinformation • Foster empowered citizenship in the digital age

Social Studies: Digital Resource- Social Studies: Civics, World History, Global Studies Humanities, World History, U.S. History, AP U.S. History, American Studies, AP American Studies - *Stanford History Education Group (SHEG)*.

Time Period of Public Input
03/02/23 - 04/14/23
Number and Breakdown of Responses Received (Supportive/Unsupportive)
3 Total Responses: 3 Supportive Responses/ 0 Unsupportive Response
Overall Themes Identified From Responses
Response: The resources are high quality and engaging for students. Their digital literacy curriculum is also excellent. The system of study helps students move beyond just the one viewpoint traditionally presented in textbooks. This curriculum provides students the tools that are necessary to become productive and involved citizens. This will also help them be better prepared for cross-discipline work throughout their academic studies.

ITEM OF INFORMATION

TOPIC: Employee Handbook Revision-Substitution of Accrued, Paid Time for Family Medical Leave

BACKGROUND INFORMATION: The Employee Handbook and the District's Family and Medical Leave Act Policy conforms and complies with the requirements of the Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). These requirements include providing eligible employees with unpaid Family Medical Leave (FML) up to 12 weeks (60 days) in accordance with Federal Law. In addition, employees can substitute accrued, paid leave time to the extent permitted by law for up to 2 weeks or 10 of those days (State law).

In an effort to support and retain staff, administration will be bringing forward a recommendation to enhance the FML benefit. The recommendation will be to increase the amount of accrued, paid time an employee can substitute from 2 weeks (10 days) to up to 12 weeks (60 days). Unpaid leave is not affordable to some employees. Although this revision may impact only a small number of staff members, it is often our staff that are experiencing significant challenges in caring for a family member who needs it most. This revision is intended to increase employee satisfaction and staff morale by supporting an employee during a challenging time.

INSTRUCTIONAL IMPACT: This will reduce the need for intermittent leaves allowing for consistent coverage of absences and/or provide adequate time for staff to care for family, which will enhance employee wellbeing and ultimately their effectiveness at work.

FISCAL NOTE: The fiscal impact is dependent on the number of employees accessing Family Medical Leaves beyond 10 days. The district average number of FML leaves to care for family over the past three years is 40 per year, with ten employees utilizing more than 10 days. Based on previous years' trends the fiscal impact is estimated to be between $23,000 to $80,000 annually.

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

4/24/23

ITEM FOR CONSIDERATION

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.

Fiscal Impact:

As per the Board of Education practice, the per-pupil expenditure for charter schools will be the same as the per-pupil expenditure for neighborhood school sites.

Instructional Impact:

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

Administrative Recommendation:

Approval of the Contract Addendum between the Appleton Area School District and Fox River Academy.

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 CONSIDERATION

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 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.

Fiscal Note: The AASD receives FTE aid based on the Department of Public Instruction's established summer school aid formula. The aid received offsets the annual summer school program budget. Summer school teacher payroll is handled through CESA 6. Billable expenses for students attending any consortium school district have been established by the Fox Valley Summer School Consortium. The basic rates are $23.90/hour of instruction for teachers, and $12.80 per hour for paraprofessionals. The agreement allows rates for AASD contracted employees to be higher, at $27.10/ hour for teachers and $14.60/ hour for paraprofessionals.

Administrative Recommendation: Approve as submitted.

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 CONSIDERATION

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

ITEM FOR CONSIDERATION

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 provide 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)(2g) 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.

The revised policy also includes a procedural change for maintaining training records and the inclusion of calcium carbonate in the stock medications for students in grades 7-12.

FISCAL IMPACT: 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 as indicated.

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

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

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.

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

<u>Prior to the field trip</u>

- 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.

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