



**Monday, January 25, 2021
Board of Education Meeting**

**APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

All members will be participating from remote locations

Time: 6:00 PM

***A live stream of this meeting will be available on the Appleton Area School District YouTube Channel:**

<https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>

***For remote attendance via telephone, please dial:**

1-312-626-6799

Meeting ID: 938 0842 7762

1. VIRTUAL MEETING NOTICE

Subject **A. This meeting will be conducted as a virtual meeting due to the active COVID-19 public health emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing.**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject **B. Members of the media or general public may access the meeting via the live stream broadcast on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>. For remote attendance via telephone, please dial: 1-312-626-6799 Meeting ID: 938 0842 7762**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject **C. Any special needs or any requests for accommodations related to accessing the meeting should be sent to Clara Kopplinger, at kopplingerclar@asds.k12.wi.us or (920) 832-6126, at least 24-hours in advance of the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject D. With respect to the gravity of the current public health emergency, we have made every effort to streamline this meeting as much as possible while still focusing on items that are essential to the current and future operations of the District. As such, there will be no opportunity for live public comments this evening.

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject E. Any comment you wish to have considered by the Board in conjunction with this meeting must be submitted in writing no later than 3:00 PM on the day of the meeting to Clara Kopplinger at kopplingerclar@aasd.k12.wi.us (preferred) or mailed to 131 E. Washington Street, Suite 1A, Appleton, WI, 54911. **If you wish to have your comment included as public input, please clearly indicate PUBLIC COMMENT in the subject line of the email or in the body of the letter.**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

Please send all written communication related to the meeting to: kopplingerclar@aasd.k12.wi.us
Please include "Public Comment" in the email subject line.

Subject F. All written comments submitted by the deadline will be distributed to all members of the Board prior to the meeting, as outlined in Policy 189 - Virtual Board Meetings in Emergency Situations. We appreciate your understanding during this unprecedented time.

Meeting Jan 25, 2021 - Board of Education Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information

2. Meeting Opening

Subject A. Roll Call

Meeting Jan 25, 2021 - Board of Education Meeting

Category 2. Meeting Opening

Type Procedural

Subject	B. Pledge of Allegiance
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	2. Meeting Opening
Type	Procedural

3. Approval of Minutes & Agenda

Subject	A. Board Meeting Minutes from January 11, 2021
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	3. Approval of Minutes & Agenda
Type	Action, Minutes
Recommended Action	Motion to approve the Board Meeting Minutes
Minutes	View Minutes for Jan 11, 2021 - Board of Education Meeting

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

Motion & Voting

Motion to approve the Board Meeting Minutes from January 11, 2021.

Motion by Deborah Truyma, second by Barry O'Connor.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truyma, Gary Jahnke, Kristine Sauter

Subject	B. Approval of Agenda
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	3. Approval of Minutes & Agenda
Type	Action
Recommended Action	Motion to approve the Board Agenda

Motion & Voting

Motion to approve the Board Agenda as written.

Motion by James Bowman, second by Gary Jahnke.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truyma, Gary Jahnke, Kristine Sauter

4. Board Business

Subject	A. Declination of Appointment and Consideration of Procedures to Fill School Board Vacancy
Meeting	Jan 25, 2021 - Board of Education Meeting

Category	4. Board Business
Type	Action, Information, Procedural
Recommended Action	Approval

File Attachments

[IFC - Consideration of Procedures to Fill Vacancy.pdf \(83 KB\)](#)

[Board Member Apointment process - Section V.pdf \(125 KB\)](#)

[Filling Board Vacancies 133.pdf \(236 KB\)](#)

Motion & Voting

Motion to approve the Declination of Appointment and Procedures to Fill School Board Vacancy, as presented.

Motion by Kay Eggert, second by James Bowman.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

Subject **B. 2021 WASB State Education Convention Update**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 4. Board Business

Type Information, Report

5. Reports

Subject **A. Public Input Communications: Board President Kay Eggert will summarize communications that were received as public input for this meeting.**

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Category 5. Reports

Type Comment

Subject **B. Superintendent's Report: Dr. Baseman and members of the Leadership Team will provide a brief report on current matters affecting education and related District initiatives.**

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Category 5. Reports

Type Information, Report

Subject **C. Safe and Resilient Return Report: Update regarding the return of students for increased in-person learning last week.**

Meeting Jan 25, 2021 - Board of Education Meeting

Category	5. Reports
Type	Information, Report
Subject	D. Programs & Services Report: Update on Hybrid Delivery Model for Grades 5-12; Space Availability for the 2021-22 Open Enrollment Application Period; Physical Education 9 (0010) and Creating Physical Literacy (0015) Waiver; Updating of Board Policies: 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	5. Reports
Type	Information, Report

6. School Services/Student Services Action Items - None

Subject	A. Space Availability for the 2021-22 Open Enrollment Application Period
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	6. School Services/Student Services Action Items - None
Type	Action

File Attachments

[Item for Consideration ~ Space Availability for the 2021-22 Open Enrollment Application Period.pdf \(82 KB\)](#)
[2021-22 Open Enrollment Application Period \(1\).pdf \(150 KB\)](#)

Motion & Voting

Motion to approve the following School Services/Student Services Action Items:

A-C

Motion by Barry O'Connor, second by Deborah Truymen.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

Subject	B. Physical Education 9 (0010) and Creating Physical Literacy (0015) Waiver
Meeting	Jan 25, 2021 - Board of Education Meeting
Category	6. School Services/Student Services Action Items - None
Type	Action

File Attachments

[Item for Consideration ~ Physical Education 9 \(0010\) and Creating Physical Literacy \(0015\) Waiver.pdf \(117 KB\)](#)

Subject	C. Updating Board Policies: 343.45 - Start College Now-Technical College Program; 343.46 - Early College Credit Program
Meeting	Jan 25, 2021 - Board of Education Meeting

Category 6. School Services/Student Services Action Items - None

Type Action

File Attachments

[Item for Consideration ~ Updating of Board Policies 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program.pdf \(113 KB\).](#)

[Start College Now - Technical College Program Policy 343.45 and 343.45-Rule 1.2021 JAN 2021.pdf \(234 KB\).](#)

[Early College Credit Program Policy 343.46 and 343.46-Rule Jan. 2021.pdf \(230 KB\).](#)

7. Business Services Action Items

Subject A. 2020-21 Gifts to the District

Meeting Jan 25, 2021 - Board of Education Meeting

Category 7. Business Services Action Items

Type Action

File Attachments

[IFC 01-25-2021.pdf \(557 KB\).](#)

[Gift List 1-25-21.pdf \(106 KB\).](#)

Motion & Voting

Motion to approve the 2020-2021 Gifts to the District as presented.

Motion by James Bowman, second by Gary Jahnke.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

8. Personnel Services Action Items

Subject A. Professional Educator New Hires

Meeting Jan 25, 2021 - Board of Education Meeting

Category 8. Personnel Services Action Items

Type Action

Recommended Action Approval

File Attachments

[IFC Professional Educator New Hires 1-25-21.pdf \(16 KB\).](#)

Motion & Voting

Motion to approve the following Personnel Services Action Items:

A-D

Motion by Deborah Truymen, second by Barry O'Connor.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

Subject **B. Professional Educator Contract Changes**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 8. Personnel Services Action Items

Type Action

File Attachments

[IFC Professional Educator Contract Changes 1-25-21.pdf \(15 KB\)](#).

Subject **C. Professional Educator Resignations**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 8. Personnel Services Action Items

Type Action

File Attachments

[IFC Professional Educator Resignations 1-25-21.pdf \(9 KB\)](#).

Subject **D. Retirement of Temporary Board Policies Due to Expiration - 535.1
Emergency Paid Sick Leave Act (EPSLA) Policy and 535.2 Expanded Family and
Medical Leave Expansion Act (EFMLEA) Policy**

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Category 8. Personnel Services Action Items

Type Action

File Attachments

[EPSLA Policy \(535.01\).pdf \(122 KB\)](#).

[EFMLEA Policy \(535.02\).pdf \(118 KB\)](#).

[IFC - FFRCA Policies Expiration.pdf \(184 KB\)](#).

Subject **E. Employee Handbook Revision - Workplace Safety and Grievance Procedure**

Meeting Jan 25, 2021 - Board of Education Meeting

Category 8. Personnel Services Action Items

Type Action

Recommended
Action Approval

File Attachments

[IFC - Handbook Revision - Workplace Safety and Grievance Procedure.pdf \(229 KB\)](#).

Motion to approve the Employee Handbook Revision - Workplace Safety and Grievance Procedure, as presented.

Motion by James Bowman, second by Barry O'Connor.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

9. Items of Information

Subject	A. Update on Hybrid Delivery Model for Grades 5-12
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Meeting	Jan 25, 2021 - Board of Education Meeting
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Category	9. Items of Information
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Type	Information
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File Attachments

[Item of Information ~ Update on Hybrid Delivery Model for Grades 5-12.pdf \(9 KB\)](#)

Subject	B. District Sponsored Temporary COVID Leave
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Meeting	Jan 25, 2021 - Board of Education Meeting
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Category	9. Items of Information
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Type	Information
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File Attachments

[IOI - District Sponsored Temporary COVID Leave.pdf \(293 KB\)](#)

10. Future Meetings

Subject	A. CANCELLED Business Services Committee Meeting: Tuesday, January 26, 2021, 7:30 AM, Remote
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Meeting	Jan 25, 2021 - Board of Education Meeting
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Category	10. Future Meetings
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Type	Information
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Subject	B. CANCELLED Personnel Services Committee Meeting: Tuesday, January 26, 2021, 9:00 AM, Remote
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Meeting	Jan 25, 2021 - Board of Education Meeting
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Category	10. Future Meetings
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Type	Information
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Subject	C. Board Work Session: Wednesday, January 27, 2020, 4:00 PM, Remote
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Meeting	Jan 25, 2021 - Board of Education Meeting
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Category 10. Future Meetings

Type Information

Subject D. CANCELLED Programs and Services Committee Meeting: Thursday, January 28, 2021, 7:45 AM, Remote

Meeting Jan 25, 2021 - Board of Education Meeting

Category 10. Future Meetings

Type Information

Subject E. Next Board Meeting: Monday, February 8, 2021, 6:00 PM, Remote

Meeting Jan 25, 2021 - Board of Education Meeting

Category 10. Future Meetings

Type Information

11. Closed Session

Subject A. Motion to go into Closed Session

Meeting Jan 25, 2021 - Board of Education Meeting

Category 11. Closed Session

Type Action

Motion & Voting

Motion to go into Closed Session, pursuant to s. 19.85(1)(c) for discussion regarding Superintendent's Compensation and Contract. (7:29 PM)

Motion by James Bowman, second by Barry O'Connor.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

Subject B. Wisconsin State Statute 19.85 (1)(c) Superintendent's Compensation and Contract

Meeting Jan 25, 2021 - Board of Education Meeting

Category 11. Closed Session

Type Discussion, Information

Subject C. Motion to Adjourn the Meeting

Meeting Jan 25, 2021 - Board of Education Meeting

Category 11. Closed Session

Type Action, Procedural

Motion & Voting

Motion to adjourn the meeting at 8:20 PM.

Motion by Kristine Sauter, second by Gary Jahnke.

Final Resolution: Motion Carried

Aye: Barry O'Connor, James Bowman, Kay Eggert, Deborah Truymen, Gary Jahnke, Kristine Sauter

ITEM FOR CONSIDERATION

TOPIC: Declination of Appointment and Consideration of Procedures to Fill School Board Vacancy

**BACKGROUND
INFORMATION:**

On January 4, 2021, a Special Meeting of the Board of Education was held for the purpose of conducting interviews and appointing an applicant to fill the remainder of the unexpired term of office for Leah Olson, who resigned from her role on the Board of Education on November 30, 2020. The appointee selected by the Board of Education has filed a written refusal to serve, leaving the vacancy unfilled.

