



thinkingbeyondnow

# **BUSINESS MEETING**

**February 23, 2016**

School District of Beloit  
we are tomorrow



1633 Keeler Avenue  
Beloit, Wisconsin 53511  
(608) 361-4000  
FAX (608) 361-4122

**Board of Education**

Shannon Scharmer, President  
Nora Gard, Vice President  
John Winkelmann, Treasurer  
Dennis Baskin, Clerk  
John Acomb, Member  
Lisa Anderson-Levy, Member  
Laurie Endres, Member

**Superintendent**

Dr. Tom Johnson

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.

Dr. Tom Johnson, Superintendent  
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# AGENDA – BOARD OF EDUCATION

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## ***BUSINESS MEETING***

Tuesday, February 23, 2016 - 7:00 p.m.  
Kolak Education Center • The Roosevelt Building - Board Room  
1633 Keeler Avenue  
Beloit, WI 53511

- I. CALL TO ORDER BY THE PRESIDENT
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE
- IV. ANNOUNCEMENTS/RECOGNITIONS
  - A. Announcements
  - B. Recognitions
    - 1. Recognition of BMHS Girls Track & Field Team ..... 1
    - 2. Recognition of BMHS Boys Wrestling Team ..... 2
    - 3. Recognition of Outstanding Staff..... 3
  - C. Citizens or Delegations – Areas of Interest Not Included on Agenda. **Citizens may speak on business/action items as these items are called by the Board President.**
- V. SUPERINTENDENT’S REPORTS TO THE BOARD
  - A. Equity Plan Update (D. Williams) ..... 4-13
- VI. REPORTS TO THE BOARD
  - A. Student Board Member Report
  - B. (E)Quality Committee Report
    - 1. Minutes from February 8, 2016 Meeting ..... 14-16
  - C. Committee Reports
    - 1. Finance/Transportation and Property Committee
      - a) Minutes of February 9, 2016 Meeting ..... 17
    - 2. Curriculum & Instruction
      - a) Minutes of February 9, 2016 Meeting ..... 18
    - 3. Policy & Personnel
      - a) Minutes of January 26, 2016 Special Meeting ..... 19
      - b) Minutes of February 9, 2016 Meeting ..... 20-21
- VII. CONSENT LIST

Please note that all items listed with an (\*) will be enacted by in one motion. There will be no separate discussion of the items unless a Board member or citizen so requests, in which event the items will be removed from the general order of business and considered in their normal sequence on the agenda. .... 23

## VIII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. *Special Board Meeting, January 26, 2016 .....	24-25
B. *Board Business Meeting, January 26, 2016.....	26-27
C. *Special Board Meeting, February 9, 2016.....	28-29
D. *Special Board Meeting, February 16, 2016.....	30

## IX. BUSINESS/ACTION ITEMS

A. *Approval of December Financial Summary .....	31-41
B. Budget Adjustments.....	42-45
C. 60 Fund Student Activity Groups.....	46-47
D. Educator Effectiveness Grant Award.....	49-53
E. Policy 342.3 Advanced Learner Program (formerly GT) (First Reading).....	54-55
F. Policy 455 Student Safety (First Reading).....	56-57
G. Policy 455.1 Supervision of Students (First Reading).....	58-59
H. Policy 523.1 Employee Physical Examinations (First Reading) .....	60-61
I. Policy 526 RULE 1 Guidelines Regarding Professional Educator Personnel Folders (First Reading) .....	62-63
J. Policy 535 Professional Educator Transfers (First Reading) .....	64-65
K. Policy 374 Student Fundraising Activities (Second Reading) .....	66-68
L. Policy 375 Activity Funds Management (Second Reading) .....	69-70
M. Policy 424 RULE 1 State Public School Open Enrollment (Second Reading) .....	71-76
N. Policy 432 RULE 1 New Student Placement Guidelines (Second Reading).....	77-78
O. 432 RULE 2 In-District Transfer Guidelines (Second Reading) .....	79-82
P. Personnel Recommendations	
1. Personnel Recommendations (Exhibit A) General Employment .....	83-84

## X. DISCUSSION ITEMS

- A. Items of interest for consideration at future meetings
- B. Announcement of future Board Meeting dates
  - 1. Committee Meetings: March 8 - Aldrich
    - a) Finance, Transportation & Property
    - b) Curriculum & Instruction
    - c) Policy & Personnel
  - 2. Business Meeting: March 22, 2016 - Kolak

## XI. ADJOURNMENT

Shannon Scharmer, President  
Dr. Tom Johnson, Superintendent

*You can watch this meeting live on Charter PEG channel 96 or digital channel 991. Meetings are rebroadcast throughout the month on Mondays and Wednesdays at 7:00 p.m. and everyday at 8:00 a.m. and 1:00 p.m. You can also watch the rebroadcast at your convenience on our Board of Education website:*  
<https://ws3.sdb.k12.wi.us/sites/SchoolBoard/default.aspx>.



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Recognition of BMHS Girls Track & Field Team

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** Eric Jubeck, Head Girls Track & Field Coach

**My report is for:** Information

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

To recognize outstanding student talent.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

The Girls Track & Field team currently has school record holders in the 55 / 200 / 400 / 55 hurdles / 100 hurdles / 300 hurdles / shot put / triple jump and should set records in all the sprint relays and a few other events. Coach Jubeck notes the team was a hamstring injury away from taking second at state last year, and the majority of the girls are returning this season. At the meeting, the Sectional Champions will come for recognition including Brenda Hernandez, now earning accolades in Milwaukee for her amazing running abilities. The team also included: Jayliyah Elliott, Lacy Cousins, Raevin Peek, Shynia Summerville, Grace Roegner, Eva Laun-Smith, Yolonda Johnson, Bailey Cronin, Nyla Wilson, Jazmyne Carter, Adela Diaz, and Abby Garsow.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

N/A

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** N/A



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Recognition of BMHS Boys Wrestling Team

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** Stephen Jacobson, Wrestling Coach

**My report is for:** Information

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

Recognition of outstanding student talent.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

The Beloit Memorial High School wrestling teams competed in the Big 8 conference tournaments earlier this month, with all varsity members having matched or improved their conference standings from a year ago.

These Varsity students earned the following awards in their weight classes: Linzell Burks - Champion, Gerardo Badillo - 2nd place, Edwin Chavez - 3rd place, Marquel Johnson - 3rd place, Tyler Curtis-Dupuis - 4th place, Quentin Mendez - 5th place, Sethe Schober - 5th place.

JV Results included: Gustavo Badillo - Champion, Logan Crum - Champion, Angel Zuniga - Champion, Donald Siam - 2nd place, Isaiah Roundtree - 2nd place.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Recognition of Outstanding Staff

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** School Principals

**My report is for:** Information

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

To recognize outstanding district staff.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Principals are able to choose their outstanding staff to be recognized at their designated board meeting, based on excellence in 1 or more of the following categories: Excellence in the Classroom, Bridge Builder, Ambassador, Extra-Mile, Leadership, Professional Development, Heart of the School and Teamwork. At this meeting, we will recognize: Le Tran (Robinson) and Terri Gile (Todd).

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

N/A

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** N/A



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Equity Plan Update

**Which strategy in the Strategic Plan does this support?** Strategy 2 Marketing, Strategy 3 Student Engagement, Strategy 6 Family Engagement

**Your Name and Title:** Dr. Darrell Williams, Assistant Superintendent, Administration, Operations & Equity

**Others assisting you in the presentation:**

**My report is for:** Information

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

To share updates on the district's progress on the equity plan as well as implementation of recommendations from the Ad Hoc Diversity Committee work.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See attached information.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Not applicable.

### **D. What are your conclusions?**

Not applicable.

**MOTION:** Not applicable.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** Not applicable.

**FISCAL IMPACT:** Not applicable.



Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Speaking at events (such as orientation) and written materials for the same are not always in Spanish as well as English.	Anecdotal - Personal parental experiences.	Increased Spanish translation in presentations and information materials.  1) Slides are in both English and Spanish 2) A separate event in all Spanish when necessary or needed. 3) Copies of speeches or slides available in printable form for the events.	1) Written material will be in both English and Spanish 2) Appropriate bilingual personnel will be represented at future events 3) Purchased communication devised for translation purposes (Feb. 2016)
Social Media not always bilingual.	Anecdotal - Personal parental experiences.	1) Every post will be posted in English and Spanish.	1) District media will be communicated in both English and Spanish
Student mental health issues - depression, bullying, self-esteem.	At Risk Report about Safety/Violence - Bullying/Harassment Sad or Hopeless >30%, 1 of 8 attempting suicide. Drugs/Alcohol/Gangs  ALL THE LEVELS REPORTED <sup>1</sup> ON THESE SHOULD BE RED FLAGS.	Programs such as "Project Semicolon" <sup>2</sup> or "Tell Me about Your Day Bracelets" <sup>3</sup>  Continue or expand the Mental Health Clinic. Encourage greater awareness of its services.	1) Partnerships with several agencies have been formed: Community Action (Mentoring and support) Target Schools (Merrill, Aldrich) (Begins Jan. 25)  Save our Sons (Tuesdays) Started Jan. 12, 2016 (Mentoring/Empowerment)  League of United Latin American Citizens (Adult and Student Council) Started Jan. 19, 2016. Participated in Even Start event with Latino Families (Feb. 2016)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
<p>Student acceptance and involvement can be improved.</p> <p>After School Programs for High School - Limited at this time outside of sports and clubs. We feel that the kids that are in the most need of activities to do after school do not get involved in sports and clubs. This could be due to grades, lack of self-esteem, it being looked at as "uncool", etc. But these kids may be the ones that are going home to an empty or unsafe house and need a "safe place" to be for a couple more hours.</p>	<p>Anecdotal - It was brought to our attention by the student representative that she witnessed each day, kids that would gather in the High School after school and then get shooed out.</p> <p>From At Risk Report - Percentage of students who strongly agree or agree that students have lots of chances to get involved in sports, clubs and other activities outside of class.</p> <p>2013 composite over 84% AND percentage of student s who strongly agree or agree that there are lots of chances to be part of class discussions or activities.</p> <p>2013 composite over 75% - HOWEVER, does this mean that 15 to 25% don't find a fit?</p>	<p>Expand after school programming, by partnering with businesses, organizations and reaching out to corporations and agencies to help staff it. (e.g. Boy's and Girl's club, The Castle, ABC.) All staff would still need to go through background checks and other needed training.</p>	<p>2) Expanding Community Action Mentoring at BMHS (December 2015)</p> <p>3) Implemented ACT PREP on Saturdays from 9:30 - 11:30 a.m. for African American and Latino Students (Started on Dec. 5th)</p> <p>4) Implemented the African American and Latino Tutoring Program (Started on December 7th)</p> <p>5) Implementing the Student Leadership Initiative at BMHS (Started December 7th)</p>
<p>School/Parent Communication Policy and Practice are not always in sync.</p> <p>Tracking missing assignment/failing students (different practices for each school and or each teacher.)</p>	<p>Anecdotal (E)Quality Committee minutes of 2-9-15 <i>Group 1 Goal:</i> <sup>4</sup></p>	<p>Better efforts to update Skyward</p> <p>Strive for greater and earlier teacher/parent communication, especially when assignments are not turned in or student is failing to master the work.</p>	<p>1) Will ensure Skyward is updated with timely information</p> <p>2) Will conduct professional development with schools to increase consistency in monitoring and communicating student progress</p>

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
<p>Gaps in Parent/School Relations Engagement and being supportive of our community members, particularly parents is weak.</p> <p>Parental involvement is weak in our schools and what students are expected to learn is too often NOT clear to their parents.</p> <p>When 43% Disagree or Strongly Disagree that student expectations are clear, this should be a RED FLAG about how we are doing in involving parents in schooling our children, and is at least somewhat AT ODDS with reported communication with parents.</p> <p>School Images can be improved in our community.</p>	<p>(E)Quality Committee minutes of 2-9-15 <i>Group 1 Goal:</i> <sup>4</sup> lists many areas to address and from the All Staff Survey parent involvement is strong in this school. Question #31 26% Agree or Strongly Agree vs. 43% Disagree or Strongly Disagree<sup>5</sup> and</p> <p>I communicate with parents often about their child's progress #30 over 80% Agree or Strongly Agree. <sup>6</sup> and what students are expected to learn is clear to their parents #32 43% Disagree or Strongly Disagree. <sup>7</sup></p> <p>I believe that this school has a good image in the community. <sup>8</sup> With 20% neutral and 23% disagree or strongly disagree there is an image problem - what is this based on?</p>	<p>Teacher Home Visits <sup>10,11</sup> and/or Liaisons/Navigators to make visits with parents (and help them navigate the school system) and gather information and share it with teachers</p>	<p>1) Conducted two community meetings to communicate district initiatives 2) The Equity Coordinator conducts monthly sessions with parents on a variety of educational topics. These efforts will be ongoing.</p> <p>Oct 15 (Planning) Nov 15 (Communicating with district personnel) Dec 15 (LULAC Meeting) Jan 16 (Truancy)</p> <p>3) Will discuss ongoing progress of district goals and initiative at Henderson Church (December 12th)</p> <p>4) Will meet with the NAACP to discuss educational issues and concerns (December 15th)</p> <p>Parent Walks - Started Jan. 11-22, 2016</p> <p>Parent Walks Scheduled (Feb 16-26, 2016) Parent Day (March 12, 2016)</p>

