



**School District of Beloit**

## **BOARD OF EDUCATION PURPLE PACKET – June 10, 2016**

1. IBMM Agenda for June, 2016
2. Extended Field Trip for High School Student Leaders of LULAC to National LULAC Convention-Youth Conference in Washington D.C from July 10-July 16, 2016
3. Monthly Fund Development Report
4. Notice of Meeting
  - Curriculum Committee Meeting, Tuesday, June 14, 2016, 4:00 p.m., Room 210
  - Finance Committee Meeting, Tuesday, June 14, 2016, 5:00 p.m., Superintendent's Office, Room 106
  - Policy & Personnel Committee Meeting, Tuesday, June 14, 2016, 5:30 p.m., Superintendent's Office, Room 106
  - Special Board Meeting, Tuesday, June 14, 2016, 7:15 p.m., Superintendent's Office, Room 106
  - Other Meeting, DAY, DATE, 2016, time p.m., location

### **NOTES/UNDER SEPARATE COVER**

- Links to school newsletters can be found on the Board of Education website on the lower right hand side.

### **FUTURE BOARD MEETINGS**

Special Board Meeting-Workshop, Thursday, June 16, 2016, 6:00 p.m., Superintendent's Office, Room 106  
Special Board Meeting-Workshop, Tuesday, June 21, 2016, 6:00 p.m., Superintendent's Office, Room 106  
Special Board Meeting, Tuesday, June 28, 2016, TBD, Superintendent's Office, Room 106  
Special Policy & Personnel Committee Meeting, Tuesday, June 28, 2016, Superintendent's Office, Room 106  
Board Business Meeting, Tuesday, June 28, 2016, 7:00 p.m., Board Room

### **EVENTS**

June 23 – 11am-1pm BMHS Fieldhouse Free Family Picnic Kickoff Free Meals for Kids for Summer  
June 29 – 7-8 p.m. District Wide Athletic Code Meeting – BMHS Barkin Arena  
August 30 – 8am Place TBD Fall Convocation  
September 1 – First day of school!



**SCHOOL DISTRICT OF BELOIT  
INDIVIDUAL BOARD MEMBER MEETINGS**

Individual Board Member Meetings have been scheduled as follows. If the time indicated for you is not convenient, please call Jenni/Michelle (361-4016) and we will reschedule. Meetings will be held in the superintendent's office for one hour.

<b>Shannon Scharmer</b>	<b>Wednesday, June 15, 2016</b>	<b>11:30 a.m.</b>
<b>Lisa Anderson-Levy</b>	<b>Wednesday, June 15, 2016</b>	<b>11:30 a.m.</b>
<b>Nora Gard</b>	<b>Tuesday, June 21, 2016</b>	<b>3:00 p.m.</b>
<b>Dennis Baskin</b>	<b>TBD</b>	
<b>Pam Charles</b>	<b>TBD</b>	
<b>Shelly Cronin</b>	<b>TBD</b>	
<b>Kris Klobucar</b>	<b>TBD</b>	

\*Including Review of Business Meeting Agenda

If these dates or times do not work for you, please call Jenni/Michelle at 361-4016.

**AGENDA**

1. Board Member Topics/Concerns



## EXTENDED FIELD TRIP PERMIT

(Information MUST be typed)

School Volak - Office of Operations & Equity Date Submitted \_\_\_\_\_Sponsor(s): Equity Budget Dr. WilliamsGrand and/or Subject: High School Student leaders of LULACInstructional Purpose of Extended Field Trip/Educational Goals: Attending the NationalLULAC Convention - Youth ConferenceDestination: Washington DC Distance: \_\_\_\_\_Dates of Trip: July 10 - July 16th Number of Students Participating: 10 Adults: 3

Name(s) of Chaperone(s) Participating:

Tasha Bell Candace Link Rocamaria Laurson

Substitute(s) Needed: ( ) YES (X) NO If Yes, Name of Staff Member(s), Grade and/or Subject, and Date(s) Needed:

Name \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Date(s) \_\_\_\_\_

Name \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Date(s) \_\_\_\_\_

Name \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Date(s) \_\_\_\_\_

Financial Arrangements Involved: (Please check all that apply)

\_\_\_\_\_ Building Budget Amount: \$ \_\_\_\_\_ Account Number: \_\_\_\_\_

\_\_\_\_\_ Amount: \$ \_\_\_\_\_ Account Number: \_\_\_\_\_

\_\_\_\_\_ Student Contribution Amount: \$ \_\_\_\_\_

X Other Costs approx. Amount: \$ 922 per student Explain: Equity Budget - Dr. WilliamsFundraising Activities and/or Organizations that will be Solicited for Support: 0Explain how Student Costs are covered if student is unable to afford the cost: All pd by Equity

Number of Free Transports Names: \_\_\_\_\_

Transportation:

\_\_\_\_\_ Bus (Requisition No. \_\_\_\_\_) X Other (explain): flying + gr transp.

\_\_\_\_\_ Parent Drivers

Departure Date/Time: July 10 Return Date/Time: July 16

IMPORTANT: The Administrator of Business Services should be contacted, in writing, regarding evidence of insurance coverage.

Principal Signature and Date: [Signature] Date: 6-10-16

Superintendent of Schools Signature

Date: 4-12-16

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## 2016 LULAC National Convention & Exposition

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### INFORMATION

#### CONVENTION LOCATION

Washington Hilton  
1919 Connecticut Avenue  
Washington, DC 20009

#### CONVENTION HOTELS

Washington Hilton  
1919 Connecticut Avenue  
Washington, DC 20009  
Main: (202) 483-3000  
FAX: (202) 232-0438  
Reservations: (800) HILTONS  
[www.lulac.org/hilton](http://www.lulac.org/hilton)  
Single: \$172 Double: \$172  
Cutoff date: June 9, 2016

Cancellations must be made one month prior to arrival to avoid first night charges.

#### Air Transportation:

American Airlines  
(800) 433-1790  
[www.aa.com](http://www.aa.com)

United  
(800) 468-7022  
[www.united.com](http://www.united.com)

Southwest Airlines®  
(800) 435-9792  
[www.southwest.com](http://www.southwest.com)

### AGENDA

#### Tuesday, July 12

8 am to 5 pm Federal Agency Pre-Conference Meeting  
1 pm to 5 pm Registration  
6 pm to 8 pm **\*Opening Reception**

#### Wednesday, July 13

7 to 12, 2 to 5 Registration  
9 am to 11:30 am Federal Training Institute  
10 am to 11 am Ribbon-cutting Ceremony and Exposition Opening  
Noon to 1:45 pm **\*Partnership Luncheon**  
2 pm to 2:30 pm National Assembly—Committee Assignments  
2 pm to 4:30 pm Federal Training Institute  
2:30 pm to 5 pm Concurrent Seminars  
7 pm to 10 pm **\*Washington DC Celebration**

#### Thursday, July 14

7 to 12, 2 to 5 Registration  
8:00 am to 9:30 am **\*Defenders of Freedom Breakfast**  
9 am to noon Concurrent Seminars  
9 am to 2 pm Federal Training Institute  
10 am to 5 pm Exposition and Job Fair Open  
Noon to 2 pm **\*\* Unity Luncheon**  
2 pm to 5 pm Concurrent Seminars  
6 pm to 9 pm **\*\*Youth and Young Adults Awards Banquet**

#### Friday, July 15

7 to 12, 2 to 5 Registration  
7:30 am to 9 am **\*LNEC Breakfast**  
9 am to noon Policy Seminars  
9 am to 2 pm Federal Training Institute  
9 am to 4 pm Youth/Collegiate Career Forum  
10 am to 5 pm Exposition and Job Fair Open  
Noon to 2 pm **\*Women's Luncheon**  
2:30 to 4:30 pm LULAC National Assembly Reconvenes  
6 pm to 7 pm **\*Presidential Reception (black-tie)**  
7 pm to 11 pm **\*Presidential Awards Banquet**

#### Saturday, July 16

8 am to 10 am LULAC National Assembly & Elections  
10 am to 11 am LULAC Remembrance Service  
7 pm to 11 pm **\*Concierto: Voces Unidas por America**

**\*Bolded Items denote sponsorship opportunities. \*\* Subject to change**

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Washington, DC • July 12—July 16, 2016

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LULAC Youth Convention  
**Estimation of costs**

10 Students- LULAC student officers/leaders

- 1.Luis Cerros
- 2.Bianca Cortez
- 3.Cassandra Martinez
- 4.Gustavo Badillo
- 5.Jose A. Cuellar
- 6.Karen Ayala
- 7.Karen Soto
- 8.Lilia Lopez
- 9.Andrea Montes
- 10.Vianey Giles

3 Chaperones

Student Registration cost:\$1500 if registered by 6/15/16 after 6/15/16 \$1750

**Hotel**

- 1 Boys room (triple)\$199 per night -\$1194(6 nights) (3 boys)
- 1 Girls room (triple) \$199 per night \$1194 (6 nights)(3girls)
- 2 Girls room (double) \$174 per night \$1044 (6 nights) (2 girls in each room)
- 2 Chaperone rooms \$174 per night \$1044 (6nights)

**Flights**-Varies- booked upon Board Approval \*see attached estimate from American Airlines

\$374 per person (13 people) \$4862 \* estimate flights have NOT been booked yet\*

**ESTIMATED Cost per student: \$922** (based on registering before June 15, and staying in room with 3 students and flight estimate)

Parent meeting to be scheduled after Board Approval

Itinerary \* more detailed upon Board Approval\*

Depart on July 10 – Leave early afternoon or evening

July 11- College visits during day monuments

July 12- College Visits/tour Smithsonian Museums

July-13-16 LULAC National Convention

July 16-Depart in the afternoon after the conference adjourns



# June - 2016 - Committee Report

## Grant Activity 7/1/15 - 6/30/16

Program	Funding Source	Amount Requested	School/Contact	Date Submitted	Renewal/New	Status	Purpose	Date Awarded	Award Amount	Date Declined
Youth Literacy Grants	Dollar General	\$2,466	Hackett Marcia Schwengels	5/19/2016	New	Submitted	Hackett Elementary will use the funds to expand their collection of culturally relevant texts to be used in the DLI program as well as afterschool. Announcement date September 1			
Youth Literacy Grants	Dollar General	\$2,000	Merrill Besty Schroeder	5/31/2016	New	Submitted	Funds will be used to expand their collection of available books for students. Announcement date is September 1.			
Meemic - 2nd Qtr	Meemic Foundation	\$500	Hackett Marcia Schwengels	5/31/2016	New	Submitted	JoAnne Ruch, K DLI (English portion) will use the requested math manipulatives and texts to teach math that will be helpful specifically to ELLs. Announcement date August 15			
2016 Patterson Parternership	Scholastic	\$2,250	Hackett Marcia Schwengels	5/31/2016	New	Submitted	Funds would be used to purchase library books that are culturally relevant, and that reflect the student population. Grant notification by end of Sept. 2016			
2016 Patterson Parternership	Scholastic	\$10,000	Aldrich Mark Smullen	5/31/2016	New	Submitted	Additional library books are necessary to expand student choices for independent reading, specifically for struggling readers who require more books per week. Grant notification by end of Sept. 2016			
Visions For Learning	Ecolab	\$215-\$3000	Various	3/18/2016	New	Awarded	Beloit was awarded 12 grants ranging from \$215 to \$2560 for a total of \$16,748.59 <b>(see attached)</b>	4/4/2016	\$16,748	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Hackett Marcia Schwengels	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, soil, seeds, and trellis.	4/15/2016	Materials for 3 gardens	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Todd Elizabeth White	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, soil, tomato cages and plants, and trellis	4/15/2016	Materials for 3 gardens	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Robinson Elizabeth White	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, tomato cages and plants, and trellis	4/15/2016	Materials for 3 gardens	
Fresh Fruits and Vegetables	Wis Dept of Public Instruction	\$199,000	4K-Intermediate	4/12/2016	Renewal	Submitted	Separate applications for ten schools to provide a fresh fruit or vegetable afternoon snack.			
Meemic Back to School	Meemic Foundation	3 @ \$100 (\$300)	Hackett Marcia Schwengels	4/18/2016	New	Submitted	Jessica Brink, <b>Megan Hauri</b> and Megan Brost of Hackett each submitted requests that will award \$100 worth of back to school supplies from Quill. Announcement date is 8/1/16. <b>(updated another staff)</b>			

Academic Parent Teacher Team (APTT)	Wis Dept of Public Instruction	\$27,000	Merrill Betsy Schroeder	4/22/2016	New	Submitted	The APTT model is a research and evidence-based family engagement best practice that supports families involvement that advances student learning and achievement. Funds will be used for APTT training, subs, staff extended time, childcare, translators and transportation costs for parents.	6/8/2016	\$27,000	
Youth Literacy Grants	Dollar General	\$4,000 ea (\$16,000)	Aldrich, Cunningham, Fruzen, McNeel	5/19/2016	New	Submitted	The Intermediate Reading specialists will apply for \$4,000 for each site. Funds will be used to purchase books for low level readers. Announcement date is Sept. 1, 2016			
Build It Yourself Playground	KaBOOM!	\$15,000 (for a \$40,000 project)	Merrill	Due June	New	In Process	Merrill is in dire need of an additional playground that will specifically address the needs of their younger students. Projects through KaBOOM! can be from \$24,000 to \$40,000. Grants will be for \$15,000, so a match from \$9,000-\$25,000 is required. Merrill is committed to fundraise and/or pursue other grant sources to match the difference. There may be a possibility of a higher award. The grant only covers the playground equipment; it will not cover land/space prep, or supervision of the project.			
AmeriCorps Farm to School	DATCP	3 Half time AmeriCorp Workers	Janelle Marotz KEC	4/11/2016	Continuation	Pending	AmeriCorps Farm to School will allow a continuation partnership for our existing 2 Part time community outreach, and 1 nutrition educators. The district agrees to pay each \$2500 in non-federal match funds, as well as office space, materials, etc.			
Meemic Student Art Contest	Meemic Foundation	\$300 for school Amazon Fire Table for student	Cunningham	4/8/2016	New	Not Awarded	Michigan, Illinois or Wisconsin students can submit artwork that reflects one of the following themes: safety, education or state. The student will win a Fire Tablet, and the school \$300 in art supplies.		0	5/6/2016
Kiwanis Club	Kiwanis Club	\$800	Gaston Kirah Zeilinger	1/8/2016	New	Awarded	Gaston received funding for start up cost for materials for their raised garden beds: lumbar, soil, seeds, fertilizer, and tools. It will be cared for teachers, parents and students.	2/19/2016	\$800	
Discretionary Grant Program	Stateline Community Foundation	\$500	KEC Jennifer Paepke	3/2/2016	New	Not Submitted	Funds will be used to transport Beloit (and possibly Janesville) high school girls to the Rock County Young Women's Leadership Forum to be held at UW Rock County on April 29.		\$0	
Community Foundation of Southern Wisconsin	Rock County Agricultural Fund	\$2,500	Robinson Madeleine Blain	2/15/2016	New	Awarded	Three raised garden beds will be built at Robinson. The funds will be used for materials: soil, compost, seeds, timber and tools. Robinson students and families will volunteer to tend the gardens. Teachers will be encouraged to utilize the gardens in their lessons.	4/1/2016	\$1,500	

Fab Lab Grants	Wisconsin Economic Development Corporation (WEDC)	\$10,500	BMHS Ryan Rewey	1/22/2016	New	Not Awarded	The lab would be located at BMHS and would allow students to develop skills and abilities related to fabrication, engineering and design concepts, robotics as well as increase math and science awareness. This grant requires a match which includes Perkin funds and district funds for a project total of \$21,000.		0	5/2/2016
Teacher Action Award	Upsilon Chapter of the Delta Kappa Society	\$200	Merrill Amanda Mortimer	12/15/2015	New	Awarded	4K students at Merrill will be involved in hands-on cooking activities in collaboration with Farm to School Program through Americorps. Funds will be used for ingredients and materials. Activities will be tied to literacy/math activities.	1/5/2016	\$200	
Challenge Award Grants	WREA	\$2,000	McNeel Darsha Olsen	1/31/2016	New	Not Awarded	Funds will be used for a McNeel Science Festival. Younger students will visit the stations and learn from the 8th graders. The festival will be expanded in 2016 to include evening hours for families and community. Awards announced first week in April.		0	
Forward Together	WEA Trust	\$3,000	McNeel Darsha Olsen	1/31/2016	New	Not Awarded	Funds will be used for a McNeel Science Festival. Younger students will visit the stations and learn from the 8th graders. The festival will be expanded in 2016 to include evening hours for families and community. Funds will be used for supplies, materials, fees for outside groups, transportation reimbursement, printing.	3/9/2016	0	
Forward Together	WEA Trust	\$3,000	BMHS Julie Horvath	1/31/2016	New	Not Awarded	Students in the advanced spanish classes will share their knowledge of global Spanish speaking cultures by creating original non-fiction e-books to share with the dual language elementary students. They will visit only one or two classrooms, but they will be available to all dual language elementary students.	3/9/2016	0	
Forward Together	WEA Trust	\$3,000	KEC Janelle Marotz	1/31/2016	New	Not Awarded	Funds will be used for the development of a raised garden at Robinson Elementary. Awards announced in February.	3/9/2016	0	
Accounting Careers Awareness Grant	WICPA Educational Foundation	\$2,500	BMHS Mary Kaye Richardson	12/18/2015	New	Awarded	Students in Accounting 1 and Advanced Accounting will travel to Lambeau Field to speak with the CPA Accountant and Payroll Supervisor about the daily, weekly and monthly routines of their jobs.	1/1/2016	\$2,500	
Balanced Active Lifestyle	McDonalds	\$907	Merrill Jacob Traeger	11/30/2015	New	Awarded	Objectives for this application are: to teach the difference between healthy and unhealthy foods; benefits of eating healthy; and to reinforce benefits of exercise. Funds will pay for NutriPLay Healthy Games	12/15/2015	\$907	
AODA Student Mini Grants	Wisconsin Department of Public Instruction	\$1,000	BLA Tina Goecks	11/1/2015	New	Awarded	Student mentors trained in Youth2Youth 4 Change (youth advocacy program), will serve as mentors to other students and address issues of the effects of marijuana, alcohol and ecigarettes/vaping.	11/23/2015	\$900	

Annie's 2015 Grants for Gardens	Annie's	\$2,498	Converse Elizabeth White	12/4/2015	New	Submitted	The funds will be used to create three raised beds at Converse Elementary with student goals of learning how to eat healthy, the origins of food, and self-sufficiency skills	4/1/2016	0	
Awesome Food Grant	Awesome Food	\$1,000	Todd Elizabeth White	11/16/2015	New	Submitted	The grant will be used to create two raised garden beds at Todd Elementary. The garden will be a teaching tool for nutrition education and exposing students to more fruits and vegetables, as well as self sufficiency.	4/1/2016	0	
Seed Money	Seed Money	\$400	Robinson Madeleine Blain	11/11/2015	New	Awarded	One garden at Robinson Elementary will become a teaching tool for nutrition education and exposing students to more fruits and vegetables.	12/16/2015	\$400	
AmeriCorps Farm to School	Department of Agriculture & Consumer Protection	(1) Half-time AmeriCorps Workers	KEC Janelle Marotz	4/3/2015 Intent to apply	New	Awarded	The district was offered the opportunity for an additional half timeAmeriCorp worker based on our previous application.	11/1/2015	(1) Half-time AmeriCorp Workers	
Farm to School Training Grant	US Department of Agriculture		KEC Janelle Marotz		New	Not Awarded			0	11/18/2015
Nature Works Everywhere Garden Grant	The Nature Conservancy	\$1000-\$2000	Todd Elizabeth White	11/2/2015	New	Not Awarded	Funds will be used to purchase materials and plants for six raised garden beds at Todd Elementary.		0	11/20/2015
2015 Ambassador Grants	Greater Beloit Chamber of Commerce	\$500	KEC King/Lange	11/2/2015	New	Not Awarded	Funds will be used to purchase math manipulatives for a designated Resource Room in each school. These materials would strengthen the required basic computation skills necessary for adult life. Awards will be made after November 9, 2015.		0	11/19/2015
2015 Ambassador Grants	Greater Beloit Chamber of Commerce	\$500	Hackett	11/2/2015	New	Not Awarded	Funds would be used to support PBIS rewards for students.		0	11/19/2015
Fuel Up to Play	Wisconsin Dairy Council	\$500	Hackett Marcia Schwengels	8/1/2015	New	Awarded	Sarah Cary's original request was for \$500, but was later informed she received an additional \$300 for a total of \$800. Funds will be used to promote Farm to School activities such as inviting a local dairy farmer to Hackett, hosting a schoolwide walk or run, and promoting healthy snack choices.	8/4/2015	\$800	
Meemic Third Qtr	The Meemic Foundation	\$500	Hackett Marcia Schwengels	9/28/2015	New	Not Awarded	Laurie Ojeda has applied for funds to purchase Spanish Language Classroom Library at Hackett for the dual language classrooms. They will be notified by 11/15/2015		0	11/16/2015
Meemic Third Qtr	The Meemic Foundation	\$436	McNeel Tony Bosco	9/30/2015	New	Not Awarded	Darsha Olsen applied for funds to purchase force probes for students to use to measure force. District funds will also support this activity. Will be notified by 11/15/2015.		0	11/16/2015

Kids Gardening	Jamba Juice	\$500	Gaston Brandye Hereford	10/2/2015	New	Not Awarded	Sara Whitby will use the funds to start a school garden at Gaston. The garden will provide educational experiences to children, parents and community members. Awards will be given 10/30/2015.		0	10/30/2015
Book Fair Grant	The Meemic Foundation	4 @ \$100 ea = \$400	Hackett Marcia Schwengels	8/24/2015	New	Not Awarded	Elise Grunder, JoAnne Ruch, Janay Banks-Wilson, and Devin Post all at Hackett, applied for this Book Fair Grant (through Scholastic) that will allow for books of choice to be awarded and will be used in the classroom as instructional resources. Will be notified by 10/15/2015.		0	10/15/2015
Book Fair Grant	The Meemic Foundation	\$100	McNeel Tony Bosco	8/24/2015	New	Not Awarded	Darsha Olsen applied for high interest books related to science that will be used as an additional resource in her classroom. Will be notified by 10/15/2015.		0	10/15/2015
Meemic Third Qtr	The Meemic Foundation	\$500	Hackett Macia Schwengels	8/26/2015	New	Not Awarded	Lori Lefel has applied for funds for the purchase of a bike blender. Students put ingredients in a blender and jump on the bicycle to address nutrition, measuring (math) and being physically active. Should be notified by 11/15/2015.		0	11/16/2015
Educator Effectiveness Grant	Department of Public Instruction	\$50,000	KEC Angie Montpas	Due 8/28/2015	New	Awarded	Funds will be used to support the Wisconsin Educator Effectiveness Program. Funds will be used for DPI invoices for EE System Services, such as Teachscape, training and support.	1/25/2016	\$50,000	
For Teachers Mini-Grant	Stateline Community Foundation	\$2,000	Janay Banks-Wilson Hackett	7/11/2015	New	Awarded	The grant funds will be used to create The Empowerment Monday Mentoring Program to bring in community members to mentor a large group of students to build culturally responsive practices.	8/11/2015	\$900	
Community Needs Grant	Stateline Community Foundation	\$36,000	Hackett Marcia Schwengels	Jul-15	New	Awarded	This request will fund one full time Family Liaison that would focus on on the following areas: 40% parent involvement; 35% community involvement; 15% grant acquisition; and 10% parent resource room.	8/6/2015	\$36,000	
Spotlight Schools Continuation	Department of Public Instruction	\$25,000	Converse Stephanie Jacobs	7/10/2015	Renewal	Awarded	Converse will be awarded a Spotlight Continuation Grant for the second year of funding. Funds will again be used to allow other districts to visit Converse and observe successful teaching and programming at Converse. Funds will also be used for continued professional development, as well as subs for staff meetings.	7/30/2015	\$25,000	
Meemic Back to School	The Meemic Foundation	\$600	Hackett Marcia Schwengels	5/12/2015	New	Awarded	The following Hackett staff submitted grants in the amount of \$100 each for classroom materials: Sarah Mentele, Devin Post, Josh Thorison, Jacquelyn DeGeorge, Elise Grunder; Janay Banks-Wilson.	8/13/2015	\$200 (E. Grunder, J. Banks-Wilson)	



Meemic Foundation	The Meemic Foundation	\$4,000	Hackett Marcia Schwengels	5/12/2015	New	Awarded	The following Hackett staff submitted grants in the amount of \$1000 each for projects that include book purchases, breakfast program, attendance rewards, <b>Expanding Expression Tool Kits (EET)</b> : Leanne Rebout, Joyce Fujikawa, Priscilla Watson, and Alicia Gramling. Awards to be announced by 8/15/15.	8/17/2015	<b>\$1,000</b> (L. Rebout- Expanding Expression Tool Kits)	
Total Submitted Proposals		\$446,905						Total Awarded	\$164,855	



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# NOTICE OF MEETING

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**SCHOOL DISTRICT OF BELOIT  
BOARD OF EDUCATION**

**CURRICULUM AND INSTRUCTION COMMITTEE**

**Date:** Tuesday, June 14, 2016  
**Time:** 4:00 p.m.  
**Location:** Kolak Education Center—The Roosevelt Building  
Room 210  
1633 Keeler Avenue  
Beloit, WI 53511  
**Committee Members:** Lisa Anderson-Levy, Committee Chair  
Kris Klobucar, Vice Chair  
Pam Charles, Member

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of May 2016 Meeting Minutes
4. Curriculum and Instruction Committee Reimagining (10 minutes)
5. Achievement Gap Efforts (addressed in the following presentations)
  - Curriculum, Instruction, and Technology Department 2016-17 Overview (15 minutes)
  - 2015-16 Instructional Technology Program Overview (15 minutes)
6. Data Reports (no report this month)
7. Introduction to Computer Science 1 New Course Proposal (5 minutes)
8. Future Agenda Items:
  - Disciplinary Literacy (to be determined)
  - BMHS Student Scheduling (to be determined)
  - Playground Equipment Grant Opportunities (to be determined)
9. Adjournment

It is anticipated that other Board members may attend this committee meeting.
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Posted: June 10, 2016

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

**Tuesday, May 10, 2016**  
**Fran Fruzen Intermediate School—Room C129**

**MINUTES**

**1. Call to Order**

The Curriculum and Instruction Committee Meeting was called to order by Lisa Anderson-Levy at 4:00 p.m.

Committee members present: Lisa Anderson-Levy, Pam Charles, and Kris Klobucar

Also present: Anthony Bonds, Karin Lange, Angie Montpas, and Peg Muehlenkamp

**2. Approval of Agenda**

*Charles moved to approve the agenda. Klobucar seconded the motion. Motion carried 3-0.*

**3. Approval of April 2016 Meeting Minutes**

*Klobucar moved to approve the minutes. Charles seconded the motion. Motion carried 3-0.*

**4. Determine Vice Chair**

Klobucar was appointed Vice-Chair of the Curriculum and Instruction Committee.

**5. (E)Quality Committee Representative**

Lisa Anderson-Levy was named representative to the (E)Quality Committee at a previous meeting.

**6. Curriculum Department Update**

Anthony Bonds, Peg Muehlenkamp, Angie Montpas, and Karin Lange presented an introduction to the Curriculum Department, future and current goals, collection and use of data to promote closing the achievement gap and to advance high achievement.

*For information.*

**7. Monthly Fund Development Report**

Due to time constraints a motion was made to table the Monthly Fund Development Report until the June 2016 committee meeting.

*Charles moved to table agenda item no. 7, Monthly Fund Development Report, until the June 2016 committee meeting. Klobucar seconded the motion. Motion carried 3-0.*

**8. Advanced Placement Biology Instructional Materials Adoption**

The first choice material, Raven Advanced Placement Biology, was selected for adoption.

*Charles moved to recommend approval to the full Board of Education. Klobucar seconded the motion. Motion carried 3-0.*

**9. Advanced Placement Chemistry Instructional Materials Adoption**

The first choice material, Zumdahl Chemistry, was selected for adoption.

*Charles moved to recommend approval to the full Board of Education. Klobucar seconded the motion. Motion carried 3-0.*

**10. Probability and Statistics Instructional Materials Adoption**

The first choice material, Statistics Through Applications, 2<sup>nd</sup> Edition, was selected for adoption.

*Charles moved to recommend approval to the full Board of Education. Klobucar seconded the motion. Motion carried 3-0.*

**11. 2015-16 Instructional Technology Update**

Due to time constraints a motion was made to table the 2015-16 Instructional Technology Update report until the June 2016 committee meeting.

*Charles moved to table agenda item no. 11, 2015-16 Instructional Technology Update, until the June 2016 committee meeting. Klobucar seconded the motion. Motion carried 3-0.*

**12. Future Agenda Items**

- 2015-16 Instructional Technology Update (June)
- Disciplinary Literacy (June)
- Summer School Reshaping (June)
- Truancy at 4K-3 (to be determined)
- ELTs into Parent Communication (to be determined)
- BLA Work Study Program Update (to be determined)
- BMHS Student Scheduling (to be determined)
- Expanding Grant Opportunities Beyond DPI (to be determined)
- Playground Equipment Grant Opportunities (to be determined)
- Graduation Requirements (to be determined)
- Monthly Fund Development Reports (ongoing as needed)
- Data Reports (ongoing as needed)
- Achievement Gap Reduction (ongoing as needed)

**13. Adjournment**

The meeting was adjourned at 5:05 p.m.

*Respectfully Submitted by Sara McGlasson-Maynard*



**School District of Beloit  
Curriculum and Instruction  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Curriculum, Instruction, and Technology Department 2016-17 Overview

**Which strategy in the Strategic Plan does this support?** Strategy 4—Assessment & Instruction

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

**Others assisting you in the presentation:**

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Curriculum and Instruction Committee?**

This is an overview of the Department focus on curriculum development, professional learning, student achievement and innovation.

**B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?**

See attached document.

**C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?**

Not applicable.

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

**MOTION:** For information only.

**BUDGET LOCATION:** Not applicable.

**FISCAL IMPACT:** Not applicable.

# Curriculum Guide



DEPARTMENT OF CURRICULUM, INSTRUCTION & TECHNOLOGY  
(DEPARTMENT OF TEACHING, LEARNING & INNOVATION)

# TABLE OF CONTENTS

## Chapter 1 - Department Overview

- Mission/Vision - Purpose of document - including state statute
- Department responsibilities (programs, services, etc..)
- Dept. structure (contact info, roles, job descriptions)

## Chapter 2 - Curriculum Development or A Guaranteed and Viable Curriculum

- Philosophy/Vision
- ELTs/UbD
- Curriculum Cycle
- Curriculum Management
- Curriculum Resources

## Chapter 3 - Professional Learning

- Philosophy/Vision
- PD Plan
- Coaching
- Educator Effectiveness
- New Teacher Induction

## Chapter 4 - Assessment Plan

- Philosophy/Vision
- Assessment Calendar
- Reporting Plan

## Chapter 5 - Grading

- Philosophy/Vision
- 4K
- K-5
- 6-8
- 9-12

## Chapter 6 - RtI

- Philosophy/Vision
- Overview
- Resources

## Chapter 7 - Program Areas

- Area Links (literacy, math, GT, ELL/DLI, instructional tech, etc..)



# Department of Curriculum, Instruction & Technology (Department of Teaching, Learning & Innovation)

## **Mission:**

To support high levels of achievement for all students

## **Vision:**

The Department of Curriculum, Instruction and Technology is committed to supporting teachers and administrators in providing a high quality education for all students, so they are well prepared for successful futures in the college/career path of their choosing.