The process being proposed was developed in consultation with legal counsel, with consideration for the procedures identified in Board Policy and Rule 133 – Filling Board Vacancies, as well as state statute requirements.

The term of the appointment shall begin when the appointee has taken and filed the Oath of Office, which must occur on or before February 22, 2021, and shall expire on April 25, 2021.

FISCAL NOTE: None.

**INSTRUCTIONAL
IMPACT:**

The appointment of a committed, qualified elector is essential to fulfilling the School Board's primary responsibility of promoting the educational achievement of students, based upon the fundamental principles and values of the vision and mission of the Appleton Area School District to achieve Success For Every Student, Every Day.

CONTACT PERSONS: Kay Eggert, 738-7517
Judy Baseman, 832-6126

Board of Education Meeting

Monday, January 25, 2021, 6:00 PM

School Board Vacancy: Proposed Process to Fill Vacancy

- Board Policy 133, Filling Board Vacancies – governs this process.
- Board Policy Rule 133, Section V - Unfilled Appointment – After 60 Days

Overview:

1. The entire Board Member Appointment process will be held in open session unless a closed session is required due to unforeseen circumstances.
2. This appointment is intended to fill the remaining unexpired term of the vacant seat from **February 2021 to April 25, 2021.**
3. Timeline:
 - a. **January 25, 2021** – Board will approve the process to be used for the next phase of the appointment process.
 - b. **February 8, 2021** – Appointment of qualified elector to fill the vacancy on the school board through term expiration.
 - c. **On or before February 22, 2021** – Board appointee will take and file the official oath, at which time he/she will officially take office as a school board member.

Proposed Process:

1. **Prior to** the meeting on February 8, 2021-
 - a. Following approval of the process, a Vacancy Notice shall be posted prominently on the District website, and will contain the following information:
 - i. The length of term for which the appointment is to be made;
 - ii. The place and manner where, and, if necessary, the official with whom qualified electors who are interested in serving as the appointee may declare their interest; and,
 - iii. The deadline by which declarations of interest must be made (**4:00 PM on Thursday, February 4, 2021**).
 - iv. Declarations of interest shall minimally contain the following:
 1. Applicant name
 2. Street address
 3. Telephone number
 4. Email address
 5. A statement that expressly indicates that the applicant wishes to be considered for the vacancy on the Board of Education
- b. The District will notify all candidates who previously filed applications for the board vacancy of the approved process and request that any candidates still wishing to be considered communicate their interest to the Office of the Superintendent for further consideration.
- c. Any new applicants who express an interest in consideration will be encouraged to file a Letter of Interest and Declaration of Eligibility.
- d. Any applicant who has expressed an interest in filling the vacancy will be invited to the Regular Meeting of the Board on Monday, February 8, 2021. An applicant must attend the meeting for consideration of appointment.

- e. All candidate packets will be distributed to board members in advance of the meeting.
- 2. **During** the meeting on February 8, 2021-
 - a. Applicants will be given three (3) minutes to make a statement in support of their nomination and possible appointment to the board prior to the nomination process. Order of statements will be determined by random selection.
 - b. Following the applicant introductory statements, the Board President will open the floor to nominations.
 - i. Nominations must be supported by at least **two** board members, with each nomination requiring a second for the candidate to be considered.
 - ii. Each board member may nominate or express his/her support (second) for the nomination of **only one elector**.
 - iii. A board member is not required to nominate/second any elector. (E.g., if the candidate he/she supports has already been nominated and received a second, he/she is not obligated to nominate or second any other candidate.)
 - c. Once the qualifying nominees have been identified, the Board President will open the floor for discussion among board members.
 - i. There is no provision in Section V to allow for the board to ask questions of the candidates. Board members will be asked to cast their vote based on information provided in the application and opening statement only. However, the presiding officer may permit a board member to ask a clarifying question to ensure an accurate understanding of a candidate's application and/or opening statement.
- 3. **Voting-**
 - a. If there is only one qualified nominee, voting will be done via a roll call vote of the Board.
 - b. If there are two or more (maximum of three) qualified nominees, Board members will be provided a Google form to be used as the official ballot where they will cast their vote for **one candidate** for appointment. Board members will write the name of their selected candidate in the space provided. Email addresses will be collected with the forms and will serve as the submitting board member's signature. The ballots will be read (including the name of the Board member that completed the ballot) with the vote tally posted on the shared screen.
 - c. A majority vote of the Board (4 Board members) will determine the appointed replacement Board member.
 - d. If there is not a majority, the Board President will again allow time for discussion among board members before the next round of voting.
 - e. This process will be repeated until either:
 - i. A candidate is declared the appointee by a majority (4 Board members) vote of the Board; or
 - ii. No candidate has received a majority vote of the Board after five (5) rounds of voting.
 - f. In the event that the Board is unable to select an appointee by majority vote after five (5) rounds of voting, the Board President shall declare a deadlock and the deadlock shall be broken by the random selection of a qualifying nominee.

FILLING BOARD VACANCIES

When a school board vacancy occurs for any reason, the Board Clerk or a designee shall directly notify all remaining Board members of the vacancy. If the Clerk is unavailable or if the vacancy is in the Board seat held by the Clerk, the Treasurer shall ensure that such notice is provided.

The vacancy shall be filled by appointment, with a qualified elector, by the remaining members of the Board in accordance with established procedures.

Any consideration of potential appointees for a vacancy shall occur at one or more properly noticed Board meetings. Such meetings shall be open to the public unless there are exceptional reasons for the Board to temporarily convene in closed session to consider specific information that would have a significant adverse effect upon a candidate's reputation. A standard majority vote shall be required in order to make such an appointment. Pursuant to state law, voting to fill a vacancy by appointment shall be conducted in open session, and secret ballots shall not be used.

If a school board vacancy has not been filled by appointment within 60 days of the date on which the vacancy first exists, the Board will implement the Board-adopted written procedures accompanying this policy that expressly address how vacancies are filled after this 60-day period.

The candidate appointed to fill a vacancy shall, upon acceptance and taking and filing the Oath of Office, be seated on the Board. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. State law determines the date on which an appointee's term of office expires.

A qualified elector selected to fill a Board vacancy shall not take office unless he/she has taken and filed the oath of office. Upon taking and filing the oath, the individual will file a campaign registration statement to the extent required by law.

The District Administrator and Board President shall ensure that each person who is appointed to fill a vacancy is provided with a basic orientation to the duties and responsibilities of serving as a school board member. State law determines the length of time that a Board member serves as an appointee following a vacancy.

Individuals filling vacancies on the School Board through appointment hold their office until a successor is elected at the regular School Board election as specified by Wisconsin Statutes.

Cross References: Filling of School Board Vacancies 133-Rule

Legal References:

Wisconsin Statutes

Section 11.0202(1)	[individuals holding a local office shall file a campaign registration statement]
Section 17.01(13)	[Board member resignations; how made]
Section 17.03	[Cause of vacancies]
Section 17.035	[Military leave vacancies]
Section 17.17(5)	[Clerk to provide notice of vacancies to school board]
Section 17.26	[Filling school board vacancies]
Section 19.01	[oath of office]
Section 59.23(2)(s)	[reporting board member information to county clerks]
Section 120.05(1)(d)	[board member residency]
Section 120.06(10)	[clerk to provide notice of appointment; timely oath required]
Section 120.12(28)	[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]
Section 120.17(1)	[clerk to provide municipalities with names and addresses of new board members]

Adoption Date: June 27, 2016

FILLING BOARD VACANCIES

Procedures

I. Vacancy Notice

- A. After ensuring that all Board members have been notified of the vacancy and that the Board has voted to direct the use of these procedures in connection with the specific vacancy, the Clerk or a designee will publish a notice of the vacancy (Exhibit 1) in the District's official newspaper stating the following:
1. the length of time for which the appointment is to be made;
 2. the place and manner in which qualified electors who are interested in serving as the appointee may declare their interest and apply; and,
 3. the deadline for filing written applications. The deadline will be a reasonable length of time to allow interested parties to apply, and shall be at least 14 calendar days after the initial date that the notice is first published].
 4. A similar notice shall be posted prominently on the District website. At the discretion of the Board President or District Administrator, further notice of the vacancy and the vacancy-filling process may be given by additional means.

II. Candidate Application

- A. Interested candidates shall submit an application to the Board, in care of the District Administrator at the District Office. The application shall consist of a letter of interest that includes at least the following information:
1. The name, residential address, and telephone number of the potential appointee.
 2. The reason(s) that the candidate wants to serve on the Board.
 3. The individual's qualifications and experience relevant to the position.
 4. Any items that the individual believes should be the School Board's top priorities in connection with improving student achievement.
 5. The individual's general views regarding role of the Board and role of the District Administrator/other administrative leaders.
 6. The candidate's availability for Board duties.
 7. Prior to the first date that the Board meets to consider the potential appointees, each potential appointee shall file a Declaration of Eligibility to Hold Office (Exhibit 2) in the care of the District Administrator at the main District Office affirming that the potential appointee meets the applicable age, citizenship, residency, and voting qualification requirements for holding office as an appointee to the vacant seat on the Board.

III. Candidate Orientation

- A. Interested active candidates who have filed an application packet and Declaration of Eligibility to Hold Office (Exhibit 2), will participate in an orientation with the District Administrator and Board President. At this meeting, the District Administrator and Board President shall jointly ensure that each person is provided with a basic orientation to the duties and responsibilities of serving as a Board member.

IV. Appointment of an Active Candidate

- A. The Board's consideration of potential appointees for a vacancy shall occur at one or more properly-noticed Board meetings. Such meetings shall be open to the public unless there are exceptional reasons for the Board to temporarily convene in closed session to consider specific information that would have a significant adverse effect upon a candidate's reputation.
 - 1. If at any point in the process the Board concludes that it would be beneficial to narrow the field of potential appointees who are under active consideration, it may do so under procedures approved by a majority vote. However, a decision to exclude one or more potential appointees from active consideration shall not prevent the Board, also by a simple majority vote, from re-including one or more such excluded individuals later in the process.
 - 2. At a meeting, the Board will permit each individual who is under active consideration for appointment to make an initial statement of introduction and interest. Following the initial statements, the Board will further interview such individuals in a question and answer format. Depending on the number of potential appointees who will be interviewed, the Board may conduct the interviews either in a panel format (rotating the order of the responses) or in an individual format (using a randomly determined order and during which those individuals who have yet to be interviewed will be asked to voluntarily step outside of the meeting room).
 - 3. Upon completion of the statements and interviews and prior to any vote that is taken to select the appointee, the Board President will call for discussion by Board members.
 - 4. A majority vote of the remaining Board members shall be required for all appointments to fill a vacancy. Pursuant to State law, voting to fill a vacancy shall be conducted in open session, and no secret ballots may be used. Voting on the candidate may be by roll call, voice vote, or signed written ballot. When making the appointment, Board members should consider each candidate's interest in and devotion to public education and willingness to give time and effort to the work.