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Gaps in Student/School Relations Perceptions by STUDENTS that teachers care about them and that STUDENTS have a VOICE or SAY in ACTIVITIES AND RULES is too low.	Percentage of students who strongly agree or agree that their teachers really care about them and give them a lot of encouragement. 2013 composite below 50% - At Risk Report <sup>1</sup>	Teacher Home Visits <sup>10,11</sup> and/or Liaisons/Navigators to make visits with parents (and help them navigate the school system) and gather information and share it with teachers	Implementing through the Minority Excellence Organization: --Student Leadership Initiative --Save Our Sons (Mentoring/Empowerment) --League of United Latin American Citizens (Adult and Student Council)  A Day Without Latinos (Feb. 18, 2016) led by student LULAC Council.  MEO led Flood Flint with Freshwater (Feb 9-19, 2016) LD Logistics
Perceptions by TEACHERS/STAFF that STUDENTS respect them is too low.	Percentage of students who strongly agree or agree that students have lots of changes to help decide things like class activities and rules. 2013 composite below 50% - At Risk Report <sup>1</sup>		Implementing: --Save Our Sons (Mentoring/Empowerment) --League of United Latin American Citizens (Adult and Student Council)  *Ongoing professional development on Equity and Culturally Relevant Teaching Practices in the classrooms  Dr. Adolf Brown facilitated PD (Feb 12, 2016)
Home School Liaison Hackett Grant	P5 Documentation, Hackett Liaison, Attendance Reports, Skyward Access Numbers and Data	Hire Home School Liaisons to address truancy, ensure frequent contact for parents who do not or cannot access Skyward, improve connections between home and school	1) Exploring alternate truancy plan in progress (Policy recommendations for review by Jan. 16)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Skyward training for parents done at some schools for Open House	Number of access by parents in Skyward	Train parents at workshop, conference nights, PTA, summer orientation	1) (E)Quality Committee is addressing such issues 2) Will ensure Skyward Training at all schools during Open House/Parent Conferences
Internet access needed for Skyward and homework		Develop list of internet access centers Example: Library, McDonald's, Boys and Girls Club, Merrill Center, churches	Implementing
No District wide or school wide homework policy	Board homework policy  Administrators at each level/school	Each school should develop consistent homework policy - school wide or by grade level Use homework hotlines, school websites, homework agendas	Implementing
Report Cards Elementary - given to student and parents return signed envelope  Intermediate - mailed  High School - Skyward	Administrators/Skyward	Intermediate parents should return a slip indicating they have seen the report card  Home School Liaisons/Teachers/Counselors to contact those not returned Fan out phone calls to parents to let them know when report cards are available	1) A call will be made to parents to announce the arrival of report cards.
After school programs more focused at Elementary schools  Knights table for athletes	School site plans	Tutoring programs and after school tutoring and study groups/hall - especially for math and language arts	1) Beloit College Students 2) Implemented African American/Latino Tutoring Program
Summer school focused only on academics not attracting students who need it most	Summer school reports	Allow student to take one fun course and one academic course in an area recommended by his/her teacher	1) In progress (Update in April, 2016 by Dr. Bonds)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Mentor Programs --Lunch and Learn --Lunch Buddies --One on One --ABC Supply tutors/ Merrill School	Students have a role model	Community organized volunteers/adopt a school Organizations --Black Male Role Model Group --BAREA --Companies --Churches --Beloit College --UW Whitewater (i.e. fraternities, sororities, etc.)	1) Partnerships with several agencies have been formed: --Community Action (Mentoring) --Save Our Sons (Mentoring/ Empowerment --League of United Latin American Citizens (Adult and Student Council)
PTA, PTSO, Home and School, Minority Parent Organization	Parent involvement directly correlates to student achievement	Encourage schools/community to reinvigorate these groups	Existing programs but need more involvement (Jan. 2016) Discussion of formal PTO, etc. (Feb 18, 2016)
Porter Scholar Program	Apply as Juniors through counselors	Better recruitment effort through counselors, social media and websites	1) Ongoing at BMHS
Transition from 5th to 6th Middle School Counselors and Students visited 5th graders, 5th grade visit to Middle Schools summer/school orientation	Students develop confidence and level of comfort	5th grade parents and student orientation day at their location - no need for transportation due to new grade configuration Offer summer school transition class, same could be done for 8th grade transitioning to BMHS	Implementing
Parent individual or school level surveys  P-5 requirement, site teams	Survey results and actions taken to resolve issues  Comparison to previous years	Required for each site to be given beginning of 2nd semester so results can be analyzed and acted on before the next school year	Implementing
Text adoption by staff and approved by Board	Not always culturally relevant to all	Look at images used, topics, inclusion of all cultures, races, ethnicities & genders	1) Will review the process
Parents unaware of curriculum goals & standards for each grade	State standards first introduced well and communicated, on some report cards	Each grade or area should give out benchmarks/goals	Printed documents will be given to parents by Dr. Bonds (April, 2016)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
School websites	Often out of date, newsletters posted, not used for continuous communication	Staff directory should be included, monthly calendar, code of conduct summary sheet, staff email and school phone numbers listed	1) Conducted meeting with webmasters (Nov 13, 15) In process of updating at each school site (Dec 9)
Implementation of the Code of Conduct & Zero Tolerance  Police Intervention	Disproportionate # of minority students are affected by Zero Tolerance Policies. 2014-2015 school yr. 69 students were expelled up from 58 in previous yr. Johnson as stating, "There is a wide body of research that has discounted zero tolerance for a litany of disciplinary infractions as not effective. In addition, zero tolerance has been shown to cause racial disproportionality, negative educational outcomes, elevated dropouts and increasing rates of suspensions and expulsions."	Complete review of code of conduct. Reexamination of zero tolerance policy. Reduce need for police intervention. Explore wrap around services to be restructured in school suspensions. These include conflict mediation (peer & staff) training, restorative justice (with parent, student and referring school personnel), youth court, parenting courses, out of school behavioral services or any other interventions to address the problem. Recognize those whoa re displaying good behavior ex: PBIS recognitions. Hearing officer should be included in cultural competency training.	1) Code of Conduct policy is under review. Some revisions of the policy have been approved for the 2015-2016 school year. 2) Expulsion Policy is under review and recommendation will be forthcoming (In Process) Expulsions (9) February 16, 2016
Truancy Letters sent to parents, Fines, Truant Officer contacts	Attendance data 2014-2015 (up to end of December 2014) Hispanic and African American students are 27.5% of moderate or severe chronic absences.	Be sure calls are made to home if not notified by parent. Truancy letters should be sent in a timely manner. Truancy officer(s) should be used at all grade levels. Create a task force of district officials and community members to address chronic attendance problems. Explore options other than fines for truancy. Re-evaluate staffing needs for truant officer at elementary & intermediate levels.	1) In progress. A draft will be submitted for board review DEC 2015. (Submitted Dec 8, 2015 for Board review and approval)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Scholarship Banquets Honor Rolls	Athletes receive a lot of recognition. Elementary students and intermediate students receive less public recognition.	Academic accomplishments need to be more widely recognized at all grade levels. Use newspapers, websites and newsletters.	Three high performing African American students will be featured in the Beloit Daily News on December 16th. McNeel (Mrs. Vaughn) (MMABSE Teacher of the Year) (May 7, 2016)
Counselors at all levels  Social Workers at all levels	Caseloads are too high.	Increase staff at all levels to decrease caseload and improve level of service. Determine a specific # of counselor contacts/students each at the high school.	African American Social Worker hired for BLA (Nov/Dec 15)
Mid quarter progress reports have been sent home by some schools and individual teachers.	Administrators, individual teachers, school site plans	Mid quarter reports need to be sent out to students who are failing, not meeting proficiency standards or have multiple missing assignments. Provide signature slip so parents can confirm receipt.	Ongoing report are now being communicated to include "F" reports to students and parents (Feb, 2016)
Low % of minority professional educators	Children relate more easily to those they can identify with.	Increase efforts to hire more minority teachers. Use inservice/retired minority teachers to recruit.	1) started recruitment of teachers at HBCU, etc. Revised Equity, Recruitment and Retention Plan (in progress Feb, 2016) 2) Beloit Recruitment Fair (Jan 11, 2016) 96 Professionals Attended Grow Your Own Jazz Event (April 8, 2016) Recruitment Begins (ongoing)
Career Center staff hired	No apparent start up	Expedite a startup. Enabling students to see a reason for education and career path for a promising future.	CTE/Hillas at BMHS YMCA Teen Achievers Program (Feb 2016)
CESA Parent advocate	No formal advocate program or referral to CESA advocate	Connect with CESA or other agencies for parent advocacy training for volunteers	Implementing



Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
<p>Elementary Conferences Scheduled</p> <p>6-8 unscheduled - go from room to room at McNeel &amp; Cunningham</p> <p>BMHS Unscheduled - All educators located in gym</p>	<p>Anecdotal from parents</p> <p>The conference process for 6-8 is time consuming and frustrating at some intermediate sites. Many times parents are not able to conference with all of their children's teachers in the time allotted, especially when they have more than one child.</p>	<p>If 6-8 teachers were all located in one area like the high school, Aldrich and Fruzen, parents would be able to see which teachers are available and it would cut out the unnecessary travel time back and forth to classes to check availability. This would increase parent teacher contacts.</p>	<p>Communicated with principals about this issue (Jan. 21, 2016)</p>
<p>Roy Chapman Andrews and Beloit Learning Academy often unable to attend or unaware of events at BMHS</p>	<p>Site Calendars</p> <p>Parent/Board member from sites</p> <p>Event Registration and attendance list.</p>	<p>BMHS, Beloit Learning Academy and Roy Chapman Andrews Academy administrators need to coordinate their calendars so there are no conflicting events to allow students to be involved in fairs and other BMHS activities. Parents at RCAA/BLA need to be made aware that their children can participate in these activities.</p>	<p>Communication enhanced and participation in recent events have occurred and should continue in the future at BMHS (Dec 8th)</p>

#### **Recommendation #1:**

The Beloit Board of Education must articulate a broad vision that converts a district-wide commitment to diversity into a concrete achievable plan to recruit and retain a diverse body of high quality faculty and administrators. This must then be integrated with the district's larger strategic plans while also reflecting the diversity of the student body. Further, the board must affirm its commitment and intent to assess successes in order to ensure that the district reaches and maintains the visionary goal it sets. The goals, assessment criteria, and progress toward goals must be shared with community members through board meetings at regular intervals.

#### **Recommendations #2:**

The Beloit Board of Education and the district administration must articulate the importance of producing and maintaining an organizational climate that is inclusive, respectful, and effective in allowing employees to work to their highest potential. This goes hand-in-hand with acknowledging the importance of a diverse workforce. In order to establish baseline and other data sets about climate, it is crucial that periodic (at least annual) climate and exit surveys be administered to ALL employees. These data must then be used to both assess and improve the climate on an ongoing basis.



# NOTICE OF MEETING

## SCHOOL DISTRICT OF BELOIT (E)Quality Committee

**Date:** Monday, February 8, 2016

**Time:** 4:00 p.m.

**Location:** KOLAK EDUCATION CENTER – Room 210  
The Roosevelt Building  
1633 Keeler Avenue  
Beloit, WI 53511

### Minutes

Call to Order 4:07 pm

Review of previous minutes

- Moved - Syretha Washington
- Seconded - Lisa Anderson-Levy

Icebreaker

- Unconscious mind: can't do it without Doc there :)
- Empowerment Cards - the work we do, and the work our students do is very difficult.
  - *if it brings peace to yourself and others, it is the right thing to do.... now!*

### Updates

YMCA Teen Achievers Program

- Tasha as spearhead - formerly black achievers program. First time set up within YMCA - group ready to begin. Exposure to college and career opportunities. All students who participate will receive a free Y membership (self & family!) - wear the shirt = do the work! Students were identified - juniors and seniors - look to expand to Intermediate level next year.

Translation Services

- Ad Hoc committee brought concerns of access via translation services for Latino / Spanish speaking families. Bought headphone sets for one person to be at meetings and translate in live time to those who need. Can be used for BOE meetings, other venues - goal to have the headphones and an interpreter at all meetings. (More efficient time-wise to use headphones/interpreter vs. having an interpreter presenting at meetings.) Rosamaria Laursen handling the staffing part - who will be available at meetings, etc. - in-district FTE for interpreting, but also can rely on bilingual SDB staff.

~~Expulsion policy~~

- *will discuss at another time*

Equity Recruitment/Retention Program

- Plan will be coming to the board for approval soon. Some pieces:
  - Diversity goals - diversify district employees

- Visit HBCU, HLCU
- Look at in-house and Beloit/local talent
- Last month's event brought 96 people in
- Looking for people in our classrooms to be connecting with kids!
- Goal - shouldn't all students during their K4 - 12 experience and have multiple teachers who look like them? Goal is not to hire minority only, but to expand the diversity of staff.

#### Parent Workshop

- SUPER SATURDAY! March 12 at Boys and Girls Club - 9 am - 1 pm
- Target audience - upper intermediate parents - transitioning into high school
- Topics based on the survey we did last spring in (E)Quality
- Raffles, giveaways, dentist, doctor, masseuse, many services for students and parents!
- Flyers will be coming out soon

#### GYO Jazz Event

- Friday, April 8 -- Eclipse Center -- 6 - 10 pm
- 3 of the 4 top HS Jazz Bands in the state -- BMHS, Lake Geneva Badger and Milwaukee School of the Arts will perform (did not hear back from Sun Prairie)
- Goal is to raise \$25,000 for our Grow Your Own scholarship program
- Also targeting SDB staff to do payroll deductions toward the fund
- We will need volunteers for the event & support to attend, organize, and promote the event

#### Black History Programs

- Indi - Converse: Feb. 22 Norwegian Dancers coming; March 4 Dr. Taju? Drummer/Storyteller; March 8 Storyteller
- Nicole - Merrill: Feb. 26 - 8-11 am Read Your Heart Out & Black History Celebration - looking for readers (Nicole has the form & you'll get lunch!)
- Michelle - BMHS: Feb. 10 BMHS going to Hackett for Read Your Heart Out - This Friday Soul Food Luncheon; Feb. 26 Assembly & Heritage Week; Feb. 27 - Afternoon is Father Daughter Dance, and Nubian Knight Ball 6-10 pm Beloit College Science Center; F3 Water Initiative - helping Flint - asking for donations of one case of water - bring a case to game Thurs/Sat get into game free. (all water by Saturday night - to be picked up Monday)

#### Exchange Family Resource Center- LaShima Grosskopf

- *LaShima will come back another time to present :)*

#### Announcements

- 8 pm tomorrow - on Independent Lens - documentary on the origin of the Black Panthers
- Feb. 24 - SDB Beloit Branch of NAACP and Community action sponsoring 6pm Screening - In My Father's House - life for boys without a dad (70% of male suicides are committed by boys with no male in the home) @ Community Action
- Thurs 6pm NAACP meeting at Merrill Community Center
- Feb. 27 - 7pm - Lip Sync Battle at Pontiac Convention Center - fundraiser for 16:49 -- cost \$16.49 pp
- Keeping teaching and learning in front of the paper
- Curriculum committee meetings - promote literacy! Performance is not where it should be, but through a concerted effort between SDB and community, we will turn it around
- April 20 5:30 - 7 @ St. Johns in gym - Y2Y Alcohol Town Hall meeting - panel -
- April 30 - LSPC - Dia del los Ninos @ Brother Dutton (there will be booths available)
- Knight of Jazz Spaghetti Dinner tonight at HS from 5-8
- Feb. 22 from 6-7 pm Parent Workshop Love and Logic
- Feb. 11 - 6:30 - 7:30 pm Beloit Public Library - live performance from an actress performing Harriet Tubman
- Saturday - 9 - 4 Etiquette workshop at Emanuel Baptist Church S

Adjournment 5:09 pm

- Moved - SW
- Adjourned - AL

Next Meeting: Monday, March 14 - 4:00 pm

**FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE**  
**SCHOOL DISTRICT OF BELOIT**  
**February 9, 2016**

**1. CALL TO ORDER**

The meeting was called to order by Chair, John Winkelmann at 8:10 p.m. in the IMC/Library at Cunningham Intermediate School.

Members present: Laurie Endres and John Winkelmann. Member absent: Dennis Baskin.  
Others present: Janelle Marotz, Anthony Bonds, Todd Cabelka, Emily Pelz and Darrell Williams.

**2. APPROVAL OF THE AGENDA**

Endres moved approval of the agenda. Seconded by Winkelmann motion carried.

**3. APPROVAL OF JANUARY MINUTES**

Endres moved approval of the minutes. Seconded by Winkelmann, motion carried.

**4. REVIEW OF JANUARY PO'S BETWEEN \$15,000-\$25,000**

Members reviewed the purchase orders in January between \$15,000-\$25,000.

**5. BUDGET ADJUSTMENTS**

Endres moved to recommend to the full Board of Education approval of the budget adjustments as listed in the February 5 board packet. Seconded by Winkelmann, motion carried.

**6. 60 FUND STUDENT ACTIVITY GROUPS**

Endres moved to recommend to the full Board of Education approval of the student activity groups for the 2015-16 school year as presented in the February 5 board packet. Seconded by Winkelmann, motion carried.

**7. WAIVER OF RENTAL FEES – LEAGUE OF WOMEN VOTERS OF BELOIT**

Endres moved approval of the request by the League of Women Voters of Beloit to waive the rental fees of Kolak on March 24, 2016. Seconded by Winkelmann, motion carried.

**8. WAIVER OF RENTAL FEES – SIDEKICKS SOFTBALL**

Endres moved approval of the request by Sidekicks Softball to waive the rental fees of Gaston on Sundays. Seconded by Winkelmann, motion carried.

**9. FUTURE ITEMS FOR DISCUSSION**

No items were requested.

**10. ADJOURNMENT**

The meeting was adjourned at 8:12 p.m.

**School District of Beloit**  
**CURRICULUM AND INSTRUCTION COMMITTEE MEETING**

**Tuesday, February 9, 2016**  
**Kolak Education Center—Room 210**

**MINUTES**

**1. Call to Order**

The Curriculum and Instruction Committee Meeting was called to order by John Acomb at 4:01 p.m.

Committee members present: John Acomb, Nora Gard, and Lisa Anderson-Levy (at 4:05 p.m.)

Also present: Anthony Bonds, Laurie Endres, Karin Lange, Janelle Marotz, Angie Montpas, Dr. Darrell Williams, Carole Campbell, and LaKimberly Jefferson

**2. Approval of Agenda**

*Gard moved to approve the agenda. Acomb seconded the motion. Motion carried 2-0.*

**3. Approval of January 2016 Minutes**

*Gard moved to approve the agenda. Acomb seconded the motion. Motion carried 2-0.*

**4. Monthly Fund Development Report**

Janelle Marotz updated the Committee on grants that have been submitted and awarded.

*For information.*

**5. Educator Effectiveness Grant Award**

Anthony Bonds presented the \$50,000 grant award from DPI to cover items such as software for evaluations and training for principals.

*Gard moved to recommend approval to the full Board of Education. Anderson-Levy seconded the motion. Motion carried 3-0.*

**6. Advanced Placement Course Update**

Carole Campbell, Anthony Bonds, and LaKimberly Jefferson presented the status of current advanced placement classes, enrolled, and dropped students, and Equal Opportunity Schools grant.

*For information.*

**7. Prioritize Future Agenda Items**

Discussion was had to prioritize future agenda items for clarity going forward. There was a suggestion for a community input session. Schedule going forward will be provided.

**8. Future Agenda Items:**

- Special Education Updates (EC/Elem/Secondary) (March or April)
- Truancy at 4K-3 (March or April)
- Summer School Reshaping (April)
- Technology & Innovation Plan (April or May)
- ELT's into Parent Communication (to be determined)
- BLA Work Study Program update (to be determined)
- BMHS Student Scheduling (to be determined)
- Report Cards and Grading (to be determined)
- Expanding Grant Opportunities Beyond DPI (to be determined)
- Monthly Fund Development Reports (ongoing as needed)
- Data Reports (ongoing as needed)

**9. Adjournment**

The meeting was adjourned at 5:07 p.m.

*Respectfully Submitted by Karin Lange*

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT**

**January 26, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard at 5:00 p.m. at the Kolak Education Center, Room 106.

Members present: Dennis Baskin, Nora Gard and John Winkelmann(5:03). Others present: Anthony Bonds, Todd Cabelka, Janelle Marotz(5:05), Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Baskin moved approval of the agenda. Seconded by Gard. Motion carried.