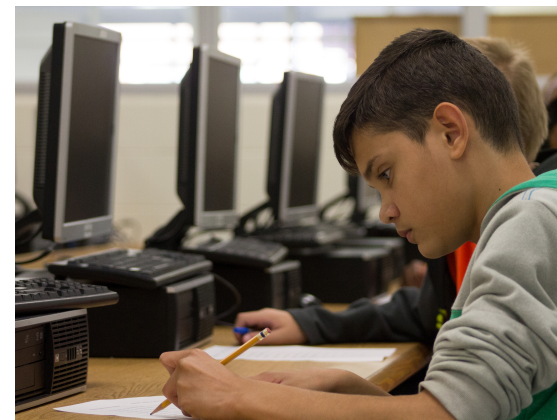
**CURRICULUM**

*Page 2*



**PROFESSIONAL LEARNING**

*Page 2*



**DATA & ASSESSMENT**

*Page 2*



**INNOVATION**

*Page 2*



# Department of Curriculum, Instruction & Technology

(Department of Teaching, Learning & Innovation)

## Program Areas

4K

Advanced Learners

Career and Tech Ed (CTE)

Data & Assessment

Dual Language/ELL

Educator Effectiveness

English Language Arts

Even Start

Fine Arts

Instructional Technology

Library/Media

Mathematics

Mentor/Mentee

Phy Ed/Health

Response to Intervention

Science

Social Studies

World Languages





# Department of Curriculum, Instruction & Technology

The School District of Beloit's Department of Teaching, Learning and Innovation utilizes a flexible 7-year rotation cycle for curriculum review and adoption. This process provides a framework to continually and systematically analyze and improve curriculum to challenge and better prepare students for career, college and community success. This guide is intended to provide direction, coordination and structure for district teachers, administrators and leadership teams



According to Wisconsin State Statute 121.02 (1) (k) 1, 2, 3 school districts must:

1. Maintain a written, sequential curriculum plan in at least 3 of the following subject areas: reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art and music. The plan shall specify objectives, course content and resources and shall include a program evaluation method.
2. Maintain a written sequential curriculum plan in at least 3 additional subject areas specified in subd. 1.
3. Maintain a written, sequential curriculum plan in all remaining subject areas specified in subd. 1.



# A Guaranteed and Viable Curriculum



*“A guaranteed and viable curriculum is the number one factor impacting student achievement.”*

Marzano - What Works in Schools, 2003



# Philosophy/Vision



*“Standards are not curriculum; they provide the framework upon which curricula are developed. Educators must translate standards into a teachable curriculum to insure a guaranteed set of desired results. Since standards often contain a mix of knowledge, skills, conceptual understandings, transfer abilities, and habits of mind, it is necessary to ‘unpack’ them to clarify the desired results and develop appropriate assessments and instruction.”*

-McTighe and Wiggins (2013)

## CHAPTER 2

The School District of Beloit's Department of Curriculum, Instruction and Technology utilizes a flexible 6-year rotation cycle for curriculum review and adoption. This process provides a framework to continually and systematically analyze and improve curriculum to challenge and better prepare students for career, college and community success. This guide is intended to provide direction, coordination and structure for district teachers, administrators and leadership teams.



According to Wisconsin State Statute 121.02 (1) (k) 1, 2, 3 school districts must:

1. Maintain a written, sequential curriculum plan in at least 3 of the following subject areas: reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art and music. The plan shall specify objectives, course content and resources and shall include a program evaluation method.
2. Maintain a written sequential curriculum plan in at least 3 additional subject areas specified in subd. 1.
3. Maintain a written, sequential curriculum plan in all remaining subject areas specified in subd. 1.



# Essential Learning Targets (ELTs)

What are Essential Learning Targets?

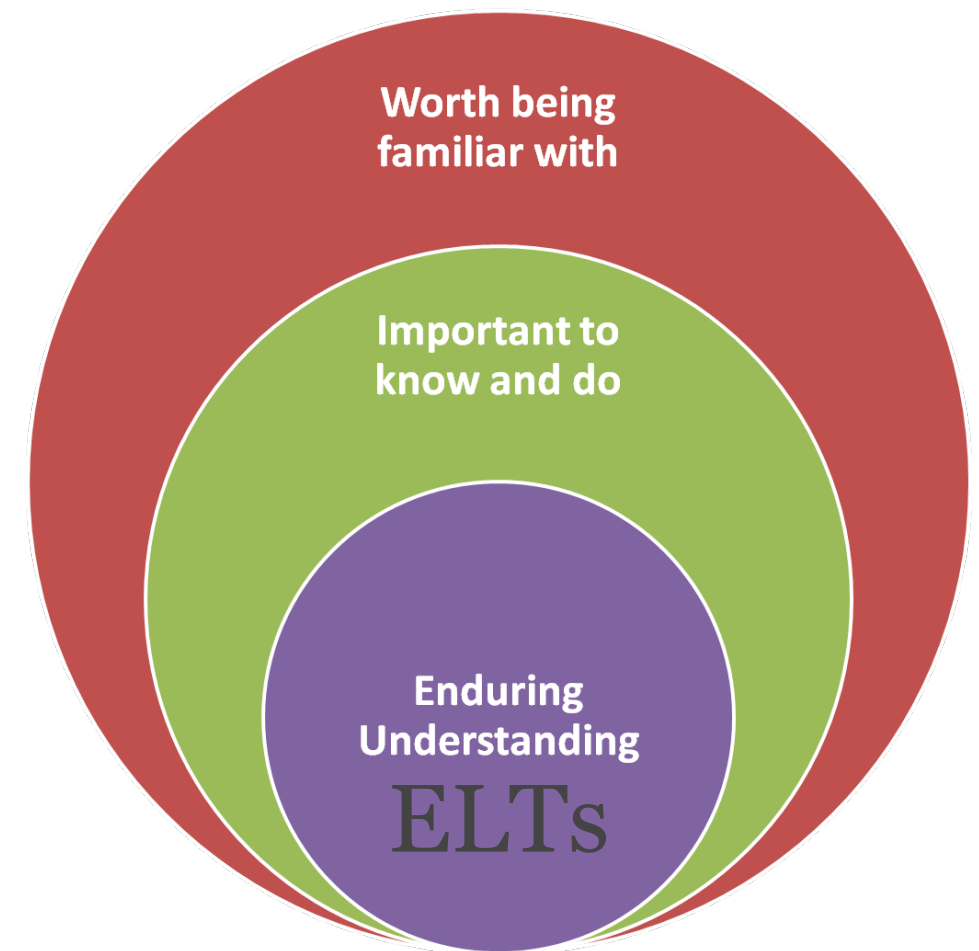
- A subset of state/national standards that represent the most important elements of the curriculum. (Reeves, 2002)
- Learning goals that serve as the focus for all aspects of instructional planning and implementation.

Why Write ELTs?

- To identify and communicate course outcomes
- To prioritize content and provide consistency in what we teach
- To ensure a clear articulation and vertical alignment of content and standards across grade levels and content areas

What are the Standards that Guide ELTs?

- Common Core Math
- Common Core Literacy
- Common Core Disciplinary Literacy
- Next Generation Science Standards
- State Standards
- Industry Standards



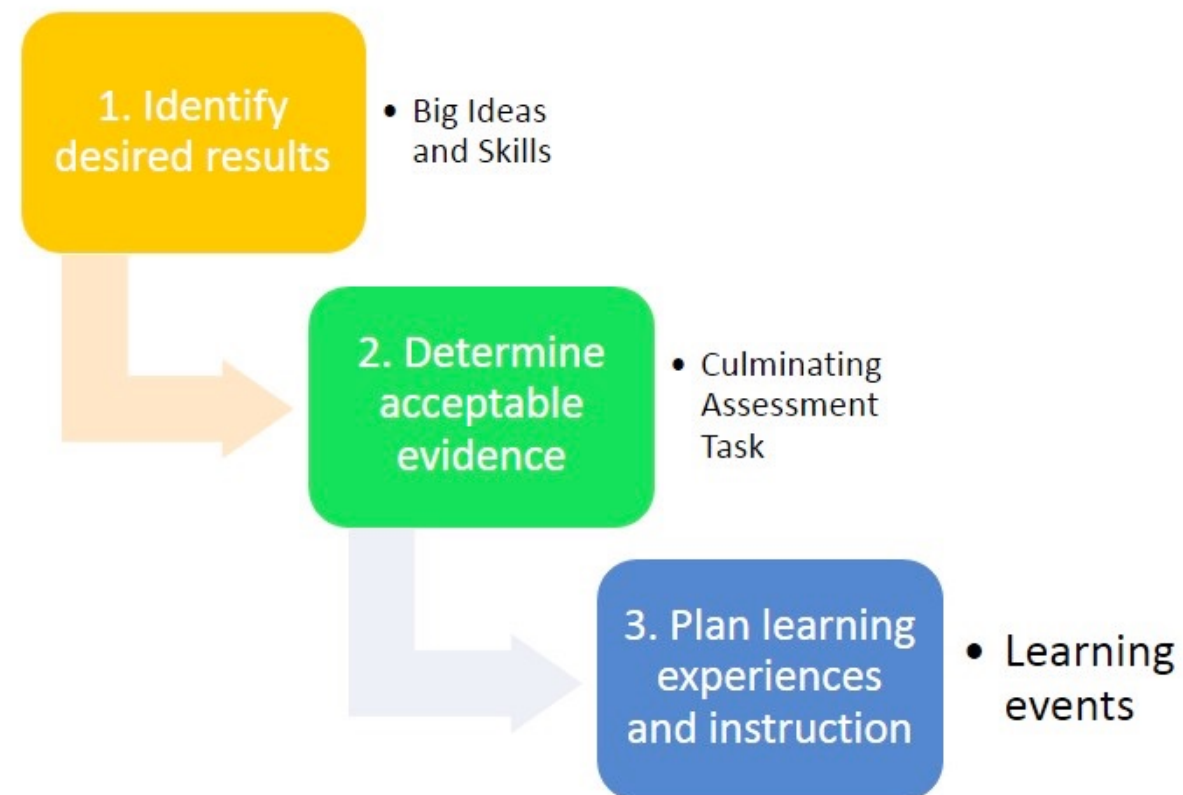
# Understanding by Design (UbD)

The Understanding by Design (UbD) offers a planning process and structure to guide curriculum, assessment, and instruction. It's two key ideas are: 1) focus on teaching and assessing for understanding and learning transfer, and 2) design curriculum "backward" from those ends.

The School District of Beloit.....

L

## Backward Design



# UbD in a Nutshell

## Stage 1: Desired Results

- ☐ *What long-term transfer goals are targeted?*
- ☐ *What meanings should students make in order to arrive at important understandings?*
- ☐ *What essential questions will students keep considering?*
- ☐ *What knowledge & skill will students acquire?*
- ☐ *What established goals/Standards are targeted?*

## Stage 2: Evidence

- ☐ *What performances and products will reveal evidence of meaning-making and transfer?*
- ☐ *By what criteria will performance be assessed, in light of Stage 1 desired results?*
- ☐ *What additional evidence will be collected for all Stage 1 Desired Results?*
- ☐ *Are the assessments aligned with Stage 1?*

## Stage 3: Learning Plan

- ☐ *What activities, experiences, and lessons will lead to achievement of the desired results and success at the assessments?*
- ☐ *How will the learning plan help students achieve transfer, meaning and acquisition with increasing independence?*
- ☐ *How will progress be monitored?*
- ☐ *How will the unit be sequenced and differentiated to optimize achievement for all learners?*
- ☐ *Is the learning plan aligned with Stages 1 and 2?*

1. UbD is a way of thinking purposefully about curricular planning and school reform. It offers a 3-stage design process, a set of helpful design tools, and design standards -- not a rigid program or prescriptive recipe.
2. The primary goal of UbD is student understanding: the ability to make meaning of “big ideas” and transfer their learning.
3. UbD “unpacks” and transforms Content Standards into the relevant Stage 1 elements and appropriate assessments in Stage 2.
4. Understanding is most clearly revealed when students autonomously transfer their learning through authentic performance. Six facets of understanding – the capacity to *explain, interpret, apply, shift perspective, empathize, and self assess* – serve as indicators of understanding.
5. Teachers are coaches of understanding, not mere purveyors of content or activity. They design for and support “meaning making” and “transfer” by the learner; and adjust to achieve intended results based on constant progress monitoring.
6. Planning is best done “backward” from the desired results and the transfer tasks that embody the goals. The 3 Stages (Desired Results, Evidence, Learning Plan) must align for the unit to be most effective.
7. Regular reviews of curriculum against design standards enhance curricular quality and effectiveness.
8. UbD reflects a “continuous improvement” approach. The results of curriculum designs - student performance - inform needed and timely adjustments.



# Curriculum Development Cycle



## Overview

The Curriculum Development Cycle is part of the continuous improvement process which is meant to ensure that all students in the School District of Beloit receive a meaningful, relevant and high quality education.

The goals of the process are to provide and maintain:

- relevant courses/programs that engage all learners in meaningful learning experiences and prepare all learners for their futures - in school and beyond.
- classroom instruction that promotes deep conceptual understanding and meets the needs of various types of learners.
- learning experiences that incorporate technology in order to increase student engagement, to meet individual learning needs, and to develop 21st Century skills of accessing, communicating, collaborating, and presenting information.
- varied opportunities and methods for assessing student learning to inform instruction and maximize student learning.

# Curriculum Team

Curriculum Teams provide the framework for annually reviewing programs of study and curriculum strands. This framework involves considering state and federal standards, data analysis, K-12 articulation and best practice and innovative instructional practice to write and revise curriculum. Curriculum Teams are lead by the Director of Teaching and Learning. Membership is based upon the scope of the work.

## Potential Team Members

Grade Level/Content Area Teachers

Administrators

Equity/(e)Quality Committee Members

Instructional Coaches (Technology, Literacy, Math, Advanced Learners)

Vertical Team representation

## Team member responsibilities:

Meet as determined by the Curriculum Development Cycle

Research best practice, instructional strategies and innovation within the content area

Develop/refine program philosophy

Plan curriculum writing or revision of existing curriculum

Evaluate and recommend potential resources/materials

Develop implementation plan including professional development and team meeting dates

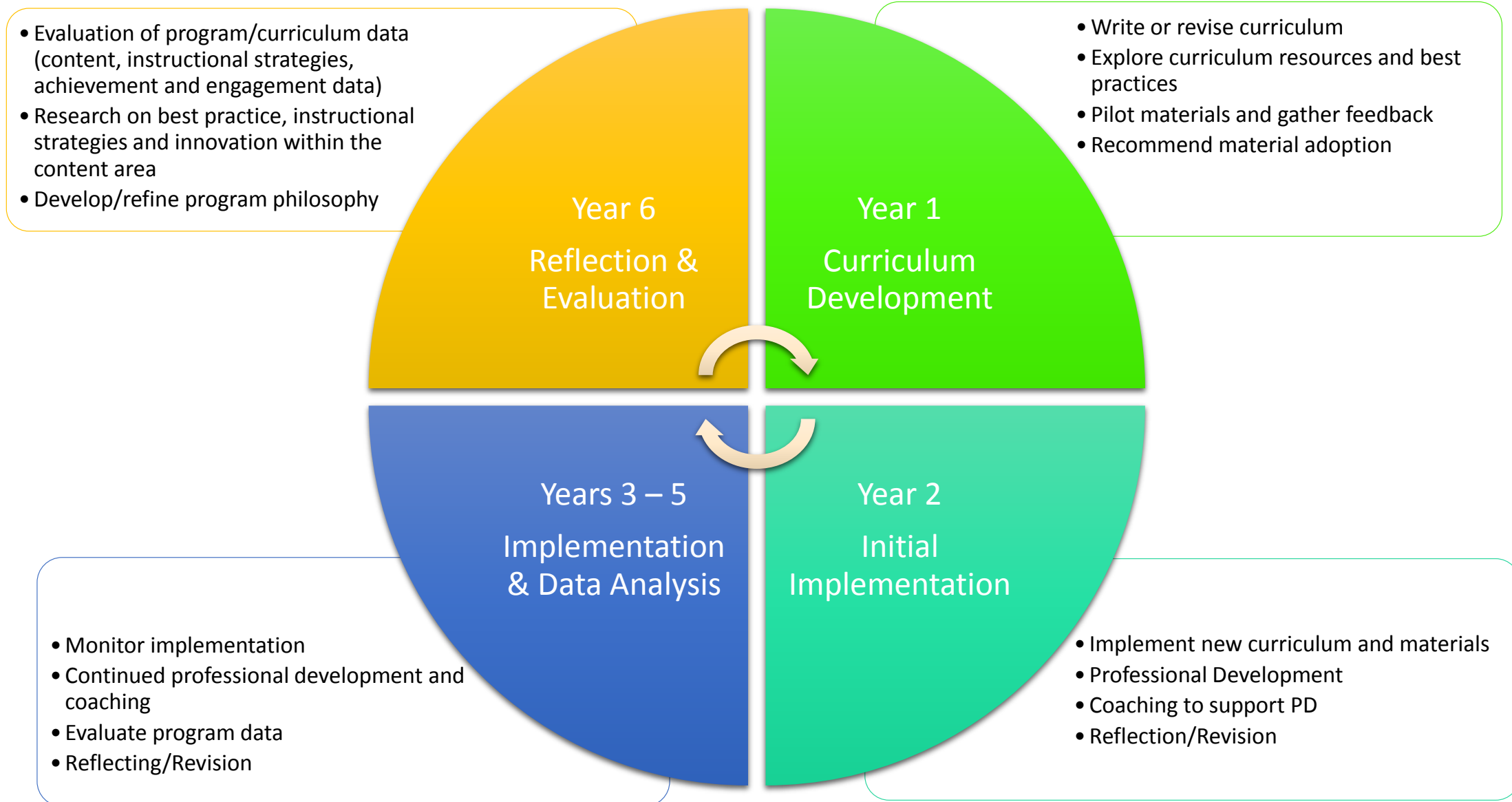
Develop data-collection & evaluation process for initial implementation

Implement on-going plan for evaluation of program, materials, professional development

Report results to Curriculum Committee



# Curriculum Development Cycle





# SECTION 3

## School District of Beloit Curriculum Development Cycle

Phase	15 - 16	16 - 17	17 - 18	18 - 19	19 - 20	20 - 21
Year 1 Curriculum Development	K-5 Language Arts	K-5 Math	6-8 Social Studies	K-5 Writing	K-12 Art	4K
	K-3 Science	6-8 ELA	9-12 Social Studies	6-8 Math	K-12 Music	4-5 Science
	World Languages	9-12 ELA	K-5 Social Studies	CTE/PLTW/Careers	K-12 PE	6-8 Science
	6-8 Exploratories	9-12 Math	9-12 Science			
		Health/HGD				
Year 2 Initial Implementation	4K	K-5 Language Arts	K-5 Math	6-8 Social Studies	K-5 Writing	K-12 Art
	4-5 Science	K-3 Science	6-8 ELA	9-12 Social Studies	6-8 Math	K-12 Music
	6-8 Science	World Languages	9-12 ELA	K-5 Social Studies	CTE/PLTW/Careers	K-12 PE
		6-8 Exploratories	9-12 Math	9-12 Science		
			Health/HGD			
Year 3 Implementation & Data Analysis	K-12 Art	4K	K-5 Language Arts	K-5 Math	6-8 Social Studies	K-5 Writing
	K-12 Music	4-5 Science	K-3 Science	6-8 ELA	9-12 Social Studies	6-8 Math
	K-12 PE	6-8 Science	World Languages	9-12 ELA	K-5 Social Studies	CTE/PLTW/Careers
			6-8 Exploratories	9-12 Math	9-12 Science	
				Health/HGD		
Year 4 Implementation & Data Analysis	K-5 Writing	K-12 Art	4K	K-5 Language Arts	K-5 Math	6-8 Social Studies
	6-8 Math	K-12 Music	4-5 Science	K-3 Science	6-8 ELA	9-12 Social Studies
	CTE/PLTW/Careers	K-12 PE	6-8 Science	World Languages	9-12 ELA	K-5 Social Studies
				6-8 Exploratories	9-12 Math	9-12 Science
					Health/HGD	
Year 5 Implementation & Data Analysis	6-8 Social Studies	K-5 Writing	K-12 Art	4K	K-5 Language Arts	K-5 Math
	9-12 Social Studies	6-8 Math	K-12 Music	4-5 Science	K-3 Science	6-8 ELA
	K-5 Social Studies	CTE/PLTW/Careers	K-12 PE	6-8 Science	World Languages	9-12 ELA
	9-12 Science				6-8 Exploratories	9-12 Math
						Health/HGD
Year 6 Reflection & Learning	K-5 Math	6-8 Social Studies	K-5 Writing	K-12 Art	4K	K-5 Language Arts
	6-8 ELA	9-12 Social Studies	6-8 Math	K-12 Music	4-5 Science	K-3 Science
	9-12 ELA	K-5 Social Studies	CTE/PLTW/Careers	K-12 PE	6-8 Science	World Languages
	9-12 Math	9-12 Science				6-8 Exploratories
	Health/HGD					

Revised May 4, 2016

# Year 1 - Curriculum Development

During the curriculum development phase of the cycle, the team collaborates to address the following questions:

What are we going to do?

How are we going to do it?

What materials, resources and professional development will we need to provide?

## June - August

Curriculum writing or revision of existing curriculum

**UbD Framework**

## September - October

Identify materials to preview and possibly pilot

Evaluation Checklist

Feedback Form

## November - March

Conduct pilot

## April

Evaluate the pilot and select top two choices

Evaluation Checklist

**Feedback Form**

Develop implementation plan, including PD

Implementation plan framework/checklist

## May

Prepare and submit proposal for material adoption

[Materials Adoption Form](#)

Present information to BOE Curriculum Committee

## June

Obtain and submit quote, vendor information, and delivery instructions

# Year 2 - Initial Implementation

The initial implementation phase of the cycle addresses the following questions:

- What should it look like in practice?
- How will we measure the success of the program/curriculum?
- What data and feedback will we collect?
- What initial and on-going professional development do we need to provide?

## **July - August**

- Order and distribute materials
- Plan and deliver professional development for initial implementation
- Develop on-going coaching plan
- Develop data-collection and evaluation process for initial implementation
  - Guiding document for team to create the following: data collection document/evaluation process and fidelity checklist

## **September - June**

- On-going professional development and coaching
- Gather data and evaluation information
  - Program Evaluation Document (developed by team over the summer)
- Implement program with fidelity
  - Fidelity Checklist

## **May - June**

- Conduct initial annual curriculum review and data analysis
- Reflect and Revise

# Years 3-5

## Implementation & Data Analysis

The implementation and data analysis phase of the cycle is intended to monitor and refine the program or curriculum. It addresses the following questions:

Is the program or curriculum doing what we intended?

Is the program or curriculum positively impacting student learning?

What is our evidence of student learning?

### **September - June**

Continue implementation

Continue and refine professional development

Implement on-going plan for evaluation of program, materials, and professional development

Chart student achievement

Data Collection Document

Conduct annual curriculum review and data analysis

Prepare for audit

Audit Checklist

# Year 6 - Reflection & Evaluation

The reflection and evaluation phase of the cycle is intended to scrutinize the program or curriculum effectiveness and address the following questions:

What are our current program, practices, and resources?

How do they correlate with research, evidence, and best practice?

## January - April

Conduct Audit

Audit Checklist

Evaluation of program/curriculum data (content/instructional strategies, achievement and engagement data)

Research on best practice, instructional strategies and innovation within the content area

Review professional organization recommendations

Gather stakeholder feedback

## April

Develop/refine program philosophy

## May

Complete New Course Proposal and obtain support from your department chair and/or building administrator (by June 1st)

**New Course Proposal Checklist**

New Course Proposal Form



# Professional Learning





# Assessment Plan





# Grading





# Response to Intervention (RtI)





# Program Areas



## Summer Professional Learning Opportunities

Dates	Title	Department/Content	Grade Levels	Time
June 14	K-3 Reading Workshop	Literacy	K-3	7:45-3:45
June 15	Number Talks	Math	K-12	8:30am-11:30am
July 17-18	MathByExample	Math	4-5	
TBD	Coaching Training			
August 1-3	Innovation Coach Power Up Day	Instructional Tech	4K-12	7:45-3:45
Aug 10-11	Admin Academy Part 1	Administrators	Admin	
Aug 15-19	ED Camp	All		
Aug 18-19	Admin Academy Part 2	Administrators		
August 22	K-3 Reading Workshop	Literacy	K-3	7:45-3:45
Aug 22-24	New Hire Orientation	All	4K-12	
August 23	Book Creator	Instructional Tech	4K-12	8:00 - 11:30
August 23	Book Creator	Instructional Tech	4K-12	12:30 - 4:00
August 23	Explain Everything	Instructional Tech	4K-12	8:00 - 11:30
August 23	Explain Everything	Instructional Tech	4K-12	12:30 - 4:00
August 24	Innovation Coach Day	Instructional Tech	4K-12	7:45-3:45
Aug 25-26, 30-31	District Days - 1 day			
August 30	4K-3 Open Houses			
August 31	Pyramid Model Training	Elementary	4K	7:45-3:45
August 26	K-3 Reading Workshop (make-up)	Literacy	K-3	7:45-3:45





**School District of Beloit  
Curriculum and Instruction  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** 2015-2016 Instructional Technology Program Overview

**Which strategy in the Strategic Plan does this support?** Strategy 4–Assessment & Instruction

**Your Name and Title:** Peggy Muehlenkamp, Director of Data, Assessment, & Instructional Technology

**Others assisting you in the presentation:** Britta Gagner, Brandy Grady, Hanna Martin, and Mike Sindahl

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Curriculum and Instruction Committee?**

This is a yearly update to the Curriculum and Instruction Committee regarding Instructional Technology. Specifically to share professional development opportunities for staff, content partnerships, instructional coaching, and program highlights.

**B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?**

See attached presentation.

**C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?**

Not applicable.

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

**MOTION:** For information only.

**BUDGET LOCATION:** Not applicable.

**FISCAL IMPACT:** Not applicable.

# School District of Beloit

Instructional Technology Program Overview  
2015-2016

*“We are now at the point where we must educate our children in what no one knew yesterday, and prepare our schools for what no one knows yet.”*

*- Margaret Mead*

# What Learning Looks Like in 2035

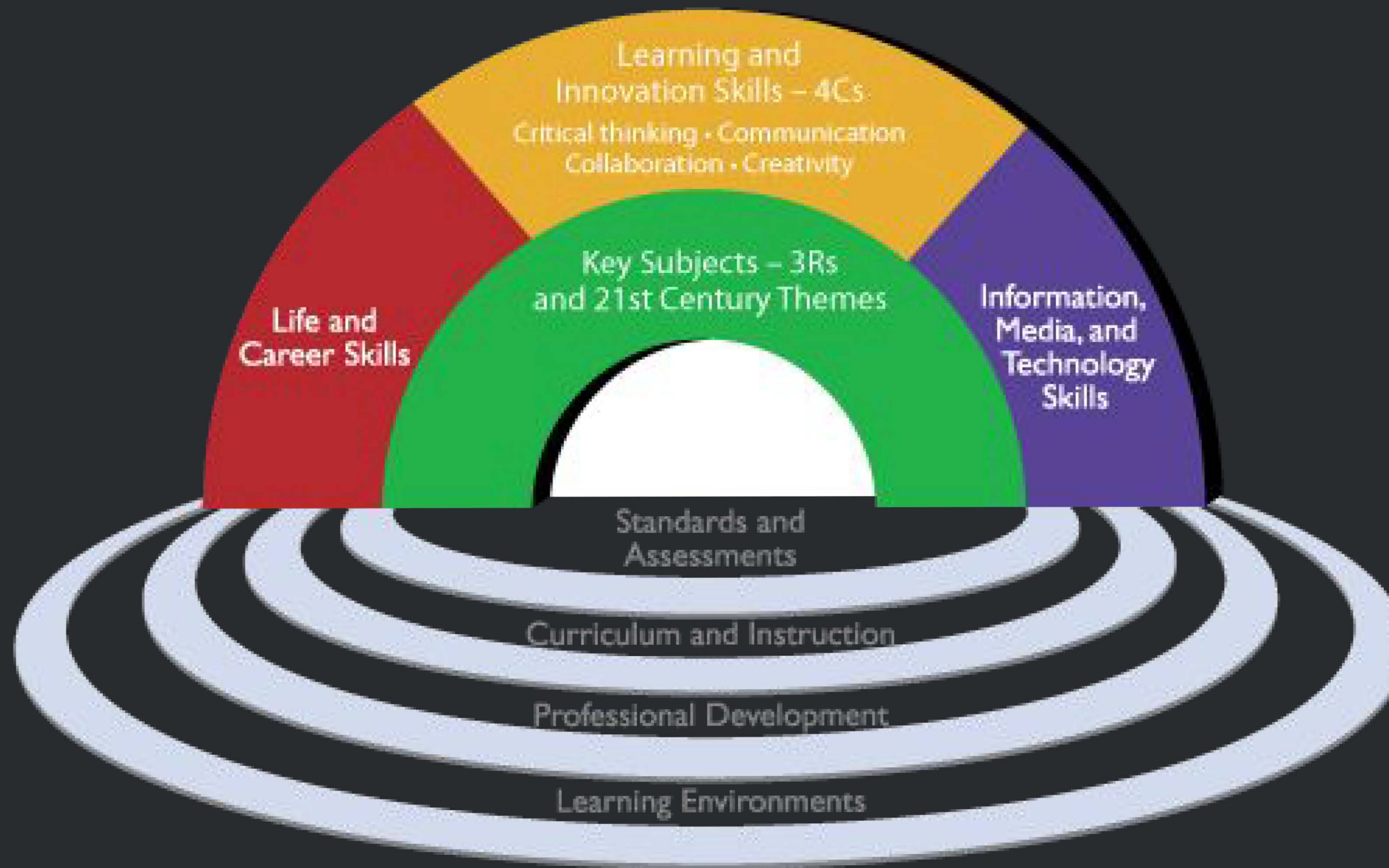
Five projected megatrends:

1. Tech: When it comes to new technology, almost everything is closer than it appears.
2. Smart AI: Artificial intelligence, the new infrastructure for everything, will progress rapidly and in the next decade, will be better at a lot of things than we are.
3. Cities: People are moving to cities and, according to Harvard's Ed Glaeser, they make us richer, smarter, greener, healthier, and happier.
4. Careers: It's a project-based world; the influence of the freelancing and the gig economy will rise
5. Relationships: The first 20 years of digital learning suggest that most human beings learn and grow in relationship; technology can help, but our brains value face-to-face interaction.