V. Unfilled Appointment – After 60 days

- A. If a school board vacancy has not been filled by appointment within 60 days of the date on which the vacancy first exists, then at a Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the chairperson of the meeting shall call for nominations of any qualified elector who has expressed a willingness to be considered for appointment or who has submitted a letter of interest and Declaration of Eligibility to Hold Office (Exhibit 2).
- B. Electors being considered for nomination who are present at the meeting will be given the opportunity to make a brief statement in support of their nomination and possible appointment to the Board. Nominations must be supported by at least 2 or more Board members, taking into consideration that all Board members may not be present at a specific meeting. Each Board member may nominate or express his/her support for the nomination of only one elector. Once the qualifying nominees have been identified, the Board shall make a final attempt at this meeting to appoint one of the nominees to fill the vacancy by a majority vote. If after five rounds of voting the Board still has been unable to select an appointee by a majority vote, then the chairperson of the meeting shall declare a deadlock and the deadlock shall be broken by the random selection (e.g., draw names from a hat) of a qualifying nominee.

VI. Selected Appointee

- A. Upon successfully selecting an individual to fill the vacancy, the Board will establish the specific date on which the appointee will first take office. State law determines the date on which an appointee's term of office expires.
- B. After the meeting at which a qualified elector is selected to fill the vacancy, the Board Clerk or a designee shall notify the person, in writing via the Certificate of Appointment to the School Board (Exhibit 3), of his/her selection as the appointee. Under State law, this notification shall occur within eight (8) days of the selection, and the person selected to fill the vacancy will be considered to have accepted the same unless within five (5) days thereafter he/she shall have filed with the Board Clerk a written refusal to serve. If the person files a written refusal to serve, the Board will continue to attempt to fill the vacancy again using procedures above (V. Unfilled Appointment).
- C. A qualified elector selected to fill a Board vacancy shall not take office unless he/she has taken and filed the Oath of Office. The Oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. If the appointee neglects or refuses to take and file the Official Oath on or before such date and has not filed a written refusal to serve, such neglect or refusal gives rise to a new vacancy in the office.
- D. The Board Clerk or a designee will report the name and contact information of the appointed Board member to the clerk of each municipality and county having territory in the District in accordance with the requirements of State Law.

Legal References:

Section 11.0202(1)	[individuals holding a local office shall file a campaign registration statement]
Section 17.01(13)	[board member resignations; how made]
Section 17.03	[cause of vacancies]
Section 17.035	[military leave vacancies]
Section 17.17(5)	[clerk to provide notice of vacancies to school board]
Section 17.26	[filling school board vacancies]
Section 19.01	[Oath of Office]
Section 59.23(2)(s)	[Duty to provide county clerk(s) with lists of local officials]
Section 120.05(1)(d)	[Board member residency]
Section 120.06(10)	[Clerk to provide notice of appointment; timely oath required]
Section 120.12(28)	[School board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]
Section 120.17(1)	[Clerk to provide municipalities with names and addresses of new board members]

Adoption Date: June 27, 2016

Exhibit 1

APPLETON AREA SCHOOL DISTRICT

NOTICE OF SCHOOL BOARD VACANCY AND APPOINTMENT PROCESS

NOTICE IS HEREBY GIVEN to the electors of the Appleton Area School District School that there is a current vacancy on the School Board in the office formerly held by [insert name of prior incumbent]. The School Board intends to appoint an eligible individual to fill the vacancy under a term of office that shall expire on [insert the appropriate date].

Any person who is a resident and qualified elector of the Appleton Area School District and who desires to be considered for appointment to this public office must file his/her name, residential address, telephone number, and a Letter of Interest at the Office of the Superintendent located at the following address:

*Judith Baseman, Superintendent
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911*

To ensure consideration, any such filing must be received in the office prior to 4:00 p.m. on [insert the appropriate date]. The Letter of Interest shall minimally address the following:

1. The name, residential address, and telephone number of the potential appointee.
2. The reason(s) that the candidate wants to serve on the Board.
3. The individual's qualifications and experience relevant to the position.
4. Any items that the individual believes should be the School Board's top priorities in connection with improving student achievement.
5. The individual's general views regarding role of the Board and role of the Superintendent and other administrative leaders.
6. The candidate's availability for Board duties.

Inquiries regarding this Notice may be directed to Judith Baseman at 920-832-6126 or by email to kopplingerclar@asds.k12.wi.us.

Date of Notice: [DD/MM/YYYY]

Exhibit 2

APPLETON AREA SCHOOL DISTRICT

DECLARATION OF ELIGIBILITY TO HOLD OFFICE

I, _____, being duly sworn, state that
(Print the name of the person wishing to be considered for appointment)

I am willing to be considered for selection to the office of school board member, as an appointee to fill a vacancy and that I meet the applicable age, citizenship, residency, and voting qualification requirements prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for the office if I am appointed by the School Board of the Appleton Area School District.

I further state that I have not been convicted of a felony in any court within the United States for which I have not been pardoned and that I know of no reason that would otherwise make me ineligible to hold the above-identified office.

My present address, including my municipality of residence for voting purposes is:

Town of _____ OR Village of _____ OR City of _____

House or Fire Number/Street Name / Mailing Municipality and State / Zip code

(Signature of the person, named above, wishing to be considered for appointment)

STATE OF WISCONSIN

County of _____ }
(County of notarization) ss.

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Signature of Notary)

(Printed name of notary)

Notary Public

My commission expires _____ or ☐ is permanent.

NOTARY SEAL NOT REQUIRED

Exhibit 3

APPLETON AREA SCHOOL DISTRICT

CERTIFICATE OF APPOINTMENT TO THE SCHOOL BOARD

STATE OF WISCONSIN
APPLETON AREA SCHOOL DISTRICT } ss.

Pursuant to section 17.26 of the Wisconsin Statutes, I, [insert name of the school district clerk], Clerk of the Appleton Area School District certify that at a meeting held on [insert date of meeting], the remaining members of the School Board appointed [insert name of appointed person] to the office of School Board member. The appointment is for an unexpired term which shall commence [according to the board's specific appointment decision, insert either of the following: "on {specific date the board established for the appointee to take office}" or "as of the time, no later than {date established by the school board as the deadline for taking office}, that the certified appointee takes and files the official oath"]. Said unexpired term of office ends on [insert the date that the appointee's term ends].

Pursuant to section 17.26(3) of the Wisconsin Statutes, this Certificate of Appointment serves as notice of the appointment. The duly-appointed individual shall be deemed to have accepted the selection unless within five (5) days after being notified of his/her selection (and prior to taking and filing the Official Oath) such individual files with the school district clerk a written refusal to serve. The certified appointee shall not take office unless and until he/she timely takes and files the Official Oath.

IN TESTIMONY WHEREOF,

I have set my hand this ____ day of
_____, 20____.

(Clerk's Signature)

Clerk,
Appleton Area School District

ITEM FOR CONSIDERATION

Topic:	Space Availability for the 2021-22 Open Enrollment Application Period
Background Information:	Wisconsin Act 114 requires districts to determine the number of regular and special education spaces at a January Board meeting. Historically, the District has determined space availability in January for the upcoming open enrollment application period. The process of determining space for open enrollment is based on the District's Public School Open Enrollment Policy-423 and 423-Rule. Per Board Policy, space availability for open enrollment purposes is determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board.
Fiscal Note:	The estimated open enrollment aid transfer amount for a full time, full year student is \$8,125. For a full time, full year student with a disability the aid transfer amount is \$12,977.
Instructional Impact:	Students approved to attend through open enrollment become part of the Appleton Area School District community.
Administrative Recommendation:	Based on the Board Policy space availability calculation, which is consistent with Wis. State Statute 118.51 and its implementing Administrative Code regulations, it is recommended that grades K-6 at Huntley Elementary School be closed for open enrollment (no spaces available). All grades at other elementary schools are open. All grades at middle and high schools are open. In addition, based upon the same Board Policy it is recommended that all special education programs and related services are closed (no space available) with the exception of middle school intellectual disabilities and physical therapy. The determination of space availability for regular and special education is based on Board Policy, Wis. State Stats. 118.51 and its implementing Administrative Code regulations. Approve as recommended based on Board Policy.
Contact Person(s):	Polly Vanden Boogaard, Assistant Superintendent of Student Services, 997-1399 ext. 2028, vandenboogaard@aasd.k12.wi.us Greg Hartjes, Chief Financial Officer, 997-1399 ext. 2029, hartjesgreg@aasd.k12.wi.us Nan Bunnnow, Assistant Superintendent of School Services, 997-1399 ext. 2040, bunnownanette@aasd.k12.wi.us

2021-22 OPEN ENROLLMENT APPLICATION PERIOD

SPACE AVAILABILITY (Open Enrollment Policy 423)

Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board. Spaces available for nonresident open enrollment are determined for each building and programs including special education and related services. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the AASD will be determined by February 1.

Guidelines for accepting and denying open enrollment requests:

1. Closed grades K-6 (deny): Huntley Elementary
2. Applications that request consideration for only a specific school(s) and services/space not available (deny)
3. Tuition waiver, current open enrollment, and current AASD students who moved and applied for open enrollment will be permitted to continue (accept)
4. Special education programs and related services: The chart below indicates various programs and related services that are open and closed.

Special Education Programs and Related Services Space Availability

Working capacity is 95% of maximum suggested enrollment.

Open enrollment ceiling is 90% of the working capacity for ELEMENTARY and MIDDLE SCHOOL.

Open enrollment ceiling is 100% of the working capacity at the HIGH SCHOOL.

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
ECSE, I4K, ECSE Itinerant (10 max)	133	120	143	Closed
Elementary AUT (10 max)	86	77	144	Closed
Deaf and hard of hearing (12 max)	46	41	63	Closed
Vision (12 max)	32	29	30	Closed
Audiology (50 max)	38	34	45	Closed
Elementary K1, SC, SEBD (7 max/unit)	20	18	18	Closed

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
Elementary EBD (12 max)	211	190	193	Closed
Elementary ID (10 max)	76	68	68	Closed
Elementary IDS (6 max/unit)	6	5	14	Closed
Physical Therapy (30 max)	80	72	66	6 slots
Occupational Therapy (30 max)	266	240	334	Closed
Special Physical Education (30 max)	211	190	209	Closed
SL Elementary (ELEM 40 max) Middle School (MS 47 max) High School (HS 47 max) SL Itinerant (22 max)	1068 ELEM 152 MS 165 HS 123	961 ELEM 137 MS 165 HS 111	1068 139 227 150	Closed
		1,374	1,584	
Elementary LD (12 max)	340	306	307	
Middle School LD (15 max)	165	149	161	
High School LD (18 max)	325	325	352	Closed
Middle School IDS (6 max/unit)	6	5	5	Closed
Middle School ID (10 max)	29	26	15	11 slots
Middle School EBD (13 max)	79	71	80	Closed
Middle School SC, SEBD (7 max/unit)	13	12	12	Closed
Middle School AUT (10 max/unit)	29	26	43	Closed
High School SC, SEBD (10 max/unit)	19	19	34	Closed

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
High School EBD (14 max)	144	144	179	Closed
High School AUT (10 max/unit)	29	29	99	Closed
High School ID (10 max)	76	76	76	Closed
High School IDS (6 max/unit)	6	6	6	Closed
Wisconsin Connection Academy (Home-Instruction Charter School): Special education open enrollment applications will be accepted or denied based on the student's individual educational plan (IEP). If programs and services can be provided without violating state and federal regulations, particularly related to free appropriate public education (FAPE) and least restrictive environment (LRE), then applications will generally be accepted. If space, programs and services are available for those who have a preference for WCA but it is not their only open enrollment choice, the District may consider other sites.				