**3. INCREASE IN FTE FOR ENGLISH LANGUAGE LEARNERS  
COACHING/TEACHING POSITION**

Bonds presented the request to increase staffing for ELL programming by .3 FTE. The additional FTE will be paid for out of Title III funding designated for ELL programming. The additional staffing is needed to improve the current programming including the expansion of dual language instruction to the intermediate schools and coaching support for the current bilingual staff. Members asked questions about funding, retention of students in the program, future expansion of programming, recruiting educators, etc.

Baskin moved to recommend to the full Board of Education approval of increasing staffing for the English Language Learners programming by .3 FTE to the full Board of Education. Seconded by Gard. Motion carried.

**4. PERSONNEL RECOMMENDATIONS**

Cabelka reviewed the revised personnel recommendations – Exhibit A. Baskin moved to recommend the revised personnel recommendations – Exhibit A to the full Board of Education for approval. Seconded by Winkelmann. Motion carried.

**5. FUTURE ITEMS FOR DISCUSSION**

Baskin indicated that he would like to discuss career fair success, next career fair, etc.

**6. ADJOURNMENT**

Meeting adjourned at 5:10 p.m.

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT**

**February 9, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 8:14 p.m. at the Kolak Education Center, Room 106.

Members present: Nora Gard and John Winkelmann. Member absent: Dennis Baskin. Others present: John Acomb, Lisa Anderson-Levy, Laurie Endres, Shannon Scharmer, Anthony Bonds, Todd Cabelka, Janelle Marotz, Emily Pelz, and Darrell Williams.

**2. APPROVAL OF THE AGENDA**

Winkelmann moved approval of the agenda. Seconded by Gard. Motion carried.

**3. APPROVAL OF JANUARY COMMITTEE MINUTES**

Winkelmann moved approval of the January 12 and January 26, 2016 committee minutes. Seconded by Gard. Motion carried.

**4. POLICIES FOR FIRST READING**

Bonds presented the revisions to the advanced learner policy. Members discussed gifted, talented language versus advanced learner language and offered language recommendations. Winkelmann moved to recommend the revisions and layover of Policy 342.3 The School District of Beloit Advanced Learner Program to the full Board of Education for first reading. Seconded by Gard. Motion carried.

Marotz along with Williams presented the revisions to the student safety policy. Members offered language revisions. Winkelmann moved to recommend the revisions and layover of Policy 455 Student Safety to the full Board of Education for first reading. Seconded by Gard. Motion carried.

Marotz, along with Williams, presented the revisions for the supervision of students policy. Members suggested revisions to the language. Winkelmann moved to recommend the revisions and layover of Policy 455.1 Supervision of Students to the full Board of Education for first reading. Seconded by Gard. Motion carried.

Cabelka presented the revisions for employee physical examinations policy. Winkelmann moved to recommend the revisions and layover of Policy 523.1 Employee Physical Examinations to the full Board of Education for first reading. Seconded by Gard. Motion carried.

Cabelka explained the reason for deleting the policy for professional educator personnel folders. Winkelmann moved to recommend the deletion and layover of Policy 526 RULE 1 Guidelines Regarding Professional Educator Personnel Folders to the full Board of Education for first reading. Seconded by Gard. Motion carried.



Cabelka presented the revisions for the professional educator transfers policy. Winkelmann moved to recommend the revisions and layover of Policy 535 Professional Educator Transfers to the full Board of Education for first reading. Seconded by Gard. Motion carried.

## **5. POLICIES FOR SECOND READING**

Winkelmann moved to recommend the revisions of Policy 374 Student Fund Raising Activities to the full Board of Education for final reading. Seconded by Gard. Motion carried.

Winkelmann moved to recommend the revisions of Policy 375 Activity Funds Management to the full Board of Education for final reading. Seconded by Gard. Motion carried.

Winkelmann moved to recommend the revisions of Policy 424 RULE 1 State Public School Open Enrollment to the full Board of Education for final reading. Seconded by Gard. Motion carried.

Winkelmann moved to recommend the revisions of Policy 432 RULE 1 New Student Placement Guidelines to the full Board of Education for final reading. Seconded by Gard. Motion carried.

Winkelmann moved to recommend the revisions of Policy 432 RULE 2 In-District Transfer Guidelines to the full Board of Education for final reading. Seconded by Gard. Motion carried.

## **6. PERSONNEL RECOMMENDATIONS**

Cabelka reviewed the personnel recommendations for consideration. Winkelmann moved to recommend to the full Board of Education approval of the Personnel Actions, Exhibit A. Seconded by Gard. Motion carried.

## **7. LABOR LIAISON UPDATES**

Cabelka indicated that the CPI is still 0.12 and its predicted to go lower.

## **8. LEGISLATIVE UPDATE**

Acomb updated members on several items including WIAA bill regarding open records requests, restrooms for transgender persons, voucher schools are up from the previous year, however no new ones in Rock County.

## **9. FUTURE ITEMS FOR DISCUSSION**

Future items requested included MTEC and how it would fit into our hiring practices and policies.

## **10. ADJOURNMENT**

Meeting adjourned at 9:04 p.m.





## School District of Beloit Board of Education Report

### I. BASIC INFORMATION

**Topic or Concern:** Consent List

**Your Name and Title:** Shannon Scharmer, President, Board of Education

**Others assisting you in the presentation:**

**My report is for:** Action

### II. TOPICAL INFORMATION

#### A. What is the purpose of presenting this to the Board of Education?

To facilitate Board action.

#### B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Consent List items are noted with an asterisk (\*). Statement of action requested is included in the normal sequence in the agenda packet.

#### C. If you are seeking Board of Education action, what is the rationale for your recommendation?

All items listed with an asterisk (\*) will be enacted by one motion. There will be no separate discussion of the items unless a Board member or citizen so requests, in which event the items will be removed from the General Order of Business and considered in their normal sequence on the agenda.

#### D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)

**MOTION:** The Board of Education of the School District of Beloit approves the items on the Consent List.

**FISCAL:** Any fiscal impact is noted on the individual agenda pages.

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
January 26, 2016**

The Board of Education held a special board meeting on January 26, 2016 at the Kolak Education Center in Room 106, Superintendent's Conference Room. President Scharmer called the meeting to order at 5:22 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Also present: Anthony Bonds, Todd Cabelka, Janelle Marotz, Darrell Williams and Tom Johnson.

Baskin moved approval of the agenda. Seconded by Gard. Motion carried unanimously of the members present.

Anderson-Levy moved to convene the Board of Education into closed session pursuant to section 19.85(1)(a) of the Wisconsin Statutes relative to deliberating concerning a case which may be the subject of any judicial or quasi-judicial trial or hearing. Seconded by Acomb. Motion carried on a roll call vote 7-0.

Baskin moved to reconvene to open session. Seconded by Acomb. Motion carried unanimously of the members present.

Endres moved approval of the Hearing Officer's order of expulsion with amendments for D.S. Seconded by Baskin. Motion carried on a roll call vote 7-0.

Winkelmann moved approval of the request by Rock County Christian School to waive the rental fees of Aldrich on January 29, 2016. Seconded by Baskin. Motion carried unanimously of the members present.

Acomb moved approval of Board of Education Resolution 2015-2016.02 Wisconsin Economic Development Corporation Fab Lab Grant Resolution which supports the submission of the Fab Lab grant to improve REACH/CTE programming. Seconded by Winkelmann. Motion carried on a roll call vote 7-0.

Acomb moved to reconvene the Board of Education into closed session pursuant to Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, Section 19.85(1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchase of public properties, whenever competitive or bargaining reasons require a closed session and Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Winkelmann. Motion carried on a roll call vote 7-0.

Winkelmann moved to reconvene to open session. Seconded by Acomb. Motion carried unanimously of the members present.

Winkelmann authorized Superintendent Johnson to issue 2016-2017 contracts to those administrators whose contracts expire on June 30, 2016, while those who have been issued and accepted a 2016-2017 contract will have no further action taken at this time. Furthermore, the Board of Education will hold a comprehensive discussion, in February, regarding consideration of 2017-2018 contracts in conjunction with compensation consideration. Seconded by Gard. Motion carried unanimously of the members present.

The meeting adjourned at 7:05 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on February 23, 2016

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Shannon Scharmer, President

**REGULAR MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
January 26, 2016**

The Board of Education held its regular meeting on January 26, 2016 at the Kolak Education Center in the Board Room. President Scharmer called the meeting to order at 7:09 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Others Present: Tom Johnson, Superintendent.

Acomb moved approval of the agenda. Seconded by Gard. Motion carried unanimously of the members present. Acomb led the group in the pledge of allegiance and Baskin gave the announcements for January.

Badger along with Brian Denu, Head Soccer Coach, recognized the 2015-16 Boys Soccer Team. Badger, along with Chief Brad Liggett, recognized Bill Bartz of the Beloit Fire Department and his dedication to fire education in the district and community among other accomplishments in his career. She then recognized outstanding district staff with school principals.

Scharmer opened up the podium for citizens to speak on items not on the agenda. No one came forward.

Johnson introduced Anthony Bonds, Assistant Superintendent and Karin Lange, Director of Curriculum & Instruction who shared updates and highlights on the 4K-12 Math program with the assistance of Megan King, Belinda McCarthy, Dawn Skrzypchak and Kim Woodkey. She reviewed data, test scores, math department goals, math focus and meeting student needs, support for universal instruction and struggling learners, and equity in instruction. Lange also provided highlights by grade level. She closed with action steps being taken this year to improve mathematics in the district. Board members asked questions regarding the data, low percentages as well as large gaps for students from the mean, staffing and addressing additional supports.

He then introduced Dr. Williams, Assistant Superintendent for Administration, Operations & Equity who provided an update on the district's progress on the equity plan as well as the implementation and recommendations from the Ad Hoc Diversity Committee work.

Spencer Listenbee and Sharieff Atlas gave the student report to the board. Tasha Bell gave an update on the (E)Quality Committee. Winkelmann reviewed the topics of the January Finance, Transportation and Property Committee meeting. Acomb reviewed the topics of the January Curriculum and Instruction Committee meeting. Gard reviewed the topics of the December Special and January Regular Policy and Personnel Committee meetings. Acomb, Endres, Gard, Scharmer and Superintendent Johnson shared information regarding the State Joint Convention they recently attended.

Winklemann moved to extend the meeting. Seconded by Gard. Motion carried unanimously of the members present.

Baskin moved approval of the consent list: 1) Special Board Meetings of December 15, 2015 and January 12, 2016; 2) Regular Business Meeting of December 15, 2015 and 3) Approval of November Financial Summary. Seconded by Gard. The motion carried unanimously of the members present.

Scharmer noted that issuing short-term debt was not needed at this time but may be coming back in February.

Acomb moved approval of increasing staffing for our English Language Learners programming by .3 FTE. Seconded by Gard. Motion carried unanimously of the members present.

Winkelmann moved approval of the revisions and layover of Policy 374 Student Fundraising Activities, Policy 375 Activity Funds Management, Policy 424 RULE 1 State Public School Open Enrollment, Policy 432 RULE 1 New Student Placement Guidelines and Policy 432 RULE 2 In District Transfer Guidelines for first reading. Seconded by Baskin. Acomb made a friendly amendment to change all words in Policy 432 RULE 2 referencing middle school to intermediate school. Winkelmann and Baskin accepted the friendly amendment. Motion carried unanimously of the members present.

Baskin moved approval of the revisions to Policy 377 RULE 2 Secondary Schools Athletic and Activities Code (Grades 9-12) and Policy 431 RULE 1 Student Attendance Procedures for final reading. Seconded by Gard. Motion carried unanimously of the members present.

Baskin moved approval of the revised personnel recommendations, Exhibit A. Seconded by Gard. Motion carried unanimously of the members present.

Items requested for future meetings included procedures for fraud protection, number of open enrollments out and of those, the number who have never been in the district as well as demographics and grade levels, WIAA conversation in general and a discussion on some of the items recently in the news regarding WIAA.

Scharmer announced future meetings: committee meetings on Tuesday, February 9 at Cunningham Intermediate and the Board Business meeting on February 23, 2016 at Kolak.

The meeting adjourned at 9:10 p.m.

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Michelle Shope, Board Secretary

Approved at the regular meeting of February 23, 2016

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Shannon Scharmer, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
February 9, 2016**

The Board of Education held a special board meeting on February 9, 2016 at Cunningham Intermediate School in the IMC/Library. President Scharmer called the meeting to order at 5:18p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Also present: Anthony Bonds, Todd Cabelka, Janelle Marotz, Emily Pelz and Darrell Williams.

Baskin moved approval of the agenda. Seconded by Gard. Motion carried unanimously of the members present.

Williams introduced Dr. Alicia Moutry, Executive Director of MTEC, the Milwaukee Teacher Education Center, as well as Gretchen Kroll, who provided background on MTEC, graduation statistics, initial teacher certification program and the process. The program is now statewide providing teacher certification and teacher development. They provide an accelerated program while earning a first-year teacher salary. Kroll explained the in-depth process including the application and screening, beginning coursework, teacher placement and contract, emergency licensure, mentor support, observation, assessor observation during internship, certification and licensure. Members asked questions regarding the coursework, jumpstart into teaching/teacher of record, cost or support from the district, cohort, mentor and assessment, virtual classes if Saturday classes for cohorts do not pan out, and partnering with other area districts.

Members discussed WIAA and how the district interacts with the organization as well as how their rules, regulations, decisions affect the district's student athletes and programming. Chuck Seils, Athletic and Activities Director explained the process for bringing items to the WIAA for input as a director and how it moves from local to regional, etc. Acomb shared information about the re-introduction of a bill to make WIAA subject to open records meetings laws.

Winkelmann moved approval of the donation from Staples, worth approximately \$10,000, of two whiteboards to be used in central administration offices. Seconded by Gard. Motion carried unanimously of the members present.

Marotz explained that the need for cash flow borrowing is due to the timing of receiving the state aid versus timing of payment of expenses. All expenses were in the budget with the exception of the interest on the borrowing. Winkelmann moved approval of Resolution 2015-2016.03 authorizing a taxable tax and revenue anticipation promissory note for cash flow purposes in an amount not to exceed \$3,000,000. Seconded by Acomb. Motion carried on a roll call vote 7-0.

Cabelka explained the request to increase the hourly rate for crossing guards. He also shared comparable salaries from area districts.

Winkelmann moved approval of an increase in the hourly wage for crossing guards from \$10.25 to \$11.25 per hour, effective February 1, 2016. Seconded by Acomb. Motion carried unanimously of the members present.



Acomb moved to convene the Board of Education into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchase of public properties, whenever competitive or bargaining reasons require a closed session. Seconded by Anderson-Levy. Motion carried on a roll call vote 7-0.

Baskin left the meeting at 8:04 p.m.

Acomb moved to reconvene to open session. Seconded by Gard. Motion carried unanimously of the members present.

The meeting adjourned at 8:06 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on February 23, 2016

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Shannon Scharmer, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
February 16, 2016**

The Board of Education held a special board meeting on February 16, 2016 at the Kolak Education Center in Room 106, Superintendent's Conference Room. President Scharmer called the meeting to order at 5:02 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Also present: Tom Johnson, Rob Buikema, Attorney at Law and Mary Hubacher, Attorney at Law.

Gard moved approval of the agenda. Seconded by Acomb. Motion carried unanimously of the members present.

Acomb moved to reconvene the Board of Education into closed session pursuant to Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, Section 19.85(1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchase of public properties, whenever competitive or bargaining reasons require a closed session and Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Anderson-Levy. Motion carried on a roll call vote 7-0.

Acomb moved to reconvene to open session. Seconded by Winkelmann. Motion carried unanimously of the members present.

Acomb moved approval of the administrative contract extensions as presented by the Superintendent and discussed in closed session. Seconded by Winkelmann. Motion carried unanimously of the members present.

The meeting adjourned at 6:39 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on February 23, 2016

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Shannon Scharmer, President



***I. BASIC INFORMATION***

**Topic or Concern:** Approval of December Financial Summary

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Information to support legal action as required by Wisconsin Statutes.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See attached summary or full reports online.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Comply with legal requirements and Wisconsin Statutes.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Board of Education approves the financial summary for the month of December, 2015.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:**

**Long Term Committed Funds?**

**BUDGET LOCATION:**

**FISCAL IMPACT:**

**Board Report Summary  
December 2015**

<u>Fund</u>	<u>Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Net Change</u>
Fund 10 & 27	General Fund & Special Ed	27,427,642.25	8,828,882.34	18,598,759.91
Fund 21	Donation	17,538.53	20,481.40	(2,942.87)
Fund 38 & 39	Debt Service	5,476,020.74	132,891.09	5,343,129.65
Fund 50	Food Service	46,210.14	1,093,376.06	(1,047,165.92)
Fund 60	Student Activities		2,587.49	(2,587.49)
	<b>Total Revenue &amp; Expense</b>	<b>\$ 32,967,411.66</b>	<b>\$ 10,078,218.38</b>	<b>\$ 22,889,193.28</b>

This is to certify that the expenditures listed above have been incurred and that the Board of Education has audited and approved the same.