# P21 Framework for 21st Century Learning

21st Century Student Outcomes and Support Systems



© 2007 Partnership for 21st Century Learning (P21)

[www.P21.org/Framework](http://www.P21.org/Framework)

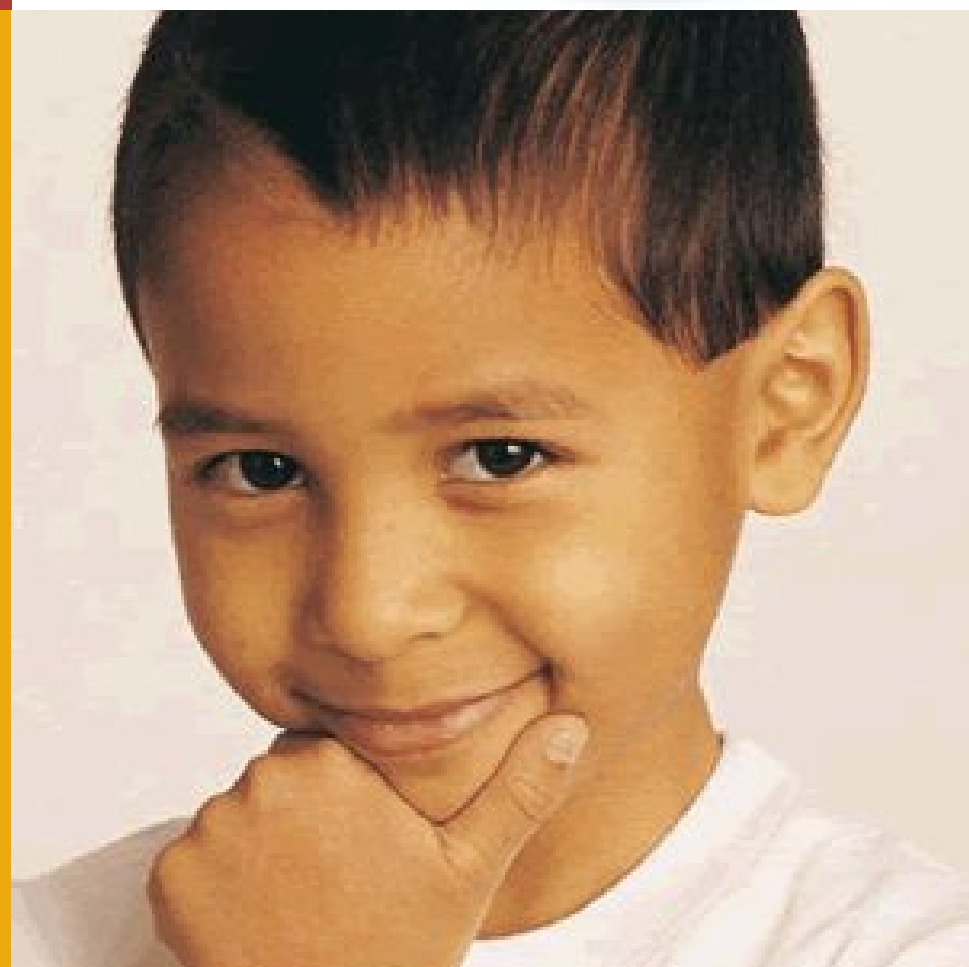




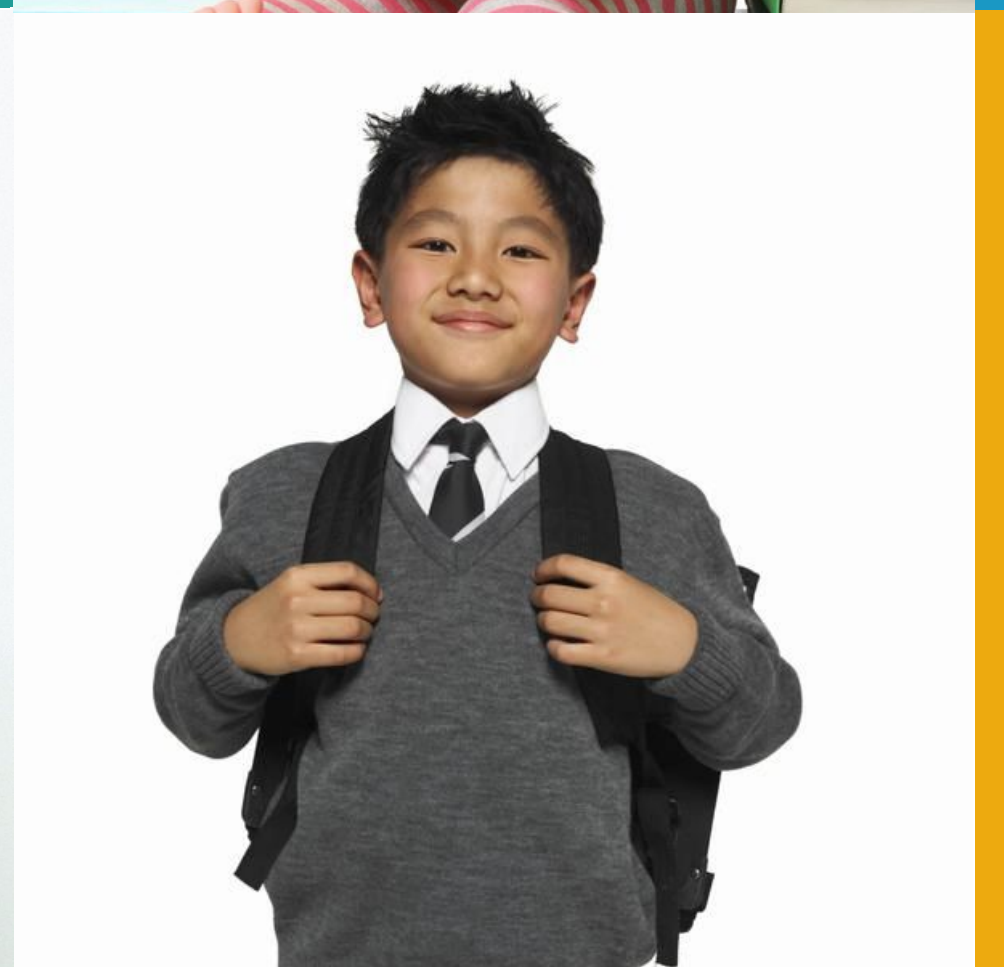
Future  
Ready



Professional  
Development



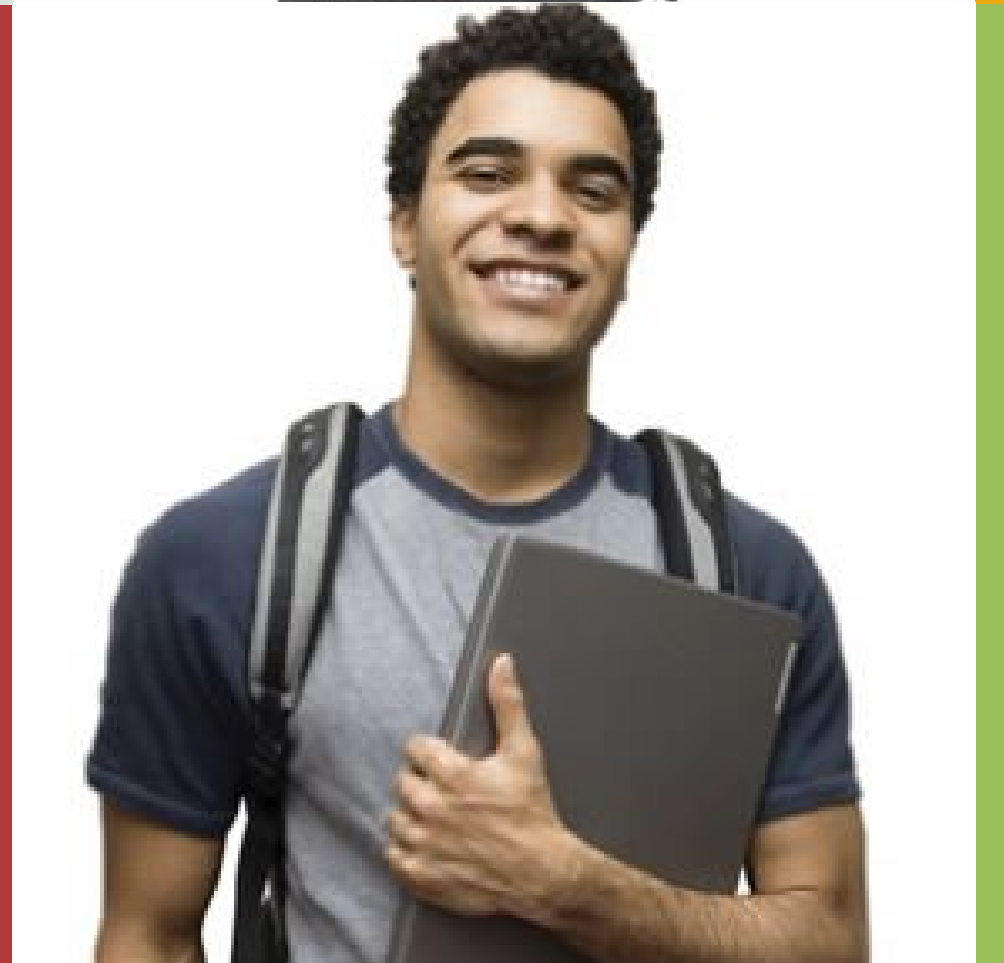
Program  
Highlights



Coaching

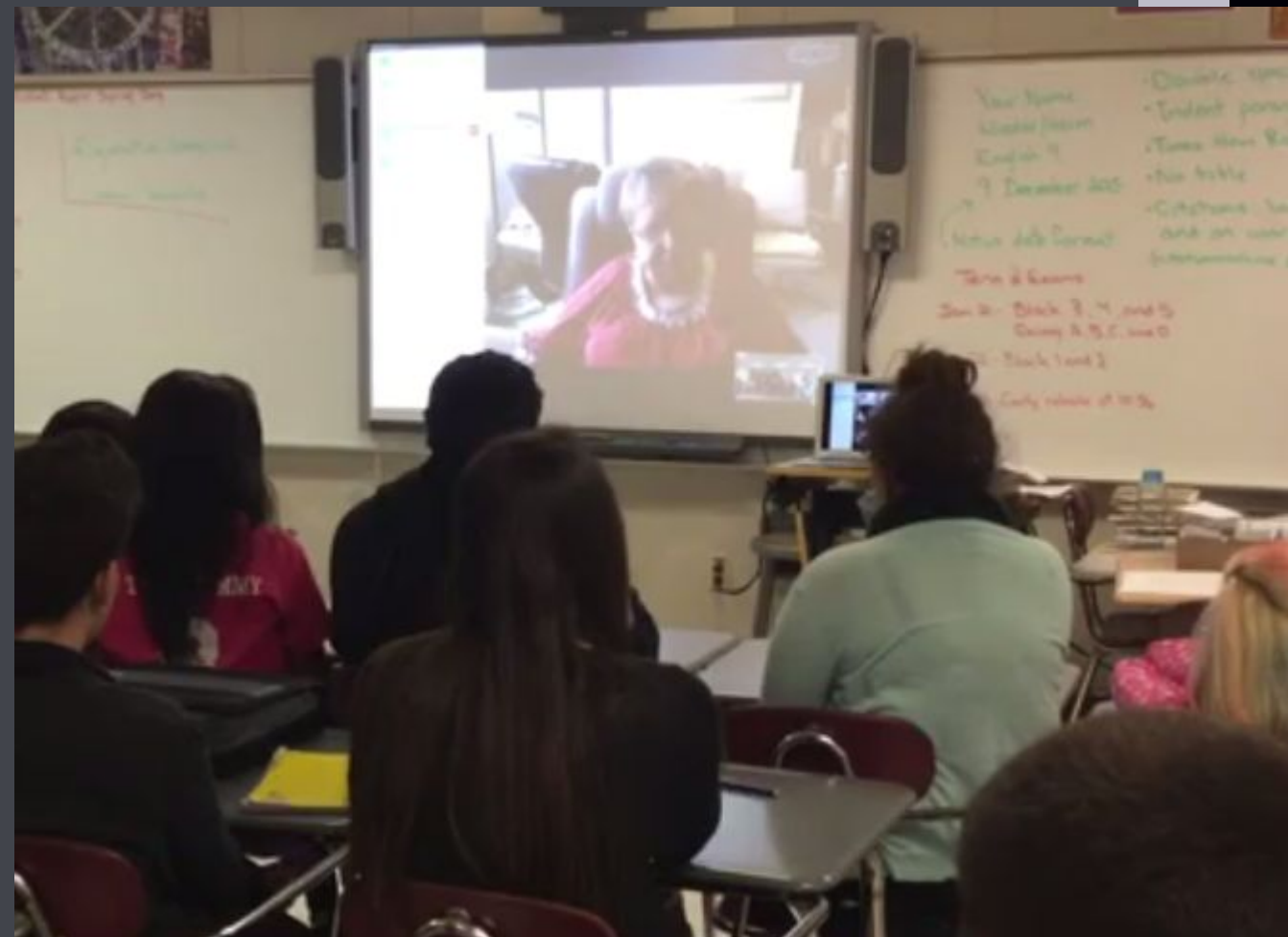
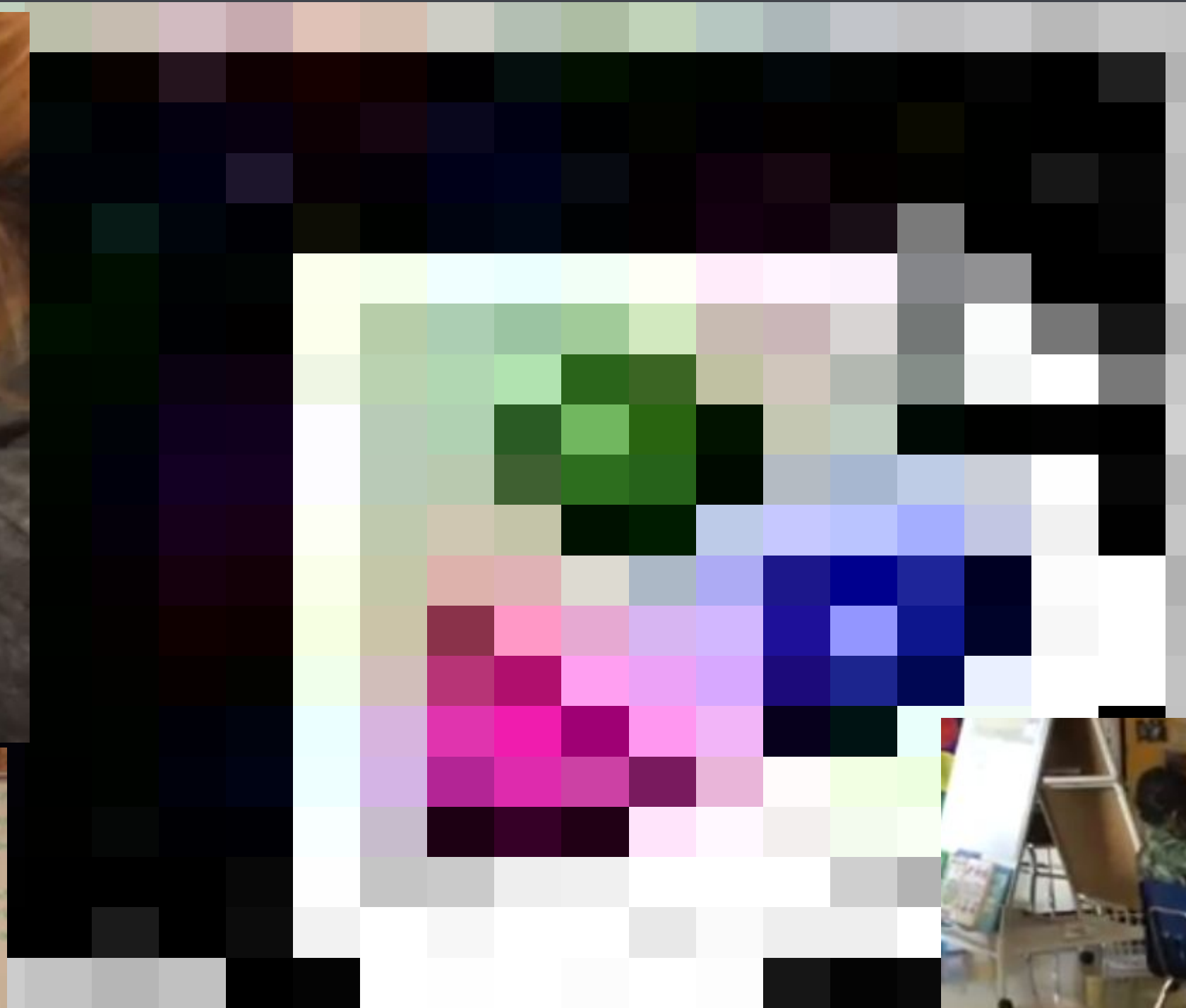


Instruction



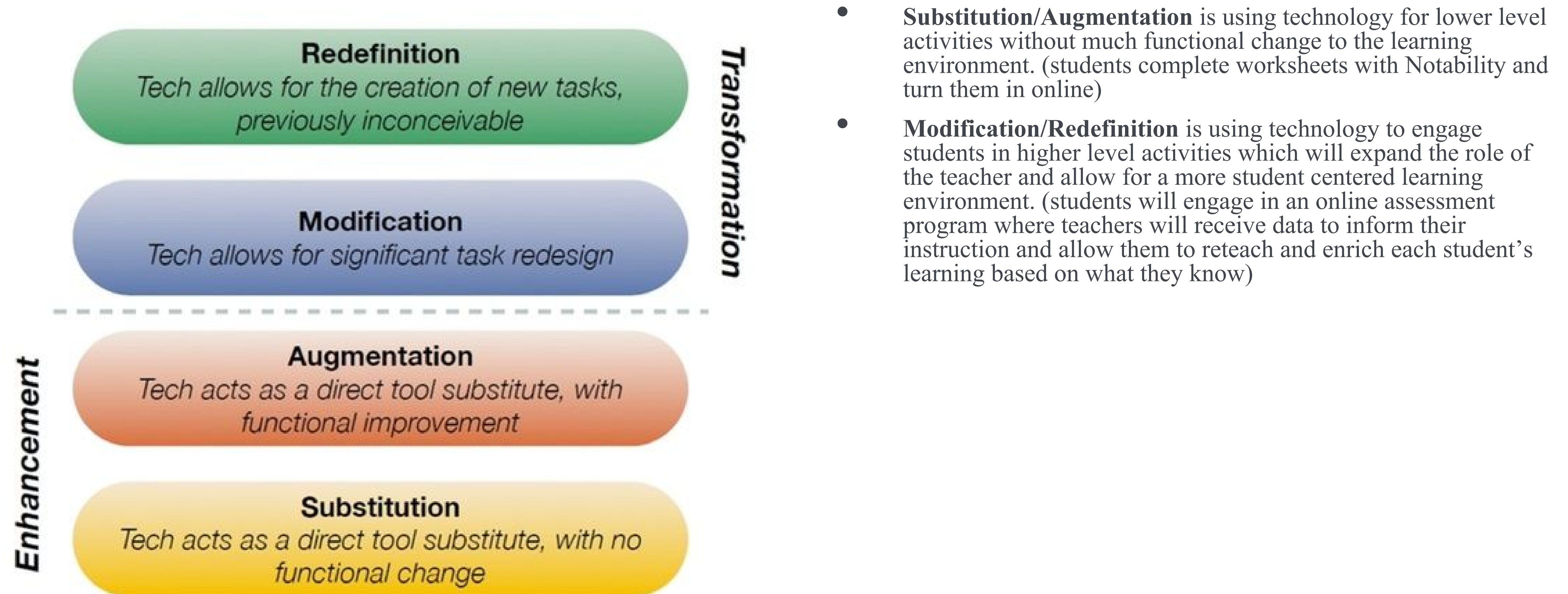


# Future Ready Students





# Introduction to SAMR





# Setting the Groundwork



## The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



Gmail



Drive



Calendar



Docs



Sheets



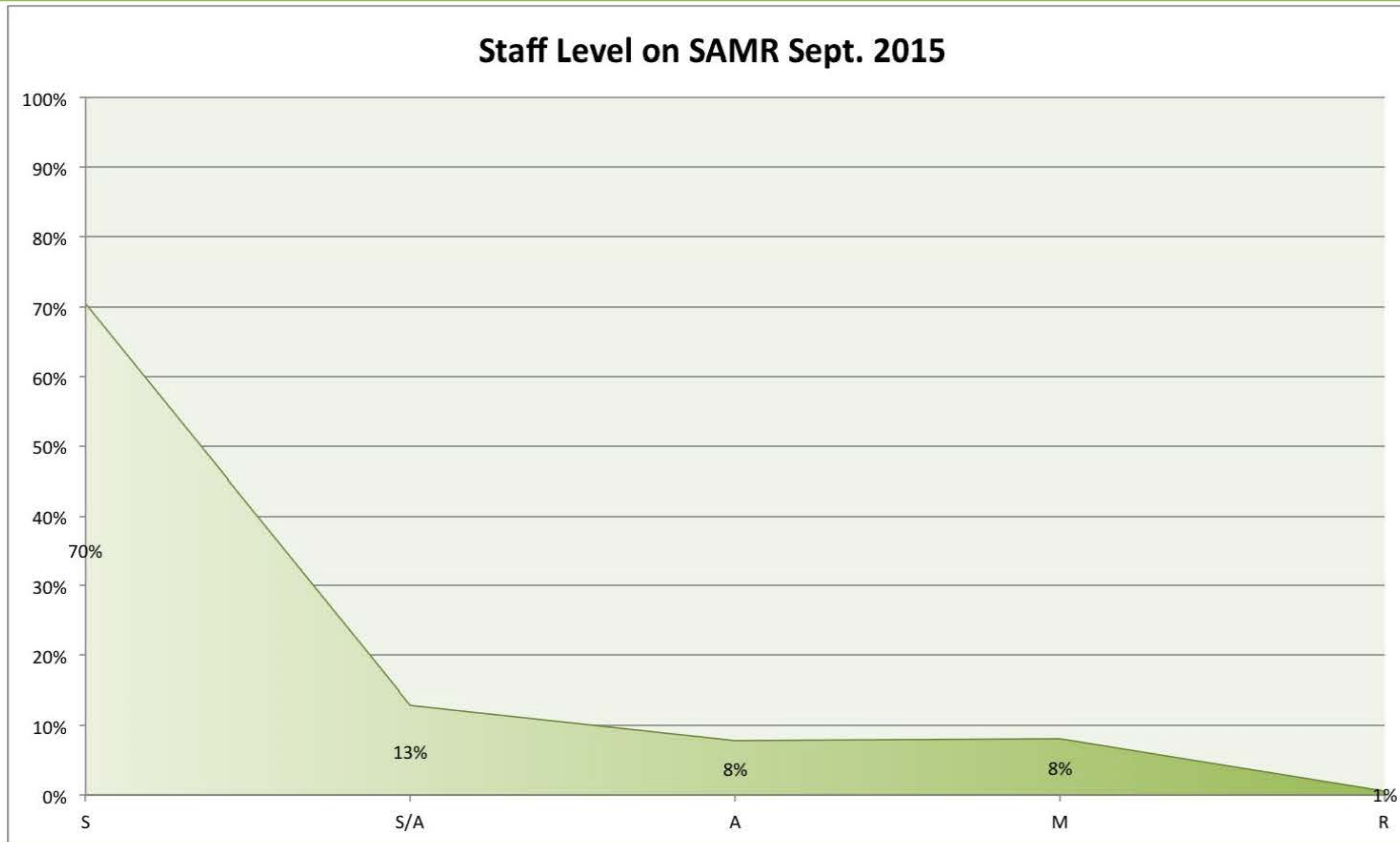
Slides



Sites

Building Capacity with Technology Tools

# This Year (Snapshot)



\*Results from Apple's  
Educational Technology  
Profile Report (Sept. 2015)



# Personalized PD

## Personalized Learning Domains of Focus

- Clear Progression for Learning
- Multiple Delivery Methods/Modes
- Rapid Cycle Feedback
- Assessments for, of, as Learning
- Learner Voice Infused

## Misc. Domain

- Non-Classroom Teacher



# Moving Forward

Instructional Focus

Professional  
Development to  
Continue Building  
Capacity

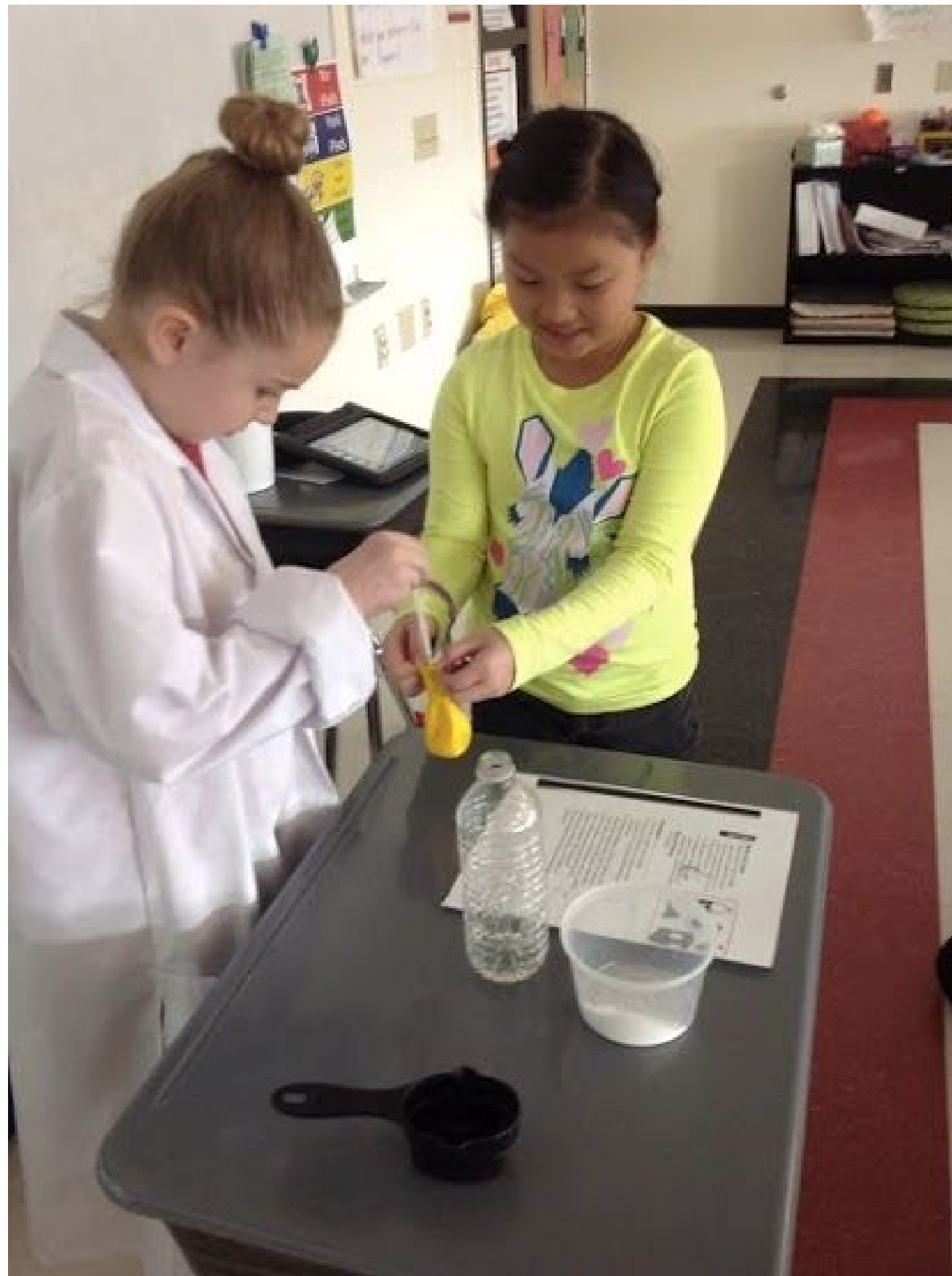
Coaching Staff to Create  
Innovative Learning  
Opportunities



A blurred background image showing a group of people in a meeting. A man in a blue shirt is pointing towards a screen or document. Other people are visible in the background, some looking at the screen. The overall scene suggests a collaborative work environment.

# Instructional Focus

# Curricular Partnerships



- Science
- Math
- Music
- Social Studies
- Reading

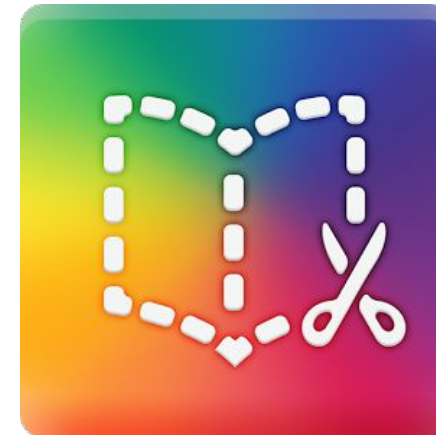
# Professional Development

Personalized PD-Teacher Goals



Innovation Coaches

Staff Development PD



Opportunities with Kip the Apple Trainer



A blurred background image showing a group of people in a meeting or conference setting. They are seated around a table, and the image is intentionally out of focus to emphasize the text overlay.

# Expectations and Environment



# 4K - 8 Setting Expectations

## ▼ 7th & 8th Lessons

Lesson #1: Procedures & Student Pledge

Lesson #2: Q&A and iPad Pledge

Lesson #3: Creating your wallpaper & Setting Up Accounts

Lesson #4: Reliable Websites

Lesson #5: Copyright & Google Usage Rights Filter

Lesson #6: Digital Footprint & Interacting Safely Online

Lesson #7: Final Message

### iPad Rules iPromise

iPromise to carry my iPad  
with 2 hands

iPromise to only use apps  
approved by the teacher

iPromise to only use MY  
iPad

iPromise not to have food or  
drink around my iPad

iPromise not to leave my iPad  
on the floor

# BMHS Setting Expectations

## iPad Digital Parent Agreement

\* Required

### iPad Parent Presentation



**School District of Beloit (SDB) Lost, Damaged, or Stolen  
Technology Equipment – Guidelines and Agreement - Students**

## BMHS iPad Bootcamp

### Navigation

Home

#### ▼ Cyberbullying

9th Grade

10th Grade

11th Grade

12th Grade

#### ▼ Information Literacy

9th Grade

10th Grade

11th Grade

12th Grade

#### ▼ Information Privacy

9th Grade

10th Grade

11th Grade

12th Grade

### Home

# Focusing the Use of iPads

- Working to standardize behaviors/consequences across the district
- Least restrictive
- PD for staff on procedures and consequences

Collaborate with Admin

Restorative Practices

- Coordinating with Jennifer Paepke to incorporate Restorative Practices into technology usage.

- Restricting App Store
- Casper Focus
- IOS 9.3

TCNetworks

A blurred background image showing a group of people in a meeting. A man in a blue shirt is pointing towards a screen or presentation. Other people are visible in the background, some looking towards the screen.