ITEM FOR CONSIDERATION

Topic: Physical Education 9 (0010) and Creating Physical Literacy (0015) Waiver

Background

Information: *Creating Physical Literacy* was created and Board approved on September 14, 2020 as a physical education (PE) course to meet the needs of virtual instruction and PE outcomes for all 9-12 AASD students due to the ongoing pandemic. This course was offered to all students in grades 9-12 during the 2020-21 school year as a virtual course in place of the regular PE offerings. It was communicated to Board members, District leaders, administrators, teachers, students, and parents that *Creating Physical Literacy* would not satisfy the *Physical Education 9 (PE 9)* requirement for graduation due to the District's required outcomes for aquatic, dance and adventure skills. Thus, students who need *PE 9* will be expected to take it over the course of their remaining high school career.

There are currently 1,106 ninth grade students who will need to take *PE 9* during the 2021-22 school year. In addition, there are currently 1,082 eighth grade students who, as incoming ninth graders, will also need to take *PE 9*. In collaboration with high school administrators, there is a potential for conflicts with student choices, scheduling and facility use to accommodate scheduling for a backlog of students and incoming students.

The request is for the adoption of a universal waiver to allow the course *Creating Physical Literacy* to serve as the 0.5 *PE 9* credit towards graduation for all ninth grade students who cannot take *PE 9* during the 2020-21 school year.

The waiver will not require students to take *PE 9* over the next 3 years, but if interested, students may take *PE 9* for a PE credit to satisfy the 1.5 PE graduation credits. Site administrators will encourage current 9th grade students to enroll in the *PE 9* course as a 10th, 11th, or 12th grader and will make accommodations to schedule students into *PE 9* based on student choice. While the waiver will allow *Creating Physical Literacy* to count as the 0.5 *PE 9* credit, all students will still need to complete two additional PE courses to satisfy the 1.5 PE graduation credits.

Fiscal

Note: There is no fiscal commitment for the waiver.

Instructional

Impact: This waiver provides site administrators with the flexibility to schedule students who are interested in taking *PE 9* over the next 3 years without any impact to graduation requirements and allow students the opportunity to experience the learning outcomes in *PE 9*. This waiver is only a one time exception for students who were impacted by the pandemic during the 2020-21 school year.

Administrative

Recommendation: Approve as submitted.

Contact

Persons: Mikki Duran, 997-1399 x-2190 duranmikki@aasd.k12.wi.us
Thai Xiong, 832-6157 x-2177, xionghai@aasd.k12.wi.us
Steve Harrison, 832-6157 x-2177, harrisonstepha@aasd.k12.wi.us

ITEM FOR CONSIDERATION

Topic: Updating of Board Policies: 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program

Background Information: During the 2019-20 school year, the AASD Board of Education approved revisions following the passing of Act 59 in which Youth Options and Course Options were replaced by Policy 343.45 – Start College Now-Technical College Program and 343.46 – Early College Credit Program. Since the implementation of the updates made in 2020, additional clarity to language and practices listed within the two policies are being requested at this time.

Fiscal Note: None

Instructional Impact: Proposed updates to Board policies 343.45 and 343.46 will ensure that district practices and Board policy are aligned.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Steve Harrison, Assistant Superintendent of Assessment, Curriculum and Instruction, 832-6157 x2177, harrisonstepha@aasd.k12.wi.us

START COLLEGE NOW TECHNICAL COLLEGE PROGRAM

Appleton Area School District high school students in 11th or 12th grade who meet the eligibility requirements defined in applicable State Statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a Wisconsin Technical College through the Start College Now technical college course program.

The Assistant Superintendent of Assessment, Curriculum and Instruction (ACI) or administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Start College Now technical college course program; and (2) except for refusal of permission to take a course that is based on an undue financial burden, determine whether the District will approve individual applications, and pay for specific courses based on the criteria established in State law, any applicable State regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in State law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course; and
4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

The District may refuse to allow a student with a disability to attend a technical college through the Start College Now technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the District. The determination of an undue financial burden shall be made by the Assistant Superintendent of Pupil/Student Services.

RESPONSIBILITY FOR COSTS; LIMITATIONS ON DISTRICT PAYMENTS

To the extent required by State law, the District shall pay the costs associated with students' enrollment in a technical college under this policy if the course is taken for high school credit and the course is not comparable to a course offered in the District. Limitations on the District's responsibility for payment include the following:

1. The District shall pay only such tuition, fees and course material costs as are required by law. If the District is required to pay the technical college for the cost of book(s) or similar resource(s) that is not a one-time use item(s), the student shall be required to return the resource(s) to the District upon completion of the course.

2. The District shall pay for no more than the equivalent of a combined total of 18 post-secondary semester credits per student for any courses that are taken through the Start College Now technical college course Program. Courses that the District paid for under the former Youth or Course Options Programs count toward this credit limit. However, the limitation on 18 District paid credits does not prohibit a student from (1) taking other courses through a technical college where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other high school courses offered by the District that may result in eligibility for post-secondary credit(s).
3. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the tuition, fees, and other costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Start College Now technical college course program.
4. Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy nor paying for transportation-related costs.

GOOD ACADEMIC STANDING

Solely for purposes of determining a student's eligibility to enroll in a course at a technical college under this policy, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.

COURSE COMPARABILITY

For purposes of determining whether a course that a student wishes to take through the Start College Now technical college course program is comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Start College Now technical college course program or the adoption of other specific local standards for determining course comparability, the District shall apply the standards found in [Pl 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

RECONSIDERATION AND APPEALS

A student or his/her parent or guardian may submit a written request to the District Superintendent to reconsider a District decision related to a student's participation in the Start College Now technical college course program, except for any decisions made directly by the Board. In addition, if an applicant for the program disagrees with a District decision regarding comparability of courses or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

343.45 (cont.)

Cross References: Equal Opportunity, 411
Student Nondiscrimination, 411.2
School Entrance Ages and Early Admission, 421 and
421-Rule Student Attendance, 430 and 430-Rule
Early College Credit Program 343.46 and
343.46-Rule WIAA Transfer Rules and
Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1) (b) and
(d); 118.153(a); 118.33; 118.55; 118.57
Administrative Rule PI40

Adoption Date: February 27, 2018

Amended Dates: February 24, 2020; January 25, 2021

**START COLLEGE NOW
TECHNICAL COLLEGE PROGRAM**

Procedures

A. STUDENT ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT TECHNICAL COLLEGES

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through a Wisconsin technical college under the Start College Now technical college course program must:
 - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis;
 - b. Have completed 10th grade, have all requirements met, including a minimum of 12 high school credits completed toward graduation by the end of the high school semester in which the student gives notice of his/her intent to take a technical college course;
 - c. Not be a child at risk of not graduating from high school, as defined by State law; and
 - d. Be in good academic standing within the District. For purposes of this requirement, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.
2. A technical college district board may deny a high school student admission to the technical college, or registration in a specific course, for any of the reasons provided in State law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and with the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Start College Now technical college course program.
3. A student participating in the Start College Now technical college course program may attend only one technical college in any semester.
4. A student who is participating in the Start College Now technical college course program in any semester may not simultaneously participate in the Early College Credit Program.
5. The District may refuse to allow a student with a disability to attend a technical college through the Start College Now technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the District.

343.45-RULE (cont.)

6. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the Start College Now technical college course program through the District, even if they are taking or have taken individual courses in a District high school.
7. Students attending classes at a technical college under this program shall be responsible for their own transportation, except as otherwise required by law.

B. COURSE APPLICATION PROCESS

1. Students interested in attending individual courses at a Wisconsin technical college under the Start College Now technical college course program must do all of the following to start the application process:
 - a. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more technical college courses under the Start College Now technical college course program. The student shall use the Wisconsin Technical College System (WTCS)-approved form when providing this written notice. A separate notification form must be completed and processed for each semester that a student applies to participate in the Start College Now technical college course program.
 - The initial notification form must be submitted to the student's high school counseling office prior to March 1 if the student intends to enroll at the technical college in the subsequent fall semester, and prior to October 1 if the student intends to enroll in the subsequent spring semester.
 - If the student who intends to take a technical college course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
 - Submit course descriptions and official high school transcript.
 - b. To the extent required by the applicable technical college, submit a timely and complete application directly to the technical college, under any procedures and deadlines established by the technical college.
2. As soon as such information is available, the student shall further notify the student's high school counseling office and the ACI department:
 - a. That the student has been admitted to the technical college to which the student applied;
 - b. That the student has successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.
3. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.

343.45-RULE (cont.)

4. Upon receiving a student's written notification of intent to participate in the Start College Now technical college course program, the Assistant Superintendent of ACI or administrative-level designee shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether a proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
5. The Assistant Superintendent of ACI or administrative-level designee shall notify the student, in writing, of the District's determinations regarding awarding of high school credit (including the amount of credit), course comparability, and satisfaction of high school graduation requirements. The District shall also notify the student of his/her right to appeal any negative determinations on these issues to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the technical college semester in which the student will be enrolled for the course(s).
6. Appeals of District Decisions. If an applicant for the program disagrees with a District decision regarding course comparability or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

C. SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR TECHNICAL COLLEGE COURSES

1. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.
2. Pending the development of any new State regulations applicable to the Start College Now technical college course program that address the granting of high school credit for a course taken at a technical college under this policy, or the adoption of other specific local standards for such credit determinations, the

343.45-RULE (cont.)

District shall apply the mandatory and discretionary standards for granting credit that are found in [PI 40.07\(1\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

- a. The District may deny high school credit for a technical college course if any of the following apply:
 - The District offers a course that is 80% comparable.
 - The course repeats the course content for which a student has already received a passing grade and high school credit.
 - The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for a technical college course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by District.
 - The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.
 - The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
3. In order for a student to receive high school credit for a course taken at a technical college under the Start College Now technical college course program, the student must complete the course and receive a passing grade, as determined by the technical college.
 4. To the extent required by State regulations a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the technical college course program.
 5. Start College Now technical college coursework grades will be documented on the student's official transcript; such transferred grades will be incorporated into the student's high school cumulative high school grade point average for purposes of determining honors, class rank, and scholarship eligibility.

D. COURSE COMPARABILITY

1. For purposes of determining whether a course that a student wishes to take through the Start College Now technical college course program is 80% comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Start College Now technical college course program or the adoption of other specific local standards for determining course comparability, the District shall apply the standards found in [PI 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

343.45-RULE (cont.)

2. Although a student may still elect to take a technical college course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.

Cross References: Equal Opportunity, 411

Student Nondiscrimination, 411.2

School Entrance Ages and Early Admission, 421 and

421-Rule Student Attendance, 430 and 430-Rule

Early College Credit Program 343.46 and 343.46-

Rule WIAA Transfer Rules and Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1) (b) and (d);
118.153(a); 118.33; 118.55; 118.57
Administrative Rule PI40

Start College Now / Early College Credit

Timeline/Deadlines

March 1st – for Fall Semester/Term
October 1st – for Winter/Spring Semester/Term

STEP	STUDENT	COUNSELOR	ACI DEPARTMENT
1	- Complete the following forms: Start College Now or Early College Credit Program form (found in counseling office or on AASD website) Course Request Form (internal document) Course description for <u>each</u> class requested Official High School transcript - Send all forms <u>PRIOR TO</u> deadlines (above) to assigned counselor	- Meet with student to make sure that course(s) fits within schedule and AASD does not already offer the course(s). - Fill out and sign "School Counselor" section on Course Request Form (internal document) - Run Official High School transcript - Turn in all documents for student to the ACI department in hard copy/original form.	Accept all documents from counselor on behalf of the student.
2			- Notify student of acceptance or denial in the Start College Now Program or Early College Credit Program by deadlines below: May 15 for Fall Semester/Fall Term (Lawrence) November 15 for Spring Semester/Winter and Spring Term (Lawrence)
3	- Once approval is received: - Notify Counselor of acceptance - Send Start College Now or Early College Credit Program application to college/university - Complete application and other necessary documents to apply to college/university - Reach out to ACI department to determine if district textbooks are available	Notify ACI department if any changes are made to student's originally approved course(s)	

Revised 1-2020

Adoption Date: February 26, 2018

Amended Dates: February 24, 2020

EARLY COLLEGE CREDIT

Appleton Area School District high school students who meet the eligibility requirements defined in applicable statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a University of Wisconsin two- or four-year campus, tribally controlled college, or participating private, nonprofit college/university in Wisconsin through the Early College Credit Program.