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President

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Secretary

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
110	GENERAL OPERATI	8,432,884.00	8,432,884.00			
1--	INTERFUND TRANS	8,432,884.00	8,432,884.00			
211	PROPERTY TAXES	10,109,782.00	10,109,782.00	10,109,782.00	10,109,782.00	100.00
212	PROPERTY TAX CH		2,105.00	2,105.00	2,105.00	100.00
213	MOBILE HOME TAX	20,000.00	20,000.00	2,140.05	5,371.74	26.86
244	PYMTS FOR SERVI	47,000.00	47,000.00	10,797.75	10,797.75	22.97
262	RESALE OF OBJEC			5,174.50	30,178.41	
271	ADMISSIONS	40,781.00	40,781.00	6,303.16	31,816.46	78.02
279	OTHER SCHOOL AC	12,600.00	12,600.00	250.00	1,840.00	14.60
280	INTEREST ON INV	24,000.00	24,000.00	3,503.48	12,750.55	53.13
291	GIFTS	115,415.00	116,835.00		110,581.78	94.65
292	STUDENT FEES	153,100.00	153,100.00	2,760.75	121,284.91	79.22
293	RENTALS	11,400.00	11,400.00	8,983.78	18,913.32	165.91
297	STUDENT FINES	65.00	65.00	42.06	91.45	140.69
2--	REVENUE FROM LO	10,534,143.00	10,537,668.00	10,151,842.53	10,455,513.37	99.22
343	CO-CURRICULAR A	6,012.00	6,012.00	206.20	1,268.12	21.09
345	GENERAL TUITION	1,141,908.00	1,141,908.00			
347	OE SPEC ED TUIT	80,000.00	80,000.00			
348	TRANSP FEES FRO	40,000.00	40,000.00	1,676.12	8,054.60	20.14
3--	INTERDISTRICT P	1,267,920.00	1,267,920.00	1,882.32	9,322.72	0.74
516	TRANSIT OF STAT	12,000.00	12,000.00	2,194.82	2,194.82	18.29
5--	INTERMEDIATE SO	12,000.00	12,000.00	2,194.82	2,194.82	18.29
611	HANDICAPPED AID	2,980,500.00	2,980,500.00	405,664.00	811,329.00	27.22
612	TRANSPORTATION	17,487.00	17,487.00			
613	LIBRARY AID STA	234,730.00	302,806.00			
618	BILINGUAL/BICUL	155,075.00	155,075.00			
619	OTHER CATEGORIC	1,098,000.00	1,098,000.00			
621	EQUALIZATION AI	64,459,054.00	64,459,054.00	15,949,506.00	25,331,087.00	39.30
625	HIGH COST SPEC	45,000.00	45,000.00			
628	HIGH POVERTY AI	493,079.00	493,079.00			
630	SPECIAL PROJECT	409,646.00	1,063,670.00	75,083.22	264,432.21	24.86
650	SAGE PROGRAM RE	3,370,300.00	3,370,300.00		1,170,696.00	34.74
691	STATE TAX EXEMP	57,976.00	57,976.00			
6--	REVENUE FROM ST	73,320,847.00	74,042,947.00	16,430,253.22	27,577,544.21	37.25
711	FED HIGH COST S	115,000.00	115,000.00			
713	FEDERAL VOC ED	91,633.00	91,633.00	17,745.97	57,717.22	62.99
730	FED SPECIAL PRO	3,218,436.00	3,331,848.00	212,450.15	708,509.52	21.26
751	EASA TITLE I	3,137,739.00	3,151,739.00	202,578.31	636,478.90	20.19
780	FED REV THRU ST	950,000.00	950,000.00	50,881.19	50,881.19	5.36
799	OTHER FEDERAL R	65,000.00	65,000.00	5,705.50	34,227.60	52.66
7--	REVENUE FROM FE	7,577,808.00	7,705,220.00	489,361.12	1,487,814.43	19.31
861	EQUIPMENT SALES		1,444,480.00	700.00	1,418,455.00	98.20
862	LAND AND PROPER	1,791,630.00	347,150.00	347,149.40	347,149.40	100.00
8--	OTHER FINANCING	1,791,630.00	1,791,630.00	347,849.40	1,765,604.40	98.55

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
971	AIDABLE REFUND	100,000.00	100,000.00	1,809.93	41,767.20	41.77
990	MISCELLANEOUS R	101,563.00	101,563.00	2,448.91	58,316.58	57.42
9--	OTHER REVENUES	201,563.00	201,563.00	4,258.84	100,083.78	49.65
---		103,138,795.00	103,991,832.00	27,427,642.25	41,398,077.73	39.81
111	TEACHER SALARY	30,866,383.00	30,877,498.00	3,491,922.84	10,678,761.71	34.58
112	ADMINISTRATOR S	3,259,376.00	3,259,376.00	374,114.06	1,558,134.88	47.80
114	ADMIN ASST SALA	1,467,834.00	1,514,297.00	163,344.28	735,424.29	48.57
115	CLERICAL SALARY	1,148,753.00	1,148,867.00	133,608.08	605,532.91	52.71
116	INSTRUCTIONAL S	944,235.00	944,039.00	120,002.90	374,947.94	39.72
117	COORDINATOR SAL	173,840.00	169,716.00	15,456.78	68,987.09	40.65
118	PARA PROFESSION	1,828,063.00	1,827,758.00	215,438.94	684,156.47	37.43
120	CROSSING GUARD	49,100.00	49,100.00	8,039.26	19,321.45	39.35
122	MONITOR/NOON HR	13,046.00	7,718.00	493.48	1,409.27	18.26
123	INTERN SALARY	42,000.00	42,000.00		10,650.95	25.36
124	TUTOR SALARY	135,000.00	135,000.00	14,137.50	28,408.48	21.04
125	STUDENT WORKER	13,000.00	13,000.00	1,775.83	4,316.71	33.21
131	TEACHER CURRIC	2,400.00	600.00			
132	EVENT WORKER SA	30,037.00	28,700.00	3,340.00	8,805.20	30.68
133	ADDENDUM SALARY	713,831.00	760,404.00	112,881.20	318,876.82	41.94
135	TEACHER SPEC ED	200.00	600.00	85.41	298.33	49.72
136	TEACHER ADDL CL	26,000.00	26,000.00	6,047.68	11,121.07	42.77
141	TEACHER OTHER S	586,507.00	568,514.00	60,400.49	176,699.08	31.08
144	ADMIN ASST ADDL	6,320.00	6,419.00	1,351.19	5,426.39	84.54
145	CLERICAL ADDL/O	64,959.00	64,185.00	1,343.86	15,201.54	23.68
146	INST SUPPORT AD	11,000.00	11,305.00	649.80	7,378.70	65.27
148	PARA ADDL/OVTM	47,152.00	66,450.00	9,928.97	26,618.96	40.06
170	SUB TEACHER LON		3,000.00	2,923.10	2,923.10	97.44
171	SUB TEACHER	693,760.00	687,648.00	93,186.85	264,944.39	38.53
172	SUB SECURITY	25,000.00	25,030.00	7,396.20	20,664.00	82.56
174	SUB CLERICAL SA	24,560.00	24,629.00	4,927.14	11,219.21	45.55
175	SUB AIDE SALARY	179,700.00	179,700.00	27,975.74	61,726.27	34.35
178	SUB CROSSING GU	3,000.00	3,000.00			
179	SUB NURSING	15,000.00	15,000.00	1,363.68	4,461.14	29.74
181	TEMP/SEASONAL S	35,270.00	35,220.00	5,602.44	19,650.67	55.79
182	BOARD OF ED SAL	27,000.00	27,000.00	1,875.00	11,250.00	41.67
1--	SALARIES	42,432,326.00	42,521,773.00	4,879,612.70	15,737,317.02	37.01
212	EMPLOYER'S RETI	2,786,332.00	2,795,393.00	317,528.24	1,067,431.10	38.19
218	OPEB	2,856,100.00	2,859,809.00	329,184.64	1,056,673.86	36.95
220	SOCIAL SECURITY	3,141,269.00	3,149,259.00	359,507.39	1,185,697.13	37.65
230	LIFE INSURANCE	97,619.00	81,535.00	7,458.08	23,890.37	29.30
242	HEALTH INSURANC	10,319,511.00	10,352,129.00	1,145,623.62	3,604,115.90	34.82
243	DENTAL INSURANC	897,001.00	893,319.00	97,945.66	308,742.41	34.56
244	HRA	150,000.00	153,511.00	-7,014.63	101,270.20	65.97
245	HSA	1,581,766.00	1,589,466.00	16,625.00	1,631,640.00	102.65
251	INCOME PROTECT	123,040.00	122,900.00	12,927.58	41,444.94	33.72
290	OTHER EMPLOYEE	120,000.00	136,100.00		102,954.00	75.65
291	COLLEGE CREDIT	50,000.00	50,000.00	1,801.51	4,459.01	8.92
297	EMPLOYEE PHYSIC	13,000.00	13,000.00	1,150.00	2,758.75	21.22
298	MEMBERSHIPS	25,500.00	25,500.00	428.50	22,732.80	89.15
2--	EMPLOYEE BENEFI	22,161,138.00	22,221,921.00	2,283,165.59	9,153,810.47	41.19
310	PERSONAL SERVIC	2,079,935.00	2,578,427.00	258,924.57	1,144,779.12	44.40

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
312	LAB SERVICES	65,000.00	65,000.00		18,320.54	28.19
313	PRESCRIPTIONS	10,000.00	10,000.00		205.53	2.06
314	GENERAL	8,500.00	8,500.00		2,102.10	24.73
320	PROPERTY SERVIC	10,513,625.00	9,718,452.00	443,920.52	2,607,216.38	26.83
331	GAS FOR HEAT	466,500.00	466,517.00	47,566.32	59,098.33	12.67
336	ELECTRIC OTHER	869,550.00	864,522.00	140,917.21	418,537.05	48.41
337	WATER SERVICES	45,300.00	46,162.00	3,349.72	21,060.47	45.62
338	SEWERAGE SERVIC	51,750.00	53,246.00	4,288.41	17,051.39	32.02
339	STORM WATER	25,600.00	30,921.00	2,491.29	14,857.29	48.05
341	PUPIL TRAVEL	2,089,869.00	2,082,086.00	180,293.80	692,498.10	33.26
342	EMPLOYEE TRAVEL	238,787.00	410,556.00	37,476.60	133,442.59	32.50
348	VEHICLE FUEL	158,100.00	168,787.00	9,329.79	46,801.73	27.73
351	ADVERTISING	19,800.00	20,533.00	1,098.69	11,162.06	54.36
353	POSTAGE	52,600.00	53,142.00	4,722.20	24,101.97	45.35
354	PRINTING/BINDIN	31,954.00	37,961.00	-35.25	17,787.77	46.86
355	TELEPHONE/TELEG	59,963.00	59,963.00	3,281.08	12,919.57	21.55
358	ON-LINE COMMUNI	244,120.00	246,361.00	8,348.10	134,482.66	54.59
360	DATA PROCESSING	24,228.00	24,228.00	2,018.75	12,112.50	49.99
370	EDUCATIONAL SER	754,500.00	745,257.00	86,369.00	221,968.00	29.78
381	PAYMENTS TO MUN	240,886.00	240,886.00	5,499.50	7,782.14	3.23
382	PAYMENTS TO WI	3,560,674.00	3,560,674.00			
385	PAYMENT TO COUN	878.00	4,135.00	4,134.43	4,134.43	99.99
386	PAYMENTS TO CES	96,730.00	163,130.00	38,228.83	76,452.17	46.87
387	PAYMENTS TO STA	224,502.00	224,502.00	255.00	14,176.89	6.31
389	PAYMENTS TO VTA	72,000.00	72,000.00		12,749.62	17.71
3--	PURCHASED SERVI	22,005,351.00	21,955,948.00	1,282,478.56	5,725,800.40	26.08
411	GENERAL SUPPLIE	1,654,562.00	1,722,447.00	78,298.56	417,245.85	24.22
415	FOOD SUPPLIES	74,464.00	78,745.00	4,099.22	24,975.42	31.72
420	APPAREL	26,888.00	23,451.00	9,829.06	27,747.64	118.32
430	INSTRUCTIONAL M	775,846.00	1,129,145.00	35,763.87	379,959.34	33.65
435	INSTRUCTIONAL C	4,760.00	4,760.00	260.00	260.00	5.46
446	TOOLS AND IMPLE	550.00	506.00			
449	OTHER NON-CAPIT	201,905.00	570,503.00	34,861.15	432,343.63	75.78
452	RESALE EXPENDIT			5,626.98	18,316.92	
470	TEXTBOOKS	792,385.00	791,478.00	946.58	369,176.84	46.64
480	NON-INSTRUCTION	323,236.00	333,836.00		253,955.13	76.07
490	NON-INSTR NON-C	350.00	350.00			
4--	NON-CAPTIAL OBJ	3,854,946.00	4,655,221.00	169,685.42	1,923,980.77	41.33
511	PURCHASE - ADDI	78,000.00	78,000.00		75,652.04	96.99
537	BUILDING RENTAL	46,872.00	46,872.00	1,434.55	38,523.74	82.19
551	EQUIPMENT PURCH	278,710.00	263,760.00	21,162.78	167,245.64	63.41
553	EQUIPMENT PURCH	398,104.00	528,616.00	15,513.19	558,317.48	105.62
571	EQUIPMENT RENTA	197,124.00	195,597.00	16,635.00	56,074.02	28.67
572	VEHICLE RENTAL	200.00	200.00			
5--	CAPITAL OBJECTS	999,010.00	1,113,045.00	54,745.52	895,812.92	80.48
678	CAPITAL LEASES	1,876,745.00	1,876,745.00		1,876,743.63	100.00
688	CAPITAL LEASES	50,757.00	50,757.00		50,756.37	100.00
6--	DEBT RETIREMENT	1,927,502.00	1,927,502.00		1,927,500.00	100.00
711	DISTRICT LIABIL	103,355.00	103,355.00		103,248.00	99.90

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
712	DISTRICT PROPER	134,646.00	134,646.00		134,646.10	100.00
713	DISTRICT WORKER	251,869.00	251,869.00	108,955.00	277,782.00	110.29
720	JUDGEMENTS AND	250,740.00	250,740.00		250,739.26	100.00
730	UNEMPLOYMENT CO	80,000.00	80,000.00	4,035.76	11,335.25	14.17
790	OTHER INSURANCE	10,000.00	10,000.00		10,000.00	100.00
7--	INSURANCE AND J	830,610.00	830,610.00	112,990.76	787,750.61	94.84
827	SP ED INTERFUND	8,432,884.00	8,432,884.00			
899	CO-OP TRANSFER	20,175.00	20,175.00			
8--	TRANSFERS	8,453,059.00	8,453,059.00			
940	DUES AND FEES	263,572.00	250,589.00	8,448.13	93,896.61	37.47
960	ADJUSTMENTS			1,500.00	1,500.00	
971	AIDABLE REFUND	50,000.00	50,000.00	75.00	750.60	1.50
972	NON-AIDABLE REF	38,606.00	38,606.00	36,180.66	36,180.66	93.72
990	MISCELLANEOUS				3,000.00	
999	OTHER MISCELLAN	122,675.00	120,387.00			
9--	OTHER OBJECTS	474,853.00	459,582.00	46,203.79	135,327.87	29.45
---		103,138,795.00	104,138,661.00	8,828,882.34	36,287,300.06	34.85
	Grand Revenue T	103,138,795.00	103,991,832.00	27,427,642.25	41,398,077.73	39.81
	Grand Expense T	103,138,795.00	104,138,661.00	8,828,882.34	36,287,300.06	34.85
	Grand Totals		146,829.00	18,598,759.91	5,110,777.67	-3,480.77
			Loss	Profit	Profit	

Number of Accounts: 6106

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



OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
291	GIFTS			17,538.53	87,820.39	
299	MISCELLANEOUS R				218,763.02	
2--	REVENUE FROM LO			17,538.53	306,583.41	
---				17,538.53	306,583.41	
148	PARA ADDL/OVTM			65.88	65.88	
1--	SALARIES			65.88	65.88	
212	EMPLOYER'S RETI			4.48	4.48	
220	SOCIAL SECURITY			5.04	5.04	
2--	EMPLOYEE BENEFI			9.52	9.52	
310	PERSONAL SERVIC			8,420.00	10,468.26	
341	PUPIL TRAVEL			390.55	6,012.37	
354	PRINTING/BINDIN				30.00	
3--	PURCHASED SERVI			8,810.55	16,510.63	
411	GENERAL SUPPLIE			1,148.24	11,345.76	
415	FOOD SUPPLIES			2,493.25	16,856.89	
420	APPAREL			7,283.97	23,092.96	
430	INSTRUCTIONAL M			669.99	3,718.42	
449	OTHER NON-CAPIT				10,099.70	
4--	NON-CAPTIAL OBJ			11,595.45	65,113.73	
551	EQUIPMENT PURCH				4,499.00	
5--	CAPITAL OBJECTS				4,499.00	
940	DUES AND FEES				4,217.00	
9--	OTHER OBJECTS				4,217.00	
---				20,481.40	90,415.76	
	Grand Revenue T			17,538.53	306,583.41	
	Grand Expense T			20,481.40	90,415.76	
	Grand Totals			2,942.87	216,167.65	
				Loss	Profit	