# Program Highlights



# WEMTA16 Conference

Wisconsin Educational Media & Technology Association Conference

- Instructional Technology Coaches Presented:
- Personalized Learning for Staff
- Infusing Technology into Disciplinary Literacy
- Student News Programs
- 13 Teachers Attended

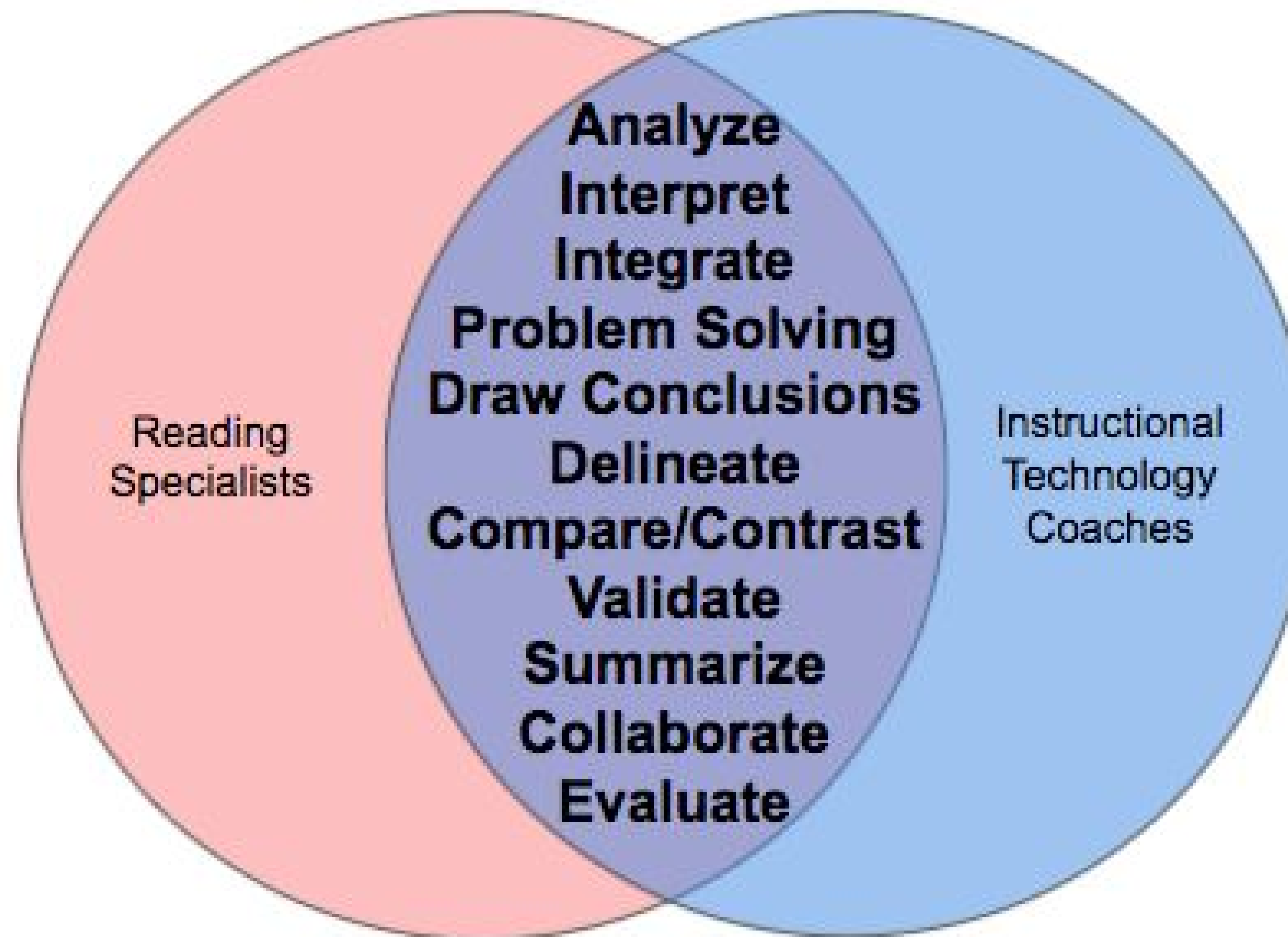




# Personalized Learning: It's not just for students



# Infusing Technology into Disciplinary Literacy





# SCWTC Network

Co-founded SCWTC a collaborative group of Instructional Tech Coaches from 8 regional districts.



South Central WI Tech  
Coaching Network  
42 members - Private

## South Central WI Tech Coaches Meet in Beloit!

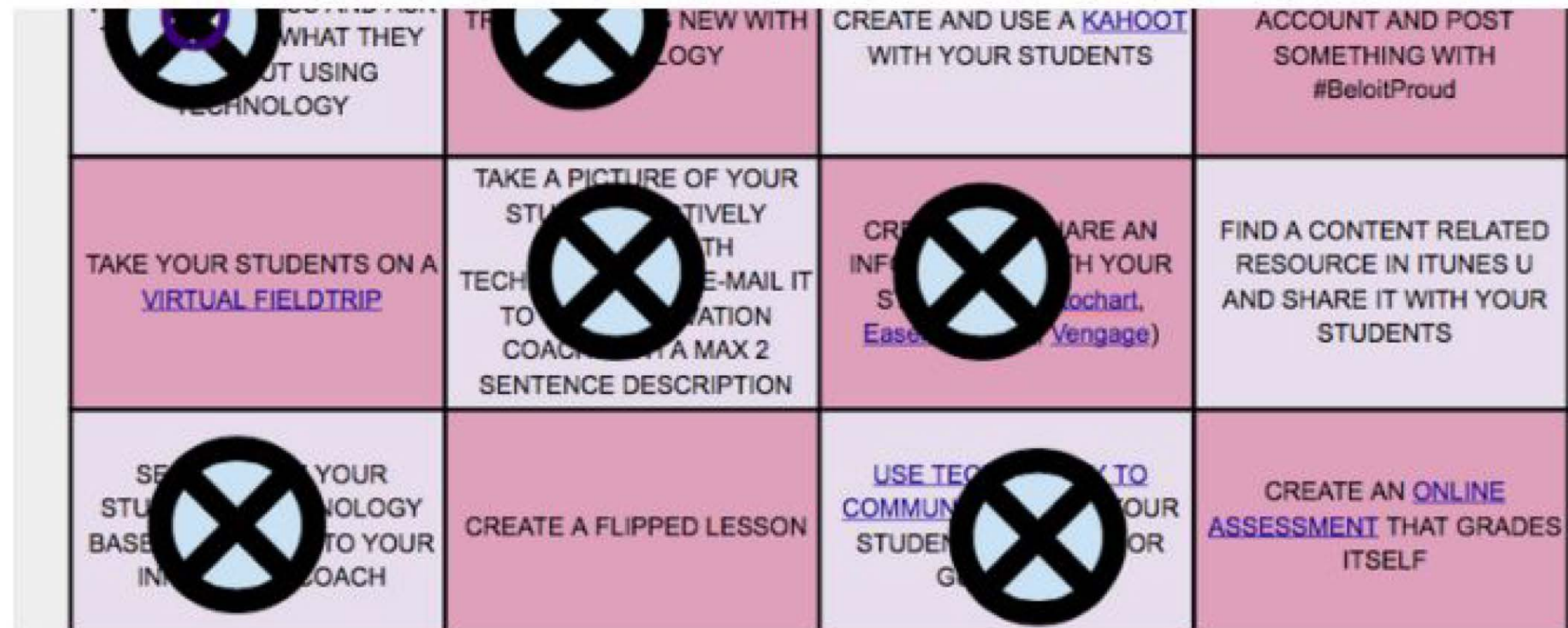


December 3, 2015  
msindah1  
[Leave a comment](#)

Tuesday was our first meeting for the South Central WI Tech Coaches. We got together to collaborate and set our future direction!

# Digital Learning Week

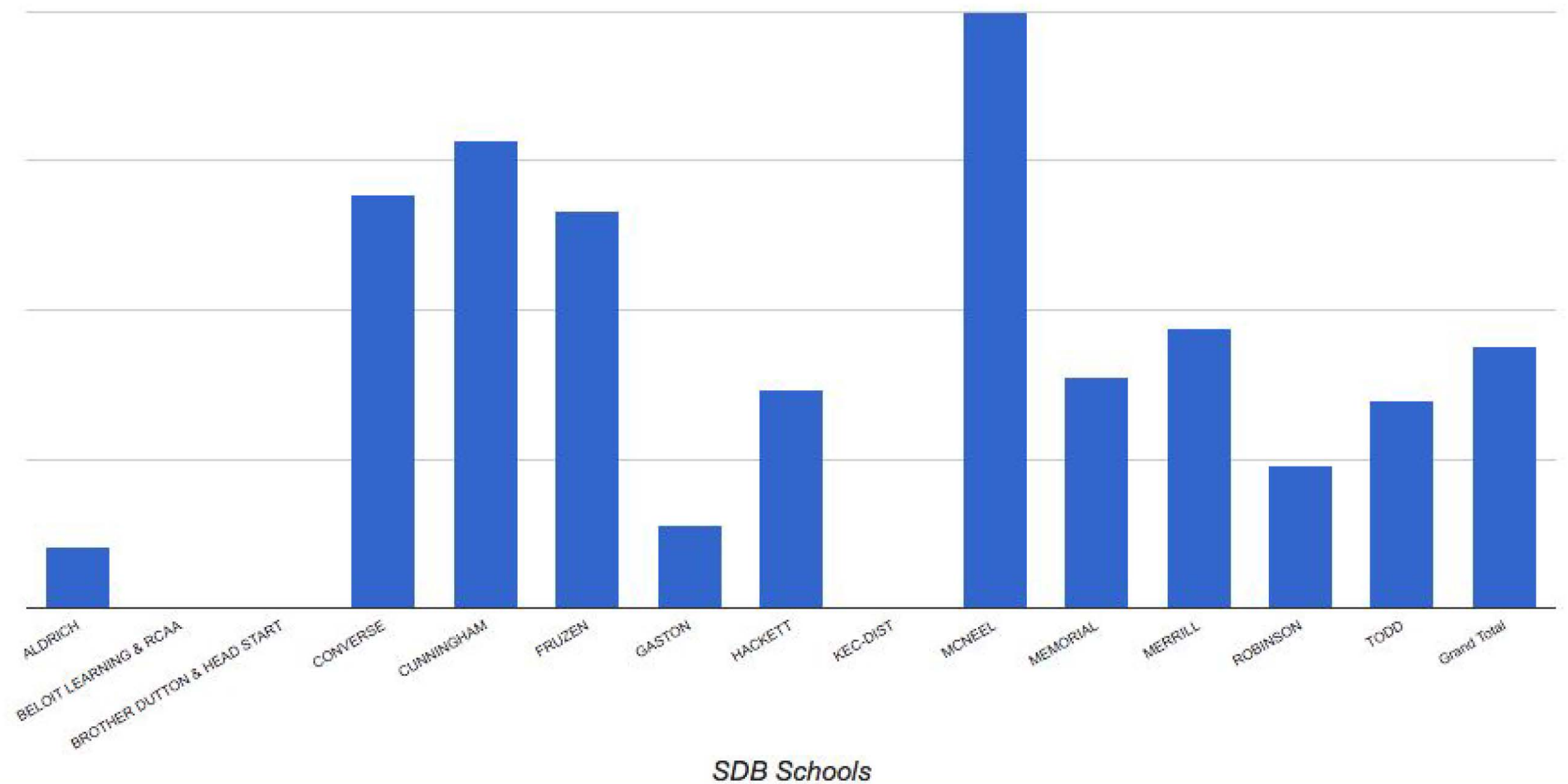
## Celebrating Digital Learning Week



February 17, 2016  
bgagner  
Leave a comment

SDB staff members are hard at work incorporating technology into their lessons or content area this week in celebration of Digital Learning Week. They were emailed a Tech-O board at the beginning of the week with digital challenges to complete with their students and are competing to get a Tech-O and cover their whole board.

2016 Digital Learning Week BINGO Completion



# Instructional Technology Website

New website includes:

- A feed for sharing examples of innovation
- Information for families & community members
- Student resources
- Staff resources



[ignitebeloit.wordpress.com](http://ignitebeloit.wordpress.com)



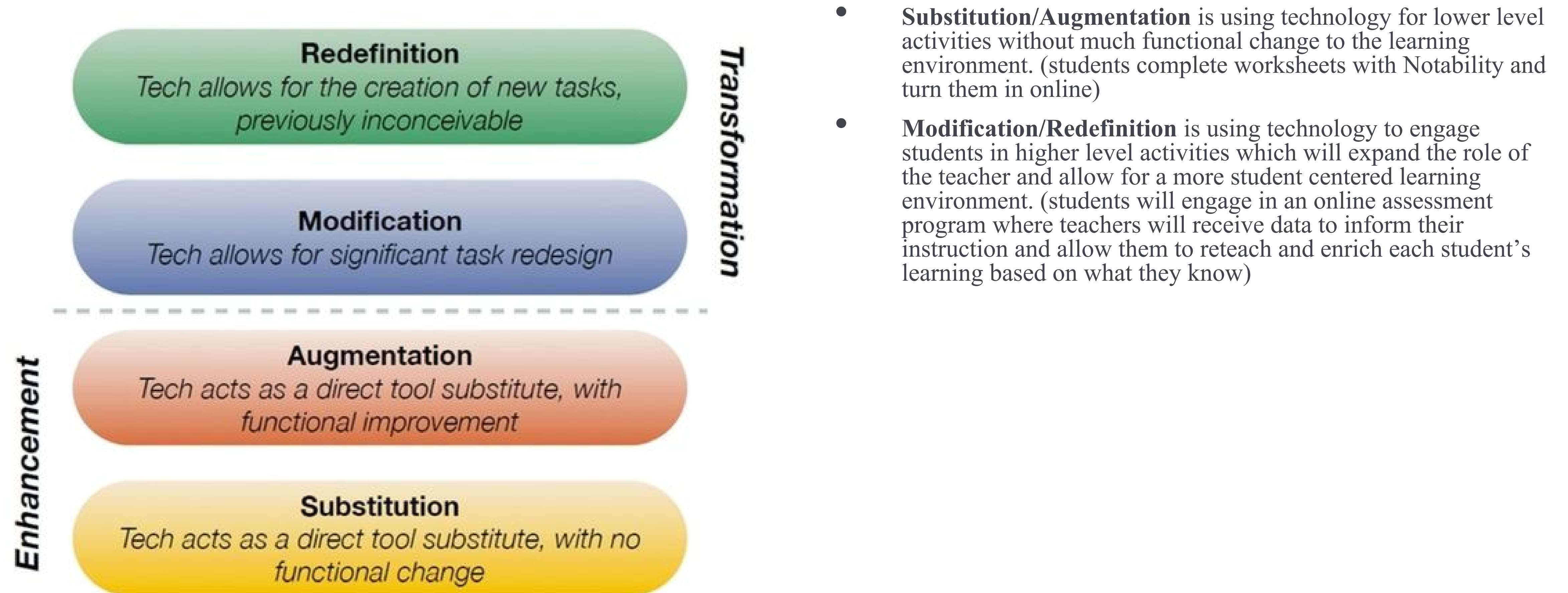
# Resources

- Personalized Learning Honeycomb
  - <http://www.cesa1.k12.wi.us/institute/designdevelop/personalized-learning.cfm>
- Ignite Beloit Website
  - <https://ignitebeloit.wordpress.com/>
- Presentation: Infusing Technology into Disciplinary Literacy
  - <https://goo.gl/cXsHZX>
- Presentation: Create a Student News Program
  - <https://goo.gl/Dvojef>
- Presentation: Personalized Professional Development Plan
  - <https://goo.gl/FdQMds>
- SAMR Model (6 Exemplars)
  - <http://goo.gl/beot6H>

# School District of Beloit

Instructional Technology Program Overview  
2015-2016

# Introduction to SAMR





# Setting the Groundwork



## The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



Gmail



Drive



Calendar



Docs



Sheets



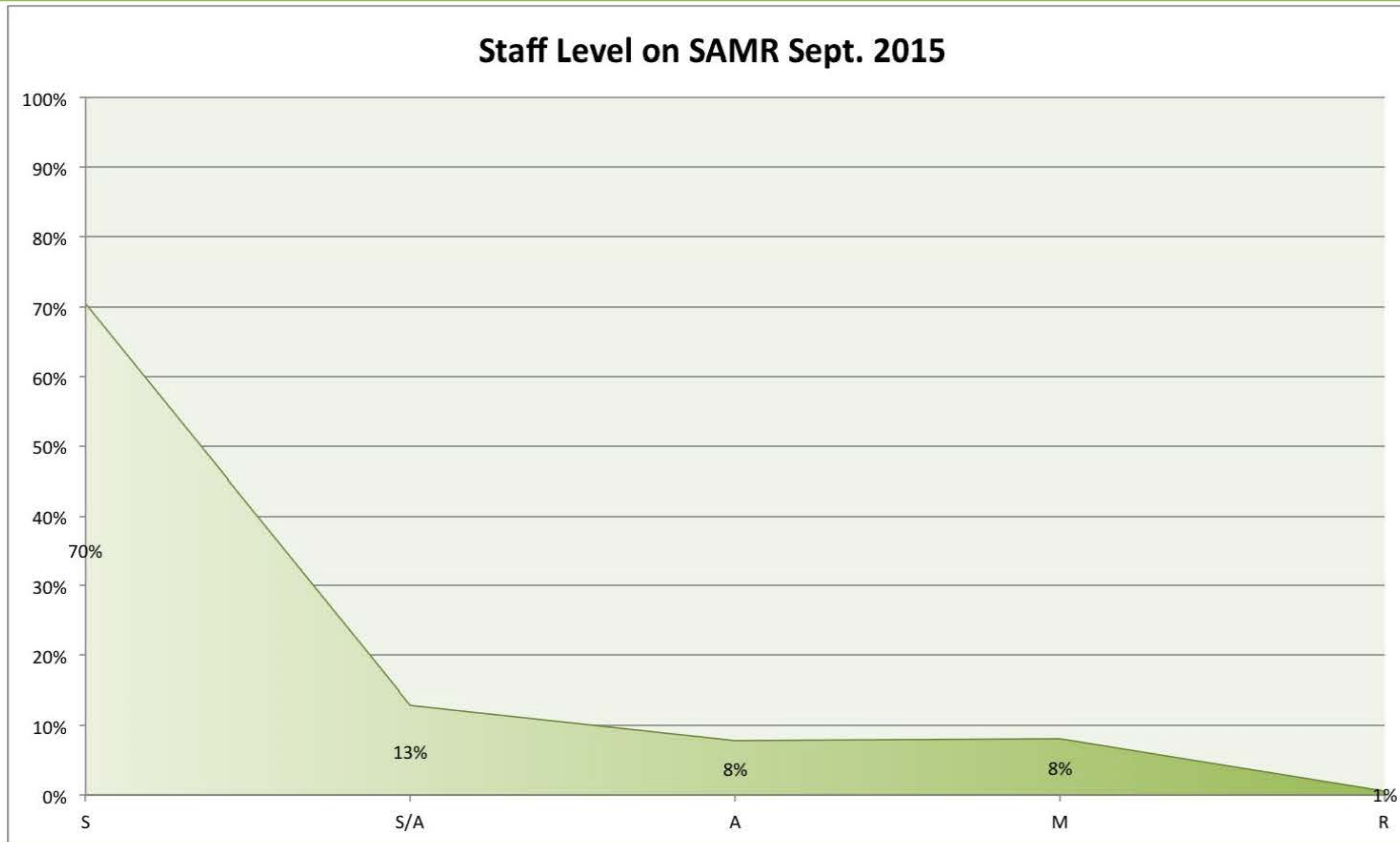
Slides



Sites

Building Capacity with Technology Tools

# This Year (Snapshot)



\*Results from Apple's  
Educational Technology  
Profile Report (Sept. 2015)



# Moving Forward

Instructional Focus

Professional  
Development to  
Continue Building  
Capacity

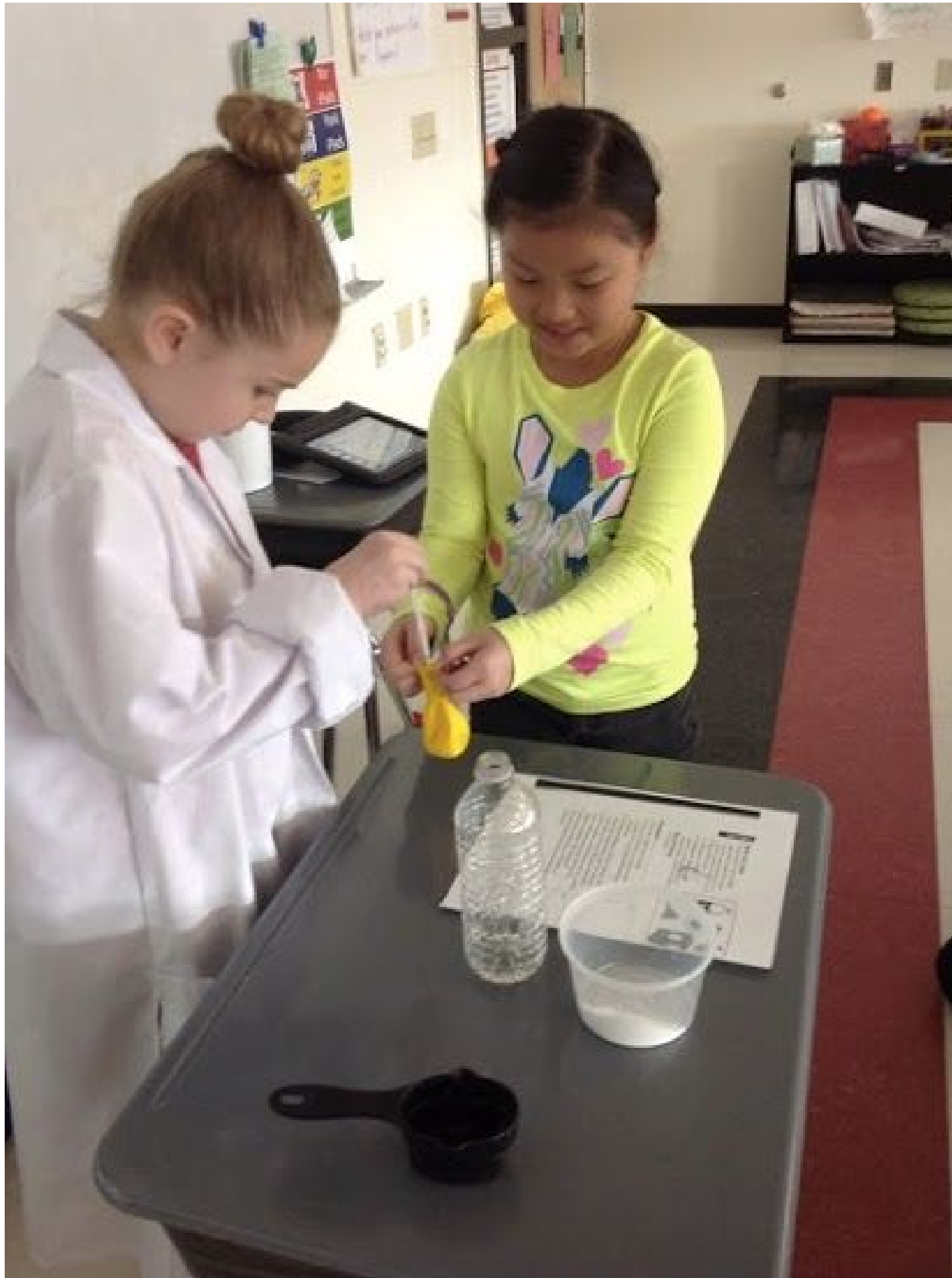
Coaching Staff to Create  
Innovative Learning  
Opportunities



A blurred background image showing a group of people in a meeting. One person in the center is pointing towards a screen or a document. The image is out of focus, emphasizing the text in the foreground.

# Instructional Focus

# Curricular Partnerships



- Reading
- Building Admin
- Science
- Math
- Music
- Social Studies



# WEMTA16 Conference

Wisconsin Educational Media & Technology Association Conference

- Instructional Technology Coaches Presented:
  - Student News Programs
  - Personalized Learning for Staff
  - Infusing Technology into Disciplinary Literacy
- 13 Teachers Attended





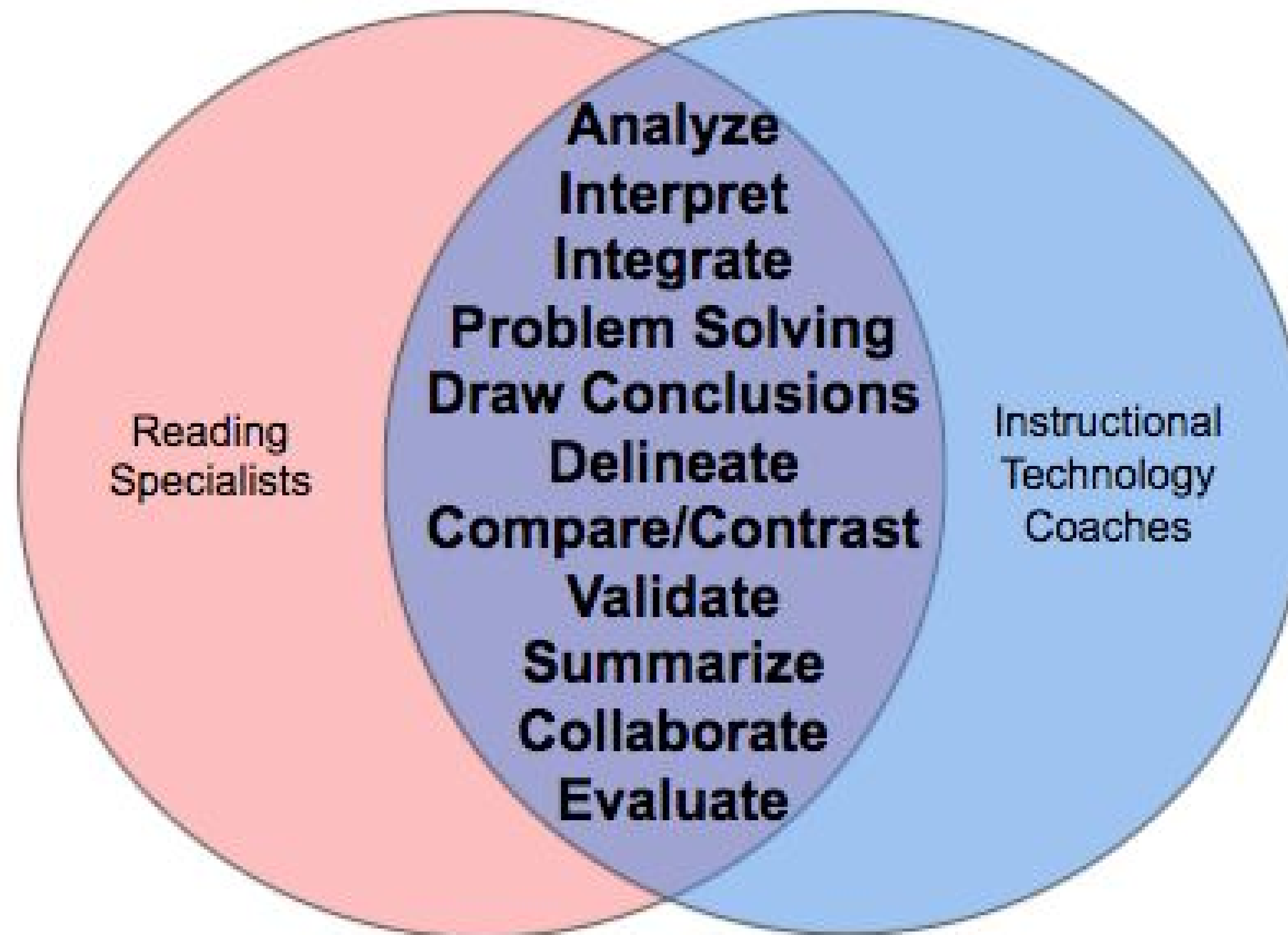
# Personalized Learning: It's not just for students



# Infusing Technology into Disciplinary Literacy

Partnership  
between  
district  
coaches

Goal: Build  
Stronger  
Readers



# SCWTC Network

South Central WI Tech Coaching Network

Co-founded SCWTC a collaborative group of Instructional Tech Coaches from 8 regional districts.