The Assistant Superintendent of Assessment, Curriculum and Instruction or administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) determining whether the District will approve individual applications and pay for specific courses based on the criteria established in State law, any applicable State regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in State law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

RESPONSIBILITY FOR COSTS; LIMITATIONS ON DISTRICT PAYMENTS

To the extent required by State law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the college/university and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under State law and District's policy. The following also apply:

1. If a student takes a course at a college/university that is 80% comparable to a course offered in the District, the District will make no payment for the course(s). Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course(s).
2. If a student takes a course at a college/university for postsecondary credit only, and the course is not 80% comparable to a course offered in the District, the student or the student's parent or guardian shall pay the District 25% of the tuition amount that the District is required to pay to the college/university, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction.

343.46 (cont.)

If applicable to a course and not waived pursuant to State law, the following provisions further govern the timing and method for making such 25% payments to the District:

- a. The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the Appleton Area School District, or a cash payment to the high school business office. If a check is returned as non-payable due to insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.
 - b. Student, parent or guardian payment of the 25% share of tuition costs, such as “unless the District’s Business Office has agreed in writing to a different plan of scheduled payments,” payment is due in full within 30 days of the date on which the District provides the student (or student’s parent or guardian) with an invoice of the specific amount due. Payment is due in full within 30 days of the date on which the District provides the student (or student’s parent or guardian) with an invoice of the specific amount due.
 - c. If the District receives any payment from the student or the student’s parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student’s actual payment obligation, the District will refund the appropriate amount to the student or his/her parent or guardian.
 - d. Any past-due payments for a share of course tuition that are owed by a student may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.
3. The District shall pay for no more than the equivalent of a combined total of 18 post-secondary semester credits per student for any courses that are taken through the Early College Credit Program (section 38.12(14) of the State Statutes). Courses that the District paid for under the former Youth Options Program and/or Course Options Program count toward this 18 credit limit. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific State programs, that may result in eligibility for postsecondary credit(s).
4. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student’s parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Early College Credit Program.
5. In order for a student to avoid a payment obligation (where applicable) for a course taken through the Early College Credit Program, it is the sole responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE’s deadline for doing so such that the college/university will not charge the District any tuition for the course.

6. Unless otherwise required by law, the District is not responsible for providing transportation to college/university courses taken under this policy or paying for transportation-related costs.

SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR COLLEGE COURSES; AND COURSE COMPARABILITY DETERMINATIONS

Pending the development of any new State regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at an college/university under this policy, the satisfaction of high school graduation requirements, and/or the determination of whether a course offered by an college/university is comparable to a course offered in the District, or the adoption of other specific local standards for making such determinations within the Early College Credit Program, the District shall apply the mandatory and discretionary standards found in [PI 40.07](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Cross References: Equal Opportunity, 411
Student Nondiscrimination, 411.2
School Entrance Ages and Early Admission, 421 Student Attendance, 430 and 430-Rule WIAA Transfer Rules and Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1)(d); 118.33; 118.55; 118.57; 120.12(17)
Administrative Rule PI40

Adoption Date: February 26, 2018

Amended Dates: February 24, 2020; January 25, 2021

EARLY COLLEGE CREDIT

Procedures

A. STUDENT ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT ELIGIBLE COLLEGES OR UNIVERSITIES

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course at a University of Wisconsin two- or four-year campus, tribally controlled college, or participating private, nonprofit college/university in Wisconsin under the Early College Credit Program college must:
 - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis;
 - b. Have completed 8th grade, have all requirements met, including a minimum of six (6) high school credits completed toward graduation by the end of each year of high school enrollment;
 - c. Not be a child at risk of not graduating from high school, as defined by State law; and
 - d. Be in good academic standing within the District. For purposes of this requirement, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.
2. A college or university may deny a high school student admission to the college/university, or registration in a specific course, for any of the reasons provided in State law, including the college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and with the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Early College Credit Program.
3. A student participating in the Early College Credit Program may attend only one college or university in any semester.
4. A student who is participating in the Early College Credit Program in any semester may not simultaneously participate in the Start College Now technical college course Program.
5. The District may refuse to allow a student with a disability to attend a college or university through the Early College Credit Program if the costs related to any special services required for the student would impose an undue financial burden on the District.
6. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the

343.46-RULE (cont.)

Early College Credit Program through the District, even if they are taking or have taken individual courses in a District high school.

7. Students attending classes at a college/university under this program shall be responsible for their own transportation, except as otherwise required by law.

B. COURSE APPLICATION PROCESS

1. Students interested in attending individual courses at an Early College Credit Program eligible college/university must do all of the following to start the application process:
 - a. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more college courses under the Early College Credit Program. A separate notification form must be completed and processed for each semester that a student applies to participate in the Early College Credit Program. The student shall use the Early College Credit Program (ECCP)-approved form when providing this written notice. A separate notification form must be completed and processed for each semester that a student applies to participate in the Early College Credit Program.
 - The initial notification form must be submitted to the student's high school counseling office prior to March 1 if the student intends to enroll at the college/university in the subsequent summer or fall semester and prior to October 1 if the student intends to enroll in the subsequent spring semester.
 - In addition to any other information required on the form, the initial notice must identify the name of the college/university the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.
 - If the student who intends to take a college/university course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
 - Submit course descriptions and official high school transcript.
 - b. To the extent required by the applicable college/university, submit a timely and complete application directly to the technical college, under any procedures and deadlines established by the technical college.
2. As soon as such information is available, the student shall further notify the student's high school counseling office and the ACI department:
 - a. That the student has been admitted to college/university to which the student applied;
 - b. That the student has been successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.

343.46-RULE (cont.)

3. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.
4. Upon receiving a student's written notification of intent to participate in the Early College Credit course program, the Assistant Superintendent of ACI or administrative-level designee shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether a proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
5. The Assistant Superintendent of ACI or administrative-level designee shall notify the student, in writing, of the District's determinations regarding awarding of high school credit (including the amount of credit), course comparability, and satisfaction of high school graduation requirements. The District shall also notify the student of his/her right to appeal any negative determinations on these issues to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for summer or fall courses, by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the college/university semester in which the student will be enrolled for the course(s).
6. Appeals of District Decisions. If an applicant for the program disagrees with a District decision regarding course comparability or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

B. SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR COLLEGE COURSES

1. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.

343.46-RULE (cont.)

2. Pending the development of any new State regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at a postsecondary institute under this policy, or the adoption of other specific local standards for such credit determinations, the District shall apply the mandatory and discretionary standards for granting credit that are found in [PI 40.07\(1\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
 - a. The District may deny high school credit for postsecondary course if any of the following apply:
 - The District offers a course that is 80% comparable.
 - The course repeats the course content for which a student has already received a passing grade and high school credit.
 - The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for an college/university course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by District.
 - The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
 - The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
3. In order for a student to receive high school credit for a course taken at an college/university under the Early College Credit Program, the student must complete the course and receive a passing grade, as determined by the college/university.
4. To the extent required by State regulations a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the Early College Credit Program.
5. Early College Credit coursework grades will be documented on the student's official transcript; such transferred grades will be incorporated into the student's high school cumulative high school grade point average for purposes of determining honors, class rank, and scholarship eligibility.

C. COURSE COMPARABILITY

1. For purposes of determining whether a course that a student wishes to take through the Early College Credit Program is 80% comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Early College Credit Program or the adoption of other specific

343.46-RULE (cont.)

local standards for determining course comparability, the District shall apply the standards found in [PI 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

2. Although a student may still elect to take an college/university course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.

Start College Now / Early College Credit

Timeline/Deadlines

March 1st – for Fall Semester/Term
October 1st – for Winter/Spring Semester/Term

STEP	STUDENT	COUNSELOR	ACI DEPARTMENT
1	- Complete the following forms: Start College Now or Early College Credit Program form (found in counseling office or on AASD website) Course Request Form (internal document) Course description for <u>each</u> class requested Official High School transcript - Send all forms <u>PRIOR TO</u> deadlines (above) to assigned counselor	- Meet with student to make sure that course(s) fits within schedule and AASD does not already offer the course(s). - Fill out and sign “School Counselor” section on Course Request Form (internal document) - Run Official High School transcript - Turn in all documents for student to the ACI department in hard copy/original form.	Accept all documents from counselor on behalf of the student.
2			- Notify student of acceptance or denial in the Start College Now Program or Early College Credit Program by deadlines below: May 15 for Fall Semester/Fall Term (Lawrence) November 15 for Spring Semester/Winter and Spring Term (Lawrence)
3	- Once approval is received: - Notify Counselor of acceptance - Send Start College Now or Early College Credit Program application to college/university - Complete application and other necessary documents to apply to college/university - Reach out to ACI department to determine if district textbooks are available	Notify ACI department if any changes are made to student’s originally approved course(s)	

Revised 1-2021 (pending Board Approval)

Adoption Date: February 26, 2018

Amended Dates: February 24, 2020

ITEM FOR CONSIDERATION

TOPIC: 2020-21 Gifts to the District

BACKGROUND INFORMATION: The attached list has been designated as Gifts/Grants to the District.

FISCAL IMPACT: Cash contributions totaling \$100,438.79; Goods/Services contributions totaling 2,550.00; total contributions in the amount of \$102,988.79.

ADMINISTRATIVE RECOMMENDATION: Acceptance of the gifts with gratitude. Letters will be sent from the Board President expressing appreciation.

CONTACT PERSON: Judy Baseman, 832-6126

BOE DATE: 01/25/2021

Appleton Area School District

Board Meeting Date: January 25, 2021

Contributor	Recipient	Use	Cash	Goods/ Services	Total
Anonymous	Huntley Elementary	School needs	\$ 5,000.00		\$ 5,000.00
Anonymous	North High School	Baseball Program	\$ 1,000.00		\$ 1,000.00
Anonymous	Franklin Elementary	Supplies for needy families during the holiday season	\$ 250.00		\$ 250.00
Anonymous	Einstein Middle	School needs	\$ 5,000.00		\$ 5,000.00
Appleton Citywide Parent Network (SPEAK Grant)	Edison Elementary	40 sets of guitar strings to maintain student guitars and a humidifier	\$ 379.99		\$ 379.99
Appleton Citywide Parent Network (SPEAK Grant)	McKinley Elementary	Books for classroom library	\$ 399.76		\$ 399.76
Appleton Citywide Parent Network (SPEAK Grant)	McKinley Elementary	Books for more diverse classroom library	\$ 401.72		\$ 401.72
Appleton Education Foundation	Jefferson Elementary	Books for Social and Emotional Bookroom	\$ 1,224.04		\$ 1,224.04
Appleton Education Foundation	Richmond Elementary	24 books for each kindergarten student as a part of a literacy gift bag (2 classrooms)	\$ 600.00		\$ 600.00
Appleton Education Foundation (Stoner Education Fund)	West High School	West Theatre MasterClass	\$ 2,000.00		\$ 2,000.00
Appleton Education Foundation (2020 Knowledge Golf Open)	Huntley Elementary	Staff Team Building	\$ 775.00		\$ 775.00
Appleton Education Foundation	Richmond Elementary	Ten Frame tiles to support special education students' understanding in place value	\$ 436.70		\$ 436.70
Appleton Education Foundation (2020 Knowledge Golf Open)	Ferber Elementary	Space to store items for disadvantaged students/families	\$2,150.00		\$2,150.00
Appleton Education Foundation (VNS Fund)	Valley New School	General educational enhancements	\$837.98		\$837.98
Appleton Education Foundation	Central Programs	General educational enhancements	\$200.00		\$200.00
Appleton Education Foundation	Valley New School	General educational enhancements	\$200.00		\$200.00
Appleton Education Foundation (2020 Knowledge Golf Open)	Johnston Elementary	Laptop cart and totes for organization	\$200.00		\$200.00
Appleton Education Foundation	McKinley Elementary	General educational enhancements	\$150.00		\$150.00
Appleton Education Foundation (NEW Apple Corps Robotics Team Fund)	East High School	Support robotics team equipment/activities	\$11,903.70		\$11,903.70
Appleton Education Foundation (Gerald E. Hoffman Memorial Fund)	West High School	Educational enhancements for the arts	\$994.05		\$994.05
Appleton Education Foundation (Hazel Pope - Franklin School Fund)	Franklin Elementary	General educational enhancements	\$3,830.20		\$3,830.20
Appleton Education Foundation (Dan Spalding Academy Endowment Fund)	Central Programs	Support for school programs	\$1,093.77		\$1,093.77
Appleton Education Foundation (AWHS Class of 1941 Fund)	West High School	General educational enhancements	\$2,531.34		\$2,531.34