Number of Accounts: 252

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

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
251	PUPIL	80,000.00	80,000.00	3,927.40	-21,811.72	-27.26
252	ADULT	12,000.00	12,000.00	519.71	2,313.19	19.28
259	OTHER FOOD SERV	25,000.00	25,000.00	145.52	4,743.09	18.97
280	INTEREST ON INV	2,500.00	2,500.00			
290	OTHER REVENUE			578.00	578.00	
2--	REVENUE FROM LO	119,500.00	119,500.00	5,170.63	-14,177.44	-11.86
617	FOOD SERVICE AI	98,666.00	98,666.00			
6--	REVENUE FROM ST	98,666.00	98,666.00			
714	DONATED COMMODI	225,000.00	225,000.00			
717	FOOD SERVICE AI	4,007,527.00	4,007,527.00	-0.01	1,050,684.03	26.22
730	FED SPECIAL PRO			41,039.52	41,039.52	
7--	REVENUE FROM FE	4,232,527.00	4,232,527.00	41,039.51	1,091,723.55	25.79
---		4,450,693.00	4,450,693.00	46,210.14	1,077,546.11	24.21
112	ADMINISTRATOR S	14,580.00	14,580.00	1,682.31	7,850.78	53.85
122	MONITOR/NOON HR	26,200.00	26,200.00	3,368.42	10,026.47	38.27
133	ADDENDUM SALARY	1,540.00	1,540.00			
1--	SALARIES	42,320.00	42,320.00	5,050.73	17,877.25	42.24
212	EMPLOYER'S RETI	2,911.00	2,911.00	343.53	1,215.84	41.77
218	OPEB	1,079.00	1,079.00	124.50	581.00	53.85
220	SOCIAL SECURITY	3,198.00	3,198.00	294.12	1,255.44	39.26
230	LIFE INSURANCE	24.00	24.00	2.82	13.16	54.83
242	HEALTH INSURANC	2,305.00	2,305.00	266.01	1,231.48	53.43
243	DENTAL INSURANC	183.00	183.00	21.09	98.42	53.78
245	HSA	360.00	360.00		360.00	100.00
251	INCOME PROTECT	42.00	42.00	4.89	22.82	54.33
2--	EMPLOYEE BENEFI	10,102.00	10,102.00	1,056.96	4,778.16	47.30
310	PERSONAL SERVIC	3,352,649.00	3,352,649.00	707,633.39	1,126,569.13	33.60
320	PROPERTY SERVIC	604,285.00	330,671.00	7,441.83	298,677.41	90.32
336	ELECTRIC OTHER	34,650.00	26,686.00		18,974.41	71.10
348	VEHICLE FUEL	6,000.00	6,000.00	214.49	1,066.25	17.77
351	ADVERTISING	7,500.00	8,000.00		190.00	2.38
353	POSTAGE				9.98	
354	PRINTING/BINDIN				242.50	
387	PAYMENTS TO STA	4,000.00	4,000.00			
3--	PURCHASED SERVI	4,009,084.00	3,728,006.00	715,289.71	1,445,729.68	38.78
411	GENERAL SUPPLIE	19,750.00	1,054.00	933.14	1,001.06	94.98
415	FOOD SUPPLIES	225,000.00	225,000.00	780.00	780.00	0.35
449	OTHER NON-CAPIT	192,025.00	42,254.00	7,744.25	42,253.40	100.00
4--	NON-CAPTIAL OBJ	436,775.00	268,308.00	9,457.39	44,034.46	16.41
553	EQUIPMENT PURCH		449,096.00	362,471.27	437,240.64	97.36
5--	CAPITAL OBJECTS		449,096.00	362,471.27	437,240.64	97.36

		2015-16	2015-16	December 2015-16	2015-16	2015-16
OBJ	OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
940	DUES AND FEES	4,145.00	4,594.00	50.00	6,701.54	145.88
9--	OTHER OBJECTS	4,145.00	4,594.00	50.00	6,701.54	145.88
---		4,502,426.00	4,502,426.00	1,093,376.06	1,956,361.73	43.45
	Grand Revenue T	4,450,693.00	4,450,693.00	46,210.14	1,077,546.11	24.21
	Grand Expense T	4,502,426.00	4,502,426.00	1,093,376.06	1,956,361.73	43.45
	Grand Totals	51,733.00	51,733.00	1,047,165.92	878,815.62	1,698.75
		Loss	Loss	Loss	Loss	

Number of Accounts: 87

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

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	December 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
211	PROPERTY TAXES	5,477,120.00	5,477,120.00	5,477,120.00	5,477,120.00	100.00
280	INTEREST ON INV	13,000.00	13,000.00	25.74	1,107.74	8.52
291	GIFTS			-1,125.00	42,500.00	
2--	REVENUE FROM LO	5,490,120.00	5,490,120.00	5,476,020.74	5,520,727.74	100.56
971	AIDABLE REFUND				30,255.44	
9--	OTHER REVENUES				30,255.44	
---		5,490,120.00	5,490,120.00	5,476,020.74	5,550,983.18	101.11
673	LONG TERM LOANS	53,279.00	53,279.00	93,688.56	93,688.56	175.85
675	LONG TERM BONDS	3,343,875.00	3,343,875.00		463,875.00	13.87
678	CAPITAL LEASES	33,348.00	33,348.00	33,347.61	33,347.61	100.00
683	LONG TERM LOANS	7,266.00	7,266.00	5,854.92	5,854.92	80.58
685	LONG TERM BONDS	2,049,352.00	2,049,352.00		1,026,848.76	50.11
6--	DEBT RETIREMENT	5,487,120.00	5,487,120.00	132,891.09	1,623,614.85	29.59
---		5,487,120.00	5,487,120.00	132,891.09	1,623,614.85	29.59
	Grand Revenue T	5,490,120.00	5,490,120.00	5,476,020.74	5,550,983.18	101.11
	Grand Expense T	5,487,120.00	5,487,120.00	132,891.09	1,623,614.85	29.59
	Grand Totals	3,000.00	3,000.00	5,343,129.65	3,927,368.33	????????
	Profit		Profit	Profit	Profit	

Number of Accounts: 15

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

		2015-16	2015-16	December 2015-16	2015-16	2015-16
OBJ	OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
990	MISCELLANEOUS			2,587.49	-88,912.17	
9--	OTHER OBJECTS			2,587.49	-88,912.17	
---				2,587.49	-88,912.17	
<hr/>						
	Grand Revenue T					
	Grand Expense T			2,587.49	-88,912.17	
	Grand Totals			2,587.49	88,912.17	
				Loss	Profit	

Number of Accounts: 53

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



***I. BASIC INFORMATION***

**Topic or Concern:** Budget Adjustments

**Which strategy in the Strategic Plan does this support?** Strategy 1-Finance/Facilities

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The Board to approve budget amendments made to date as listed in the attached document.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Changes have been made since the budget was adopted in October. These budget adjustments were made to adjust for grants, common school monies and other small budget amendments to be added into the budget.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Per Wis. Stats. 65.90(5), a district may not legally spend above appropriated amounts unless approved by a two-thirds vote of the school board. Any subsequent changes made by the school board to the adopted budget will be published in a notice of the budget change/amendment as required under state statutes.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

The Board to approve budget amendments made to date as listed in the attached document.

**MOTION:** The Board of Education approves the budget adjustments as listed in the attached document.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:**

**Long Term Committed Funds?**

**BUDGET LOCATION:** All

**FISCAL IMPACT:** As described in the motion above.

	October 2015	November 2015	February 2016	Difference
<b>GENERAL FUND (FUND 10)</b>	<b>Adopted</b>	<b>Amended Budget</b>	<b>Amended Budget</b>	
100 Transfers-in	0.00	0.00		0.00
<b>Local Sources</b>				
210 Taxes	10,129,782.00	10,131,887.00	10,131,887.00	0.00
240 Payments for Services	47,000.00	47,000.00	47,000.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00	0.00
270 School Activity Income	53,381.00	53,381.00	53,381.00	0.00
280 Interest on Investments	24,000.00	24,000.00	24,000.00	0.00
290 Other Revenue, Local Sources	279,980.00	279,980.00	281,400.00	1,420.00
<b>Subtotal Local Sources</b>	<b>10,534,143.00</b>	<b>10,536,248.00</b>	<b>10,537,668.00</b>	<b>1,420.00</b>
<b>Other School Districts Within Wisconsin</b>				
310 Transit of Aids	0.00	0.00	0.00	0.00
340 Payments for Services	1,187,920.00	1,187,920.00	1,187,920.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00	0.00
<b>Subtotal Other School Districts within Wisconsin</b>	<b>1,187,920.00</b>	<b>1,187,920.00</b>	<b>1,187,920.00</b>	<b>0.00</b>
<b>Other School Districts Outside Wisconsin</b>				
440 Payments for Services	0.00	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00	0.00
<b>Subtotal Other School Districts Outside Wisconsin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Intermediate Sources</b>				
510 Transit of Aids	0.00	0.00	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00	0.00
<b>Subtotal Intermediate Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>State Sources</b>				
610 State Aid -- Categorical	1,505,292.00	1,505,292.00	1,573,368.00	68,076.00
620 State Aid -- General	64,952,133.00	64,952,133.00	64,952,133.00	0.00
630 DPI Special Project Grants	409,646.00	409,646.00	1,063,670.00	654,024.00
640 Payments for Services	0.00	0.00	0.00	0.00
650 SAGE	3,370,300.00	3,370,300.00	3,370,300.00	0.00
660 Other State Revenue Through Local Units	0.00	0.00	0.00	0.00
690 Other Revenue	57,976.00	57,976.00	57,976.00	0.00
<b>Subtotal State Sources</b>	<b>70,295,347.00</b>	<b>70,295,347.00</b>	<b>71,017,447.00</b>	<b>722,100.00</b>
<b>Federal Sources</b>				
710 Federal Aid - Categorical	91,633.00	91,633.00	91,633.00	0.00
720 Impact Aid	0.00	0.00	0.00	0.00
730 DPI Special Project Grants	1,547,366.00	1,541,471.00	1,604,291.00	62,820.00
750 IASA Grants	3,137,739.00	3,151,739.00	3,151,739.00	0.00
760 JTPA	0.00	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00	0.00
780 Other Federal Revenue Through State	550,000.00	550,000.00	550,000.00	0.00
790 Other Federal Revenue - Direct	65,000.00	65,000.00	65,000.00	0.00
<b>Subtotal Federal Sources</b>	<b>5,391,738.00</b>	<b>5,399,843.00</b>	<b>5,462,663.00</b>	<b>62,820.00</b>
<b>Other Financing Sources</b>				
850 Reorganization Settlement	0.00	0.00	0.00	0.00
860 Compensation, Fixed Assets	1,791,630.00	1,791,630.00	1,791,630.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00	0.00
<b>Subtotal Other Financing Sources</b>	<b>1,791,630.00</b>	<b>1,791,630.00</b>	<b>1,791,630.00</b>	<b>0.00</b>
<b>Other Revenues</b>				
960 Adjustments	0.00	0.00	0.00	0.00
970 Refund of Disbursement	100,000.00	100,000.00	100,000.00	0.00
980 Medical Service Reimbursement	0.00	0.00	0.00	0.00
990 Miscellaneous	101,563.00	101,563.00	101,563.00	0.00
<b>Subtotal Other Revenues</b>	<b>201,563.00</b>	<b>201,563.00</b>	<b>201,563.00</b>	<b>0.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>89,402,341.00</b>	<b>89,412,551.00</b>	<b>90,198,891.00</b>	<b>786,340.00</b>
	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Amended Budget</b>	
<b>Instruction</b>				
110 000 Undifferentiated Curriculum	20,307,931.00	20,348,352.00	20,491,126.00	142,774.00
120 000 Regular Curriculum	13,560,638.00	13,517,953.00	13,546,059.00	28,106.00
130 000 Vocational Curriculum	1,779,048.00	1,779,048.00	1,781,002.00	1,954.00
140 000 Physical Curriculum	1,999,091.00	1,999,091.00	1,998,915.00	(176.00)
160 000 Co-Curricular Activities	865,553.00	865,553.00	863,563.00	(1,990.00)
170 000 Other Special Needs	2,893,242.00	2,887,430.00	2,887,430.00	0.00
<b>Subtotal Instruction</b>	<b>41,405,503.00</b>	<b>41,397,427.00</b>	<b>41,568,095.00</b>	<b>170,668.00</b>
<b>Support Sources</b>				
210 000 Pupil Services	3,358,615.00	3,359,890.00	3,728,845.00	368,955.00
220 000 Instructional Staff Services	4,028,895.00	4,014,621.00	4,399,095.00	384,474.00
230 000 General Administration	1,310,386.00	1,310,386.00	1,310,386.00	0.00
240 000 School Building Administration	4,189,940.00	4,189,440.00	4,198,714.00	9,274.00
250 000 Business Administration	16,577,613.00	16,576,613.00	16,580,804.00	4,191.00
260 000 Central Services	2,939,904.00	2,970,584.00	2,970,584.00	0.00
270 000 Insurance & Judgments	862,477.00	862,477.00	862,477.00	0.00
280 000 Debt Services	1,927,502.00	1,927,502.00	1,927,502.00	0.00
290 000 Other Support Services	173,820.00	173,820.00	173,820.00	0.00
<b>Subtotal Support Sources</b>	<b>35,369,152.00</b>	<b>35,385,333.00</b>	<b>36,152,227.00</b>	<b>766,894.00</b>

<b>Non-Program Transactions</b>				
410 000 Inter-fund Transfers	8,453,059.00	8,453,059.00	8,453,059.00	0.00
430 000 Instructional Service Payments	3,963,346.00	3,963,346.00	3,963,346.00	0.00
490 000 Other Non-Program Transactions	211,281.00	211,281.00	208,993.00	(2,288.00)
<b>Subtotal Non-Program Transactions</b>	<b>12,627,686.00</b>	<b>12,627,686.00</b>	<b>12,625,398.00</b>	<b>(2,288.00)</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>89,402,341.00</b>	<b>89,410,446.00</b>	<b>90,345,720.00</b>	<b>935,274.00</b>

<b>SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>13,736,454.00</b>	<b>13,792,941.00</b>	<b>13,792,941.00</b>	<b>0.00</b>
100 000 Instruction	9,095,253.00	9,096,697.00	9,096,772.00	75.00
200 000 Support Services	3,896,921.00	3,951,964.00	3,951,889.00	(75.00)
400 000 Non-Program Transactions	744,280.00	744,280.00	744,280.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>13,736,454.00</b>	<b>13,792,941.00</b>	<b>13,792,941.00</b>	<b>0.00</b>

<b>DEBT SERVICE FUND (FUNDS 38, 39)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>5,490,120.00</b>	<b>5,490,120.00</b>	<b>5,490,120.00</b>	<b>0.00</b>
281 000 Long-Term Capital Debt	4,908,106.00	4,908,106.00	4,908,106.00	0.00
282 000 Refinancing	0.00	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	579,014.00	579,014.00	579,014.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>5,487,120.00</b>	<b>5,487,120.00</b>	<b>5,487,120.00</b>	<b>0.00</b>

<b>FOOD SERVICE FUND (FUND 50)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>4,450,693.00</b>	<b>4,450,693.00</b>	<b>4,450,693.00</b>	<b>0.00</b>
100 000 Instruction	0.00	0.00	0.00	0.00
200 000 Support Services	4,502,426.00	4,502,426.00	4,502,426.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>4,502,426.00</b>	<b>4,502,426.00</b>	<b>4,502,426.00</b>	<b>0.00</b>

<b>SCHOLARSHIP FUND (FUND 72)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
400 000 Non-Program Transactions	0.00	0.00		0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

<b>OBEB FUND (FUND 73)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>2,491,309.00</b>	<b>2,491,309.00</b>	<b>2,491,309.00</b>	<b>0.00</b>
200 000 Support Services	8,300.00	8,300.00	8,300.00	0.00
400 000 Non-Program Transactions	2,483,009.00	2,483,009.00	2,483,009.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>2,491,309.00</b>	<b>2,491,309.00</b>	<b>2,491,309.00</b>	<b>0.00</b>

<b>PACKAGE &amp; COOPERATIVE PROGRAM FUND (FUNDS 91, 95, 99)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>62,675.00</b>	<b>62,675.00</b>	<b>62,675.00</b>	<b>0.00</b>
100 000 Instruction	56,175.00	56,175.00	56,175.00	0.00
200 000 Support Services	6,500.00	6,500.00	6,500.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>62,675.00</b>	<b>62,675.00</b>	<b>62,675.00</b>	<b>0.00</b>