South Central WI Tech  
Coaching Network  
42 members - Private

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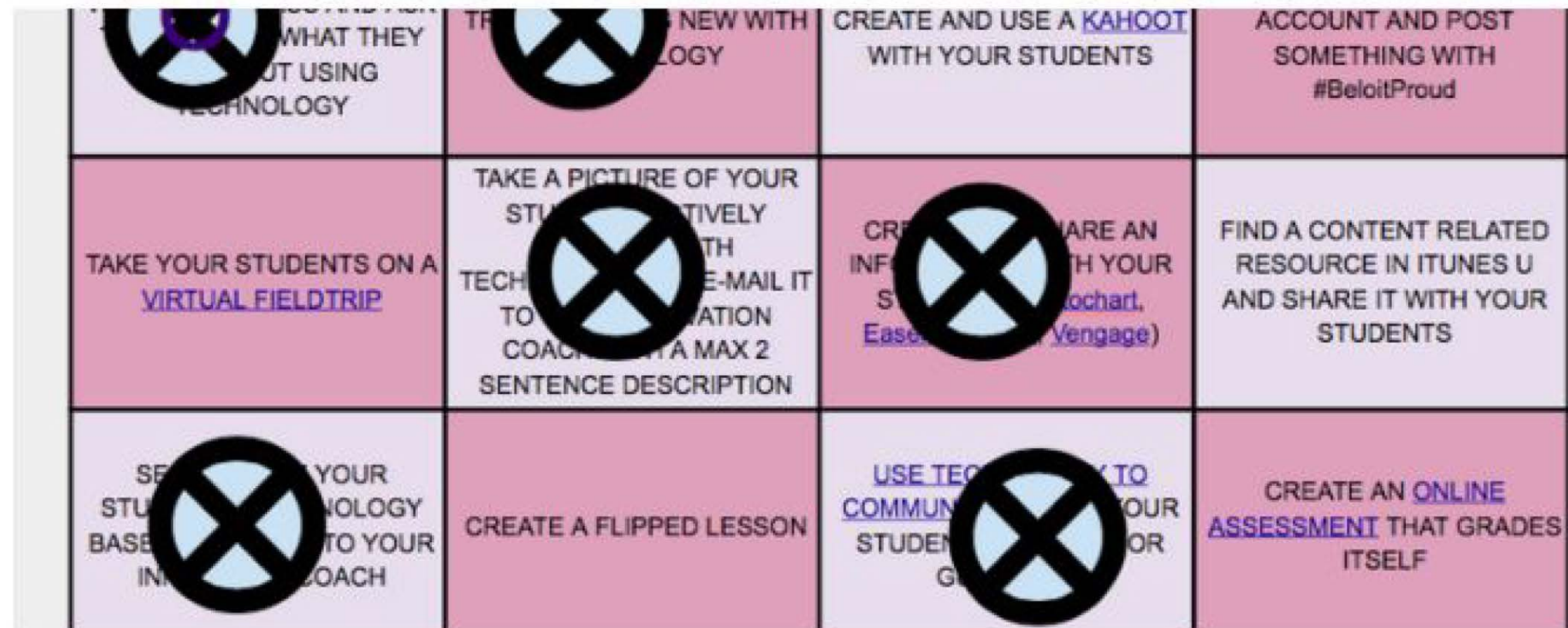
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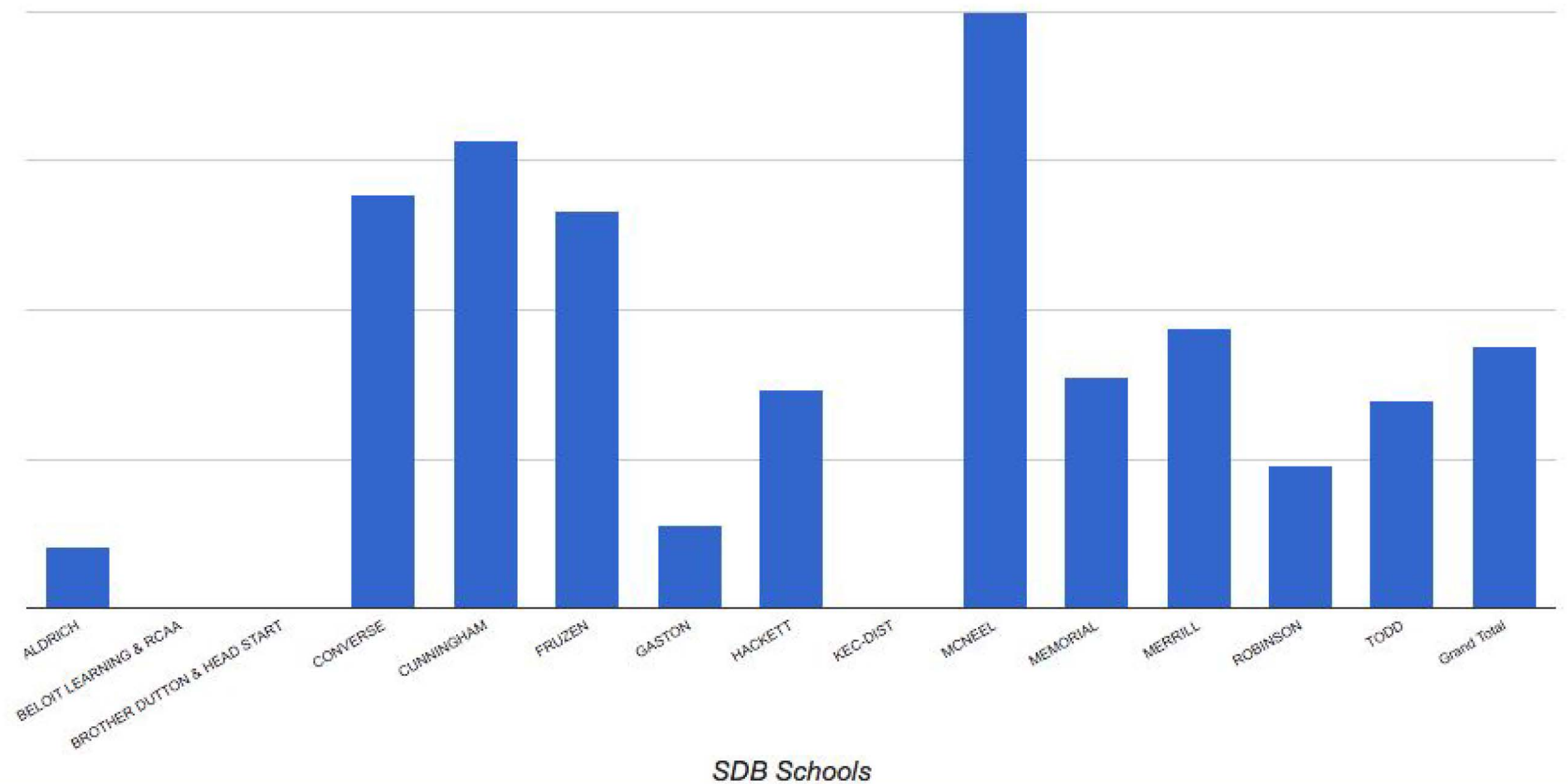
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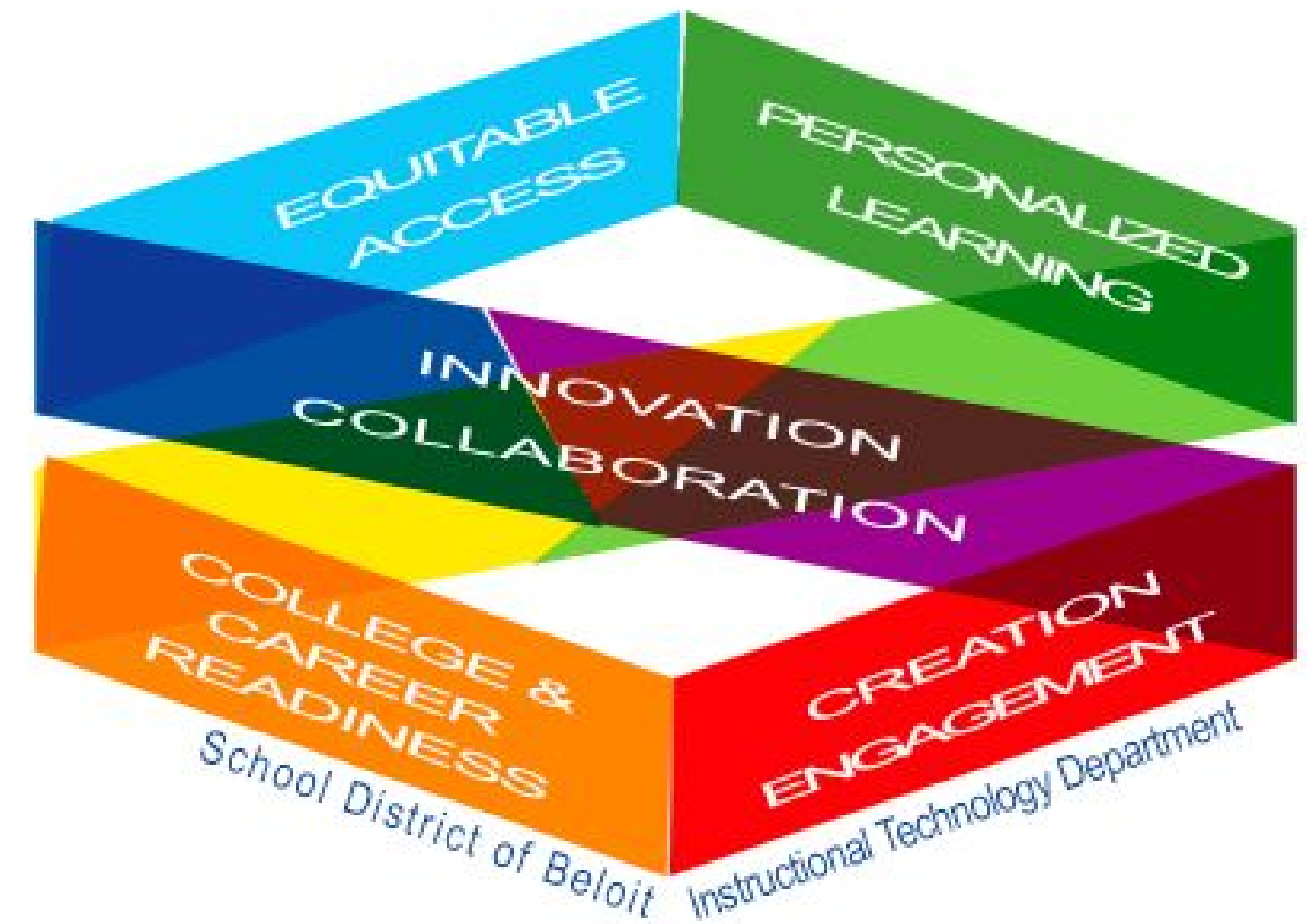
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- Student resources
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[ignitebeloit.wordpress.com](http://ignitebeloit.wordpress.com)

# Next Year's Focus

Personalized Learning Pilots  
Badges to Enhance Personalized PD  
Expand Partnership with Content Specialists  
Apple Classroom

[ignitebeloit.wordpress.com](http://ignitebeloit.wordpress.com)



# Resources

- How Does Technology Facilitate Learning?
  - <http://www.education.com/reference/article/how-does-technology-facilitate-learning/>
- Technology as a Tool to Support Instruction
  - [http://www.educationworld.com/a\\_tech/tech/tech004.shtml](http://www.educationworld.com/a_tech/tech/tech004.shtml)
- Personalized Learning Honeycomb
  - <http://www.cesa1.k12.wi.us/institute/designdevelop/personalized-learning.cfm>
- Ignite Beloit Website
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**School District of Beloit  
Curriculum and Instruction  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Introduction to Computer Science 1 New Course Proposal

**Which strategy in the Strategic Plan does this support?** Strategy 3—Student Engagement  
Strategy 4—Assessment & Instruction  
Strategy 5—Technology

**Your Name and Title:** Karin Lange, Director of Curriculum & Instruction

**Others assisting you in the presentation:** Ryan Rewey, Career & Technical Education Director

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Curriculum and Instruction Committee?**

All new courses must be approved by the Curriculum and Instruction Committee as well as by the Board of Education.

**B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?**

See attached New Course Proposal paperwork.

**B. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?**

The addition of Introduction to Computer Science 1 to intermediate schools will increase the STEM offerings as well as prepare students to pursue computer science at the high school.

**C. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)**

**MOTION:** The Curriculum and Instruction Committee moves to recommend approval to the full Board of Education of Introduction to Computer Science 1 as a new course for all intermediate schools.

**BUDGET LOCATION:** 805—Department of Curriculum, Instruction, and Technology  
Act 59

**FISCAL IMPACT:** \$800 (Curriculum Budget)  
\$13,100 (Act 59)



## School District of Beloit New Course Proposal

Please submit signed and completed proposal along with material adoption forms, if required, to the district content area Curriculum Director by October 1st.

**Applicant Name & Building:** Karin Lange & Ryan Rewey, All District

**Course Title:** Introduction to Computer Science 1 (Project Lead the Way)

**This course will be:** ☒ Elective ☐ Required

**Will this course have an impact on graduation requirements?** ☐ Yes ☒ No

If Yes, please explain:

**Grade Level(s):** 7th & 8th Grade

**Length:** ☒ Term ☐ Semester ☐ Year ☐ Other

If Other, please explain:

**Will this course be offered for credit?** ☐ Yes ☒ No

If Yes: ☐ .5 credit ☐ 1 credit ☐ Other (please indicate)

### Fiscal Impact

Texts/Materials/Software	\$200 x 4 buildings = \$800
Curriculum Hours	\$0
Teacher Training	\$3,275 x 4 teachers = \$13,100
Funding Source	Curriculum Budget (\$800) & Act 59 (\$13,100)

**F.T.E. Implications:** ☐ Yes ☒ No

If Yes, please explain:

**F.T.E. Funding Source:** N/A



## **Narrative**

**Below, in a short narrative, include the following:**

**Proposed course description for course description book/guide that includes:**

- **Target audience**
- **Key curricular concepts**
- **Prerequisites with rationale as to why the prerequisites are required**

From the Project Lead the Way website: *Studies show that by 2018, 1.4 million job openings will be available for computer specialists. In this unit, students discover the principles of this fast-growing field by focusing on creativity and an iterative design process as they create their own basic apps using MIT App Inventor.* This course will be one of the rotated electives available to all 8th grade students in 2016-2017.

## **Need & Impact**

- **Data that indicates why this course is needed**
- **Impact on grade level or department**
- **Impact on vertical K-12 program**

This course is one of the Project Lead the Way (PLTW) Gateway Courses offered to students in grades 6 through 8. Currently, SDB offers six PLTW Gateway courses, which support rigorous academic and STEM learning for 6th through 8th graders. The addition of this computer science course would expand our PLTW offerings to seven for grades 6 through 8. PLTW Gateway is a strong foundation for further STEM learning in high school and beyond, challenging students to solve real-world challenges, such as cleaning oil spills and designing sustainable housing solutions. Additionally, this course supports the national call from the White House to provide computer science to all students. It also aligns with the Computer Science courses offered at the high school level.

## **Course Syllabus including:**

- **Content standards**
- **Essential understandings and questions**
- **Critical content**
- **Assessment plan**
- **Resource List**

See Attached documentation from Project Lead the Way.

**Projected Costs**

The intent of this section is to specifically outline the projected costs for program implementation and sustainability. Please be as precise and specific as possible\*. Feel free to add to the suggested category listings as needed.

<b>Category</b>	<b>Initial Projected Cost</b>	<b>Ongoing Projected Costs</b>	<b>Initial Funding Source</b>	<b>Sustaining Funding Source</b>
<b>Teacher Training</b>	\$13,100			
<b>Curriculum Writing (total hours &amp; costs)</b>	\$0			
<b>Course Materials</b>	\$800			
<b>Books</b>				
<b>Software</b>				
<b>Consumables</b>				
<b>Licensing Fees</b>				

**\*Expenditures not listed on this form may not receive funding.**

**Total expenditures for this course: \$13,900**

## **New Course Proposal**

### **Signature Page**

(Signatures affirm support for the new course application)

Applicant:

Date:

Department Chair:

Date:

Building Principal:

Date:

Director of Curriculum:

Date:

Assistant Superintendent of Curriculum:

Date:



*Collaborate to create mobile apps that make a difference in people's lives. Solve real people's needs and wants with your creativity. With a gentle introduction to programming, you will learn how to make computers work together to put your designs into practice.*

*People who code are the magicians of the future, useful in any career. How will computing and connectivity give you superpowers?*

Introduction to Computer Science (ICS) is designed to be implemented as a half-year high school course or two nine-week PLTW Gateway modules. In each module, student teams create an Android® interface to solve a problem the team defines. Students learn fundamental computer science (CS) concepts using MIT App Inventor. The course aims to develop computational thinking and build student excitement. Several days in each module are targeted to build career awareness about computing skills in all fields and to improve students' cyber hygiene. The modules are sequential; we recommend students complete ICS 1 before moving on to ICS 2.

	ICS 1	ICS 2
<b>CS Concepts</b>	<ul style="list-style-type: none"> <li>• Branching</li> <li>• Arithmetic</li> <li>• Variables</li> <li>• Iteration</li> <li>• Functions and Methods</li> <li>• Problem Decomposition</li> </ul>	<ul style="list-style-type: none"> <li>• Data Types and Lists</li> <li>• Variables</li> <li>• Patterns of Iteration</li> <li>• Functions and Methods</li> <li>• Problem Decomposition</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>• MIT App Inventor</li> </ul>	<ul style="list-style-type: none"> <li>• MIT App Inventor</li> <li>• Python®</li> </ul>
<b>Additional Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Pair Programming</li> <li>• Project Management</li> <li>• Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Cyber Hygiene</li> <li>• Career and Societal Impact of Computing</li> </ul>

## ICS 1: Mobile Computing (45 days)

### Instructor's Preface

The goal of Unit 1 is to excite students about programming and build students' ability to break apart a problem and persistently build solutions in small steps. Student creativity, collaboration, and an iterative design process are emphasized. Students work with MIT App Inventor to create basic apps that rely on the concepts of event-driven programming, branching and iteration, variables, and abstraction – the building blocks of creating with code.

### Student Preface

You will design and build apps to express yourself creatively. You may also choose to create something useful for

people's needs. Many of the central skills of a programmer are useful in daily life:

- Breaking big problems into little ones
- Being persistent
- Building solutions in small steps
- Being creative
- Trying out your ideas

Look around you and appreciate the many luxuries of life that are created with code. Computer programs, created by software developers, are the instructions that make our smartphones, tablets, and computers smart. Are you ready to create intelligence?

## **Contents**

Lesson 1.1	The Computing Revolution (18 days)
Lesson 1.2	Putting Together Pieces (16 days)
Lesson 1.3	Collaborate to Solve Problems (11 days)

## **Lesson 1.1 The Computing Revolution (18 days)**

### **Instructor's Preface**

The goal of this lesson is to introduce students to programming and to the impact of computing. With an introduction to pair programming and the software design process, students create original programs with MIT App Inventor. As part of the application-building process, students create audio and visual elements and examine how sound and images are represented in digital data. In app development, variables are used to introduce patterns that occur with iteration. Event-driven programming provides the iteration in this lesson, allowing students to inspect the value of variables after each iteration. The properties and procedures that belong to each component build student familiarity with the concepts of object-oriented programming.

### **Student Preface**

In this lesson you will consider how computing is changing everything in our lives. You will be introduced to programming, the magic that makes it all happen. You will create original programs with MIT App Inventor, learning about pair programming and the software design process. You will use tools to create audio files and graphics that can be included in your apps. You will learn how computers handle digital data like images, sound, text, and numbers. You will give instructions to a computer by creating code using variables, functions, and operations like arithmetic.

### **Essential Questions**

- Q1. How has computing affected the world we live in?
- Q2. Why is it advantageous to break a problem down into smaller pieces and build a solution incrementally?
- Q3. How do computers represent the data in words, numbers, pictures, and sound?

## **Activities, Projects, and Problems – Summary and Goals**

**Activity 1.1.1 Computing Is Changing the World (2 days)**

Students pick a grand challenge and consider how mobile computing, the Internet, Big Data, and simulation are contributing to solving that challenge.

Primary goals for the activity, project, or problem:

- Establish the course as an exploration of the impact of computing
- Consider how computing will impact what is important to you

**Activity 1.1.2 Digital Doodle (2 days)**

Students use MIT App Inventor (AI2) to create an app with a drawing canvas and its own camera control. The app allows users to draw on photos by dragging and tapping on the screen.

Primary goals for the activity, project, or problem:

- Become familiar with the AI2 Designer and Blocks views
- Introduce AI2 components and user interface (UI) elements
- Use event handlers

**Activity 1.1.3 Count Me In (3 days)**

Students create a mobile app with a counter operated by buttons and voice recognition. Students learn about the properties and events associated with AI2 components and are introduced to Agile development.

Primary goals for the activity, project, or problem:

- Become familiar with storing, retrieving, and operating on string and numeric data
- Be able to identify and work with properties and events of labels and buttons

**Activity 1.1.4 Representing Music (2 days)**

Students analyze digital and analog sound. Students use Audacity® software and a spectrum analyzer to create and analyze a digital recording of themselves.

Primary goals for the activity, project, or problem:

- Use software to manipulate sound
- Describe how sound is represented in digital data

**Activity 1.1.5 Sound Decisions (3 days)**

Students use an AI2 canvas to create a bouncing ball with sounds that depend on which side the ball bounces against.

Primary goals for the activity, project, or problem:

- Use compound logic

**Activity 1.1.6 See-through (2 days)**



Students use GIMP to create a sprite from an image. Representation and ownership of images are considered.  
Primary goals for the activity, project, or problem:

- Use software to manipulate images
- Describe the RGB and RGBA abstractions for representing images
- Describe fair use when rights are reserved and under Creative Commons

### **Project 1.1.7 Sprite Smash (4 days)**

Students create a game, Sprite Smash, in which a sprite pops up at random positions on the screen. The player scores points by tapping the sprite before it jumps to a new location. Students apply event handlers, procedures, global variables, and the Cartesian coordinate system.

Primary goals for the activity, project, or problem:

- Use Cartesian x- and y-coordinates with AI2 properties
- Respond to internal and external events with event handlers
- Use a procedure to make code modular
- Increment and display global variables

## **Lesson 1.2 Putting Together Pieces (16 days)**

### **Instructor's Preface**

Students continue to pair program and to explore the impact of the computing revolution as they learn how more complex programs are put together. Students build skills with collaboration tools and processes. They apply these collaboration skills while creating new MIT App Inventor projects. Students investigate community needs to identify an app they can develop to meet a real client's need.

### **Student Preface**

In this lesson, you will learn how a complex program can be put together. You will learn how to break a big problem apart into manageable bite-sized pieces of success. Most software is created by teams that include dozens of people. How do they coordinate their work? You will learn about project planning and about tools that you can use to collaborate with others to create complex solutions to real problems. With a partner, you will conduct research and create the idea for an app to meet a real client's need.

### **Essential Questions**

- Q1. How is a complex piece of software organized?  
Q2. How do teams plan and create complex solutions to a problem?

### **Activity 1.2.1 Picture Pool (5 days)**

Students create an app in which a sprite slides around a canvas based on randomness, tablet tilt, flings, or taps. Abstracted procedures are provided and used to teach the concept of abstraction.

Primary goals for the activity, project, or problem:

- Use velocity with Cartesian x- and y-coordinates
- Describe the purpose and concept of abstracting a procedure
- Introduce lists and iteration across lists
- Describe the role of argument values and return values

**Activity 1.2.2 Wikipedia That (2 days)**

Students make meaning of a URL. They create an app in which the user can open side-by-side browsers to Google and Wikipedia using a text entry box and button.

Primary goals for the activity, project, or problem:

- Understand the parts of a URL
- Practice constructing an app

**Project 1.2.3 Your Turn (2 days)**

Students pick a task to complete. A crowdsourced document shared among teachers accumulates tasks in bite-sized pieces appropriate for students new to programming. Students may select from that list or branch out into new ground.

Primary goals for the activity, project, or problem:

- Collaborate when programming
- Be persistent when programming
- Use documentation and other resources when programming

**Project 1.2.4 Decomposition (5 days)**

Students pick a larger goal to complete, written as one or more user stories. Students break the user story into smaller tasks and complete a sprint toward their goal. A crowdsourced document shared among teachers accumulates successful sprints and their decomposition into tasks. Students may select from that list or branch out into new ground.

Primary goals for the activity, project, or problem:

- Manage a project
- Decompose a problem

**Problem 1.2.5 What's Worth Making? (2 days)**

Students interview a family member, a community member, and a school member while seeking a client for a mobile app. Students consider examples of how mobile and embedded computing are improving people's lives, and with what accompanying detriment. We're all engineers. What will you make?

Primary goals for the activity, project, or problem:

- Collaborate effectively using team norms
- Identify needs that can be met with engineering

## **Lesson 1.3 Collaborate to Solve Problems (11 days)**

### **Instructor's Preface**

Students examine how the computing revolution has affected collaboration and creativity. Ethical and safe behavior on the Internet is developed alongside opportunities and tools for collaboration over the Internet. In the culminating problem of the unit, students develop an app to meet a real client's need.

### **Student Preface**

In this lesson, you will create an app for a real client's need. You will also improve your ability to safely and effectively use the Internet to collaborate with people. Whether creating a written product with a group or crowdsourcing data collection for a science experiment, people have new ways to work together using the Internet. No matter which career fields might interest you, computational thinking skills will benefit your career opportunities.

### **Essential Questions**

- Q1. How do I safely use the Internet?
- Q2. How do people collaborate to create software applications?

## **Activities, Projects, and Problems – Summary and Goals**

### **Activity 1.3.1 Digital Responsibility (2 days)**

Students consider life as one big collaboration. Students reason about consequences for themselves and others in scenarios involving texting, creating and sharing pictures, posting to social media, and using email.

Primary goals for the activity, project, or problem:

- Behave safely on the Internet and with digital communications
- Know some professional norms for digital communications
- Apply rules to respect intellectual property and collaborate effectively

### **Project 1.3.2 Collaborative Writing (2 days)**

Students within a school or in a pair of schools collaborate to create a product that includes text. The data will include both a text-encoded constrained-response data field and a prose data field. Examples could include a directory of local businesses or organizations, a curated list of websites about student interests, a biodiversity survey of plants and animals, or a compilation of student-written articles, comics, opinion pieces, and advertisements.

Primary goals for the activity, project, or problem:

- Engage in collaborative, iterative writing
- Understand how computing has impacted the way we create with writing
- Understand how tools affect the way writing is represented and shared

### **Activity 1.3.3 CS and IT Careers (2 days)**



Students research and present about career opportunities in a field of their choice, focusing on the way in which CS and IT skills improve the opportunities in that career field.

Primary goals for the activity, project, or problem:

- Describe career opportunities in CS and IT
- Describe how computing is impacting all fields

#### **Problem 1.3.4 Create an App for a Client (5 days)**

Students develop an app to express creativity or to meet a need in a project growing out of the interviews in the previous lesson.

Primary goals for the activity, project, or problem:

- Collaborate when programming
- Be persistent when programming
- Use documentation and other resources when programming
- Manage a project
- Decompose a problem

### **ICS 2: Crowds and Clouds (45 days)**

#### **Instructor's Preface**

In this unit, students explore the new opportunities for creativity and collaboration related to data. The two lessons focus on crowdsourcing and simulation as sources of data. In the first lesson, students build on previous experiences creating apps with MIT App Inventor. They modify apps to exchange data over the Web, culminating the first lesson of the unit by creating a crowdsourcing app. Ethical and safe behavior on the Internet is developed alongside an exploration of cybersecurity concepts.

In the second lesson, text-based programming is introduced with Python®. Students simulate a game, generating data and transforming data. In the culminating problem of the lesson, students create an algorithm to play rock-paper-scissors and compete in a tournament. The competition motivates students to design an algorithm that can analyze data about the opponent's behavior.

#### **Student Preface**

This unit is about new opportunities for creativity and collaboration related to data. The two lessons focus on crowdsourcing and simulation as sources of data. In the first lesson, you will build on your previous experiences creating apps with MIT App Inventor. You will learn how to create an app that shares data over the Web. In the second lesson, you will learn how to program in a text-based language by creating simulations of games in Python®.

#### **Contents**

Lesson 2.1      Coding for the Crowd (21 days)

**Lesson 2.2** Cracking the Code (24 days)**Lesson 2.1 Coding for the Crowd (21 days)****Instructor's Preface**

The goal of this lesson is to reinforce students' understanding and enthusiasm for computing as a powerful tool for collaboration. Activities explore how information is presented and exchanged on the Web. Building on their new understanding of the Web, students develop an app that transmits and receives data from a Web service through an application programming interface (API). In the final problem, students develop an app to crowdsource data collection on a topic of their interest and then analyze the data.

**Student Preface**

In this lesson, you will consider computing as a powerful tool for collaboration. In the first activity, you learn how information is presented and exchanged on the Web. You then explore how an app can use the Web to share data among many devices: data like social posts, "likes," leader boards, friend lists, and shared images or comments. In the final problem, you will create a crowdsource data collection app related to a topic of your choice.

**Essential Questions**

- Q1. How do apps share data across devices through the Internet to let users to interact?
- Q2. What data are you contributing via your interactions on the Web and through apps, and to whom are you contributing the data?
- Q3. What new phenomena are being created when many users are contributing to a data set?

**Activities, Projects, and Problems – Summary and Goals****Activity 2.1.1 What Is a Web Page? (5 days)**

Students explore basic HTML and CSS, the languages of the Web. Students manipulate a locally stored Web page, adding elements and modifying the background color, reinforcing hexadecimal RGB color representation.

Primary goals for the activity, project, or problem:

- Understand URLs and the client-server relationship
- Understand the purpose of HTML and CSS
- Generalize that data sit atop many layers of abstraction, with zeros and ones at one low-level layer

**Activity 2.1.2 Web API Service (2 days)**

Students learn how to use an application programming interface (API) to send commands to a Web server over the Web. By using an interface other than a browser, they learn about GET and POST requests over the Web's HTTP protocol. They post a phrase to a class "wall" on a Web server, interpret data from the Web server written in JavaScript Object Notation (JSON), and vote for their favorite phrases.

Primary goals for the activity, project, or problem:

- Understand how apps send and receive data over the Web

- Deepen understanding of Web protocols and URLs

**Activity 2.1.3 App for a Web Service (3 days)**

Students use MIT App Inventor to create a simple app to allow a user to send and receive API data over the Web. They automate the sending of data in a cybersecurity challenge.

Primary goals for the activity, project, or problem:

- Practice constructing an app
- Understand how to exchange data with a Web service

**Activity 2.1.4 Collaborative Data (2 days)**

Student use a Google sheet to share data about themselves with the class. Patterns are observed and compared between two groups. Students discuss personally identifiable information (PII) and safe/common/legal practices regarding PII. Students crowdsource the collection of data for questions of interest to them and consider the effectiveness of measures to de-identify and analyze the data.

Primary goals for the activity, project, or problem:

- Understand how the production and collection of data can be crowdsourced
- Describe how computation has changed science
- Compare center, spread, and shape for two distributions

**Problem 2.1.5 Create a Crowdsourcing App (6 days)**

Students develop an app that shares data across multiple users. Students have the option to embellish and further develop their app from Problem 1.3.4, now using the power of crowdsourced data.

Primary goals for the activity, project, or problem:

- Develop an app for a client that leverages the power of shared data
- Manage a project
- Decompose a problem

**Problem 2.1.6 Authentic Audiences (3 days)**

Students reflect on their work from Problem 1.3.4. Teams present their process and product to the class, to the client, or to an end user.

Primary goals for the activity, project, or problem:

- Reflect on and improve a development process
- Present a product

**Lesson 2.2 Cracking the Code (24 days)****Instructor's Preface**

The goal of this lesson is for students to become comfortable implementing algorithms using conditionals and



loops in Python® and to generalize algorithmic structures from corresponding MIT App Inventor and Python® code. Students create a game simulation, learning about functions, arguments, and return values. Students generalize from this simulation to learn about model abstraction and the impact that simulation and data are having across all career fields. Students then apply their Python® skills to compete in a rock-paper-scissors game, developing functions to implement a complex strategy that attempts to detect their opponent's strategy.

## **Student Preface**

In this lesson you will learn how to create algorithms with Python®, a text-based programming language. You will create a game simulation and explore how simulation is affecting all career fields. You will find that you can transfer what you learned in MIT App Inventor® to text-based languages like Python®. Your class will hold a round-robin tournament in which you will take advantage of computing power to predict another player's strategy in the rock-paper-scissors game. Through programming these games, you will learn the central principles of algorithms, the recipes that control what the computer does.

## **Essential Questions**

- Q1. How are algorithms used to solve common problems?  
Q2. How are functions and abstraction used to handle complexity? Q3. How are data and simulation affecting career fields?

## **Activities, Projects, and Problems – Summary and Goals**

### **Activity 2.2.1 Winning Distribution (1 day)**

Students collect data about outcomes in Ezee, a game in which outcomes are random and players try to get 14 of a kind.

Primary goals for the activity, project, or problem:

- Consider questions that can only be answered by considering a distribution of values for a variable
- Consider questions that are most easily answered with simulation

### **Activity 2.2.2 Exploring Python® (2 days)**

Students explore a Python® development environment and become familiar with a code editor and an interactive command line.

Primary goals for the activity, project, or problem:

- Increase comfort with text-based programming
- Distinguish data types

### **Activity 2.2.3 Python® Functions (3 days)**

Students define and call functions with arguments to accomplish simple mathematical tasks.

Primary goals for the activity, project, or problem:

- Increase comfort with text-based programming
- Be able to define and call functions with arguments

**Activity 2.2.4 Double Meanings (2 days)**

Students compare the meaning of the terms “variable,” “function,” and “equal” in the contexts of mathematics and computer programming languages.

Primary goals for the activity, project, or problem:

- Dispel common misconceptions about computer science concepts
- Reinforce core concepts in mathematics

**Activity 2.2.5 Looping Patterns (4 days)**

Students learn three patterns for loops: accumulation, aggregations, and finding the maximum or minimum in a set. For each pattern, students study an example, complete an example, and then create their own code.

Primary goals for the activity, project, or problem:

- Understand how functions use arguments and return values
- Recognize and create iteration patterns

**Project 2.2.6 Simulation Game (5 days)**

Students create a sequence of Python® functions to simulate a single game of Ezee, which they played at the beginning of the lesson.

Primary goals for the activity, project, or problem:

- Understand how functions use arguments and return values
- Gain confidence and expertise with patterns involving iteration
- Understand how complex problems can be solved by creating modular components that build upon each other

**Activity 2.2.7 Data and Simulation Everywhere (2 days)**

Students explore a distribution resulting from a Monte Carlo simulation and identify which details of a phenomenon are parameterized and which details are abstracted away by a model. Students research the impact of modeling and simulation in a career field of their choice.

Primary goals for the activity, project, or problem:

- Describe the impact of simulation and modeling in various career fields
- Understand modeling as a type of abstraction

**Problem 2.2.8 Strategy Game PS Rock (5 days)**

Students create an algorithm to analyze a competitor’s history in rock-paper-scissors and predict the competitor’s next move. Students implement their algorithm in Python® and compete in a round-robin tournament.