Contributor	Recipient	Use	Cash	Goods/ Services	Total
Appleton Education Foundation (Appleton West High School Endowment Fund)	West High School	General educational enhancements	\$10,171.39		\$10,171.39
Appleton Education Foundation (Marilyn Spieth Outdoor Classroom and Community Garden Fund)	Einstein Middle	Support creation of outdoor classroom and garden	\$14,000.00		\$14,000.00
Appleton Education Foundation ("Reading is a Gift" Fund)	Horizons Elementary	Provide one book per student	\$1,911.82		\$1,911.82
Appleton Education Foundation (2020 Knowledge Golf Open)	Columbus Elementary	SEL intervention kit, Scholastic News, literacy enhancements	\$1,750.00		\$1,750.00
Appleton Education Foundation (Heffron Family Fund)	Columbus Elementary	Fine Motor Kits	\$278.76		\$278.76
Appleton Education Foundation (Heffron Family Fund)	AASD	Musical Sensory Play Kits	\$293.90		\$293.90
Appleton Education Foundation	Edison Elementary	Learning Through Play EC program	\$150.00		\$150.00
Appleton Education Foundation	Edison Elementary	Lowe Street Community Game	\$200.00		\$200.00
Appleton Education Foundation	Jefferson Elementary	Heidi Songs All-Access Pass and Digital Downloads	\$217.48		\$217.48
Appleton Education Foundation	Columbus Elementary	Reflex Math Fluency	\$1,634.82		\$1,634.82
Appleton Education Foundation	Richmond Elementary	Building Place Value Understanding...Virtually	\$436.70		\$436.70
Appleton Education Foundation (AEF Fund & Stoner Education Fund)	Fox River Academy	Off The Screen and Into the Outdoors	\$973.75		\$973.75
Appleton Education Foundation	Ferber Elementary	Bucket Drumming	\$98.89		\$98.89
Appleton Education Foundation (Big Ideas Fund & Donor Pass Through)	AASD	Virtual Elementary PE Supports	\$7,500.00		\$7,500.00
Appleton Education Foundation (AEF Fund & Mielke Education Fund)	Appleton Community 4K	Courageous Conversations in the 4K Classroom	\$1,714.32		\$1,714.32
Appleton Education Foundation	Einstein Middle	Small Ensembles Literature	\$300.00		\$300.00
Appleton Education Foundation (Melzer Endowment Fund)	Berry Elementary	Play Learn Grow and Explore	\$851.95		\$851.95
Appleton Education Foundation	Horizons Elementary	Mighty Mats	\$550.00		\$550.00
Appleton Education Foundation	Richmond Elementary	Amazing Animals!	\$298.00		\$298.00
Burlington Store	Fox River Academy	Books for reading groups	\$ 1,200.00		\$ 1,200.00
Community Foundation (Roy & Donita Gross Family Foundation)	Badger Elementary	Opera for the Young Program - digital resources (\$400 in 2019- 20 and \$400 in 2020-21)	\$ 800.00		\$ 800.00
Community Foundation (Chuck & Barb Merry Fund)	North High School	Theatre Program	\$ 500.00		\$ 500.00
Community Foundation (Siefert Family Fund)	Jefferson Elementary	Support for Arts program and student learning	\$ 1,500.00		\$ 1,500.00
Dairy Farmers of Wisconsin (Fuel Up To Play 60)	Badger Elementary	For food and raffle prizes for Fuel Up To Play 60 Kickoff/Fun Run; recess equipment; replenish Blessing Box food for needy families	\$ 500.00		\$ 500.00

Board Meeting Date: January 25, 2021

Contributor	Recipient	Use	Cash	Goods/ Services	Total
Dairy Farmers of Wisconsin (Fuel Up To Play 60)	Richmond Elementary	Healthy student initiatives (smoothie videos, exercise calendars, etc.)	\$ 1,500.00		\$ 1,500.00
Delta Kappa Gamma Omicron Chapter	B-5 Outreach	Take 5 To Help Me Thrive literacy bags for newborns in area hospitals	\$ 500.00		\$ 500.00
Guckenberger, Donald	East High School	Donation to Key Club to buy fleece to make Tie Blankets for area homeless shelters, hospitals, etc.	\$ 300.00		\$ 300.00
Jeske, Joeleen (on behalf of her husband and former art teacher John Jeske)	Madison Middle	Art supplies	\$ 2,500.00		\$ 2,500.00
Lynch, Ann & Brian	Houdini Elementary	Monthly incentives for students in grades 5 & 6 (gift cards)	\$ 250.00		\$ 250.00
Meijer	Badger Elementary	Gift card to purchase Thanksgiving meals for 7 needy	\$ 200.00		\$ 200.00
Miller Electric Mfg. Co.	Appleton Technical Academy	25 welding jackets and 25 pairs of welding gloves		\$ 750.00	\$ 750.00
National Resources Foundation of Wisconsin	Fox River Academy	Trail Cam Project: "Off Their Screens and Into the Outdoors"	\$ 498.76		\$ 498.76
Pathways Church	Jefferson Elem. & Fox River Academy	120 school supply-filled backpacks		\$ 1,500.00	\$ 1,500.00
Powell, Krista & Wesley	East High School	Walmart gift cards for East's Food/Clothing Pantry to help needy students	\$ 200.00		\$ 200.00
Secura Insurance	Foster Elem. Charter	Global Leadership t-shirts for nominated students	\$ 900.00		\$ 900.00
Sydow, Liz	Classroom Connections Programs	30 headphones and microphones for students to learn remotely via Chromebook		\$ 300.00	\$ 300.00
Target Field Trips Program	Horizons Elementary	Field Trip to Wisconsin Maritime Museum	\$ 700.00		\$ 700.00
Trinity Lutheran Church	Lincoln Elementary	Winter Outerwear for students in need	\$ 3,000.00		\$ 3,000.00
Zion Lutheran Church Endowment Fund	Appleton Bilingual School	Playground Project	\$ 500.00		\$ 500.00
GRAND TOTAL:			\$ 100,438.79	\$ 2,550.00	\$ 102,988.79

ITEM FOR CONSIDERATION

TOPIC: Professional Educator New Hires

BACKGROUND INFORMATION: The professional educators listed below have been recommended for contractual positions for the 2020-2021 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Salary</u>	<u>Effective Date</u>
Alisia M. Burt	Social Studies	North	100%	\$21,189	1/19/2021
Jonathan T. Ibach	Music-General	Franklin	60%	\$12,166	1/25/2021
Victor G. Montanez Cruz	Music-Choral/General	Wilson	100%	\$19,822	1/27/2021
Selena P. Xiong	English Learners	Kaleidoscope	80%	\$20,277	1/25/2021

Alisia M. Burt received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Broadfield Social Studies. Most recently, she served the District as a Substitute Teacher. Other activities or sports that she might supervise, sponsor or assist: Advising school clubs.

Jonathan T. Ibach received his Bachelor of Music degree from Lawrence University with a major in Music Education. Mr. Ibach is being hired as a “Temporary Employee” for the remainder of the 2020-2021 school year. Most recently, he completed his student teaching with the District at Horizons and Huntley Elementary Schools. Other activities or sports that he might supervise, sponsor, or assist: Ultimate Frisbee, soccer, basketball, board games, knitting, or music.

Victor G. Montanez Cruz received his Bachelor of Music degree from Lawrence University with a major in Choral/General Music Education. Mr. Montanez Cruz is being hired as a “Temporary Employee” for the remainder of the 2020-2021 school year. Most recently, he completed his student teaching with Milwaukee Public Schools.

Selena P. Xiong received her Bachelor of Science in Education degree from UW-Oshkosh with a major in English as a Second Language. Most recently, she completed her student teaching with the District at North High School. Other activities or sports that she might supervise, sponsor or assist: Yearbook Club, talent show, and various student clubs.

FISCAL NOTE: As indicated above.

ADMINISTRATIVE RECOMMENDATION: Approval.

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

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

1/25/21

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Changes

BACKGROUND INFORMATION: Contract changes for the following individuals have been recommended for the 2020-2021 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Laurie L. Brewton	W Lang-Spanish	NHS	40% to 60%	1/19/2021
Rachel Cote	English Language Arts	Classical	100% to 120%	8/25/2020
Michelle L. Ehlers	W Lang-Spanish	NHS	100% to 110%	1/19/2021
Nathan J. Hazen	Social Studies	WCA	100% to 110%	1/19/2021
Heather A. Heisler	Physical Education	McKinley	100% to 110%	1/19/2021
Jennifer S. Griffith	Music-General	McKinley	100% to 110%	1/19/2021
Paula J. Meyer	W Lang-Spanish	NHS	100% to 110%	1/19/2021
Elizabeth L. Podlasek	Math	Central	100% to 110%	1/19/2021
Krista P. Powell	At-Risk	EHS	100% to 110%	1/19/2021
Andrew T. Shadick	Social Studies	NHS	100% to 110%	1/19/2021

ADMINISTRATIVE RECOMMENDATION: Approval.

INSTRUCTIONAL IMPACT: Theses assignments will meet the needs of students.

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

1/25/21

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Resignations

BACKGROUND INFORMATION: The following Professional Educators have submitted a letter of resignation.

Jaclyn F. Kottman has been with the District for seven and one half years, most recently as a Choral and General Music Teacher at Einstein Middle School. Ms. Kottman's resignation is effective the end of the January 15, 2021 workday.

Shaundra J. Machtan has been with the District for 4 months, most recently as a School Counselor at Johnston Elementary School. Ms. Machtan's resignation is effective the end of the January 11, 2021 workday.

FISCAL NOTE: Dependent upon replacements.

ADMINISTRATIVE RECOMMENDATION: Approval.

INSTRUCTIONAL IMPACT: Qualified replacements will be procured.

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

1/25/21

**EMERGENCY PAID SICK LEAVE ACT (“EPLSA”) POLICY
(EFFECTIVE DATE APRIL 1, 2020 THROUGH DECEMBER 31, 2020)**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave for specified reasons related to COVID-19. This policy is intended to conform to and comply with, but not exceed, the requirements of the Emergency Paid Sick Leave Act (“EPSLA”). This policy is effective from April 1, 2020 through December 31, 2020.