**2015-16 BUDGET - FEBRUARY AMENDMENT**

<b>GENERAL FUND (FUND 10)</b>		<b>REVENUE</b>	<b>EXPENDITURE</b>
	<b>FEBRUARY ORIGINAL BUDGET</b>	<b>89,412,551</b>	<b>89,410,446</b>
<b>ADJUSTMENTS TO GRANTS</b>			
	Homeless Grant Carryover	1,625	1,625
	CLC Carryover	61,195	61,195
	Safe Schools/Health Students	654,024	654,024
	<b>TOTAL</b>	<b>716,844</b>	<b>716,844</b>
<b>BUDGET REVISIONS</b>			
	Donation to Hackett and Merrill	1,420	1,420
	Property Tax for purchased properties		3,257
	Common School monies	68,076	213,753
	<b>TOTAL</b>	<b>69,496</b>	<b>218,430</b>
	<b>DIFFERENCE TOTAL</b>	<b>786,340</b>	<b>935,274</b>
<b>FEBRUARY AMENDED BUDGET TOTALS</b>		<b>90,198,891</b>	<b>90,345,720</b>
<b>SPECIAL PROJECT FUND (FUNDS 21, 23, 27)</b>		<b>REVENUE</b>	<b>EXPENDITURE</b>
	<b>FEBRUARY ORIGINAL BUDGET</b>	<b>13,792,941</b>	<b>13,792,941</b>
<b>ADJUSTMENTS TO GRANTS</b>			
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b>BUDGET REVISIONS</b>			
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
	<b>DIFFERENCE TOTAL</b>	<b>0</b>	<b>0</b>
<b>FEBRUARY AMENDED BUDGET TOTALS</b>		<b>13,792,941</b>	<b>13,792,941</b>



***I. BASIC INFORMATION***

**Topic or Concern:** 60 Fund Student Activity Groups

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The Board of Education approves all 60 fund activity accounts.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Each club is asked to provide an extra-curricular activity information sheet explaining the purpose and goal of the student activity. A summary, listed by school, of additional 2015-16 student activities that were not presented in October, 2015 is attached for your review.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Board policy states that student activity clubs must be approved.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Board of Education approves the attached student activity groups for the 2015-16 school year, as presented.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:**

**Long Term Committed Funds?**

**BUDGET LOCATION:**

**FISCAL IMPACT:**

**CUNNINGHAM**

Lady Cavaliers Cheer (New)

Purpose: To show positivity and school spirit.

**BELOIT MEMORIAL**

The Purple Tablette (New)

Literary Magazine

Purpose: To showcase talent of BMHS students.

Video Game Club (New)

Purpose: To share a common interest with fellow classmates/peers and to add a positive effect to the school atmosphere.

Z-Club (New)

Purpose: To help students develop leadership skills, promote career exploration, and encourage members to participate in community, school, and international service projects. With the help of Zonta sponsors, the club members work to improve their society and the world. The members will plan, organize, and participate in unique activities designed to meet the needs of the schools, community, and members themselves. The activities will emphasize an international outlook and relations.





# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Educator Effectiveness Grant Award

**Which strategy in the Strategic Plan does this support?** Strategy 3 - Student Engagement  
Strategy 4 - Assessment & Instruction

**Your Name and Title:** Anthony Bonds, Assistant Superintendent of Curriculum, Instruction, and Technology

**Others assisting you in the presentation:** None

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

For Board of Education approval to accept the Wisconsin Department of Public Instruction (WDPI) Educator Effectiveness grant award for 2015-16.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See the attached award letter and notification of grant award from WDPI.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Board of Education approval to accept grant awards is required.

### **D. What are your conclusions?**

See motion.

**MOTION:** The Board of Education accepts the Educator Effectiveness grant award for \$50,000.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** \$50,000

January 25, 2016

Thomas Johnson  
District Administrator  
Beloit School District  
Kolak Education Center 1633 Keeler Ave  
Beloit WI 53511-4713

Dear Thomas Johnson:

I am pleased to inform you that your agency's application for the 2015-2016 Educator Effectiveness (EE) Grant has been approved for funding in the amount of \$50,000 for the period of July 1, 2015, through June 30, 2016. The Notification of Grant Award is enclosed.

Your district must complete the following to receive EE System funding.

1. Pay fees or expenditures for EE System costs based on approved budget (e.g., model vendor invoice).
2. Submit claims using the Department of Public Instruction (DPI) provided form (PI-1086). The DPI will reimburse district claims within 4-6 weeks of receipt of the claim form.

For questions about this program, please contact Jacob Hollnagel at (608) 266-5195 or [Jacob.Hollnagel@dpi.wi.gov](mailto:Jacob.Hollnagel@dpi.wi.gov). The enclosed Program Fiscal Report (PI-1086) must be submitted by September 30, 2016. Claims should not be filed until payment is made or received by the agency's model vendor or expenses have been made to cover the costs of an equivalent model. Reimbursement of claims for state-model districts will be held until payment of fees is verified.

Thank you for supporting educators and improved teaching and learning for all students through your participation in the Educator Effectiveness System.

Sincerely,



Tony Evers, PhD  
State Superintendent

TE:jlh

Enclosures: PI-1136 Notification of Grant Award, PI-1086 Program Fiscal Report, PI-1086 Program Fiscal Report Instructions



## NOTIFICATION OF GRANT AWARD

PI-1136 (Rev. 04-12)

<b>Recipient</b> Beloit School District Attn: Thomas Johnson Kolak Education Center 1633 Keeler Ave Beloit WI 53511-4713	<b>Grant Number</b> 16-53-0413-EEG <hr/> <b>Grant Award Amount</b> <table border="1"> <thead> <tr> <th>Original Grant</th> <th>1<sup>st</sup> Amendment</th> <th>2<sup>nd</sup> Amendment</th> <th>Total Grant</th> </tr> </thead> <tbody> <tr> <td>\$50,000</td> <td></td> <td></td> <td>\$50,000</td> </tr> </tbody> </table> <hr/> <b>Grant Period</b> <table border="1"> <thead> <tr> <th>Beginning Date</th> <th>Ending Date</th> </tr> </thead> <tbody> <tr> <td>07/01/2015</td> <td>06/30/2016</td> </tr> </tbody> </table>	Original Grant	1 <sup>st</sup> Amendment	2 <sup>nd</sup> Amendment	Total Grant	\$50,000			\$50,000	Beginning Date	Ending Date	07/01/2015	06/30/2016
Original Grant	1 <sup>st</sup> Amendment	2 <sup>nd</sup> Amendment	Total Grant										
\$50,000			\$50,000										
Beginning Date	Ending Date												
07/01/2015	06/30/2016												
<b>DUNS Number*</b>													
<b>Project Title</b> Educator Effectiveness Grant													

### Terms and Conditions

In order to implement the Wisconsin Educator Effectiveness System, districts will receive \$80 per educator (i.e., superintendents, principals, teachers, and other licensed educator roles) to cover the costs associated with system development, training, software, support, resources, and ongoing refinement.

### Grant Restrictions

Districts will only receive funds for appropriate, approved expenditures associated with participation in the Wisconsin Educator Effectiveness System within the period of the grant award (i.e., upon Department of Public Instruction's receipt of an application through **June 30, 2016**). Districts cannot carry over funds.

Grant monies must be spent or obligated by **June 30, 2016**. A final Program Fiscal Report (PI-1086) must be filed by **September 30, 2016**. Claims should not be filed until payment is made or received by the agency's model vendor or expenses have been made to cover the costs of an equivalent model. Reimbursement of claims for state-model districts will be held until payment of fees is verified.

**NOTE:** The recipient is the employer of staff funded under this project for purposes of unemployment compensation.

Grant Authority	Source Code	Project Code	State ID or Federal CFDA No.
2011 Act 166, created s. 115.415, Stats.	630	583	255.940

### APPROVED

Senior Grant Management Accountant, School Management Services Team ➤ <i>Alan Vining</i>	Date Signed Mo./Day/Yr. <i>1-25-2016</i>
Division Administrator ➤ <i>Aheula J. Briggs</i>	Date Signed Mo./Day/Yr. <i>1-25-2016</i>
State Superintendent ➤ <i>Tony Evers</i>	Date Signed Mo./Day/Yr. <i>1-25-2016</i>

\*Required for federal grants: Data Universal Numbering System (DUNS).

Instructions for: PROGRAM FISCAL REPORT (PI-1086)  
(rev. 04/15)

<http://sms.dpi.wi.gov/sites/default/files/imce/sms/pdf/instruct.pdf>

**District / Agency No:** This number has changed from prior years. It now is a six digit number which consists of your two digit county number followed by the four digit number. It is identified on your grant subaward document.

**CFDA No. or State Statute:** This number can be located on the grant subaward or at the following link <http://sfs.dpi.wi.gov/files/sfs/xls/7-15-14.xlsx>

**Report for Period Ending:** Record current month and year through which this report is completed.

**Grant Number:** As stated on your approved grant subaward document. If you did not receive a grant subaward, leave blank.

**Program:** Specify the *federal or state grant program*; i.e., Title 1, IDEA, AODA, etc.

**Project Beginning Date:** Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

**Project Ending Date:** As stated in your approved contract or grant subaward document. Funds may not be obligated beyond this date.

**Name of Person Preparing This Report:** Allows us to contact the person that completed the report should we have any questions.

**Administrator or Designee:** By signing the PI-1086, you are certifying the accuracy of the report as well as meeting Uniform Grant Guidance requirements.

**Account Code:** List all account codes used in your approved project budget.

**Account Name:** Report the name of the account corresponding to the account code.

**Approved Budget:** Enter the amounts approved for each account as stated in your approved application, or contract.

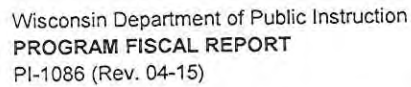
**Obligations:** Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.) All Obligations should be liquidated on the final report.

**Total Disbursements to Date:** Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

**Unencumbered Balance:** Report the amount of funds that have neither been obligated nor disbursed.

**Cash Summary:** Total funds received to date minus total disbursements to date equals cash on hand at the end of period. Cash on hand at end of period often is a negative figure.





Mail to: DEPARTMENT OF PUBLIC INSTRUCTION  
SCHOOL MANAGEMENT SERVICES TEAM  
FEDERAL AND STATE GRANT PROGRAMS  
PO BOX 7841  
MADISON, WI 53707-7841 Fax: (608) 267-9207

DPI Use Only	Voucher No.	Voucher Date	Pay Date	Amount Approved
Fiscal Year				



***I. BASIC INFORMATION***

**Topic or Concern:** Policy 342.3 Advanced Learner Program (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 3 Student Engagement

**Your Name and Title:** Anthony Bonds, Assistant Superintendent, Curriculum, Instruction & Technology

**Others assisting you in the presentation:** None

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The committee recommends all revisions to the full Board of Education.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached revisions.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

The updates to this policy will align the policy with current department practices and the department name change that was recently made in November, 2015.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy and Personnel Committee recommends to the full Board of Education approval of the revisions and layover of Policy 342.3 The School District of Beloit Advanced Learner Program for first reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** n/a

**Long Term Committed Funds?** NA

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

The School District of Beloit is dedicated to providing programming appropriate to the needs of gifted, and talented, and advanced students. We recognize the importance of curricular modification for gifted, and talented and advanced students which may be within or outside the established curriculum. Planning for students is completed in collaboration with parents, educators, and students. The administration will determine specific guidelines and criteria for the implementation and regulation of the gifted and talented advanced learner program in conjunction with state guidelines and national standards for gifted advanced learner education.

CROSS REF.: ~~342.3 RULE 1 Students' Gifts and Talents (Policy was only a draft – never approved)~~

REPRINTED: February 27, 2001



***I. BASIC INFORMATION***

**Topic or Concern:** 455 Student Safety (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1 Finance/Facilities

**Your Name and Title:** Janelle Martoz, CPA, SFO, CSRM Asst. Supt. of Business Services

**Others assisting you in the presentation:** Dr. Darrell Williams, Asst. Supt. Administration,  
Operations & Equity

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Updates to the student safety policy are recommended in order to provide additional guidelines.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

These policy alterations are being presented for the purpose of providing further guidance for the procedures that are used to assist administration to ensure student safety.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

These recommended alterations provide clear processes to maintain student safety including updates to match state statutes.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

In conclusion, this board policy has been reviewed and updated to align it with current requirements and district procedures.

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions and layover of Policy 455 Student Safety for first reading.

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## STUDENT SAFETY

~~The Board of Education recognizes that is responsible for providing an educational environment which is concerned for~~ The safety and welfare of students is among the highest of priorities by the Board of Education. School personnel are responsible for the safety of students enrolled in their schools during designated hours or whenever they are engaged in school-sponsored activities.

Schools shall have appropriate security measures in place to create a safe environment for staff and students, and to protect school property.

All students shall be provided with education regarding appropriate school security measures ~~on an annual basis~~ annually and shall be expected to participate in school safety and security drills throughout the school year.

To increase the safety and security for all staff and students, each school shall house two hand-held scanners to decrease the likelihood of weapons in school. Intermediate and High Schools shall randomly conduct ~~one~~ student scans ~~per month~~ to increase safety and security for all students and staff.

A District School Security Plan shall be established as required by state law. In addition to the District School Security Plan, a School Security Plan shall be developed and in effect in each school in the District. Each School Security Plan shall be consistent with District policies and legal requirements. School Security Plans shall be reviewed minimally every three years and revised as necessary and appropriate. District employees shall be informed of their responsibilities regarding the implementation of School Security Plans.

The Superintendent of Schools and/or his/her designee shall be responsible for recommending School Security Plans to the Board for periodic review.

Cooperation with ~~police authorities~~ law enforcement and other appropriate agencies to provide educational programs on public safety is expected ~~recommended~~.

Safety hazards shall be reported to the building principal and to District Safety Committee. Activities should be planned so that hazards are reduced to a minimum.

LEGAL REF.: s.s. 118.07, 118.08, 118.09, 118.10  
120.12 (26), 121.02(1)(i)  
 PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 455.1 Safety Patrols  
 455.2 Supervision of Students  
 720 Safety Program

School Safety Plans: In accordance with 120.12 (26) School Safety Plans must be in place at each school

APPROVED: April 29, 1980

REVISED: May 28, 1985  
 February 22, 1994



***I. BASIC INFORMATION***

**Topic or Concern:** 455.1 Supervision of Students (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1 Finance/Facilities

**Your Name and Title:** Janelle Martoz, CPA, SFO, CSRM Asst. Supt. of Business Services

**Others assisting you in the presentation:** Dr. Darrell Williams, Asst. Supt. Administration,  
Operations & Equity

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Updates to the student supervision policy are recommended in order to provide additional guidelines.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

These policy alterations are being presented for the purpose of providing further guidance with regard to expectations for student supervision.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

These recommended alterations provide direction to maintain appropriate supervision for our students.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

In conclusion, this board policy has been reviewed and updated to align it with current requirements and district procedures.

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions and layover of Policy 455.1 Supervision of Students for first reading.

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## SUPERVISION OF STUDENTS

The Board of Education expects all students to be under assigned adult supervision at all times during school hours including traveling by district sponsored transportation to and from school and engaging in school-sponsored activities.

~~The Board of Education expects all students to be under assigned adult supervision when they are in school, traveling under school auspices to and from school on school buses or and engaging in school-sponsored activities.~~

School personnel Employees or contracted personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised unless reasonable and prudent arrangements are made.

During school hours, or while engaging in school-sponsored activities, students shall be released only to the custody of parents or other authorized persons.

The school administration shall assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

LEGAL REF.: s.s. 120.12(2)  
120.13(1)  
 120.44

APPROVED: February 22, 1994

REVISED:

REPRINTED: March 8, 2002



***I. BASIC INFORMATION***

**Topic or Concern:** Policy 523.1 Employee Physical Examinations (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1: Finance/Facilities

**Your Name and Title:** Todd Cabelka, Executive Director of Human Resources

**Others assisting you in the presentation:** N/A

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

There is a need to revise and update policies to reflect current procedures and practices.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached policy.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

To ensure that policies are relevant to current practices and procedures.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions and layover of Policy 523.1 Employee Physical Examinations for first reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** N/A

**Long Term Committed Funds?** N/A

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A



## EMPLOYEE PHYSICAL EXAMINATIONS

Upon initial employment, every employee of the School District of Beloit shall provide the administration with written evidence of having had a physical examination, including a ~~chest x-ray or~~ tuberculin skin test, by a licensed physician. Such examinations shall be taken before the opening of school for the year required, or in the case of an employee new to the District after that time, as soon after becoming employed as is practical. Should an employee test positive for tuberculin exposure, a chest x-ray or other corroborating test will be required.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Executive Director of ~~Personnel Services~~ Human Resources claiming such exemption. No employee shall be discriminated against by reason of his/her filing of an affidavit.