Primary goals for the activity, project, or problem:

- Create a complex algorithm
- Implement an algorithm in Python®

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Karel the Robot Python

Google GIMP

Audacity

MIT App Inventor

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# NOTICE OF MEETING

## SCHOOL DISTRICT OF БЕЛОIT BOARD OF EDUCATION

### FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE

**Date:** Tuesday, June 14, 2016

**Time:** 5:00 p.m. OR Immediately Following the  
Curriculum & Instruction Meeting, Whichever is  
Later

**Location:** KOLAK EDUCATION CENTER  
The Roosevelt Building  
Superintendent's Office, Room 106  
1633 Keeler Avenue  
Beloit, WI 53511

**Committee Members:** Shelly Cronin, Committee Chair  
Dennis Baskin  
Kris Klobucar

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of May Minutes
4. Review of May PO's between \$15,000-\$25,000
5. Insurance Overview (20 minutes)
6. Student Transportation Service Contract Award (5 minutes)
7. School Pantry Update (10 minutes)
8. CESA 2 Contract (2 minutes)
9. Parochial School Transportation (2 minutes)
10. Audit Communication (2 minutes)
11. Budget Adjustments (2 minutes)
12. Future Items for Discussion
13. Adjournment

It is anticipated that other Board members may attend this committee meeting.
---

Posted: June 10, 2016

**FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE**  
**SCHOOL DISTRICT OF BELOIT**

**May 10, 2016**

**1. CALL TO ORDER**

The meeting was called to order by Cronin, Committee Chair at 6:41p.m. in Room C129 at Fruzen Intermediate School.

Members present: Dennis Baskin, Shelly Cronin and Kris Klobucar. Others present: Lisa Anderson-Levy, Pam Charles, Nora Gard, Shannon Scharmer, Anthony Bonds, Janelle Marotz, Emily Pelz, Pam Weise, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Baskin moved approval of the agenda. Seconded by Klobucar, motion carried.

**3. APPOINTMENT OF VICE CHAIRPERSON**

Cronin appointed Baskin as Vice Chairperson for the committee.

**4. APPOINTMENT OF PARKES & REC & TIF REPRESENTATIVES**

Cronin appointed Klobucar to the Parks & Rec Committee and Scharmer to be the TIF Representative.

**5. APPROVAL OF APRIL MINUTES**

Baskin moved approval of the minutes. Seconded by Klobucar, motion carried.

**6. REVIEW OF APRIL PO'S BETWEEN \$15,000-\$25,000**

There were no purchase orders in April between \$15,000-\$25,000.

**7. TRANSPORTATION REQUEST FOR PROPOSAL APPROVAL**

Janelle Marotz, Assistant Superintendent of Business Services explained how we are finishing the last year of a three-year contract with Durham School Services for transportation and recommend issuing a request for proposal to eliminate the fixed fee that Durham pays for the initial procurement in 2013 and to issue an RFP to solicit pricing for a new five-year term.

Baskin moved to recommend to the full Board of Education approval of the administration to issue a request for proposal for transportation services. Seconded by Klobucar, motion carried.

**8. WAIVER OF RENTAL FEES – BELOIT BULLS**

Baskin moved approval of the request by Larry Blake – Beloit Bulls to waive the rental fees of Aldrich Intermediate School May 21, 2016, for a 5<sup>th</sup> & 6<sup>th</sup> grade Basketball Tournament. Seconded by Klobucar, motion carried.

**9. WAIVER OF RENTAL FEES – COLOR-A-THON COLOR RUN**

Baskin moved approval of the request by the McNeel PTO for the use of McNeel Intermediate School on May 21, 2016. Seconded by Klobucar, motion carried. Baskin moved to reconsider the motion for the waiver. seconded by Klobucar, motion carried. Baskin moved approval of

the request by the McNeel PTO for use of McNeel Intermediate School on May 21, 2016 including custodial fees. Seconded by Klobucar, motion carried.

#### **10. BUDGET ADJUSTMENTS**

Janelle Marotz, Assistant Superintendent of Business Services discussed with the BOE the changes that have been made since the budget was adopted in October. These budget adjustments were made to adjust for revenue and expense budget amendments to be added into the budget. Members asked questions related to summer school budget.

Baskin moved approval of the budget adjustments as listed in the May 6 board packet. Seconded by Klobucar, motion carried.

#### **11. BUDGET OVERVIEW**

Janelle Marotz, Assistant Superintendent of Business Services reviewed the preliminary budget plan for the 2016-17 school year in addition to where we have been, reduction history, why we need to make budget reductions and state funding. Members asked questions regarding energy exemption, state reimbursement and taxpayer funding. Members asked about health insurance and indicated they would like to see the insurance changes since 2009 by net amounts and by plan for individual and family.

Marotz indicated that the district is projected to be 3.8M short and provided the district can find those cuts and not have major unforeseen expenses that cannot be covered, the projected shortfall is 3.3M for 2017-18. She then reviewed proposed budget reduction and cost avoidance measures for the board to consider to cover the 3.8M. Items included employee premium contribution, staffing reductions through attrition, and reduction in 1:1 program equipment payments through refinancing. Cost increases and initiatives include salary increases, building and grounds coordinator, summer school expansion, dual language immersion, and restoring professional development. Potential revenue sources include revenue limit energy exemption, summer school expansion, virtual school expansion, charter school grants, and the Beloit Foundation gift.

Marotz reviewed capital projects to be considered such as high school auditorium renovations, asphalt repairs, drainage repairs, security cameras, windows, flooring, cafeteria tables, roofing, HVAC systems, lighting, EIFIS at McNeel. Scharmer requested looking at the EIFIS in more detail as it is constantly in need of repair.

Baskin requested that Jeff Klett present on the insurance options for employees and how it benefits the district and Anderson-Levy requested how it impacts the employee month to month. Baskin also requested a budget workshop for the board members. He also asked to know how cutting 32M in the last few years is truly impacting our district and quality education.

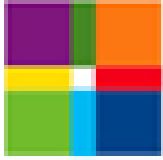
#### **12. FUTURE ITEMS FOR DISCUSSION**

Insurance presentation, budget workshop, 2-4 year projection, status of Fund Balance

#### **13. ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.





**School District of Beloit  
Finance, Transportation & Property  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Review of May PO's between \$15,000 - \$25,000

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:**

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?**

To inform the Board of Education of any purchase orders made in May ranging from \$15,000 - \$25,000.

**B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?**

There were no purchase orders in May between \$15,000 - \$25,000.

**C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?**

N/A

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)**

**MOTION:** N/A

**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:**



**School District of Beloit  
Finance, Transportation & Property  
Committee Report**

June 14, 2016

***I. BASIC INFORMATION***

**Topic or Concern:** Insurance Overview

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:** John Emery, Risk and Insurance Management Consultant, Risk & Insurance Solutions, LLC.

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?**

The presentation is to educate the board and community in brief of the district's property and liability insurance coverages and approve the renewal for the 2016-17 fiscal year.

**B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?**

The District has renewed with incumbent insurance carriers including AIG-MM for property and United Hartland for Worker's Compensation. Through a solicitation for liability insurance the district has chosen to select Community Insurance.

**C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?**

An insurance renewal review as prepared by John Emery, our insurance consultant, is attached for your reference. In addition, John Emery will be present at the meeting to answer questions as needed.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)**

Our insurance renewal process has been completed and we have achieved our goals for this year's renewal. Attached are a renewal overview summary and insurance renewal premium summary for your review.

**MOTION:** The Finance, Transportation & Property Committee recommends to the Board of Education approval of the property and liability insurance renewal.

**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?** No

**BUDGET LOCATION:** 827 District Wide Expense

**FISCAL IMPACT:** \$530,962



## Insurance Summary 2016-17 Policy Year

School District of Beloit purchases insurance for Property, Public Entity Liability including Educators Errors & Omissions, Workers Compensation, Automobile, and Crime. All policies renew for an annual term of July 1, 2016 to July 1, 2017. Following is a summary of renewal terms for the coming year.

### Property Insurance:

Insurer:	American Home Insurance (a member of AIG Group - A.M. Best Rating A: XI)
Limit:	\$250,000,000 except \$25,000,000 max Quake/Flood or Named Storm or 5% of values at time of loss \$100,000,000 Equipment Breakdown
Deductible:	\$100,000 per occurrence except \$10,000 for equipment breakdown
Valuation:	Replacement Cost
Note:	The expiring policy is written through Lexington Insurance also owned by AIG

### Public Entity Liability and Educators Errors & Omissions Liability:

Insurer:	Community Insurance Corporation (CIC) (A.M. Best Rating: B++:VI)
Limit:	\$10,000,000 per occurrence
Deductible:	\$10,000 per occurrence
Note:	CIC replaces Hanover Insurance due to superior coverage and pricing. The Hanover program required a primary limit accompanied by an excess policy to achieve limits of \$10mil. CIC's program provides the entire \$10mil in a primary policy. The CIC coverage contract provides coverage important to SDB that Hanover declined to address.

### Auto Liability:

Insurer:	Community Insurance Corporation
Limit:	\$10,000,000 per accident
Deductible:	Nil
Note:	Of the 4 vehicles owned the newest is 6 years old. Collision is not purchased.



**Crime:**

Insurer:	Fidelity & Deposit through Community Insurance Corporation	
Limit:	\$4,000,000	Employee Theft
	\$500,000	Forgery / Alteration
	\$65,000	Money's/Securities
	\$4,000,000	Computer Fraud
	\$4,000,000	Funds Transfer Fraud
	\$1,000,000	Faithful Performance

Deductible: \$50,000 per occurrence except \$1,000 for money's & securities

**Workers Compensation:**

Insurer:	United Heartland (A.M. Best Rating A-: XI)	
Limit:	Statutory Workers Comp	
	Employers Liability –	Bodily Injury by accident - \$1mil per accident
		Bodily Injury by disease \$1mil policy limit
		Bodily Injury by disease \$1mil per employee

Note: The experience modification required of all insurers for worker's compensation has increased from 1.10 to 1.19. This factor is a function of 3 past years' loss experience not including the most recent year. For this renewal an exceptionally good year dropped out of the calculation. The loss trend though is very positive with a reduction in the number of losses and the total claims costs. It is expected if this trend continues the experience modification will go back down on next renewal.



COVERAGE	POLICY YEAR 7/1/15-16			POLICY YEAR 7/1/16-17			Comments
	PREMIUM 2015/2016	PREMIUM 2015/2016	PREMIUM 2015/2016	PREMIUM 2016/2017	PREMIUM 2016/2017	PREMIUM 2016/2017	
	AIG - Lexington	Hanover	United Heartland	AIG - MM Form	Community Insurance (CIC)	United Heartland	
Property	\$129,646			\$154,437			Increase is due to increased values and mix of property including unoccupied
Eng Fee	\$5,000						
General Liability		\$81,048			\$54,516		Changed to CIC. CIC provides a \$10,000,000 per occurrence limit with no policy aggregate and a significantly broader policy contract.
Auto Liability		\$3,467			\$2,355		
School Board Legal Liability		included in GL premium			\$15,739 w/ \$5,000 Deduct.		
Crime		\$5,729			\$5,729		
Umbrella		\$13,073			Included in GL/AL/SGLL		Not needed with CIC Program
Workers Comp			\$247,696			\$298,186	rate, Xmod, payroll increased
Totals	\$134,646	\$103,317	\$247,696	\$154,437	\$78,339	\$298,186	
Total Non - Work Comp	\$237,963			\$232,776			
Broker Fee	\$18,000			Commission Based			
Total Including Work Comp	\$503,659			\$530,962			

Note: Premium change driven by the increase in the workers compensation rates by class as well as the experience modification and payroll. These elements are outside of SDB and the insurers control.



**School District of Beloit  
Finance, Transportation & Property  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Student Transportation Service Contract Award

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:** Dan Sutherland, General Manager for Durham Transportation

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?**

A request for proposal (RFP) has been issued for student transportation services. The purpose of this presentation is to award a contract to a respondent.

**B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?**

Administration solicited competitive services and price using a formal open and competitive bid process in an effort to obtain the best possible price with the most responsible bidder in terms of service quality, specifications and delivery. Administration received one (1) formal bid and is recommending the incumbent Durham Transportation to continue supporting the District's transportation needs. Durham's competitive bid included an increase of 1% for the 2016-17 school year and a 2.5% increase in the subsequent four years. Administration anticipated an increase in transportation cost therefore this increase has already been accounted for in the district preliminary budget for 2016-17.

**C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?**

Durham is recommended to provide the District's student transportation services for a five (5) year contract term.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)**

With Board approval, administration will award the five (5) year contract to Durham.

**MOTION:** The Finance, Transportation & Property Committee recommends to the Board of Education approval of the Durham Transportation contract for a term of five (5) years.



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

**Long Term Committed Funds?** Yes - 5 years

**BUDGET LOCATION:** 827

**FISCAL IMPACT:** \$2,112,854 – 2016/17



**School District of Beloit  
Finance, Transportation &  
Property Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** School Pantry Update

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:** Donna Ambrose, Caritas; Betsy Schroeder, Merrill Elementary School Principal

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation & Property Committee?**

The Board approved a school pantry pilot program in February 2016 hosted at Kolak to serve Merrill Elementary school families.

Second Harvest's School-Based Pantry program is an exciting program in the struggle to end hunger for children. Pantries make staple grocery items available to students and their household family members at no cost. Too many students are forced to deal with the anxiety that accompanies living without the day-to-day necessities, often making school the least of their worries. School-Based Pantries give students the resources they need to learn and grow at home, allowing them to devote their energy and attention toward succeeding in school.

**B. What information must the Finance, Transportation & Property Committee have to understand the topic/concern and provide any requested action?**

Our School Pantry is operated by Caritas as they have successful experience in our community operating a food pantry. Second Harvest partners with Caritas to make every process as easy as possible with online ordering and regular delivery appointments. The pantry itself requires minimal storage space. Though we often have limited unused space, we have located a suitable location for a pantry at Merrill Elementary

Kolak was providing the physical space for the pantry and in May the pantry moved to Merrill Elementary to increase access to Merrill families. Caritas shall ensure that the pantry is serving families with children enrolled at the school, and provides communication about the pantry to the families in partnership with Merrill staff. The community partner, Caritas, provides a pantry coordinator (whose responsibilities include reporting and ordering food) and ensures there are enough volunteers to stock and operate the pantry, and provides necessary materials such as paperwork and writing utensils. Second Harvest Foodbank provides the food at no cost, coordinates the transportation of food, and assisted in the purchase of equipment such as a refrigerator and shelving. Second Harvest Foodbank allocated a staff person to act as a main contact, provide information regarding FoodShare and other food resources, provide orientation and training, and provide food safety information.

**C. If you are seeking Finance, Transportation & Property Committee action, what is the rationale for your recommendation?**

N/A

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation & Property Committee consideration and a fiscal note.)**

We anticipate that a school pantry will have a bigger positive impact on our Merrill Elementary School families with its move to Merrill.

**MOTION:** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** 810

**FISCAL IMPACT:** Space; One room located at Merrill Elementary Center





**School District of Beloit  
Finance, Transportation &  
Property Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** CESA 2 Contract

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:** Emily Pelz, Executive Director of Pupil Services

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation & Property Committee?**

The District contracts with CESA 2 for a variety of Business, Technology and Special Education Services.

**B. What information must the Finance, Transportation & Property Committee have to understand the topic/concern and provide any requested action?**

The services identified by the service agreement are important components of service delivery and are believed to be a cost-effective manner of delivery. The contract price for 2016-17 is \$82,530.00

**C. If you are seeking Finance, Transportation & Property Committee action, what is the rationale for your recommendation?**

Please see attached list of contract services for the 2016-17 school year.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation & Property Committee consideration and a fiscal note.)**

**MOTION:** The Finance, Transportation & Property Committee recommend the Board of Education approves the CESA 2 services contract for the 2016-17 school year.

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

**Long Term Committed Funds?** No

**BUDGET LOCATION:** Individual Budget Managers will include in their 2016-17 budget:

801 - \$3,124

814 - \$347.50

770 - \$79,058.50

**FISCAL IMPACT:** \$82,530



## 2016-2017 Contract

This contract made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

\*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

\*for services costing more than \$18,000.00 annually per line item, in tri-annual payments to be made in July, November and March.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual costs of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year.)

Transportation of children, if any, will be furnished by each school district.

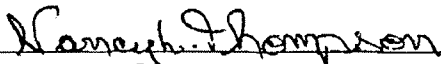
The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.

**Cooperative Educational Service Agency 2**

**1221 Innovation Drive, Suite 205**

**Whitewater, WI 53190**



Nancy Thompson, Chairperson, CESA 2 Board of Control



Gary Albrecht, Secretary, CESA 2 Board of Control

School District of Beloit, 2016

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education



## Beloit School District

### 2016-2017 Contract

Please indicate the services to be placed on the contract for 2016-2017.

Services utilized in 2015-2016 are highlighted in blue.

Service	Additional Information	2016-2017 Cost	Renew or Add	Non-Renew
Administration		\$ 3,124.00		
Assistive Technology Academy				
Assistive Technology Library***				
ATODA Network				
Blind and Visually Impaired*				
Deaf and Hard of Hearing*		\$ 52,598.00		
Dialogue with Attorney				
Driver Education	Students pay fees			
Educational Audiology**		\$ 15,480.00		
Instructional Technology				
Orientation and Mobility				
Professional Resource Center - Level 1***		\$ 6,833.00		
Professional Resource Center - Level 2***	Includes district visit			
School Nutrition Program - Tier 1				
School Nutrition Program - Tier 2				
Title I Extended Services				
Transition Advisory Network		\$ 3,500.00		
Transition - MECCA		\$ 300.00		
Van Delivery		\$ 695.00		
<b>Total</b>		<b>\$ 82,530.00</b>		

\*Cost is \$55 per unit, dependent on direct and indirect services per student

\*\*Cost is \$60 per unit, dependent on direct and indirect services per student

\*\*\*Van service required

\_\_\_\_\_  
District Administrator or Designee

**Return via email: [marlene.gerstner@cesa2.org](mailto:marlene.gerstner@cesa2.org) or fax: 262.472.2269**

Questions? Please contact: Nicole Barlass, Director of Resources at 262.473.1447 or  
[nicole.barlass@cesa2.org](mailto:nicole.barlass@cesa2.org)

<b>FOR CESA #2 USE ONLY</b>	<b>Reviewed by:</b>
Date received: _____	GA _____ BB _____ CD _____ MG _____ NB _____
Comments: _____	

**Beloit**  
**School District**

Student	Service	Service (units)	IEP (units)	Evaluation (units)	Consultation (units)	Prep Time (units)	Inservice (units)	Total Service (units)
	60 min/mo	17	7	0	13	6	3	45
	30 min/wk	33	7	0	25	11	3	79
	30 min/wk	33	7	0	25	11	3	79
	30 min/mo	8	7	0	10	3	3	31
	30 min/mo	8	7	0	10	3	3	31
	60 min/mo	17	7	0	13	6	3	45
	15 min/qtr	2	7	0	10	1	3	23
	30 min/mo	8	7	0	10	3	3	31
	15 min/wk	17	7	9	13	6	3	54
	30 min/wk	33	7	0	25	11	3	79
	30 min e/o wk	17	7	0	13	6	3	45
	30 min/mo	8	7	0	10	3	3	31
	60 min/mo	17	7	0	13	6	3	45
	30 min/mo	8	7	0	10	3	3	31
	15 min/qtr	2	7	0	10	1	3	23
	30 min/mo	8	7	0	10	3	3	31
	30 min/mo	8	7	0	10	3	3	31
	30 min e/o wk	17	7	9	13	6	3	54
	30 min e/o wk	17	7	0	13	6	3	45
	30 min e/o wk	17	7	0	13	6	3	45



	30 min/wk	33	7	0	25	11	3	79
Total Units								956
Unit Cost								\$55
Total Cost								\$52,598

Districts are given the option of purchasing services with local Fund 10 dollars and / or IDEA Entitlement Funds.

Please indicate how service will be purchased: ☒ Federal Dollars ☐ Local Hard Dollars (check one or both)

District Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

MKG	05/02/16
ACCT #	105 677

Director of Special Education / Designee Signature *Emily Leh* Date 5/18/16



## 2016-2017 Contract for Audiology Services

**Beloit**  
**School District**

Student	Direct Service (units)	IEP or 504 (units)	Evaluation (units)	Consult IEP (units)	Consult 504 (units)	Equipment Management IEP (units)	Equipment Management 504 (units)	FM Trial (units)	Inservice (units)	FM Fitting (units)	Total Service (units)
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	0	0	23
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	3	0	26
	4	0	0	0	0	0	0	0	0	0	4
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	3	0	26
	4	3	0	6	0	10	0	0	0	0	23
Total Units											258
Unit Cost											\$60
Total Cost											\$15,480

Districts are given the option of purchasing services with local Fund 10 dollars and / or IDEA Entitlement Funds.

Please indicate how service will be purchased: ☒ Federal Dollars ☐ Local Hard Dollars (check one or both)

District Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

MKG 05/02/16  
ACCT # 105 670

Director of Special Education / Designee Signature Emily Peltz Date 5/18/16



**School District of Beloit  
Finance, Transportation & Property  
Committee Report**

June 14, 2016

***I. BASIC INFORMATION***

**Topic or Concern:** Parochial School Transportation

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:**

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?**

State Statute 121.54(2)4 requires that the Board of Education is notified of the parochial school students that may be requesting transportation reimbursement.

**B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?**

We have received parochial school student lists for possible transportation reimbursement for the 2016-2017 school year. Rock County Christian School has approximately 38 students and Our Lady of the Assumption School has approximately 53 students that would be eligible for transportation reimbursement at the new reimbursement rate of \$3.95 per day of actual transport per student.

**C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?**

N/A

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)**

**MOTION:** N/A

**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:** \$3.95 per day per student



**School District of Beloit  
Finance, Transportation and Property  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Audit Communication

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

**Your Name and Title:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:**

**My report is for:** Information

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation & Property Committee?**

Professional audit standards require that our auditors provide the attached information related to our annual independent financial statement audit with you in order to provide you with valuable information for our audit process.

**B. What information must the Finance, Transportation & Property Committee have to understand the topic/concern and provide any requested action?**

The attached letter delivers valuable information related to our upcoming audit including, planning, timeline, responsibilities and scope of our financial statement audit.

**C. If you are seeking Finance, Transportation & Property Committee action, what is the rationale for your recommendation?**

N/A

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation & Property Committee consideration and a fiscal note.)**

We expect to begin our 2015-16 financial audit on approximately August 8, 2016 and our auditor plans to issue our audit report on approximately November 1, 2016. An annual audit presentation is scheduled for the January 2017 meeting so that the Board of Education has the opportunity to review and discuss our audit results with our independent auditor.

**MOTION:** N/A

**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:**





April 25, 2016

Janelle Marotz, CPA, SFO, Executive Director of Business Services  
 School District of Beloit  
 1633 Keeler Avenue  
 Beloit, Wisconsin 53511

Dear Mrs. Marotz:

We are pleased to confirm our understanding of the services we are to provide the School District of Beloit for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School District of Beloit as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School District of Beloit's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School District of Beloit's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Statement of Revenues, Expenditures, and Changes in Fund Balances Budget and Actual – General Fund
3. Schedule of Funding Progress
4. Schedule of Proportionate Share of Net Pension Asset
5. Schedule of Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the School District of Beloit's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

**Janesville Office:**

101 E. Milwaukee Street  
 Suite 425  
 Janesville, WI 53545  
 P: (608) 756-4020

**Baraboo Office:**

123 Second Street  
 P.O. Box 150  
 Baraboo, WI 53913  
 P: (608) 356-3966  
 F: (608) 356-2966

**Milwaukee Office:**

W229 N1433 Westwood Drive  
 Suite 105  
 Waukesha, WI 53186  
 P: (262) 522-7555  
 F: (262) 522-7550

**Madison Office:**

2110 Luann Lane  
 Madison, WI 53713  
 P: (608) 274-4020  
 F: (608) 274-0775

[www.wegnercpas.com](http://www.wegnercpas.com)  
[info@wegnercpas.com](mailto:info@wegnercpas.com)  
 (888) 204-7665

1. Schedule of Expenditures of Federal and State Awards
2. Combining Balance Sheet – General Governmental Funds
3. Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – General Governmental Funds
4. Combining Balance Sheet – Nonmajor Governmental Funds
5. Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds
6. Agency Funds – Schedule of Changes in Assets and Liabilities

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major federal and major state programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major federal and major state program in accordance with the Single Audit Act Amendments of 1996; Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the *State Single Audit Guidelines*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and the *State Single Audit Guidelines* report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State Single Audit Guidelines*. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance; and the *State Single Audit Guidelines*, and will include tests of accounting records, a determination of major federal and major state program(s) in accordance with the Uniform Guidance and the *State Single Audit Guidelines*, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Education of the School District of Beloit. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major federal and major state programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

## **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the *State Single Audit Guidelines*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and major state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the *State Single Audit Guidelines*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District of Beloit's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the *State Single Audit Guidelines* requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major federal and major state programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* and the appendices to the *State Single Audit Guidelines* for the types of compliance requirements that could have a direct and material effect on each of the School District of Beloit's major federal and major state programs. The purpose of these procedures will be to express an opinion on the School District of Beloit's compliance with requirements applicable to each of its major federal and major state programs in our report on compliance issued pursuant to the Uniform Guidance and the *State Single Audit Guidelines*.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the School District of Beloit in conformity with accounting principles generally accepted in the United States of America, the Uniform Guidance, and the *State Single Audit Guidelines* based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Management Responsibilities**

You are responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. You are also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements).

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the *State Single Audit Guidelines*, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.



Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the *State Single Audit Guidelines*, it is your responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the *State Single Audit Guidelines*. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the *State Single Audit Guidelines*; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance and the *State Single Audit Guidelines*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing your views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is your responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the government; however, you are responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Wegner CPAs, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wegner CPAs, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Scott R. Haumersen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be based in part upon the amount of time required at our standard billing rates for the personnel working on the engagement, plus travel and other out-of-pocket costs such as report production, word processing, postage, etc. We estimate that our fees for these services will be as follows:

Financial Statement Audit	\$23,500
Membership Audit (if required)	<u>3,500</u>
Total Fees	<u>\$27,000</u>
Discount for Client Preparation of Audit Package	\$4,000

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, accounts 45 or more days past due will have a delinquent service charge computed by a periodic rate of 1½% per month (annual percentage rate of 18%) applied to the unpaid balance, and work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. You will also be obligated to compensate us for reasonable collection costs including attorney fees incurred by us resulting from nonpayment.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the School District of Beloit and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Wegner CPAs, LLP



Scott R. Haumersen, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the School District of Beloit.

---

Janelle Marotz, CPA, SFO  
Executive Director of Business Services

## SYSTEM REVIEW REPORT

November 13, 2015

To the Partners of Wegner CPAs, LLP  
and the Peer Review Committee of  
the Wisconsin Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Wegner CPAs, LLP (the Firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Wegner CPAs, LLP in effect for the year ended March 31, 2015 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Wegner CPAs, LLP has received a peer review rating of *pass*.

*VonLehman & Company Inc.*





**School District of Beloit  
Finance, Transportation & Property  
Committee Report**

**June 14, 2016**

***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:** Jamie Merath, Director of Finance

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?**

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

**B. What information must the Finance, Transportation and Property Committee 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 revenue and expense budget amendments to be added into the budget.

**C. If you are seeking Finance, Transportation and Property Committee 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 Finance, Transportation and Property Committee consideration and a fiscal note.)**

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

**MOTION:** The Finance, Transportation & Property Committee recommends 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.