I. Eligibility Requirements

All employees are eligible for EPSLA leave under this policy.

II. Qualifying Reasons for EPSLA Leave

EPSLA leave is available to all employees who are unable to work, including unable to telework, for one of the following reasons:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- 4) The employee is caring for an individual who is subject to an order as described above in Paragraph (1) or self-quarantine as described above in Paragraph (2).
- 5) The employee is caring for the employee’s son or daughter whose school or place of child care is closed (or the child care provider is unavailable) due to COVID-19 related reasons.
- 6) The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

III. Amount of Leave Available

Full-time employees may take up to 80 hours of EPSLA leave.

Part-time employees may take EPSLA leave for up to the number of hours the employee is normally scheduled to work, on average, over a 2-week period. For employees whose schedule varies from week-to-week to such an extent that it is not possible to determine with certainty the number of hours the employee would have worked if the employee had not taken EPSLA leave, an average number of hours will be calculated consistent with the provisions of the Act.

The District reserves the right to administer the use of EPSLA leave as permitted by the FFCRA.

EPSLA leave that is not used on or before December 31, 2020 is lost and may not be carried over to the next calendar year. EPSLA leave that is not used will not be paid out upon separation from employment for any reason.

IV. Rate of Pay

For employees Using EPSLA Leave for One of the Qualifying Reasons Set Forth in Paragraphs 1-3, Above: The EPSLA leave shall be paid at the higher of the employee's regular rate of pay or the applicable state or Federal minimum wage, except that the amount paid shall not exceed \$511 per day or \$5,110 total.

For employees Using EPSLA Leave for One of the Qualifying Reasons Set Forth in Paragraphs 4-6, Above: The EPSLA leave shall be paid at 2/3 of the higher of the employee's regular rate of pay or the applicable state or Federal minimum wage, except that the amount paid shall not exceed \$200 per day or \$2,000 total.

V. Supplementing Pay

The District will supplement the remaining 1/3 pay (so as paid in full) or up to 80 hours (2 weeks) of EPSLA not covered by the law for eligible employees using EPSLA leave because: (1) the employee is caring for an individual who is subject to a Federal, State or local quarantine or isolation order related to COVID-19 or self-quarantine due to concerns related to COVID-19; (2) the employee is caring for the employee's son or daughter whose school or place of child care is closed (or the child care provider is unavailable); or (3) the employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services. This supplemental 1/3 pay will not affect the employee's personal sick leave bank.

VI. Intermittent Leave

Eligible employees using EPSLA leave because the employee is caring for the employee's son or daughter whose school or place of child care is closed (or the child care provider is unavailable) may do so on an intermittent basis where the employee and District agree. Once an employee begins taking EPSLA leave on an intermittent leave basis, the employee must continue to take EPSLA leave each day until the employee uses the full amount of EPSLA leave or no longer qualifies for EPSLA leave on an intermittent basis (i.e., an employee will have ten (10) work days to use EPSLA leave on an intermittent basis).

VII. Required Notice

Employees shall provide notice of any leave as soon as practicable when leave is necessary.

Notice should include as much information as necessary to determine whether the requested leave is covered by the EPSLA. Employees may be required to include in the notice as much documentation as is allowed under the EPSLA and applicable regulations.

VIII. Return to Work

Once the reason for which the employee used EPSLA leave has concluded, the employee must return to work on the employee's next regularly scheduled workday.

Prior to returning to work, employees will be required to complete a Confidential Health Form, certifying that the employee does not present a risk of spreading COVID-19 in the workplace.

IX. No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or attendance.

The Appleton Area School District fully complies with the provisions of the Families First Coronavirus Response Act (FFCRA). Accordingly, any employee who has questions regarding this policy is encouraged to contact the Human Resources Department.

For specific information regarding leave available under the FFCRA please review District policies and procedures as well as the FFCRA documents on the U.S. Department of Labor website: <https://www.dol.gov/agencies/whd/pandemic>, including the related U.S.

Department of Labor poster accessible at:

https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Legal References: Families First Coronavirus Response Act – H.R.6201

Additional Statements Regarding the Scope and Application of this Policy

Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding (1) Family Medical Leave Act are temporarily supplemented to include the Emergency Paid Sick Leave Act that is noticed and convened under this policy. However, according to federal guidelines this policy is only in effect from April 1, 2020 through December 31, 2020; thereafter, this policy no longer applies.

Adoption Date: April 20, 2020

Revised: November 9, 2020

**SUPPLEMENTAL FAMILY & MEDICAL LEAVE ACT (“FMLA”) POLICY
EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (“EFMLEA”)**

(Effective dates: April 1, 2020 through December 31, 2020)

The Families First Coronavirus Response Act (FFCRA or Act) provides qualified employees with expanded family and medical leave for specified reasons related to COVID-19. This policy is intended to conform to and comply with, but not exceed, the requirements of the Family and Medical Leave Act (FMLA) and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”). The effective date of this Act is April 1, 2020 through December 31, 2020.

I. Eligibility Requirements

To be eligible for EFMLEA leave, an employee must have been employed for at least thirty (30) calendar days prior to the leave request.

II. Qualifying Reason for Leave

EFMLEA leave is available to eligible employees who are unable to work, including unable to telework, because an employee is caring for the employee’s son or daughter whose school or place of child care is closed (or the care provider is unavailable) due to COVID-19 related reasons.

III. Amount of Leave Available/Rate of Pay

An eligible employee who requests leave for a qualifying reason is entitled to a total of twelve (12) work weeks of leave in a calendar year. Such leave shall be taken, as follows:

Unpaid Leave

The first ten (10) work days of EFMLEA leave shall be unpaid leave.

Employees may elect to apply Emergency Paid Sick Leave Act (EPSLA), if qualified, leave or any accrued, but unused, vacation time, personal time, or other paid time off in order to receive pay during this period.

Paid Leave

After the initial ten (10) days of unpaid leave, employees shall be entitled to take the remaining ten (10) weeks of EFMLEA leave as paid leave.

Paid leave shall be paid at two-thirds of the higher of the employee’s regular rate of pay or the applicable state or Federal minimum wage:

- A. For the number of hours the employee would normally be scheduled to work; or
- B. For those employees whose schedules vary from week-to-week, to an extent that it cannot be determined how many hours the employee would have worked had leave not been taken:

- a. The average number of hours worked per day over the course of the six-month period ending on the date on which the employee takes leave; or
- b. If the employee has not worked during that six-month period, the average number of hours per day the employee reasonably expected to work at the time of hiring.

In no event shall such paid leave exceed \$200 per day and \$10,000 in the aggregate.

IV. Intermittent Use of Leave

Eligible employees using EFMLEA leave may do so on an intermittent basis where the employee and District agree.

V. Supplementing Pay

Eligible employees using EFMLEA leave may supplement the unpaid portion of their EFMLEA leave pay (so as to be paid in full) by utilizing accrued, but unused, vacation and sick leave (given the unique circumstances, employees may utilize such leave in one-hour increments, only for purposes of supplementing EFMLEA leave)

VI. Required Notice

Prior to using EFMLEA leave, an employee must provide a written request for such leave, along with the reason for the requested leave and the anticipated beginning date of the leave.

In cases where advance notice is not practical due to uncertainty, notice must be given as soon as is practicable.

VII. Continuation of Benefits

Group health insurance coverage will continue on the same terms, including employee premium contributions, as if the employee continued to work.

For benefits other than group health insurance benefits, the employer's policies will dictate whether such benefits must be maintained.

VIII. Accrual of Benefits

Benefits will continue to accrue while using EFMLEA leave to the same extent they do for employees using FMLA leave.

IX. Employment Restoration

Employees using EFMLEA leave will be returned to their position or an equivalent position upon return from the EFMLEA leave.

X. No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or attendance.

The Appleton Area School District fully complies with the provisions of the Families First Coronavirus Response Act (FFCRA). Accordingly, any employee who has questions regarding this policy is encouraged to contact the Human Resources Department.

For specific information regarding leave available under the FFCRA please review District policies and procedures as well as the FFCRA documents on the U.S. Department of Labor website: <https://www.dol.gov/agencies/whd/pandemic>, including the related U.S. Department of Labor poster accessible at: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Legal References: Families First Coronavirus Response Act – H.R.6201

Additional Statements Regarding the Scope and Application of this Policy

Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding (1) Family Medical Leave Act are temporarily supplemented to include the Emergency Family and Medical Leave Expansion Act that is noticed and convened under this policy. However, according to federal guidelines this policy is only in effect from April 1, 2020 through December 31, 2020; thereafter, this policy no longer applies.

ITEM FOR CONSIDERATION

Topic: Expiration of Temporary Board Policies (535.1 Emergency Paid Sick Leave Act (EPLSA) and 535.2 Supplemental Family Medical Leave Act)

Background Information: The Family First Coronavirus Response Act (FFRCA) extending emergency paid sick leave (2 weeks) and EFMLA to employees and the related AASD Board Policies 535.1 and 535.2 expired December 31, 2020.

Administrative Recommendation: Recommend to retire Temporary Board Policies 535.1 and 535.2.

Contact Person: Julie King, Chief Human Resources Officer, (920) 997-1399 ext. 2021

Board Meeting Date: January 25, 2021

ITEM FOR CONSIDERATION

TOPIC

Employee Handbook Revision – Workplace Safety and Grievance

**BACKGROUND
INFORMATION:**

The Wis. Stat. § 66.0509(1m) requires that the District has a grievance process in place for at least one of the following, terminations, employee discipline, and workplace safety. In addition, the statute requires the procedure to contain all of the following:

1. A written document specifying the process that a grievant and an employer must follow.
2. A hearing before an impartial hearing officer.
3. An appeal process in which the highest level of appeal is the governing body of the local governmental unit (School Board).

The original Grievance process and related workplace safety language was adopted in 2011 as part of the Employee Handbook. Revisions to the attached Employee Handbook sections have been made to clarify the process in alignment with Wisconsin State Statutes and ensure efficiency of the process.

FISCAL NOTE:

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

**ADMINISTRATIVE
RECOMMENDATION:**

Approval of the attached Employee Handbook revisions as submitted.

**INSTRUCTIONAL
IMPACT:**

None.

CONTACT PERSON:

Julie King, 997-1399 ext. 2042

Workplace Safety (p.14):

Workplace Safety

The Appleton Area School District is committed to providing a safe and healthy working environment. It is the responsibility of each individual to observe safe work practices and adhere to the safety rules imposed by the District (pursuant to federal and state law) at all times. Employees are directed to immediately report all potential safety concerns to his/her immediate supervisor whenever such conditions are observed. If the matter is not satisfactorily resolved through informal discussion with the immediate supervisor, an employee may refer to the Grievance Procedure as outlined in this Handbook.

SECTION 10: GRIEVANCE PROCEDURE (p.33-36):

GRIEVANCE PROCEDURE

Purpose: This Grievance Procedure is established pursuant to Wis. Stat. § 66.0509(1m). This Grievance Procedure is the exclusive internal method for resolving disputes concerning discipline, termination and workplace safety.

This Grievance Procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied.

Definitions:

- A. "Grievance" shall mean a dispute under District policies pertaining to an employee's discipline, termination of employment or a dispute concerning workplace safety. No Grievance shall be processed under this Grievance Policy unless a Grievance Form is submitted, with the following information:
1. The name and position of the Grievant;
 2. The date the incident or alleged violation occurred;
 3. A clear and concise statement of the Grievance, including the category of the Grievance (i.e., employee discipline, termination or workplace safety);
 4. The issue involved;
 5. The specific School District policy(ies) alleged to have been violated;
 6. The relief sought; and
 7. The signature of the Grievant and the date.