Required physical examinations may be performed by the District's designated health service without cost to the employee. The expenses of an examination performed by a non-designated health service shall be borne by the employee.

The District may require that an employee present proof of fitness to perform job duties.

LEGAL REF.: s.s. 118.25

~~121.52(2)~~

Americans with Disabilities Act of 1990

CROSS REF.: 112 Nondiscrimination

526 Personnel Records

~~BEA Agreement~~

~~Local 1475 Agreement~~

~~Secretarial Agreement~~

APPROVED: June 21, 1976

REVISED: June 24, 1980  
June 14, 1994  
October 22, 1996

REPRINTED: March, 1998



***I. BASIC INFORMATION***

**Topic or Concern:** Policy 526 RULE 1 Guidelines Regarding Professional Educator Personnel Folders – Deletion (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1: Finance/Facilities:

**Your Name and Title:** Todd Cabelka, Executive Director of Human Resources

**Others assisting you in the presentation:** N/A

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

There is no need for a separate policy regarding personnel folders for professional educators.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached policy.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

To reduce the number of irrelevant or outdated operational policies. The Office of Human Resources maintains personnel folders for employees of all employee groups.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the deletion and layover of Policy 526 RULE 1 Guidelines Regarding Professional Educator Personnel Folders for first reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** N/A

**Long Term Committed Funds?** N/A

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

~~GUIDELINES REGARDING PROFESSIONAL  
EDUCATOR PERSONNEL FOLDER~~

~~Upon appointment to a professional educator position in the School District of Beloit, a personnel folder shall be established for the staff member and kept in the Executive Director of Operations' Office. The folder shall include, but not limited to:~~

- ~~(1) — A completed application form and written interview forms;~~
- ~~(2) — Wisconsin teaching certificate;~~
- ~~(3) — Official transcript of credits;~~
- ~~(4) — Social Security number;~~
- ~~(5) — Wisconsin Retirement number;~~
- ~~(6) — Professional growth records; and~~
- ~~(7) — Evaluation reports.~~
- ~~(8) — Conviction records checks~~

~~The employee's physical examination forms shall be maintained in a separate file from other personnel records and shall be treated as confidential medical records in accordance with law requirements.~~

~~Examples: Pre-employment information  
Employment contract/addendum  
Verification of employment  
Written communication correspondence  
Attendance cards/leave requests  
Payroll authorization form~~

~~Conviction records checks shall be completed for all new employees of the School District of Beloit.~~

~~APPROVED: October 22, 1996~~

~~REPRINTED: March, 1998  
September 10, 2004~~



***I. BASIC INFORMATION***

**Topic or Concern:** Policy 535 Professional Educator Transfers (First Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1: Finance/Facilities

**Your Name and Title:** Todd Cabelka, Executive Director of Human Resources

**Others assisting you in the presentation:** N/A

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

There is a need to ensure that policies are consistent with the procedures as noted in the Employee Handbook.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached policy.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

To update and revise policies to ensure uniformity with those noted in the Employee Handbook.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions and layover of Policy 535 Professional Educator Transfers for first reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** N/A

**Long Term Committed Funds?** N/A

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## PROFESSIONAL EDUCATOR TRANSFERS

The Superintendent reserves the right to make such transfers of professional educator to the various departments or schools in the best interests of the schools district. All professional educator transfers, whether voluntary or involuntary, shall be made consistent with provisions of the current Employee ~~agreement~~ Handbook ~~between the Board of Education and the Beloit Education Association (BEA).~~

CROSS REF.: ~~BEA Agreement~~ Employee Handbook

APPROVED: February 28, 1978

REVISED: June 14, 1994  
October 22, 1996

REPRINTED: March, 1998



***I. BASIC INFORMATION***

**Topic or Concern:** 374 Student Fundraising Activities (Second Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1 Finance/Facilities

**Your Name and Title:** Janelle Martoz, CPA, SFO, CSRM Asst. Supt. of Business Services

**Others assisting you in the presentation:** n/a

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Updates to the student fundraising activities policy are recommended in order to provide additional guidelines.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

These policy alterations are being presented for the purpose of providing further guidance for the procedures that are used to assist administration with making sure that fundraising activities align with our educational programs.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

These alterations provide clear fundraising activity processes including lines of authority for the management of student fundraising activities.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

In conclusion, this board policy has been reviewed and updated to align it with current requirements and district procedures.

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions of Policy 374 Student Fundraising Activities for final reading.

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## STUDENT FUND RAISING ACTIVITIES

The Board of Education encourages fundraising activities to support student clubs, organizations, field trips and excursions, and other activities; however, excessive fundraising can be intrusive on students' families, or on the community so the following guidelines have been established so that student fundraising activities:

- Serve a worthwhile/or educational purpose
  - Promote the educational welfare of students
  - Not detract from students time and energy or the educational program
  - Not unduly burden the community
1. The building principal and/or superintendent or designee will approve all fundraising activities.
  2. Fund raising shall be limited to school clubs and groups which are approved by the school principal and have a faculty advisor from the school.
  3. Fundraising activities that involve service to the community (i.e., concession stands, dinners, car washes, etc.) are encouraged.
  4. Any fundraiser that involves the sale of products to parents and/or community members must be approved and scheduled by the principal in advance of any contract with vendors.
  5. Students under the age of 11 will be permitted to participate in fund raising activities provided written approval has been obtained from the student's parent or guardian. Students under the age of nine or each group containing one or more students under the age of nine shall be physically accompanied by a parent or by a person at least 16 years of age when working in a fund raising activity.
  6. Student participation in fundraising events will be strictly voluntary and quotas will not be assigned. The use of any school's name shall not be used in connection with any fundraising unless prior approval has been obtained from the Principal.
  7. Funds raised for school-sponsored activities must be turned over to the building secretary or designee for deposit in the school bank account, as required by law, and accounted for by the board of education each year during the regular audit of district funds.
  8. All funds raised by a specific club must be only used for activities of the club and may not be diverted to other school purposes or activities without the express approval of the student group involved in raising the funds.
  9. All funds shall be under the ultimate control of the Board of Education and are accounted in the District accounting records and administered in accordance with policies and guidelines established by the Assistant Superintendent of Business Services and/or designee.
  10. Each building principal reserves the right to limit such fund raising activities if such becomes disruptive to any educational process.
  11. No solicitation of funds for non-school activities from school personnel during school time is permitted except as authorized by the Superintendent or designee.

12. The sale of food or beverages on campus, before school, during the designated meal period(s) and up to half an hour after school in schools in which the nonprofit national school lunch and/or school breakfast program is in operation shall be restricted in accordance with United States Department of Agriculture (USDA) regulations.
13. Sales representatives from fund raising companies are to check in with the building main office prior to talking to any activity advisor, coach or school staff member. Sales people will be provided with guidelines that they are expected to follow while in the building.
14. Non-district fundraising groups, projects, & activities (i.e. Scouts...), wishing to conduct sales within public school facilities, must have permission of the building Principal and shall adhere to guidelines #4, 5, and 6.
15. Violation of this policy may result in suspension of fundraising activity.

LEGAL REF.:    s.s.    103.23  
                              103.64  
                              120.12(1)  
                              120.16(2)

CROSS REF.:    375 Student Activity Funds Management  
                              662.1 Management of School Activity Funds  
                              662.1 Rule 1 Procedures for Management of Student Activity Funds  
                              683 Audits  
                              850 Public Solicitations/Promotions in the Schools

APPROVED:      February 3, 1976

REVISED:        November 24, 1992  
                              February 23, 2016





***I. BASIC INFORMATION***

**Topic or Concern:** 375 Activity Funds Management (Second Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1 Finance/Facilities

**Your Name and Title:** Janelle Martoz, CPA, SFO, CSRM Asst. Supt. of Business Services

**Others assisting you in the presentation:** n/a

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Updates to the activity fund management policy are recommended in order to provide additional clarification and information in accordance with Department of Public Instruction guidelines.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

These policy alterations are being presented for the purpose of providing further guidance for the procedures that are used to establish and improve controls over agency funds for which the Board of Education has custodial responsibility.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

These alterations provide definitions and clear lines of authority for the management of activity funds.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

In conclusion, this board policy has been reviewed and updated to align it with current requirements and district procedures.

**MOTION:** The Policy/Personnel Committee recommends that the Board of Education approve the revisions of Policy 375 Activity Funds Management for final reading.

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## STUDENT ACTIVITY FUNDS MANAGEMENT

The purpose of student activity funds is to help support a program of co-curricular and extracurricular activities established and authorized by the District. The raising and expending of activity money by students has but one purpose: to promote the general welfare, education, and morale of students and to finance the legitimate activities of the student organizations (defined as an active student-based organization with an advisor, student officers, and a specific student-related purpose or mission). Funds raised under the umbrella of a student activity belong to the student organization, not to individual students or to the advisor.

Acting as agent, the district is responsible for maintaining records and properly accounting for the activity within the activity funds (student activity funds). The funds are under the control of the school board, which has a fiduciary responsibility to establish and enforce policies and procedures to safeguard activity account assets consistent with other assets of the school district. The school district activity fund policy goal is to formulate and evaluate fraud prevention and create detection policies and procedures to ensure the safeguard and accounting integrity of student activity funds. These policies and procedures that the school district has adopted are to establish and improve controls over activity funds for which it has custodial responsibility.

The Assistant Superintendent of Business Services or designee has the final responsibility for the student activity funds management accounting system.

LEGAL REF.:     s.s. 120.14(1)  
                      120.16(2)  
                      120.44

CROSS REF.:  
                  374 Student Fundraising Activities  
                  662.1 Management of School Activity Funds  
                  662.1 Rule 1 Procedures for Management of Student Activity Funds  
                  683 Audits

APPROVED:     April 29, 1980

REVISED:     November 24, 1992  
                  February 23, 2016



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** 424 RULE 1 State Public School Open Enrollment (Second Reading)

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Emily Pelz, Executive Director of Pupil Services

**Others assisting you in the presentation:** None

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education Committee?**

There have been changes related to 2015 Act 55 specifically related to open enrollment for students with disabilities. These changes will require school boards to update their open enrollment policies. These updates must be completed before the first day of the regular application period to which the policy will first apply.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

There have been changes in 2015 Act 55 (2015-2017 Budget) that directly effect open enrollment for students with disabilities. Most notably, these changes will effect the open enrollment transfer amount for students with disabilities, and a district's ability to deny an open enrollment application due to undue financial burden. Detailed information about the changes to 2015 Act 55 can be found at:

<http://dpi.wi.gov/sites/default/files/imce/open-enrollment/pdf/qa-16-17-oe-changes.pdf>

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

See B above.

### **D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy & Personnel Committee recommends the revisions of Policy 424 RULE 1 State Public School Open Enrollment to the full Board of Education for final reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** existing budget

**Long Term Committed Funds?** Yes

**BUDGET LOCATION:** The open enrollment transfer amount is a Fund 10 expenditure or revenue.

**FISCAL IMPACT:** The open enrollment transfer amount is a transfer of general school aids, not a tuition payment for specific costs. The actual costs of providing special education and related services are the responsibility of the nonresident district.

## STATE PUBLIC SCHOOL OPEN ENROLLMENT - FULL-TIME (RESIDENT & NONRESIDENT)

These guidelines will be administered in accordance with the Full-Time Public School Open Enrollment Program, in accordance with state law and established procedures.

Wisconsin's full-time public school open enrollment program allows parents or legal guardians to apply for their children to attend school in a school district other than the one in which they reside. Adult students may complete the application process themselves.

Any student in grades kindergarten to 12 may apply to attend school full-time in any public school district in the state. Students may apply for 4-year-old kindergarten, pre-kindergarten, early childhood education, and school operated day care only if the student's resident school district offers the same type of program and only if the student is eligible for that program in his or her resident school district.

Students who do not reside in Wisconsin may apply for full-time open enrollment during the application period established by state law. However, the student must reside in Wisconsin, in the school district indicated as the resident school district on the application form, before beginning open enrollment and no later than the third Friday in September in the school year for which the application is submitted.

Students who reside in Wisconsin and are currently enrolled in a private school or a home based private educational program, may apply for full-time open enrollment during the application period, but the student must enroll in his or her resident school district prior to beginning open enrollment. Once the student begins open enrollment, the student may no longer be enrolled in a private school or home-based private educational program.

If a family is planning to move, it is essential that the family contact the school district's open enrollment coordinator or the Department of Public Instruction's open enrollment consultant prior to the move to find out how the move will affect the student's ability to attend the district he or she wishes to attend. If a student moves to a resident school district other than the one indicated on the application form prior to the 3<sup>rd</sup> Friday in September of the first year of the student's open enrollment, the student's open enrollment is void. If a student moves to a different resident school district after the third Friday in September of the student's first year of open enrollment or in subsequent years, the open enrollment may continue.

### **Application Period**

Applications for State Public School Open Enrollment will only be accepted during the application period established by state law. The application period begins on the first Monday in February and ends at 4:00 p.m., on the last workday in April of the school year immediately preceding the school year in which the student wishes to attend.

### **Application Process**

The parent, legal guardian or adult student may apply in one of two ways:

- On-line (recommended) through the Department of Public Instruction (DPI) website.
- Paper Application form provided by the DPI, may be obtained in early January on a date specified by the DPI, from any school district or from the Department of Public Instruction.

Applications may be submitted to no more than three non-resident school districts.

Applications may not be accepted prior to the application period, nor after the application period deadline. Paper applications must be physically received in the non-resident school district by the application deadline. A postmark is not sufficient. All applications to the School District of Beloit, as the non-resident school, must be received by the Central Enrollment Office. Late applications will not be accepted for any reason.

Applicants to charter schools, including virtual charter schools, you must know and indicate the nonresident school district in which the charter school is located on your application.

Once a student is attending in the School District of Beloit under the State Public School Open Enrollment program, the student may continue to attend in the district without reapplication, except as follows:

The School District of Beloit shall require all nonresident open enrolled students attending elementary school in the district to reapply for enrollment prior to admission to middle school in the district. The School District of Beloit shall notify the family, in writing, no later than the first day of the State Public School Open Enrollment period. The notification will include an application form which is to be completed and returned to the Central Enrollment Office of the School District of Beloit.

All applications received by the School District of Beloit will be forwarded to the Superintendent, or designee, for acceptance or rejection. All applications shall be reviewed using the acceptance/rejection criteria outlined in this policy and in accordance with established district policies and guidelines. No action will be taken before May 1. The Superintendent, or designee, shall submit a report to the Board regarding acceptance or rejection of the applications for information only.

The following guidelines will be used to determine the acceptance or rejection of State Public School Open Enrollment applications received by the School District of Beloit.

### **Ineligible Applications**

Applications to open enroll may be denied by both the non-resident school district and the resident school district if the application is “ineligible” as indicated below:

- The application was late
- The application was incomplete
- The application was deliberately falsified (the school district may rescind an approval of the application if the deliberate falsification was discovered after the application was approved.)
- A paper application was submitted but not signed by the parent, legal guardian, or adult student
- The child does not meet age requirements for school admission
- The application did not indicate a resident school district, or more than one resident school district was indicated on one or multiple applications
- Applications were submitted to more than three non-resident schools districts
- The student is not eligible for open enrollment because the child’s resident school district does not offer the same 4-year-old kindergarten, pre-kindergarten, early childhood education program, or school operated day care program that the child requests; or the child is not eligible for the program in his/her resident school district.

### **Sequence of Priority**

The School District of Beloit will observe the following sequence of priority when approving open enrollment applications:

1. Residents of the School District of Beloit who have submitted a Request for Transfer, as per the School District of Beloit policies and guidelines, shall be given preference to their requested school, program, class or grade.
2. Students who have open-enrolled “in” and are currently attending school in the district and the siblings of the currently-attending student. These students are referred to as “preference students”.
3. If there are more preference students than there are spaces the School District of Beloit will select among the preference students randomly.
4. If, after all preference students have been approved, there are still spaces available, the remaining applicants will be selected randomly. If in this random selection process, a student is selected, that student’s siblings must be granted preference to the next available spaces. If there are no spaces available in the sibling’s grade, the sibling must be denied.

5. Resident students who have open enrolled “out” and are currently attending the non-resident district for which the application is made, and their siblings, will have their applications approved first.

Siblings are defined as children who share one or two parents by birth or adoption. Siblings are entitled to preference whether or not they reside in the same household. For open enrollment preferences, siblings also include step-siblings who reside in the same household.