**2015-16 BUDGET - JUNE AMENDMENT**

<b>GENERAL FUND (FUND 10)</b>		<b>REVENUE</b>	<b>EXPENDITURE</b>
	<b>MAY ORIGINAL BUDGET</b>	<b>90,295,972</b>	<b>90,426,706</b>
<b>ADJUSTMENTS TO GRANTS</b>			
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b>BUDGET REVISIONS</b>			
KERRY INGREDIENTS DONATION (PRO START)		575	575
ATHLETIC EVENT ADMISSION		12,784	
CAREER ADVOCATE		50,000	50,000
PHANTON REGIMENT DONATION		4,000	4,000
	<b>TOTAL</b>	<b>67,359</b>	<b>54,575</b>
	<b>DIFFERENCE TOTAL</b>	<b>67,359</b>	<b>54,575</b>
<b>JUNE AMENDED BUDGET TOTALS</b>		<b>90,363,331</b>	<b>90,481,281</b>
<b>SPECIAL PROJECT FUND (FUNDS 21, 23, 27)</b>		<b>REVENUE</b>	<b>EXPENDITURE</b>
	<b>MAY ORIGINAL BUDGET</b>	<b>13,792,941</b>	<b>13,792,941</b>
<b>ADJUSTMENTS TO GRANTS</b>			
TRANSITION GRANT		4,000	4,000
	<b>TOTAL</b>	<b>4,000</b>	<b>4,000</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>JUNE AMENDED BUDGET TOTALS</b>		<b>13,796,941</b>	<b>13,796,941</b>
<b>FOOD SERVICE FUND (FUND 50)</b>		<b>REVENUE</b>	<b>EXPENDITURE</b>
	<b>MAY ORIGINAL BUDGET</b>	<b>4,594,644</b>	<b>4,646,377</b>
<b>ADJUSTMENTS TO GRANTS</b>			
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b>BUDGET REVISIONS</b>			
SUMMER FOOD SERVICE PROGRAM		7,550	7,550
	<b>TOTAL</b>	<b>7,550</b>	<b>7,550</b>
	<b>DIFFERENCE TOTAL</b>	<b>7,550</b>	<b>7,550</b>
<b>JUNE AMENDED BUDGET TOTALS</b>		<b>4,602,194</b>	<b>4,653,927</b>

	October 2015	November 2015	February 2016	March 2016	May 2016	June 2016	Difference
GENERAL FUND (FUND 10)	Adopted	Amended Budget	Amended Budget	Amended Budget	Amended Budget	Amended Budget	
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	10,131,887.00	10,131,887.00	10,131,887.00	0.00
240 Payments for Services	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270 School Activity Income	53,381.00	53,381.00	53,381.00	53,381.00	53,381.00	66,165.00	12,784.00
280 Interest on Investments	24,000.00	24,000.00	24,000.00	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	281,400.00	296,712.00	351,287.00	54,575.00
<b>Subtotal Local Sources</b>	<b>10,534,143.00</b>	<b>10,536,248.00</b>	<b>10,537,668.00</b>	<b>10,537,668.00</b>	<b>10,552,980.00</b>	<b>10,620,339.00</b>	<b>67,359.00</b>
<b>Other School Districts Within Wisconsin</b>							
310 Transit of Aids	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340 Payments for Services	1,187,920.00	1,187,920.00	1,187,920.00	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	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00	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>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	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00	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>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	0.00	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00	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>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	1,573,368.00	1,586,436.00	1,586,436.00	0.00
620 State Aid -- General	64,952,133.00	64,952,133.00	64,952,133.00	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	1,063,670.00	1,064,570.00	1,064,570.00	0.00
640 Payments for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
650 SAGE	3,370,300.00	3,370,300.00	3,370,300.00	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	0.00	0.00	0.00
690 Other Revenue	57,976.00	57,976.00	57,976.00	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>71,017,447.00</b>	<b>71,031,415.00</b>	<b>71,031,415.00</b>	<b>0.00</b>
<b>Federal Sources</b>							
710 Federal Aid - Categorical	91,633.00	91,633.00	91,633.00	91,633.00	91,633.00	91,633.00	0.00
720 Impact Aid	0.00	0.00	0.00	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	1,604,291.00	1,604,291.00	1,604,291.00	0.00
750 IASA Grants	3,137,739.00	3,151,739.00	3,151,739.00	3,151,739.00	3,151,739.00	3,151,739.00	0.00
760 JTPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00	0.00	0.00	0.00	0.00
780 Other Federal Revenue Through State	550,000.00	550,000.00	550,000.00	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	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>5,462,663.00</b>	<b>5,462,663.00</b>	<b>5,462,663.00</b>	<b>0.00</b>
<b>Other Financing Sources</b>							
850 Reorganization Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
860 Compensation, Fixed Assets	1,791,630.00	1,791,630.00	1,791,630.00	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	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>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	0.00	0.00	0.00
970 Refund of Disbursement	100,000.00	100,000.00	100,000.00	167,801.00	167,801.00	167,801.00	0.00
980 Medical Service Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
990 Miscellaneous	101,563.00	101,563.00	101,563.00	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>269,364.00</b>	<b>269,364.00</b>	<b>269,364.00</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>90,266,692.00</b>	<b>90,295,972.00</b>	<b>90,363,331.00</b>	<b>29,280.00</b>
	October 2015	November 2015	February 2016	March 2016	May 2016	June 2016	Difference
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Amended Budget</b>	<b>Amended Budget</b>	<b>Amended Budget</b>	<b>Amended Budget</b>	
<b>Instruction</b>							
110 000 Undifferentiated Curriculum	20,307,931.00	20,348,352.00	20,491,126.00	20,475,608.00	20,252,803.00	20,254,253.00	1,450.00

120 000	Regular Curriculum	13,560,638.00	13,517,953.00	13,546,059.00	13,545,867.00	13,753,661.00	13,756,678.00	3,017.00
130 000	Vocational Curriculum	1,779,048.00	1,779,048.00	1,781,002.00	1,782,387.00	1,784,326.00	1,784,326.00	0.00
140 000	Physical Curriculum	1,999,091.00	1,999,091.00	1,998,915.00	1,998,915.00	1,998,915.00	1,998,915.00	0.00
160 000	Co-Curricular Activities	865,553.00	865,553.00	863,563.00	864,477.00	864,945.00	864,945.00	0.00
170 000	Other Special Needs	2,893,242.00	2,887,430.00	2,887,430.00	2,887,093.00	2,887,161.00	2,887,161.00	0.00
Subtotal Instruction		41,405,503.00	41,397,427.00	41,568,095.00	41,554,347.00	41,541,811.00	41,546,278.00	4,467.00
Support Sources								
210 000	Pupil Services	3,358,615.00	3,359,890.00	3,728,845.00	3,728,214.00	3,732,936.00	3,732,336.00	(600.00)
220 000	Instructional Staff Services	4,028,895.00	4,014,621.00	4,399,095.00	4,411,013.00	4,430,919.00	4,474,596.00	43,677.00
230 000	General Administration	1,310,386.00	1,310,386.00	1,310,386.00	1,310,386.00	1,310,386.00	1,432,428.00	122,042.00
240 000	School Building Administration	4,189,940.00	4,189,440.00	4,198,714.00	4,195,298.00	4,220,118.00	4,219,303.00	(815.00)
250 000	Business Administration	16,577,613.00	16,576,613.00	16,580,804.00	16,625,165.00	16,630,755.00	16,598,633.00	(32,122.00)
260 000	Central Services	2,939,904.00	2,970,584.00	2,970,584.00	2,970,584.00	2,970,584.00	2,969,484.00	(1,100.00)
270 000	Insurance & Judgments	862,477.00	862,477.00	862,477.00	862,477.00	862,477.00	895,890.00	33,413.00
280 000	Debt Services	1,927,502.00	1,927,502.00	1,927,502.00	1,927,502.00	1,927,502.00	1,933,502.00	6,000.00
290 000	Other Support Services	173,820.00	173,820.00	173,820.00	173,820.00	173,820.00	173,820.00	0.00
Subtotal Support Sources		35,369,152.00	35,385,333.00	36,152,227.00	36,204,459.00	36,259,497.00	36,429,992.00	170,495.00
Non-Program Transactions								
410 000	Inter-fund Transfers	8,453,059.00	8,453,059.00	8,453,059.00	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	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	208,993.00	208,993.00	88,606.00	(120,387.00)
Subtotal Non-Program Transactions		12,627,686.00	12,627,686.00	12,625,398.00	12,625,398.00	12,625,398.00	12,505,011.00	(120,387.00)
TOTAL EXPENDITURES & OTHER FINANCING USES		89,402,341.00	89,410,446.00	90,345,720.00	90,384,204.00	90,426,706.00	90,481,281.00	54,575.00

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)	October 2015	November 2015	February 2016	March 2016	May 2016	June 2016	Difference
<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>13,792,941.00</b>	<b>13,792,941.00</b>	<b>13,796,941.00</b>	4,000.00
100 000 Instruction	9,095,253.00	9,096,697.00	9,096,772.00	9,096,772.00	9,094,017.00	9,096,017.00	2,000.00
200 000 Support Services	3,896,921.00	3,951,964.00	3,951,889.00	3,951,889.00	3,971,887.00	3,973,887.00	2,000.00
400 000 Non-Program Transactions	744,280.00	744,280.00	744,280.00	744,280.00	727,037.00	727,037.00	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>13,792,941.00</b>	<b>13,792,941.00</b>	<b>13,796,941.00</b>	4,000.00

DEBT SERVICE FUND (FUNDS 38, 39)	October 2015	November 2015	February 2016	March 2016	May 2016	June 2016	Difference
<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>5,532,620.00</b>	<b>5,532,620.00</b>	<b>5,532,620.00</b>	0.00
281 000 Long-Term Capital Debt	4,908,106.00	4,908,106.00	4,908,106.00	4,950,606.00	4,950,606.00	4,950,606.00	0.00
282 000 Refinancing	0.00	0.00	0.00	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	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>5,529,620.00</b>	<b>5,529,620.00</b>	<b>5,529,620.00</b>	0.00

<b>FOOD SERVICE FUND (FUND 50)</b>	<b>October 2015</b>	<b>November 2015</b>	<b>February 2016</b>	<b>March 2016</b>	<b>May 2016</b>	<b>June 2016</b>	<b>Difference</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	4,450,693.00	4,450,693.00	4,450,693.00	4,594,644.00	4,594,644.00	4,602,194.00	7,550.00
100 000 Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200 000 Support Services	4 502 426.00	4 502 426.00	4 502 426.00	4 641 287.00	4 641 287.00	4 648 837.00	7 550.00

200 000 Support Services	1,002,120.00	1,002,120.00	1,002,120.00	1,011,201.00	1,011,201.00	1,011,201.00	1,000.00
400 000 Non-Program Transactions	0.00	0.00	0.00	5,090.00	5,090.00	5,090.00	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>4,646,377.00</b>	<b>4,646,377.00</b>	<b>4,653,927.00</b>	<b>7,550.00</b>

SCHOLARSHIP FUND (FUND 72)	October 2015	November 2015	February 2016	March 2016	May 2016	June 2016	Difference
TOTAL REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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[illegible]










# NOTICE OF MEETING

**SCHOOL DISTRICT OF BELOIT  
BOARD OF EDUCATION  
POLICY & PERSONNEL COMMITTEE**

**Date:** Tuesday, June 14, 2016  
**Time:** 5:30 p.m. OR Immediately Following the Finance Meeting, Whichever is Later  
**Location:** **KOLAK EDUCATION CENTER**  
Room 106 – Superintendent's Conference Room  
1633 Keeler Avenue  
Beloit, WI 53511  
**Committee Members:** Nora Gard, Chair; Lisa Anderson-Levy, and Pam Charles

## **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of May 2016 Minutes (2 minutes)
4. Policies for First Reading (20 minutes)
  -  443.4 RULE 1 Alcohol and/or Other Controlled Substance Use and Enforcement Regulations
  -  830 Visitors in the Schools and 830 RULE 1 Guidelines for School Visitors
5. Policies for Second Reading (15 minutes)
  -  143 Official Board Representatives
  -  164 Board Member Compensation and Expenses
  -  171 Regular Board (Business) Meetings
6. Policies for Discussion (20 minutes)
  -  225 Superintendent Evaluation
  -  225 RULE 1 Superintendent Evaluation
7. Resolution Authorizing Board Hearing Officer/Board Expulsion Officer to Determine Pupil Expulsion for 2016-2017 School Year (10 minutes)
8. Community Relations and Public Information Coordinator Job Description (10 minutes)
9. Coordinator of Facility Services Job Description (10 minutes)
10. Personnel Recommendations – Exhibit A (10 minutes)
11. Labor Liaison Updates (5 minutes)
12. Legislative Update (5 minutes)
13. Future Items for Discussion
14. Adjournment

It is anticipated that other Board members may attend this committee meeting.
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Posted: June 10, 2016  
REPOSTED: June 13, 2016

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT  
May 10, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:10 p.m. at Fruzen Intermediate School, Room C129.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Member absent: Others present: Dennis Baskin, Shelly Cronin, Kris Klobucar, Shannon Scharmer, Anthony Bonds, Janelle Marotz, Emily Pelz, Pam Wiese, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Charles moved approval of the agenda. Seconded by Anderson-Levy. Motion carried.

**3. APPOINTMENT OF VICE CHAIR**

Gard appointed Charles as Vice Chair.

**4. COMMITTEE APPOINTMENTS**

Gard appointed Charles as the Labor Liaison and as the Legislative person.

**5. APPROVAL OF APRIL COMMITTEE MINUTES**

Anderson-Levy moved approval of the April 12 and April 26, 2016 committee minutes. Seconded by Gard. Motion carried.

**6. OVERVIEW OF POLICY & PERSONNEL COMMITTEE RESPONSIBILITIES**

Gard went over the Master Policy Log, Organizational Chart, Policies relating to Policy/Personnel Committee duties, the Employee Handbook and building staffing.

**7. POLICIES FOR FIRST READING**

Dr. Wiese, Interim Assistant Superintendent for Human Recourses, presented the revisions for the Official Board Representatives Policy 143. She stated that the policy is being updated to reflect the most current board representative positions on committee in the community and district.

Charles moved to recommend the revisions and layover of Policy 143 Official Board Representatives to the full Board of Education for first reading with additional changes. Seconded by Anderson-Levy. Motion carried.

Dr. Wiese, Interim Assistant Superintendent for Human Resources, presented revisions for Board Member Compensation and Expense Policy 164. She stated this policy is being updated to reflect current practice and procedures.

Need to summarize the discussion - conferences, 2nd shift, removing the cap, explained history of 100 to 120 actually being paid, not really an increase

Charles moved to recommend the revisions and layover of Policy 164 Board Member Compensation and Expense to the full Board of Education for first reading. Seconded by Anderson-Levy. Motion carried.

Gard, Committee Chair, presented Policy 171 Regular Board Meetings along with Charles. Charles moved to recommend the revisions and layover of Policy 171 Regular Board Meetings to the full Board of Education for first reading. Seconded by Anderson-Levy. Motion carried.

Gard, Committee Chair, presented Policy 172 Special Board Meetings. Charles updated the policy with suggested revisions.

Anderson-Levy had concerns with the calling of meetings and possible abuse, the intention behind the revisions and holding too many meetings and running the administration ragged. Charles felt that it was taken straight from the state statute. She also stated that the attorney at WASB did indicate that it would be best not to tape closed sessions due to creating a record.

Charles moved to recommend the revisions and layover of Policy 172 Special Board Meetings to the full Board of Education for first reading. After further discussion, Gard called for the question. Due to lack of a second, the motion died.

Anderson-Levy moved to table the policy for review of the State Statute and to gather further information. Seconded by Gard. Motion carried.

## **8. POLICIES FOR DISCUSSION**

Gard is bringing forward Policy 225 Superintendent Evaluation and Policy 225 RULE 1 Superintendent Evaluation Procedures for discussion at the committee meeting. She indicated that this review is so that members can review the policies to better be able to set goals for Dr. Johnson for the coming year, however will bring it forward again at a later date due to time constraints.

## **9. JOB DESCRIPTIONS**

Dr. Wiese, Interim Superintendent of Human Resources brought forward the job description of Director of Facility Services with proposed changes from board members' review. She indicated that it's been difficult to find other district comparables due to changes in the job title, description, duties, etc. Marotz explained the history of the changes in the director position from when she first started in the district. Baskin expressed concern with adding a position that is not currently budgeted for and asked where the funds would be coming from when other staff are being asked to give more out of their pockets. Scharmer and Charles shared similar concerns while understanding the need for the position should the district not be able to fill the Business Manager position with someone who can fulfill these duties as well.

Charles moved to table the job description for the Coordinator of Facility Services. Seconded by Anderson-Levy. Motion carried.



## **10. PERSONNEL RECOMMENDATIONS**

Dr. Wiese reviewed the revised personnel recommendations for consideration. Members asked questions regarding the counselor position and retirement of an individual.

Charles moved to recommend to the full Board of Education approval of the revised Personnel Actions, Exhibit A with removal of the retirement of the principal. Seconded by Anderson-Levy. Motion carried.

## **11. LABOR LIAISON UPDATES**

No update was given.

## **12. LEGISLATIVE UPDATE**

No update was given.

## **11. FUTURE ITEMS FOR DISCUSSION**

No new items were requested.

## **12. ADJOURNMENT**

The meeting adjourned at 6:36 p.m.

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT  
May 24, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard at 5:02 p.m. at the Kolak Education Center, Room 106.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Others present: Anthony Bonds, Janelle Marotz, Emily Pelz, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Charles moved approval of the agenda. Seconded by Anderson-Levy. Motion carried.

**3. PERSONNEL RECOMMENDATIONS**

Wiese reviewed the revised personnel recommendations – Exhibit A. Members asked about the principal transfer as well as an individual who has not been paid. Charles moved to recommend the revised personnel recommendations – Exhibit A to the full Board of Education for approval. Seconded by Anderson-Levy. Motion carried.

**4. FUTURE ITEMS FOR DISCUSSION**

Gard indicated that the committee would continue to move forward with policy revisions. Other items requested included the holiday policy and a subcommittee with policy updates.

**5. ADJOURNMENT**

Meeting adjourned at 5:06 p.m.



# School District of Beloit Policy & Personnel Committee Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Policy 443.4 RULE 1 Alcohol and/or Other Controlled Substance Enforcement Regulations (First Reading)

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

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

**Others assisting you in the presentation:** Tammy Flanders, Robert Pickett

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Policy & Personnel Committee?**

I am presenting updates made to policy 443.4 Rule 1, Alcohol and/or Other Controlled Substance Enforcement Regulations.

### **B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

Please see the attached document.

### **C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

I am requesting that the committee and board approve the updated language in the AODA Enforcement policy.

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

I am seeking Committee and Board of Education approval.

**MOTION:** The administration recommends that the Policy and Personnel Committee recommend the revisions and layover of Policy 443.4 RULE 1 Alcohol and/or Other Controlled Substance Enforcement Regulations to the full Board of Education for first reading.

**I propose using** N/A

**Long Term Committed Funds?** No NA

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

## ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCE ENFORCEMENT REGULATIONS

### Definitions:

1. Alcohol – Fermented malt beverages, intoxicating liquor or wine, or other beverages defined as alcohol under state or federal law.
2. Controlled Substance – A drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.
3. Counterfeit Drug – Fake medicine that may be contaminated or contain the wrong or no active ingredient, or contain the right active ingredient but at the wrong dose. Counterfeit drugs are illegal and may be harmful to your health.
4. Designer Drugs – A drug that is created to be only slightly different from an illegal drug so that it will not be considered illegal.
5. Drug – A controlled substance of controlled substance analog, or other substance defined as a drug under state or federal law.
6. Drug Paraphernalia – All equipment, products and materials of any kind that are used with a drug.
7. Look-Alike Drug – any imitation of a drug.
8. Hazardous Inhalants – A substance that is ingested, inhaled, or otherwise introduced into the human body in a manner that does not comply with any cautionary labeling that is required for the substance under state or federal law, or in a manner that is not intended by the manufacturer of the substance and that is intended to induce intoxication or elation to stupefy the central nervous system or to change the human audio, visual or mental processes.
9. Prescription Drug – A pharmaceutical drug that legally requires a medical prescription to be dispensed.
10. Over-The-Counter Drugs – Medicines sold directly to a consumer without a prescription.

4. Referral of Student for Use or Possession of Alcohol and Products Containing Alcohol, Controlled Substances or Drug Paraphernalia or Counterfeit Drugs, Look-Alike Drugs, Prescription Drugs, Over-the Counter Drugs or Hazardous Inhalants
  - a. Anyone who has reasonable suspicion to believe that a student is using or possessing alcohol or products containing alcohol, controlled substances or drug paraphernalia, or counterfeit look-alike in or on school property, in any District-owned or contracted vehicle or at any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent(s) or legal guardian(s). The District AODA Coordinator will also be informed of the incident if there is a violation of District AODO policy.



- b. If possession is suspected, the student's locker may be subject to search. Any alcohol ~~or~~ products containing alcohol, controlled substance, ~~or~~ drug paraphernalia or counterfeit look-alike confiscated will be turned over to the police by the principal or his/her designee if police involvement is warranted.
- c. If use is **suspected**, the principal or his/her designee may do any of the following:
- (1) request law enforcement officials or designated agent of the school to administer a Breathalyzer;
  - (2) request the student's parent(s)/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and have an AODA assessment and follow through with all recommendations for education, counseling, or treatment, as directed.
  - (3) students who appear to be in a "stupor" (~~see definition~~) state of lethargy and unresponsiveness in which the student seems unaware of their surroundings are to be transported to the nearest emergency medical care facility by calling 911.
  - (4) ~~provide an opportunity to attend the District's alcohol and other drug use education classes.~~ Refer the student to the District AODA coordinator for an assessment and subsequent interventions.
  - (5) ~~make a referral by the principal/designee for an Administrative Hearing.~~
- d. If use is **confirmed**, the principal or his/her designee may do any of the following:
- (1) request law enforcement officials or designated agent of the school to administer a Breathalyzer;
  - (2) request the student's parent(s)/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and have an AODA assessment and follow through with all recommendations for education, counseling, or treatment, as directed.
  - (3) students who appear to be in a state of lethargy and unresponsiveness in which the student seems unaware of their surroundings are to be transported to the nearest emergency medical care facility by calling 911.
  - (4) Refer the student to the District AODA coordinator for an assessment and subsequent interventions.
  - (5) make a referral by the principal/designee for an Administrative Hearing.
- e. If applicable, a referral may ~~shall~~ be made to police for possible violation of local, state, and federal laws.
- f. Suspension procedures for up to five (5) days may ~~shall~~ follow for any student found in violation of this provision. A student may also be referred for an Administrative Hearing, which may result in ~~for~~ expulsion.
- Before making a referral for an Administrative Hearing, the principal shall ~~may~~ consider a student's willingness to comply with recommendations for in-District AODA assessment and interventions ~~education and/or counseling~~.
- g. Subsequent violations within 12 months of the first violation ~~elementary level/middle level/high school level~~ or failing to complete the District AODA assessment and interventions

education and/or counseling program shall result in the student, the student's parents or guardians and District Administration to enter into a Voluntary Agreement that includes but is not limited to a requirement that the student obtain an AODA assessment performed by a certified AODA counselor at no cost to the School District of Beloit within 60 days of the date of the Agreement and that includes a requirement that the student shall fully comply with assessment recommendations.

- h. If the student and/or the student's parent(s) or guardian(s) refuse to agree to a Voluntary Agreement or in the event the student and/or the student's parent(s) or guardian(s) violate the conditions of the Voluntary Agreement, the student shall be referred for an Administrative Hearing and the student may be recommended for expulsion.

2. Referral of Student for Being Under the Influence of Alcohol and/or Controlled Substances or Hazardous Inhalants

- a. Anyone who has reasonable suspicion to believe that a student is under the influence of alcohol and/or other controlled substance, or hazardous inhalants in or on school property, in any District-owned or contracted vehicle or at any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent(s) or legal guardian(s). The District AODA Coordinator will also be informed of the incident if there is a violation of district AODA policy.
- b. In the event the principal or his/her designee is unable to contact a parent or legal guardian of the student referred, or in the event such parent or guardian is unable to take immediate charge of such student, the principal or his/her designee, in the interest of the health and safety of the student, may make arrangements for appropriate medical treatment transport ~~to Detox Center by the police~~ by law enforcement officials.
- c. A referral may ~~shall~~ be made to ~~the police~~ law enforcement officials if there is a violation of the law ~~for citation~~ for an underage alcohol or controlled substance citation ~~violation~~.
- d. The principal may also do any of the following:
  - (1) request law enforcement officials to administer a Breathalyzer;
  - (2) refer the student to the District AODA coordinator for an assessment and subsequent interventions
  - (3) request the student's parent(s)/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and have an AODA assessment and follow through with all recommendations for education, counseling, or treatment when possible.
  - (4) make a referral for an Administrative Hearing.
  - (5) students who appear to be in a "stupor" (a state of lethargy and unresponsiveness in which ~~a person~~ the student seems unaware of their surroundings) ~~may~~ are to be transported to the nearest emergency medical care facility by calling 911.
- e. Suspension procedures for up to five (5) days ~~shall~~ may follow for any student found in violation of this provision. A student may also be referred for an Administrative Hearing, which could result in a recommendation for expulsion.

Before making a referral for an Administrative Hearing, the principal may consider a student's willingness to comply with recommendations for in-District AODA education and/or counseling.

- f. Subsequent violations within 12 months of the first violation ~~elementary level/middle level/high school level~~ or failing to complete the District AODA assessment and interventions education and/or counseling program shall result in the student, the student's parents or guardians and District Administration to enter into a Voluntary Agreement that includes but is not limited to a requirement that the student obtain an AODA assessment performed by a certified AODA counselor at no cost to the School District of Beloit within 60 days of the date of the Agreement and that includes a requirement that the student shall fully comply with assessment recommendations
  - g. If the student and/or the student's parents or guardians refuse to agree to a Voluntary Agreement or in the event the student and/or the student's parent(s) or guardian(s) violate the conditions of the Voluntary Agreement, the student shall be referred for an Administrative Hearing and the student may be recommended for expulsion.
3. Referral of Student for Dispensing, Distributing, Transferring, Manufacturing, Selling or Possessing with Intent to Sell Alcohol or Products Containing Alcohol, Controlled Substances, Designer Drugs, or Drug Paraphernalia, Look-Alike, Counterfeit Drugs, Prescription Drugs, Over-the-Counter Drugs, and Hazardous Inhalants
- a. Anyone who has reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling, or possessing with the intention of selling alcohol or products containing alcohol, controlled substances, designer drugs, ~~or~~ drug paraphernalia, look-alike, counterfeit drugs, prescription drugs, over-the-counter drugs, and hazardous inhalants in or on school property, in any District-owned or contracted vehicle or at any school-sponsored activity shall refer such student to the principal or his/her designee.  
  
Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent(s) or legal guardian(s). The District AODA Coordinator will also be informed of the incident if there was a violation of District AODA policy.
  - b. The student's locker may be subject to search during the investigation. Any alcohol or products containing alcohol, controlled substance ~~or~~ drug paraphernalia confiscated will be turned over to the police if police involvement is warranted.
  - c. A referral ~~shall~~ may be made to ~~the police~~ law enforcement for possible violation of local, state, or federal laws.
  - d. Suspension procedures for up to five (5) days ~~shall~~ may follow for any student found in violation of this provision. A referral ~~shall~~ may be made for an Administrative Hearing, and could result in a recommendation for expulsion.

- e. Subsequent violations within 12 months of the first violation or failing to complete the district AODA assessment and interventions shall result in the student, the student's parent(s) or guardian(s) and District Administration to enter into a Voluntary Agreement that includes but is not limited to a requirement that the student obtain an AODA assessment performed by a certified AODA counselor at no cost to the School District of Beloit within 60 days of the date of the Agreement and that includes a requirement that the student shall fully comply with assessment recommendations.
- f. If the student and/or the student's parent(s) or guardian(s) refuse to agree to a Voluntary Agreement or in the event the student and/or the student's parent(s) or guardian(s) violate the conditions of the Voluntary Agreement, the student shall be referred for an Administrative Hearing, which may result in recommendation for expulsion.

~~4. Referral of Student for Dispensing, Distributing, Transferring, Manufacturing, Selling or Possession with Intent to Sell Look Alike or Counterfeit Drugs or Prescription Drugs~~

- ~~a. Anyone who has reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling or in possession with intent to sell look alike or counterfeit drugs or prescription drugs in or on school property, in any District-owned or contracted vehicle, or at any school-sponsored activity shall refer such student to the principal.~~
- ~~Upon referral, the principal shall investigate the incident and contact the student's parent(s) or legal guardian. The District AODA Coordinator will also be informed of the incident.~~
- ~~b. The student's locker may be subject to search during the investigation.~~
- ~~c. If applicable, a referral will be made to the police for possible violation of local, state, or federal laws.~~
- ~~d. Suspension procedures for up to five (5) days shall follow for any student found in violation of this provision. A student shall be referred for an Administrative Hearing for possible expulsion.~~
- ~~e. Subsequent violations shall result in an Administrative Hearing for possible expulsion.~~

~~5. Referral of Student for Dispensing, Distributing, Transferring, Manufacturing, Selling or Possession with Intent to Sell Look Alike Alcohol~~

- ~~a. Anyone who has reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling or in possession with intent to sell look alike alcohol in or on school property, in any District-owned or contracted vehicle or at any school-sponsored activity shall refer such student to the principal. Upon referral, the principal shall investigate the incident and contact the student's parent(s) or legal guardian. The District AODA Coordinator will also be informed of the incident.~~



- ~~— b. The student's locker may be subject to search during the investigation.~~
- ~~— c. If applicable, a referral shall be made to the police for possible violation of local, state, or federal laws.~~
- ~~— d. Suspension procedures for up to five (5) days shall follow for any student found in violation of this provision. A student may also be referred for an Administrative Hearing, which could result in a recommendation for expulsion. Before making a referral for an Administrative Hearing, the principal may consider a student's willingness to comply with recommendations for in-District AODA education and/or counseling.~~
- ~~— e. Subsequent violations within elementary level/middle level/high school level or failing to complete the District AODA education and/or counseling program shall result in an Administrative Hearing for expulsion.~~

6. Referral of Students for Dispensing, Distributing, Transferring, Manufacturing, Selling or Possession with Intent to Sell Over the Counter Drugs.

- ~~— a. Anyone who has a reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling or in possession with intent to sell over the counter drugs in or on school property in any District-owned or contracted vehicle, or on any school sponsored activity shall refer such student to the principal. Upon referral the principal shall investigate the incident and contact the student's parent or legal guardian. If the incident is substantiated, the principal shall issue a warning to the student and to the parent that such behavior is in violation of Board policy. The District AODA Coordinator will also be informed of the incident.~~
- ~~— b. The student's locker may be searched during the investigation.~~
- ~~— c. Suspension procedures up to five (5) days may be followed for any student found in violation of this provision. A referral may also be made for an Administrative Hearing, which could result in a recommendation for expulsion. Before making a referral for an Administrative Hearing, the principal may consider a student's willingness to comply with recommendations for in-District AODA education and/or counseling.~~
- ~~— d. If applicable, a referral may be made to the police for a possible violation of local, state, and federal law.~~
- ~~— e. Subsequent violations within elementary level/middle level/high school level or failing to complete the District AODA education and/or counseling program shall result in an Administrative Hearing for expulsion.~~

7. Referral of Student for Use, Possession, Distributing, Transferring, Selling or Appearing to be Under the Influence of Inhalants

- ~~— a. Anyone who has reasonable suspicion to believe that a student is using, possessing, distributing, transferring, selling or appearing to be under the influence of inhalants in or on school property, in any District-owned or contracted vehicle or at any school sponsored activity shall refer such student to the principal. Upon referral, the principal shall investigate the incident and contact the student's parent(s) or legal guardian. The District AODA Coordinator will also be informed of the incident.~~

- ~~— b. The student's locker may be subject to search during the investigation.~~
- ~~— c. If applicable, a referral shall be made to the police for possible violation of local, state, or federal laws.~~
- ~~— d. Suspension procedures for up to five (5) days shall follow for any student found in violation of this provision. A student may also be referred for an Administrative Hearing, which could result in a recommendation for expulsion. Before making a referral for an Administrative Hearing, the principal may consider a student's willingness to comply with recommendations for in-District AODA education and/or counseling.~~
- ~~f. Subsequent violations within elementary level/middle level/high school level or failing to complete the District AODA education and/or counseling program shall result in the student, the student's parents or guardians and District Administration to enter into a Voluntary Agreement that includes but is not limited to a requirement that the student obtain an AODA assessment performed by a certified AODA counselor at no cost to the School District of Beloit within 60 days of the date of the Agreement and that includes a requirement that the student shall fully comply with assessment recommendations.~~
- ~~g. If the student and/or the student's parents or guardians refuse to agree to a Voluntary Agreement or in the even to the student and/or the student's parent(s) or Guardian(s) violate the conditions of the Voluntary Agreement, the student shall be referred for an Administrative Hearing and the student may be recommended for expulsion.~~

CROSS REF.:     445 Student Interrogations/Interviews  
                      446 Student Searches  
                      447.3 Student Suspension/Expulsion

APPROVED:     August 26, 1980

REVISED:       June 24, 2003  
                      August 23, 2005  
                      April 22, 2014

REVIEWED:     December 3, 2013



# School District of Beloit Policy & Personnel Committee Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Policy 860 Visitors to the Schools and Policy 860 RULE 1 Guidelines for School Visitors (First Reading)

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

**Your Name and Title:** Darrell Williams, Assistant Superintendent for Administration, Operations and Equity

**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 Policy & Personnel Committee?**

The Policy Committee recommends all revisions to the full Board of Education.

**B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

Please see attached policy and rule with revisions.

**C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

This policy is being updated to align it with recent laws.

**D. What are your conclusions?**

**MOTION:** The administration recommends that the Policy and Personnel Committee recommend the revisions of Policy 860 Visitors to the Schools and 860 RULE 1 Guidelines for School Visitors to the full Board of Education for first reading.

**I propose using** N/A

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

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## VISITORS TO THE SCHOOLS

The Board of Education and the staff of the School District of Beloit welcome members of the community and other interested persons to visit the schools. The Board, however, recognizes and supports the right of children to an educational setting as free from disruptive influences as is possible and the right of teachers to maintain their classrooms in an atmosphere as free from disruptive influences as is possible. Therefore, the Board discourages school visits by persons or groups whose motive does not have a direct relationship to the educational program.

Board members are encouraged to visit the schools. In their capacity as visitors, however, their authority is limited to that of any other visitor. Board members have authority only in regularly called meetings of the Board or when delegated specific tasks by Board actions.

The Superintendent is authorized to establish guidelines and suggestions for visitors to the schools which will:

1. encourage visitors to observe the school;
2. provide for appropriate hospitality for visitors;
3. channel expressions of approval or criticism to the Board; ~~and~~
4. avoid disruptive influences from entering the building;

5. recruit and retain current and new students and parents; and
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6. enhance the image of the School District of Beloit.
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CROSS REF.:           860 RULE 1 Guidelines for School Visitors

APPROVED:           April 29, 1980

REVISED:           October 28, 1986  
                               May 24, 1988  
                               June 14, 1994

REVIEWED:           August 1, 2012



## GUIDELINES FOR SCHOOL VISITORS

1. The public should be made aware that any person other than a student or District employee is regarded as a visitor and must report to the building's office for authorization before going anywhere in the school building.
  - A. Building principals are authorized to post signs at all entrances which direct all visitors to visit the office.
  - B. ~~The principal shall assess the credibility of the visit.~~ Parents of students in that school are welcome to visit the classroom of their child. The building principal or designee as well as the classroom teacher must be informed prior to the visit. The building principal shall have the authority to approve/authorize school visitors.
  - C. For the safety of all school stakeholders, weapons are not allowed on any of the School District of Beloit property.
2. Students shall be prohibited from bringing to class, friends and/or relatives not assigned to that classroom and younger children whose specific attendance in the specific class has not been approved by the classroom teacher and the building principal.