- B. "Days" shall mean regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee is scheduled to work. The time limits within which an action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
- C. "Grievant" is an employee of the District as defined by state statutes governing this Grievance Procedure. At the Grievant's cost and request, he/she may be represented by an individual of his/her choice, but all grievances must be filed by an aggrieved employee.
- D. "Workplace Safety" means those conditions related to physical health and safety of employees enforceable under federal or state law and addressed in Board Policy for purposes of maintaining the health and safety of employees.
- E. "Discipline" is defined to include written reprimands, any employment action that results in disciplinary suspension of employment without pay, disciplinary reduction in pay or other benefits or disciplinary demotion. "Discipline" does not include performance evaluations or reviews, plans of corrective action that do not include a reprimand or suspension, documentation of employee acts and/or omissions in an employment file, suspensions with pay, change in assignment or assignment location or non-disciplinary wage, benefit or salary adjustments.
- F. "Termination" means discharge from employment. Non-renewals and layoffs (reductions in force) are not considered terminations and are not subject to this Grievance Procedure.

Procedure:

Step 1:

Within five (5) days after the facts upon which the Grievance is based are known or should have reasonably become known, the Grievant shall contact and make arrangements to meet with his/her immediate supervisor. The Grievant shall notify the immediate supervisor that he/she is presenting a grievance. An effort must first be made to resolve the Grievance by informal discussion.

If the matter is not satisfactorily resolved through informal discussion, the employee shall present the appropriate Grievance Form to his/her immediate supervisor within ten (10) days. The immediate supervisor shall provide a written answer within ten (10) days of receipt of the appropriate Grievance Form, with a copy to the District office. If there is an ongoing investigation related to the subject matter of the Grievance, the immediate supervisor shall have until ten (10) days after completion of the investigation to respond to the Grievance.

The District's Administration reserves the right to advance a Grievance to the next step at the written request of either the employee or immediate supervisor. An employee who has been notified of termination may process the Grievance commencing at Step 3.

Step 2:

If the Grievance is not satisfactorily resolved at Step 1, the Grievance may be submitted to the Chief Human Resources Officer within five (5) days after the date on which the immediate supervisor issues his/her Step 1 response. After receipt of the appeal, the Chief Human Resources Officer, or his/her designated representative, shall meet with the Grievant in an effort to resolve the issue(s) raised by the appeal. Within ten (10) days after the meeting, the Chief Human Resources Officer, or his/her designated representative, shall issue a decision concerning the Grievance. The Chief Human Resources Officer should determine if the Grievance is timely, if the subject matter of the Grievance is within the scope of this Grievance Procedure, and whether the Grievance has otherwise been properly processed as required by the Grievance Procedure. The Chief Human Officer will also render a decision on the merits of the Grievance, if appropriate. If the Chief Human Resources Officer, or his/her designated representative, is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Step 3:

If the Grievance is not satisfactorily resolved at Step 2, the Grievance may be appealed within ten (10) days after the date on which the Chief Human Resources Officer issues the Step 2 response. The Grievant shall submit a written statement specifically describing the reason(s) for the appeal.

If the decision at Step 2 is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the Grievant to properly adhere to this Grievance Procedure, the matter shall be referred to the School Board who shall determine whether the matter should be processed further. If the School Board determines that the matter cannot be processed further, the Board's decision is final and no further proceedings shall be required under this Grievance Procedure.

If the decision at Step 2 addresses only the merits of the Grievance, the Grievance shall be referred to an Impartial Hearing Officer (IHO). The IHO shall be designated by the District Administrator. The standard fee generated by the IHO will be paid by the District.

The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas (at the request of a party) and decide if an official transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The Grievant and the District may present witnesses and each side may select one (1) representative to attend the hearing as a representative. Any representative selected by the Grievant shall be at no cost to the District.

In discipline and termination cases, unless specifically required by law, the District shall have the burden of going forward and the burden of establishing that the District's decision to discipline and/or terminate the employee was not arbitrary or capricious.

In workplace safety cases, the employee shall have the burden of going forward and the burden of establishing that the condition(s) identified by the employee constitutes a workplace safety violation (i.e., a violation of those conditions related to physical health and safety of employees enforceable under federal or state law and addressed in Board Policy for purposes of maintaining the health and safety of employees) and that corrective action is required.

The oral or written statements of students that would otherwise be hearsay shall be considered by the IHO without the direct testimony of students. The IHO may request the parties make oral arguments or submit written arguments.

The IHO shall provide the parties with a written decision within thirty (30) days of the hearing date that either sustains or denies the decision of the Chief Human Resources Officer, or his/her designated representative. The written decision must contain a statement of the pertinent facts surrounding the nature of the Grievance and the rationale for the decision.

The IHO may only consider the matter presented in the initial Grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of Board Policy that forms the basis of the Grievance. The decision will apply exclusively to the employee presenting the Grievance.

Step 4:

Either party may appeal an adverse determination at Step 3 to the School Board by filing written notice to the District office within ten (10) days of receipt of the decision of the IHO. The School Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The Board proceeding(s) will generally be held in closed session, unless an open session is directed by the Board or is otherwise required by law. The School Board shall not take testimony, accept additional evidence, entertain oral argument or otherwise conduct a hearing of any sort as to the appeal. The School Board can require written argument from the parties if the Board, in its discretion, deems it appropriate. The School Board shall review and affirm, modify, or reverse the written decision of the IHO, and may examine any records, evidence and testimony produced at the hearing before the IHO. A majority vote of those members of the School Board present shall decide the appeal within twenty (20) days following the last session scheduled for review. The School Board shall issue a final written decision that shall be binding on all parties.

Timeliness:

Failure to process a Grievance by the Grievant within the time limits, or agreed upon extensions thereof, shall constitute waiver of the Grievance and the Grievance will be considered dismissed and resolved on the basis of the District's last answer. Failure of the District to meet the time limits applicable to responding to the Grievance shall constitute a denial of the Grievance and the Grievance shall be advanced to the next step of the Grievance Procedure, effective on the day after the District's answer was due. The time limits established by this Grievance Procedure are intended to be strictly observed and enforced, may not be extended except in the extreme circumstance, and then only upon the express written consent of all parties.

Exclusive Remedy:

This Grievance Procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this Grievance Procedure shall prevent any employee from addressing concerns regarding matters not subject to the Grievance Procedure with the District's Administration and employees are encouraged to do so. Matters not subject to the Grievance Procedure that are raised by employees shall be considered by District representatives who are vested with final authority, subject to any applicable Board Policy or directive, to resolve the matter.

**GRIEVANCE FORM
DISCIPLINE/TERMINATION**

Please fill out this form completely. If you need additional space, use a separate sheet of paper.

Date/Time Received by the District: _____

Name of Grievant: _____ **Job Title:** _____

Work Phone: _____ **Home Phone:** _____

Home Mailing Address: _____

Discipline or Termination Being Grieved (Provide a description of the discipline/termination being grieved): _____

Basis For Grievance (Provide a detailed description of the reason(s) why you believe the District's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts and/or information which you believe support your contention):

Witnesses (Identify by name, telephone number and address all of the witnesses that you believe will support your claim that the District's decision to discipline or terminate you was incorrect and should be overturned, including a summary of the facts and/or information known by each witness): _____

Documents (Attach any documents which support your claim that the District's decision to discipline or terminate you was incorrect. If you do not have any documents, provide a description of the document(s), including the date of the document(s), the source of the document(s) and the content of the document(s)): _____

Remedy Requested (Describe in detail how you believe this matter should be resolved): _____

By my signature below, I certify that I have read the above information and, under the penalty of law, I declare that the information is true and correct.

Grievant: _____ **Dated:** _____

**GRIEVANCE FORM
WORKPLACE SAFETY**

Please fill out this form completely. If you need additional space, use a separate sheet of paper.

Date/Time Received by the District: _____

Name of Grievant: _____ **Job Title:** _____

Work Phone: _____ **Home Phone:** _____

Home Mailing Address: _____

Workplace Safety Issue Being Grieved (Provide a description of the workplace safety issue being grieved): _____

Basis For Grievance (Identify the specific Board Policy(ies) as well as provide a detailed description of the reason(s) that those conditions related to physical health and safety of employees enforceable under federal or state law and addressed in Board Policy for purposes of maintaining the health and safety of employees support your contention): _____

Witnesses (Identify by name, telephone number and address all of the witnesses that you believe will support your claim of a workplace safety violation, including a summary of the facts and/or information known by each witness): _____

Documents (Attach any documents which support your claim of a workplace safety violation. If you do not have any documents, provide a description of the document(s), including the date of the document(s), the source of the document(s) and the content of the document(s)): _____

Remedy Requested (Describe in detail how you believe this matter should be resolved): _____

By my signature below, I certify that I have read the above information and, under the penalty of law, I declare that the information is true and correct.

Grievant: _____ **Dated:** _____

ITEM OF INFORMATION

Topic: Update on Hybrid Delivery Model for Grades 5-12

Background

Information: During the December 14, 2020, Board of Education meeting, a plan was presented to implement a hybrid model of instruction for grades 5-12 in the AASD with a target date of January 19, 2021. Since this past summer, work groups at the elementary, middle, and high school levels have worked collaboratively to create implementation plans that integrate instructional as well as logistical considerations. Based on established guiding principles and mitigation strategies, each level has developed and refined instructional delivery models in anticipation of the January 19 implementation. An overview of the hybrid model for all three levels is being provided to the Board at this time.

Instructional

Impact: Starting January 19th, students in grades 5-12 will have the opportunity to attend in person learning in a hybrid format. Families will retain the choice of having their child(ren) receive instruction through a fully virtual learning model for the remainder of the 2020-21 school year.

Contact

Persons: Nan Bunnow, Assistant Superintendent - School Services (EC-6), 832-6301, bunnownanette@aasd.k12.wi.us

Steve Harrison, Assistant Superintendent of AC&I, 832-6157 x2177, harrisonstepha@aasd.k12.wi.us

James Huggins, Assistant Superintendent - School Services (7-8), 832-6142, hugginsjames@aasd.k12.wi.us

Ben Vogel, Assistant Superintendent - School Services (9-12), 832-6301, vogelben@aasd.k12.wi.us

ITEM OF INFORMATION

Topic: District Sponsored Temporary COVID Leave

**Background
Information:**

The Family First Coronavirus Response Act (FFRCA) extending emergency paid sick leave (2 weeks) and EFMLA to employees and the related AASD Board Policies 535.1 and 535.2 expired December 31, 2020. Given the importance of maintaining fidelity in mitigation strategies, the need to support our staff during our transition to in-person learning and the likelihood that legislation will be coming forward in the near future with regulations regarding COVID leave time, a district-sponsored benefit has been incorporated into the Return to Work Protocols as follows:

District COVID Leave Emergency Paid Sick Leave (EPSL) is up to 80 hours, or equivalent, of paid leave that does not count against an employee's personal sick leave bank. It is available to all employees who are unable to work, including unable to telework, for one of the following reasons:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee has identified they were in close contact to someone who tested positive for COVID-19.
- 3) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 4) The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- 5) The employee is caring for an individual (son or daughter) who is subject to an order as described in paragraph 1 or 2 above.

If the employee is caring for the employee's son or daughter whose school or place of child care is closed (or the child care provider is unavailable) due to COVID-19 related reasons will be permitted to use accrued personal sick leave or other paid time (i.e. vacation, personal day, etc.) for up to two weeks. Employees shall provide notice of any leave as soon as practicable when leave is necessary and documentation of the closure.

Contact Person: Julie King, Chief Human Resources Officer, (920) 997-1399 ext. 2021

Board Meeting Date: January 25, 2021