#### **Criteria for Rejecting Applications - Non-Resident School District**

The School District of Beloit, as the non-resident school district, may deny open enrollment for the following reasons:

- Space is not available in the school, program, class or grade the student would attend.
- The student is currently expelled and the expulsion will extend into the school year for which the application is submitted (regardless of the reason for expulsion).
- The student has been expelled during the current or preceding two school years for any of the following reasons:
  1. Conveying or causing to convey any threat, false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
  2. Engaging in conduct while at school or while under the supervision of a school authority that endangered the health, safety, or property of others.
  3. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any employee of the school district or member of the school board.
  4. Possessing a dangerous weapon, as defined in Wis Stats. §939.22(1) while at school or while under the supervision of a school authority.
  5. The School District of Beloit may accept students who were expelled from another school district during the preceding two years for the conduct listed above but have completed the term of the expulsion order. After review and consideration of the student’s expulsion records the decision will be made on a case by case basis.
- The student is the subject of a pending disciplinary proceeding if the proceeding is based on any of the above reasons for expulsion.
- The special education or related services required by the student’s individualized education program (IEP) are not available in the non-resident school district or there is no space in the special education or related services required by the student’s IEP.
- The student has been referred for a special education evaluation but has not been evaluated.
- The student is a habitual truant, as defined in Board policy.

#### **Notice of Acceptance or Denial**

The Non-resident school board or designee shall notify the applicant, in writing, of the acceptance or denial of the application on or before the first Friday following the first Monday in June after receiving the open enrollment application. If the non-resident school board or designee denies the application it shall include the reason for the denial in the notice.

If a Resident school district denies a student’s enrollment in a non-resident school district the resident school board or designee shall notify the applicant and the non-resident school district, in writing, on or before the second Friday following the first Monday in June that the application has been denied, including the reason for denial.

### **Appeal Process**

The applicant may appeal a denial to the Department of Public Instruction within 30 days of the day the notice of denial is postmarked or is delivered to the applicant, whichever is sooner. The Department of Public Instruction is required by statute to uphold the school district's decision unless it finds the district was arbitrary or unreasonable. The Department's decision may be appealed to circuit court in the county in which the appellant resides.

### **Notice of Assignment**

If the application has been accepted by the School District of Beloit, and not rejected by the student's resident school district, the Superintendent, or designee, will determine which school or program the non-resident student may attend in the following year. This determination will be made in accordance with established district policies and guidelines.

The School District of Beloit, as the non-resident school, shall notify the accepted applicant on or before the first Friday following the first Monday in June, in writing, of the specific school or program the student may attend in the following school year.

### **Notice of Intent to Attend**

The accepted applicant must notify the non-resident school district of the student's intent to attend school in the district in the following school by July 7. If the accepted applicant fails to make this notification, the non-resident district may refuse to allow the student to attend the district school or program.

### **Special Education or Related Services After Enrollment**

If a non-resident student's IEP changes after the student begins attending school in the District, and the special education program or services required by the IEP are not available in the special education program identified in the IEP, the student may be required to return to the resident school.

If a student who is open-enrolled is referred for a special education evaluation, and the results of the evaluation indicate a disability, and the non-resident school district does not offer the special education or related services required in the IEP, the student may be required to return to the resident school.

### **Open Enrollment-Exception**

A student can apply for open enrollment at any time outside the regular open enrollment application period if the parent is able to show that one of the seven criteria set forth in the statute applies. A student who fits within one of these exceptions is entitled to begin attending the non-resident school district as soon as the application has been approved by the non-resident school district. The exceptions apply in the following instances: (1) the student has been the victim of a violent criminal offense occurring at the resident school district; (2) the student is or has been homeless in the current or immediately preceding school year; (3) the student has been the victim of repeated bullying or harassment that has not been resolved by the resident school district despite parent complaints; (4) the student's parent or guardian has had a change in residence as a result of military orders; (5) the student has recently moved into Wisconsin; (6) the student's place of residence has changed due to a court order, custody agreement, or foster care placement; or (7) the parent, and both the resident and non-resident school districts, agree that attending school in the non-resident school district is in the best interests of the student.

A resident school district may deny a student's application under any of these exceptions if it determines that the exception does not apply. This ground for denial does not apply if the student qualifies for immediate open enrollment under the exception for victims of a violent crime.

Under all of the exceptions, the non-resident district may deny the open enrollment application for the same reasons as it may deny an application under the regular application process that extends from February through April. Specifically, the non-resident school district can deny the open enrollment application if (1) space is not available; (2) the student applicant has been expelled by any school district during the current or two preceding school years for certain specified reasons (not including repeated refusal or neglect to obey school rules); (3) the special education or related services described in the child's IEP are not available in the non-resident school district; or (4) no space is available to provide the special education services, taking into account class size limits, pupil-teacher ratios, or enrollment projections established by the non-resident school district.

Under all the exceptions, the applicant may appeal a denial under the normal procedures as stated under the Appeal Process in this policy.

### **Transportation**

The parent, legal guardian, or adult student who is eligible for a free or reduced lunch and who will be attending public school in a non-resident school district in the following school year may apply to the Department of Public Instruction for reimbursement of costs incurred by the parent, legal guardian, or adult student for transportation of the student to and from the student's residence and the school that the student will be attending.

The School District of Beloit does not provide transportation for open enrolled students unless required by law (e.g., when transportation is required in the non-resident student's IEP).

LEGAL REF.: s.s. 118.13, 118.51, 118.52, 120.13(1)(f)(g)  
Chapter 115, Subchapter v

CROSS REF.: 345.4 Promotion and Retention  
345.6 Graduation Requirements  
411 Equal Educational Opportunities  
412.1 Full-time Student  
420 School Admissions  
421 Entrance Age  
422 Admission of Nonresident (Outside of State Open Enrollment)  
423 Admission of Resident Part-Time Non-Public School Students  
424 State Public School Open Enrollment  
431 RULE 1 dc Student Attendance Procedures  
433 Assignment of Students to Teachers/Classes  
455.3 Student Driving and Parking  
Special Education Policy and Procedure Handbook

REVISED: February 23, 2010  
December 18, 2012





***I. BASIC INFORMATION***

**Topic or Concern:** 432 RULE 1 New Student Placement Guidelines (Second Reading)

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Emily Pelz, Executive Director of Pupil Services

**Others assisting you in the presentation:** None

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

This policy was reviewed and minor revisions were made in language.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached policy revisions.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

This policy provides guidance on the procedures that are used to place students when they transfer into the district.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy & Personnel Committee recommends the revisions of Policy 432 RULE 1 New Student Placement Guidelines to the full Board of Education for final reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** NA

**Long Term Committed Funds?** NA

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

## NEW STUDENT PLACEMENT GUIDELINES

A student shall attend the resident school located within the school attendance area of the student's residence.

If the student's resident school has reached the enrollment limits for the student's grade, the student shall be assigned to a school within the walk zone of the student's residence. Parents will be provided the opportunity to request that this school become the student's resident school for the remainder of the elementary or intermediate school years.

If all schools within the walk zone have reached enrollment limits for the student's grade the student shall be assigned to a school outside the walk zone and transportation will be provided for the student through the end of the current school year. Students will be placed at their resident attendance area or walk-zone school at the beginning of the following school year.

A student's parent/guardian may request an In-District Transfer at the time of enrollment, and place their child on a waiting list for possible openings during the current school year at the student's resident school or at a school in the student's walk zone.

The District's transportation policy and guidelines will apply for students attending their resident school.

Placement limits in effect are as follows:

- Maximum projected number of students in a receiving class for placement purposes:
 

4 year old Kindergarten	Not to exceed 18 students
5 year old Kindergarten – 3 <sup>rd</sup> Grade:	Not to exceed 18 students
4 <sup>th</sup> – 5 <sup>th</sup> Grade:	Not to exceed 25 students
6 <sup>th</sup> – 8 <sup>th</sup> Grade:	Not to exceed 25 students

If more requests are received for placement to a specific school and grade level than space can accommodate, the following guidelines shall be used to determine which placements are approved:

- a. The date and time the placement request was received.
- b. If the student previously attended the school being requested.
- c. The student has siblings who currently attend the school being requested.

The School District of Beloit reserves the right to assign students to specific schools and to make district transfer assignment revisions.

Parents/guardians who have requested their student(s) be put on a waiting list will remain on the waiting list until an opening, based on placement limits, is available. If, at the time of an opening, the family declines to accept the approved placement at the time of an opening, the student will be removed from the waiting list.

CROSS REF: 432 School Attendance Areas  
432 Rule 2 In-District Transfer Guidelines

APPROVED: July 25, 2000

REVISED: April 27, 2010  
November 13, 2012



***I. BASIC INFORMATION***

**Topic or Concern:** 432 RULE 2 In District Transfer Guidelines (Second Reading)

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Emily Pelz, Executive Director of Pupil Services

**Others assisting you in the presentation:** None

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

This policy was reviewed and revisions were made to the In District Transfer Request procedures.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached revisions.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

This policy provides guidance on the procedures that are used to place students when parents/guardians request an in district transfer.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy and Personnel Committee recommends the revisions of Policy 432 RULE 2 In-District Transfer Guidelines for final reading.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** n/a

**Long Term Committed Funds?** NA

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

## IN-DISTRICT TRANSFER GUIDELINES

Students wishing to transfer within the School District of Beloit shall complete and submit an In-District Transfer Request. In-district transfer requests include the following situations:

- Students *currently enrolled* in the School District of Beloit wishing to transfer from their current resident school to another District school for the *following* year.
- Students *currently enrolled* in the School District of Beloit wishing to transfer from their current resident school to another District school within the *current* year.
- Students who have *moved* from their resident school into another school attendance area or walk zone within the School District of Beloit during the *current* school year and want their child to stay in his/her *current* school for the remainder of the *current* school year. The parent/guardian shall provide proof of residency for their new address.
- New students, *enrolling* in the *current* year, wishing to attend a school other than their resident Attendance Area or Walk-Zone Schools.
- New Students *enrolling* for the *following* school year wishing to attend a school other than their resident Attendance Area or Walk-Zone Schools.
- District initiated transfers of *current* students to specific schools based on the best educational interests of the student.

### **Procedures for In-District Transfer Requests**

1. The application period for in-district transfer requests begins the first attendance day in January and ends at 4:00 PM on the last attendance day in February.
2. Applications for in-district transfer requests must be submitted on the District's application form, and are to be submitted by a student's parent/guardian to the Central Enrollment Office.
3. Applications will be reviewed after the last attendance day in February and families will be notified no later than the end of April of acceptance to the requested school for the following school year.
4. Exceptions to the application deadlines will be made for the following special circumstances, and will be considered on a case by case basis:
  - a. Families who moved from their resident school into another school attendance area or walk zone within the School District of Beloit during the current school year and want their child to stay in his/her current school for the remainder of the current school year. The parent/guardian shall provide proof of residency for their new address.
  - b. The student is homeless in the current or immediate preceding school year.

- c. The student has been a victim of repeated bullying and harassment, and the following apply:
    - i. The student's parent/guardian reported the bullying and/or harassment to the school's administration.
    - ii. In spite of action taken by school administration to relieve the bullying/harassment, the bullying/harassment still continues.
    - iii. The school administration and the student's parent/guardian mutually agree that the student would benefit more from the transfer rather than remaining at the current school of attendance.
  - d. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent.
  - e. The student's attendance in a school in the nonattendance area school is considered to be in the best interest of the student. The application must justify the reasons for requesting this exception and why attendance at the nonattendance area school is in the best interest of the student.
    - i. The school administration and the student's parent/guardian must mutually agree that the student would benefit more from the transfer than remaining at the current school of attendance.
5. Intermediate school and high school grade students wishing to transfer to a School District of Beloit virtual school or charter school must meet the application and admission guidelines of the school.

#### **In-District Transfer Request Decision Making Factors**

In-District Transfer requests will be considered in the order in which they are received, based on the space and staffing available at the requested school, and based on the special education and/or related services, including specialized transportation, set forth in the student's individualized education program that are currently available in the requested transfer school. Transfer limits in effect are based on maximum projected number of students in each class:

- Maximum projected number of students in a receiving class for transfer purposes:

4 year old Kindergarten – 3 <sup>rd</sup> Grade:	Not to exceed 18 students
4 <sup>th</sup> – 5 <sup>th</sup> Grade:	Not to exceed 25 students
6 <sup>th</sup> – 8 <sup>th</sup> Grade:	Not to exceed 25 students

If more requests are received for transfer to a specific school and grade level than space can accommodate, families can request their student(s) be placed on a waiting list and the following guidelines shall be used to determine which transfers are approved:

- a. The student has siblings who currently attend the school requested.
- b. The student currently attends the school requested.
- c. The date and time the In-District Transfer Request was received.

Students who have been placed on a waiting list will remain on the waiting list until an opening, based on district transfer limits, is available. If at the time of an opening, the family declines to accept the approved transfer, the student will be removed from the waiting list, and the In-District Transfer Request will no longer be active. The School District of Beloit does not carry over pending transfer requests from one school year to the next.

Approved In-District transfers are valid for the balance of the student's elementary or intermediate school educational experience at the school requested. In-District transfer requests for continuing attendance are approved for the remainder of the student's current school year at the student's current school.

All approved In-District transfers, including continuing attendance, shall be with the understanding that parents must provide transportation for the students who are transferred.

The School District of Beloit reserves the right to assign students to specific schools and to make District transfer assignment revisions.

A decision denying the request may be appealed to the Superintendent. If not resolved by the Superintendent, an appeal may be made to the Board of Education.

CROSS REF:        432 School Attendance Areas  
                      432 RULE 1 New Student Placement Guidelines

REVISED:         April 27, 2010  
                      December 18, 2012



# School District of Beloit Board of Education Report

February 23, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Employment Actions – Exhibit A – February 23, 2016

**Which strategy in the Strategic Plan does this support?** Strategy 1 - Finance & Facilities, Strategy 2 - Marketing, Strategy 3 - Student Engagement, Strategy 4 - Assessment & Instruction, Strategy 5 - Technology, Strategy 6 - Family Engagement, Strategy 7 - Character

**Your Name and Title:** Todd Cabelka, Executive Director Human Resources

**Others assisting you in the presentation:** Dr. Thomas Johnson, Superintendent

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

Employment recommendation

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Information to support legal action as required by Wisconsin Statutes.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Comply with legal requirements and Wisconsin Statutes.

### **D. What are your conclusions?**

Employment to meet needs of district to ensure quality education to all students within the district's budgetary guidelines.

**MOTION:** Approval of employment recommendations.

**I propose using** N/A

**Long Term Committed Funds?** Yes indefinite

**BUDGET LOCATION:** all areas

**FISCAL IMPACT:** as indicated on report

# Employment Recommendation Report page 1

UPDATED

2.23.16

February, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
<b>EMPLOYEE TRANSFER OF ASSIGNMENT Employee group 2015-2016</b>						
<b>Professional Educators</b>						
Dalia Ochoa	Todd	ELL Teaching and Coaching	2/1/2016	30%	new FTE added to her existing 50% ESL	5,678 (based on 40,406)
<b>Other Professional Support</b>						
Felethia Whitfield	Kolak	GT/Advanced Learner Specialist	2/29/2016 - 6/10/2016	100%	temporary placement - timecarded	per hour (based on 48.39 teacher salary pay)
<b>Support Staff</b>						
Robin Bye	Kolak	Student Data Coordinator	3/14/2016	100%	transferring from McNeel Secretary position	20.83 per hour
<b>NEW EMPLOYMENT</b>						
<b>Administrators</b>						
<b>Professional Educators</b>						
<b>Other Professional Support</b>						
Robert Pickett	District - Memorial	Youth Development Coordinator	2/1/2016	60%	grant funded	19,663 (based on 70,000)
<b>Support Staff</b>						
<b>RETIREMENTS / RESIGNATIONS / LAYOFFS</b>						<b>Years/Months of Service</b>
<b>Administrators</b>						
<b>Professional Educators</b>						
Karen Affeldt	Aldrich	Grade 7/8 - Social Studies	6/10/2016	100%	retirement	30 years
Lanaya Ballou	District (Cun / McN)	School Nurse	6/10/2016	100%	resignation - relocation	6 years
Scott Kolb	Memorial	Business Ed	6/10/2016	100%	retirement	29 years
Megan Miller	on leave	was English/Social Studies BMHS	6/10/2016	100%	resignation - family	5 years
Jennifer Roehl	on leave	was Grade 4 McLenegan	6/10/2016	100%	resignation - family	3 years
Siara Schwartzlow	Memorial - on leave	English	6/10/2016	100%	resignation - family	2 years
Liza Witt	Todd	Reading Specialist	2/19/2016	100%	resignation - other employment / family	2 years
<b>Other Professional Support</b>						
<b>Support Staff</b>						
Kelley Denu	Todd	Special Ed Para	2/5/2016	100%	resignation -other, staying on as sub para	2 years

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Thomas Johnson, Superintendent

*Janelle Marotz*

Janelle Marotz, Asst Superintendent Business Svcs

*Todd Cabelka*

Todd Cabelka, Exec Dir Human Resources



	Name	Location	Position	Effective Date	FTE	Notes	Salary
NEW EMPLOYMENT							
Professional Educators							
	Holie Vance	Cunningham	Art	2/29/2016	100%	13,005.00	(based on 35,815)