REVISED:

REVIEWED: August 1, 2012



**School District of Beloit  
Policy & Personnel  
Committee Report**

**June 14 , 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Policy 143 Official Board Representatives

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

**Your Name and Title:** Dr. Pam Wiese, Assistant Superintendent of Human Resources

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Policy & Personnel Committee?**

The Policy Committee recommends all revisions to the full Board of Education.

**B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

Please see attached policy with revisions.

**C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

This policy is being updated to reflect the most current board representative positions on committee in the community and district.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)**

**MOTION:** The administration recommends that the Policy and Personnel Committee recommend the revisions of Policy 143 Official Board Representatives 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:** N/A

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

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## OFFICIAL BOARD REPRESENTATIVES

Board representatives shall be appointed by either the Board President or the Chairperson of one of the standing committees as indicated. Appointments shall be approved by the Board not later than the Fourth Tuesday in May.

The following Board representatives are appointed by the Board President, ~~including but not limited to:~~

- ~~↳ Beloit-Janesville Joint Human Relations Task Force~~
- ~~↳ Committee on District Initiatives~~
- ↳ Cooperative Educational Service Agency #2 Representative
- ↳ Delegate and Alternate to the Wisconsin Association of School Boards Convention
- ↳ Library Board
- ↳ Liquor Commission
- ↳ Merrill Community Revitalization Committee
- ↳ ~~On-Going Bargaining~~ Employee Relations Committee
- ~~↳ Technology Steering Committee~~
- ↳ Roy Chapman Andrew Academy Governing Board
- ~~↳ Eclipse Charter School Governing Board~~
- ~~↳ Stateline Career & Technical Education Academy (SCTEA) Board~~
- ↳ Ad Hoc Pandemic Planning Committee
- ↳ Ad Hoc Diversity Committee

The following Board representatives are appointed by the Chairperson of the identified standing committees, ~~including but not limited to:~~

### Curriculum and Instruction Committee

- ↳ Vice Chair
- ↳ (E)Quality Committee Liaison
- ~~↳ Gifted and Talented Committee~~

### Finance/Transportation/Property Committee

- ↳ Vice Chair
- ↳ Park and Recreation Representative
- ↳ TIF Representative

### Policy and Personnel Committee

- ↳ Vice Chair
- ↳ Labor Liaison
- ↳ Legislative Liaison

APPROVED: May 27, 1990

REVISED: March 22, 1995  
June 22, 2004  
May 25, 2010

REPRINT: September, 1996  
September, 1997

REVIEWED: June 11, 2013



**School District of Beloit  
Policy & Personnel  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Policy 164 Board Member Compensation and Expense

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

**Your Name and Title:** Dr. Pam Wiese, Assistant Superintendent of Human Resources

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Policy & Personnel Committee?**

The Policy Committee recommends all revisions to the full Board of Education.

**B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

Please see attached policy with revisions.

**C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

This policy is being updated to reflect current practice and procedures.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)**

**MOTION:** The administration recommends that the Policy and Personnel Committee recommend the revisions of Policy 164 Board Member Compensation and Expense 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:** N/A

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

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A



## BOARD MEMBER COMPENSATION AND EXPENSES

Board of Education members may be compensated ~~for attendance participation at the regular business meeting and the standing committee meeting(s) for which they have been appointed to serve at a rate of \$187.50 per meeting. Compensation for meeting participation shall not exceed \$375.00 per month.~~ In addition, board members shall receive ~~\$100.00~~ \$120.00 per month for ~~travel and general~~ district related business expenses.

Board members may also request reimbursement for lost wages incurred while ~~performing board duties~~ board meetings or conferences. Reimbursement will be limited to actual lost wages or \$200.00 per day whichever is less. ~~The maximum number of days for which a member could seek reimbursement at any one time is capped at 3 days per month.~~

~~Any salary~~ Compensation increases associated with this policy shall take effect in April following the approval of the policy revision.

A board member may elect to waive their compensation in whole or in part.

LEGAL REF.:	s.s. 120.43(2)
CROSS REF.:	671.2 Expense Reimbursements
APPROVED:	September 24, 1991
REVISED:	March 22, 1995 February 25, 1997 February 19, 2008
REPRINTED:	September 1996 September 1997
REVIEWED:	October 1, 2012 February 11, 2014



Michelle Shope &lt;mshope@sdb.k12.wi.us&gt;

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**FW: RE: sample policy request**

2 messages

**pwch@charter.net** <pwch@charter.net>

Thu, Jun 9, 2016 at 11:28 AM

Reply-To: "pwch@charter.net" &lt;charlespam56@gmail.com&gt;

To: "mshope@sdb.k12.wi.us" &lt;mshope@sdb.k12.wi.us&gt;, "ngard@sdb.k12.wi.us" &lt;ngard@sdb.k12.wi.us&gt;

Michelle, Please include these policies from WASB in this weeks packet for P&P committee. Thank you!  
Pam

---

**From:** "Teresa Kimball"**To:** "[pwch@charter.net](mailto:pwch@charter.net)"**Cc:****Sent:** Fri, 3 Jun 2016 17:09:26 +0000**Subject:** RE: sample policy request

Good Friday Pam,

Attached is the information you requested.

Please let me know when I can provide further assistance.

TERESA KIMBALL Policy Librarian  
Wisconsin Association of School Boards  
122 W. Washington Avenue, Suite 400  
Madison, WI 53703

Direct: (608) 512-1714 | Office: (877) 705-4422 toll-free

—Original Message—

**From:** pamela charles [mailto:[pwch@charter.net](mailto:pwch@charter.net)]**Sent:** Tuesday, May 31, 2016 3:32 PM**To:** Teresa Kimball <[tkimball@wasb.org](mailto:tkimball@wasb.org)>**Subject:** sample policy request

Ms. Kimbal,

I am with the Beloit School Board and we're working on revising our policy on board compensation. Do you have sample policies you can send me that address both compensation and expense reimbursement please?

Thank you!

Pam Charles

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**2 attachments****671.2 (expense reimbursements).pdf**  
1630K**164 (board compensation and expense reimbursement).pdf**  
555K

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**pwch@charter.net** <pwch@charter.net>

Thu, Jun 9, 2016 at 11:39 AM

Reply-To: "pwch@charter.net" <charlespam56@gmail.com>

To: "ngard@sdb.k12.wi.us" <ngard@sdb.k12.wi.us>, "mshope@sdb.k12.wi.us" <mshope@sdb.k12.wi.us>

Please also include this email chain. Thank you, Michelle.

Pam

---

From: "pam charles"

To: "pamela charles"

Cc:

Sent: Thu, 9 Jun 2016 09:32:31 -0700

Subject: Fwd: sample policy request

Sent from my iPhone

Begin forwarded message:

**From:** Teresa Kimball <[tkimball@wasb.org](mailto:tkimball@wasb.org)>

**Date:** June 6, 2016 at 12:08:01 PM PDT

**To:** pam charles <[charlespam56@gmail.com](mailto:charlespam56@gmail.com)>

**Subject: RE: sample policy request**

Pam,

I did some additional research for any policy language/guidance relating to paying a flat amount for general expenses instead of requiring receipts for actual expenses. Unfortunately, I did not come across any information. Sorry about that.

Please let me know when I can provide further assistance.

Teresa

—Original Message—

From: pam charles [<mailto:charlespam56@gmail.com>]

Sent: Saturday, June 4, 2016 12:34 AM

To: Teresa Kimball <[tkimball@wasb.org](mailto:tkimball@wasb.org)>

Subject: Re: sample policy request

Thank you for your help. Are there any policies on reimbursement that do not require receipts for actual expenses, but instead, just pay a flat amount each month for general expenses?

Thanks again,

Pam Charles

Sent from my iPhone

On Jun 3, 2016, at 12:09 PM, Teresa Kimball <[tkimball@wasb.org](mailto:tkimball@wasb.org)> wrote:

Good Friday Pam,

Attached is the information you requested.

Please let me know when I can provide further assistance.

TERESA KIMBALL Policy Librarian  
Wisconsin Association of School Boards  
122 W. Washington Avenue, Suite 400  
Madison, WI 53703

Direct: (608) 512-1714 | Office: (877) 705-4422 toll-free

—Original Message—

From: pamela charles [<mailto:pwch@charter.net>]

Sent: Tuesday, May 31, 2016 3:32 PM

To: Teresa Kimball <[tkimball@wasb.org](mailto:tkimball@wasb.org)>

Subject: sample policy request

Ms. Kimbal,

I am with the Beloit School Board and we're working on revising our policy on board compensation. Do you have sample policies you can send me that address both compensation and expense reimbursement please?

Thank you!

Pam Charles

<671.2 (expense reimbursements).pdf>

<164 (board compensation and expense reimbursement).pdf>



From the WASB Policy Service. . .

Attached you will find the policy information that you requested.

Please keep in mind that sample policies from Wisconsin school districts are included for demonstration purposes and are not necessarily recommended or endorsed by the WASB. We do recommend that you consult your school district legal counsel prior to adoption of school board policies.

WHEN USING SAMPLE POLICIES FROM OTHER WISCONSIN SCHOOL DISTRICTS AS AN INFORMATION RESOURCE, PLEASE KEEP IN MIND THAT SUCH POLICIES SHOULD BE USED AS EXAMPLES ONLY. THEY SHOULD BE CAREFULLY REVIEWED AND ADAPTED TO MEET THE NEEDS OF YOUR DISTRICT.

To help ensure that policies adopted can and will be implemented, school boards may want to consider the following basic questions before adopting a policy:

- (1) Does the policy have a legitimate educational purpose and meet the community's needs?
- (2) Is the policy consistent with relevant state and federal laws and regulations, provisions of current employee handbooks and other district policies?
- (3) Is the policy reasonably clear and specific enough to provide the administration with necessary guidance?
- (4) Can the policy be implemented in the district using available staff and other resources?

## **EXPENSE REIMBURSEMENT**

### **BARABOO SCHOOL BOARD POLICY**

#### **671.2**

All Board members and employed personnel desiring and entitled to reimbursement for personal expense incurred shall submit for same to the Board through the District Business Office on a voucher form designated for payment. No other method of payment of personal expenses will be used or permitted. All reimbursable expenses incurred to date of the voucher will be included on that voucher.

The employee shall be entitled to reimbursement only for that portion of the expenses directly attributable to that employee and the burden of proving more than a direct pro rata portion of the expenses shall be upon that employee.

Personal expenses for which employees shall be entitled to (not to exceed the maximum reimbursement rates) shall include:

1. Mileage reimbursement would be allowed only for the shortest practical route:
  - a. Within the District, between schools within the District
  - b. Outside the District. From the employee's primary workplace to the destination for a location outside the district.
2. Parking
3. Meals – only when an overnight stay is required
4. Lodging
5. Registration paid by the employee or other person entitled to reimbursement
6. Reasonable gratuities

The District will reimburse mileage to personnel furnishing their own vehicles and required by assignment to travel between schools commencing at the first station assigned each day to the other school or schools or stations assigned and ending at the last school or station assigned. The reimbursable rate shall be the current IRS rate per mile in effect on July 1<sup>st</sup> of each year. The rate will remain unchanged for the entire school year unless otherwise directed by the Board.

LEGAL REF.: Sections 118.21(3), 118.24(5), 120.10(4), 120.13(16)(32)  
Wisconsin Statutes

CROSS REF.: 163 Board Member Development Opportunities  
164 Board Member Compensation and Expenses

## **EXPENSE REIMBURSEMENT**

### **BARABOO SCHOOL BOARD POLICY**

#### **671.2-Rule**

Travel expense claims, with supporting receipts, shall be submitted within 30 days after attendance. All receipts must be itemized in order to be reimbursed. Maximum reimbursement rates for personal expenses incurred shall be as follows unless prior approval to exceed those amounts is obtained:

- Lodging: Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention, but shall only cover the actual costs up to that amount. Lodging for school business not related to a conference or convention with a headquarter hotel shall be based primarily on cost, with consideration given to accessibility in conducting business or attending the meeting, conference or convention.
- Meals\*\*:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

\*\*The cost for alcoholic beverages is not reimbursable and cannot be included on the itemized receipt

\*\*Reimbursement for meals is allowed only when an overnight stay is required

Last update: February 10, 2014

## EXPENSE REIMBURSEMENT

District personnel and officials who wish to be reimbursed for expenses incurred while carrying out official, authorized duties, must submit an expense voucher as follows:

1. Professional and support staff must submit vouchers to their immediate supervisor.
2. The Superintendent must submit vouchers to the Board Treasurer.
3. Other administrators and Board members must submit vouchers to the Superintendent.

All vouchers must be accompanied by supporting receipts.

Reimbursable expenses are those which have been approved and incurred in line with budgetary allocations for that specific type of expense.

### **MILEAGE**

Mileage payments for authorized official travel by personally owned vehicles shall be made at the rate currently approved by the Board. Those employees who receive a flat payment amount for mileage shall be covered by the mileage rate when they use personal vehicles for travel outside the district.

### **MEALS**

The per diem allowance for single meals is:	Maximum Amounts <u>Without</u> Tip	Maximum Amount <u>With</u> Tip
Breakfast	\$9.43	\$10.84
Lunch	\$11.17	\$12.84
Dinner	\$24.04	\$27.65

The per diem allowance amounts shall be adjusted annually based on the change in the Consumer Price Index.

Tips shall be above the single meals' cost, but should not exceed 15 percent of meal costs. Tips may be charged back to the district.

If the meals eaten exceed the per diem allowance the extra expense may be reimbursed providing documentation is submitted to support the additional charges and a rationale explaining the excess cost is provided. Deviation from the above per diem schedule is allowable only if approved by the Superintendent or his/her designee.

## **LODGING**

Only the actual lodging expenses, plus tax, are allowable. Receipts for lodging expenses shall be required.

Lodging expense is not to exceed the lowest single room rate charged by the hotel or other lodging establishment. If the least expensive single room rate is not available, a moderate-priced room rate shall be accepted providing the hotel or other lodging establishment states on its billing that this is the lowest rate available. Lodging should be reserved in advance.

When an employee or Board member shares a room with a non-employee or non-Board member (e.g. spouse, family member, friend), the district shall reimburse the employee or Board member at the single room rate only. The single room rate must be put on the receipt by the hotel or other lodging establishment.

When two or more employees or Board members share a room, the amount to be reimbursed each employee or Board member shall be the proportionate share of the total bill.

## **TRANSPORTATION**

Transportation expense is not to exceed the lowest fare available. If an employee or Board member chooses to upgrade from coach to first class, the additional fare will be at his/her expense. Ground travel expense cannot exceed the lowest airfare ticket price. Receipts for transportation shall be required.

ADOPTED: September 24, 1979

REVISED:	July 1996	March 20, 2000	July 2003	July 2007	August 2012
	May 1997	June 26, 2000	June 2004	June 2008	August 2013
	July 1998	October 2001	July 2005	August 2010	August 2014
	July 1999	June 2002	July 2006	August 2011	August 2015

LEGAL REF.: Wisconsin Statutes: 120.10(4)  
120.44(2)

CROSS REF.:

REVIEW DATE: February 29, 2012



**SCHOOL BOARD ADMINISTRATIVE RULE**  
**School District of Holmen**  
**Holmen, WI 54636**

**FILE: 671.2**  
**FISCAL MANAGEMENT**

**EMPLOYEE TRAVEL EXPENSES**

**Philosophical Foundation:**

The board recognizes that employee and board member travel expenses may be incurred in the course of performing services for the district. To insure uniformity and fiscal responsibility a set of employee travel rates and parameters are outlined in the Administrative Rule Provisions. All references in this policy to employees should, to the extent practical, be interpreted to apply to Board Members as well.

All travel expenses shall be budgeted in advance with authorization of the budgeting authority.

Travel expenses rates change over time due to inflationary factors. It is the responsibility of the District Administrator or his/her designee to inform the Board of the need to periodically adjust travel expense rates.

Anticipated travel expenses greater than prescribed rates will require prior approval of the budgeting authority. When unforeseen circumstances result in travel expenses greater than originally approved, the additional travel expense may be presented to the budgeting authority for approval after the travel has occurred.

Prepayment of travel expenses will not be made directly to employee.

**Administrative Rule Provisions:**

**A. Motor Vehicle Transportation Expenses**

- Mileage expense shall be at the federal government mileage rate.
- Mileage expense will be based on the shortest distance between locations.
- Use of a privately owned or District-owned vehicle in lieu of public transportation shall be at the discretion of the budgeting authority.
- Car rentals must have prior approval of the budgeting authority. Allowable expense for car rentals are based on model availability, rental agency promotions for upgrading from compact or subcompact, the number of employees in a group rental and the ability of the employee to safely drive a subcompact or compact based on physical considerations of the individual.
- Reasonable parking and toll fees are allowable expenses when incurred due to the trip's purpose, such charges will be exempt from the receipt requirement required for employee reimbursement of such expenses.

**B. Commercial Transportation Expenses**

- The most reasonable mode of transportation should be used.
- The lowest coach class available for air travel shall be used unless an employee needs an accommodation in accordance with the Americans with Disabilities Act in air travel arrangement requiring a higher ticket cost. Accommodations needs are approved by the budget authority and are based on documented need. The making of reservations well in advance is recommended so as to assure the lowest possible airfare.
- Consideration of potential penalties by the airline shall be taken into account when determining the most economical airfare.
- Flight insurance is not an allowable travel expense.
- Reasonable charges for taxis or other modes of public transportation are allowed if incurred due to the trip's purpose, such charges will be exempt from the receipt requirement required for employee reimbursement of such expenses.

**C. Meal Expenses**

- The district daily meal expense rates will be no greater than the current IRS rates.
- Budget authorities should consider ADA (Americans with Disabilities Act) accommodation needs, individual diet factors and medical conditions and the going rates for meals at the conference or

meeting location when considering approval of expenses greater than the Board approved meal expenses rate.

- Incidental meal expenses shall include tax and reasonable gratuities.
- Meal expenses are allowed only when traveling outside the district.
- Alcoholic beverages are not allowable meal expenses.
- When traveling to events where departure is after 6:00 p.m., and return is the same evening, meal expenses are not allowed.
- When combined travel and event time is less than four hours (departure time to return time), meal expenses are not allowed.
- Separate meal expenses are not allowed when a free meal opportunity is available (continental breakfast, meal is part of event registration, etc.)
- The allowable expense rates for meals will be at the full cost of the meal, up to a maximum of:

Travel Time	Number of meals allowed at the rate most closely aligned with the travel time.	Breakfast Rate	Lunch Rate	Dinner Rate
4 hours to 10 hours	One meal	\$7.00	\$10.00	\$20.00
10 hours to 16 hours	Two meals	\$7.00	\$10.00	\$20.00
16 hours or more	Three meals	\$7.00	\$10.00	\$20.00

#### D. Lodging Expenses

- The choice of lodging should be based primarily on cost with consideration given to accessibility in conducting business or attending seminars.
- lodging expenses shall not exceed \$100.00 per night per room unless pre-approved by the budgeting authority.
- Budget authorities should consider documented ADA accommodation needs of employees and going rates for lodging at the conference or meeting location when considering approval of expenses outside of the Board approved lodging expense rate.
- The single room rate shall be applied for reimbursement purposes unless the room is shared by another district employee.
- Lodging expenses are allowed on evenings prior to a scheduled meeting if, in order to report to their destination at the appropriate time, the employee would need to leave their home or their assigned workplace (whichever is closer to their destination) prior to 6:30 a.m. For the return trip, lodging expenses are allowed if the employee would not be able to safely return to their home or assigned workplace (whichever is closer) by 9:00 p.m.
- Employees shall not be required to put in over 12 hours in a day without being given the option to request an overnight stay. The budgeting authority shall approve such requests for overnight stays prior to the trip.
- Field trips, excursions, or co-curricular trips that are scheduled to return the same day not be considered allowable lodging expenses, unless extenuating circumstances dictate staying overnight is reasonable and prudent.

Legal Ref.: Wisconsin Statute  
Teacher Contracts – travel, 118.21(3)  
School District Administrator, 118.24  
Reimbursements for School Board Members, 120.10(4)  
School Board Orientation 120.13(32)

Cross Ref.: Board Member Professional Development, 163  
Board Member Compensation and Expenses, 164  
State Tournament/Clinic Attendance, 377.1  
Student Transportation Services, 751

Approved: April 21, 1997  
Revised: August, 1999 Approved: September 20, 1999  
Revised: January 17, 2000  
Revised: October 24, 2005 Approved: November 28, 2005  
Revised: February 18, 2008 Approved: February 25, 2008  
Revised: October 17, 2012 Approved: November 26, 2012

Policies of the Board of Education

Series 600: Fiscal Management

**EXPENSE REIMBURSEMENT**

671.2

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved purchase order. Such expenses must be approved in advance by the building/department administrator and incurred in line with budgetary allocations for the specific type of expense outlined in District guidelines.

Expense Guidelines:

Mileage:

Shall be at the rate established by the IRS for school business and conference related travel. Mileage log must be submitted with the purchase order showing travel details. Inter-district travel as part of job duties is reimbursable through the District mileage account.

Housing:

Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention but shall only cover the actual costs up to that amount. Housing for school business not related to a conference or convention with a headquarter hotel shall be reimbursed at the actual costs if the hotel reservations have been made through the school district. The district shall reimburse or pay for the costs of school personnel. If additional costs are incurred by a spouse or family member sharing the room that will be at the employee's expense.

No reimbursement shall be paid for housing/hotels or events within 60 miles of the District. Reimbursement for housing/hotels within 60 miles may be considered on a case-by-case basis, with pre-approval of the District Administrator or Designee.

Commercial Travel:

Travel by commercial carrier shall be arranged by the employee and costs reimbursed by the district if it is not paid for by the district. The travel of spouses or other family members can be arranged at the same time; however, the employee must pay for the cost of family members at the time arrangements are made.

#### General Transportation:

The costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in school related business or attendance at a conference or workshop shall be reimbursed. Approval of a rental car at school district expenses must be given in advance by the superintendent. Reasonable charges for taxi service (including standard tip not to exceed 15%) are reimbursable. Receipts are required for reimbursement of transportation

#### Parking:

Receipts from parking facilities must be provided.

#### Meals:

The cost of meals for employees and Board members only shall be reimbursed at the full cost of the meal, including tip, up to a maximum amount based on the U.S. General Services Administration guidelines. This maximum will be reviewed annually and provided to all district personnel.

Separate meal maximums for travel outside of the U.S. may be approved by the Business Manager.

Employees are to submit purchase orders for the above costs to include receipts. Employees must provide itemized receipts to support claims for reimbursement for meals purchased. Receipts submitted for meals purchased for other individuals while conducting District business must note the name of the individual(s) and the reason for paying the meal cost. For meetings over the meal period, the reason for the meeting must also be indicated. Tips are limited to no more than 15% of the total bill.

District funds shall not be used for the purchase of alcoholic beverages.

#### Other Activities

Social activities such as golf outings, non-educational related tours, etc. that may or may not be part of a professional conference, are the responsibility of the individual and are not reimbursable.

#### Reimbursements for Administrators, Administrative Support Staff, and Administrative Assistants:

Reimbursements for Administrators, Administrative Support and Administrative Assistants must be submitted through the 775 (Administrative Reimbursements) Budget Group and approved by the Business Office. This ensures independent review and approval of any reimbursement requests.

Cross Ref.: Current Employee Agreements  
163, Board Member Development Opportunities  
223, Administrator Development Opportunities  
537, Staff Development

Adopted: October 1982

Revised: March 1994  
August 2000  
April 2002  
November 2005  
October 2015

Waunakee Community School District



**Policy #: 673**

District employees and Board of Education members who incur expenses in carrying out their authorized duties shall be reimbursed in accordance with the following regulations:

1. Employees requesting expense reimbursements must receive District Administrator/designee pre-approval.
2. Claims for expense reimbursement must be submitted on an expense report form.
3. Transportation: Mileage shall be reimbursed at the rate established by the Internal Revenue Service for school business and conference-related travel.
4. Lodging: The actual cost of lodging will be reimbursed provided the cost is reasonable and proper. A receipted lodging statement is required and must be attached to the expense form.
5. Meals: Employees and Board of Education members will be provided expenses for approved meals while on approved overnight school district business, with the following listed restrictions:
  - a. Meal amounts shall require a receipt. If no receipt is submitted, a statement of explanation must be provided.
  - b. The total amount of moneys which may be claimed for meal reimbursement for any one day shall not exceed \$40.00.
6. Miscellaneous: The following expenses are reimbursable:
  - a. Air limousine service, taxis, tips.
  - b. Actual costs of vehicle parking.
  - c. Other expenses may be approved by the District Administrator/designee.

Submission of an expense form will constitute certification of actual and necessary expenditures.

**Legal References:**

Wisconsin Statutes	118.21(1)
	118.24(5)
	120.10(4)
	120.13(16) & (32)

Exhibit: Expense Form  
Mileage Reimbursement Form

Approved: 5/14/07

## SCHOOL DISTRICT OF BAYFIELD

### MEAL AND LODGING REIMBURSEMENT

The Bayfield Board of Education recognizes that staff members incur expenses while conducting District business. The following allowances are established to reimburse employees for expenses they incur:

#### EMPLOYEE MEAL AND LODGING ALLOWANCES:

	In-state	Out-of-State
Partial Day Allowance		
Breakfast	\$ 8.00	\$ 10.00
Lunch	9.00	10.00
Dinner	17.00	20.00
Full day allowance	34.00	40.00

On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or to other costs incurred. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

Meal allowances for conferences shall be approved at the above rate minus meals provided through the registration fee. In unusual situations, the out-of-state rate may be approved for extended meetings in Wisconsin minus meals provided through the registration fee.

Lodging allowances for conferences shall be approved at the conference rate if higher than the above allowances. Any such rates require prior approval from the District Administrator.

Lodging	<u>In-state</u>	<u>Out-of-State</u>
	\$ 62.00 (single)	Will pay for single
	82.00 (double)	room at conference
		location.

A receipt for meals and lodging must be provided to the District for reimbursement.

Internet Connection: Reimbursed to employee if the connection is used for conducting District business. A receipt must be provided to the District for reimbursement.

Telephone: \$5.00 per night if your job requires contact with the District. A receipt must be provided to the District for reimbursement.

APPROVED: February 11, 2008

## **Sparta Area School District**

### **Article 317 - Expenses for Staff**

The board recognizes the value of participation and attendance at workshops, conferences, and seminars. Employees who travel outside of the district are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein. An employee may only be reimbursed for travel expenses that are not reportable as income under IRS regulations.

All travel paid or reimbursed to employees from the District funds must be done in compliance with the District travel policies, regardless of the funding source, i.e. federal grants, state grants, auxiliary operations, general operating funds and restricted funds. At the discretion of the District, and when not in conflict with union contracts, more stringent travel policies may be established.

A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source. Any reimbursement which is received by the employee from another source for the same costs reimbursed by the District shall be deposited back to the District funding source which was initially charged.

Because of potential liability implications, all District official business travel should be specifically authorized and approved by the employee's supervisor in advance of departure. The employee and the employee's supervisor, along with any other approving authority, are responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the District.

Travel expenses shall be reimbursed to the employee by the District upon submitting the appropriate reimbursement form. Approval for such reimbursements shall be made by the appropriate budgeting authority. The Superintendent may designate such authority as he/she considers appropriate.

Submissions for reimbursement shall be done on a monthly basis. Reimbursements will be made by Direct Deposit using the bank information on file for payroll. Reimbursements for travel expenses shall be forfeited if not submitted within 45 days of the last day of the month in which expenses were incurred.

Pre-registration fees, registration fees, lodging, and airfare should be prepaid by the District. The rare exceptions for an employee to submit any of the above mentioned expenses for reimbursement by the District, shall be allowable only by prior approval of the Director of Business Services.

#### Travel Expenses

- 1] The most reasonable mode of transportation available should be used.
- 2] Charges for taxis, car rental, or other modes of public transportation are reimbursable if incurred due to the trip's purpose.
- 3] Parking and toll fees are reimbursable expenses when incurred due to the trip's purpose.
- 4] Mileage will be calculated using Mapquest "Driving Directions" (quickest route calculation).
- 5] Mileage for use of personal vehicles will be reimbursed at \$.10 less than the IRS rate (rounded down to the nearest penny).

- 6] Receipts must be attached to the voucher for all reimbursable expenses.
- 7] The employee is responsible for additional costs not directly related to school district purposes. This includes, but is not limited to: additional transportation and meal costs from traveling separately from other employees attending the same event or extending travel for personal reasons.

#### Meal Expenses

1] Allowance for meals when attending conferences, workshops, seminars, and meetings in Wisconsin, Minnesota, Illinois and Iowa will be reimbursed as follows:

Breakfast UW-System Average  
Lunch UW-System Average  
Dinner UW-System Average

**\*\*Current University of Wisconsin meal reimbursement rates can be found at: <http://www.bussvc.wisc.edu/acct/policy/travel/meals.html>**

2] Reimbursement for meals for employees will be allowed only on the following conditions:

- a. Meal is officially scheduled as part of a professional conference or registration.
- b. Meals while in attendance at a professional meeting when attendance has a directly related professional purpose.
- c. Meals while traveling on school business when overnight travel is required – breakfast, lunch and dinner as outlined:
  - Breakfast, provided the employee leaves home before 6:00 a.m..
  - Lunch, provided the employee leaves his/her headquarters before 10:30 a.m. and returns after 2:30 p.m..
  - Dinner, provided the employee returns from travel after 7:00 p.m. or departs his/her headquarters for overnight travel before 6:00 p.m.

3] Realizing the benefits of conferences/meetings/seminars/workshops, those meals which are included in registration expenses may exceed the allowances noted if approved by the budgeting authority.

4] No reimbursement shall be made for alcoholic beverages.

5] The University of Wisconsin Out of State Meal Maximum will be used to determine allowable expenses for all travel outside of Wisconsin Minnesota, Illinois and Iowa.

6] Receipts must be attached to the voucher for all reimbursable expenses.

7] Receipts must show sufficient detail to determine what was purchased. Credit card machine tapes, hotel folios, and credit card statements that do not contain purchase information cannot be used for reimbursement.

#### Lodging Expenses

1] The choice of lodging should be based primarily on cost with consideration given to accessibility in conducting business or attending seminars.

2] The single room rate shall be applied for reimbursement purposes.

3] Employees should request reduced rate options at the time of making reservations.

4] Receipts must be attached to the voucher for all reimbursable expenses.

Revised: November 23, 2010

(still applicable)



SCHOOL DISTRICT OF SPRING VALLEY  
Spring Valley, WI 54767

Policy Code: **671.2**

**EMPLOYEE EXPENSES REIMBURSEMENT POLICY**

- a) Employees on school business will be reimbursed up to the following amounts (receipts required) for partial days:

Breakfast	\$ 7.00
Lunch	\$11.00
Dinner	<u>\$23.00</u>
Total	\$41.00

If the employee is out for a full day, the employee may receive \$41.00 to cover the daily cost of meals with receipts.

- b) Students at school activities (e.g. forensic students at Madison):

\$6.50 per meal; \$15.00 maximum per day as approved by the principal in advance.

Board approved: 07/19/1999

Revised: 12/01/2014



Book	Board Policies
Section	D - Fiscal Management
Title	Expense Reimbursements--Staff
Number	DLC
Status	Active
Legal	Sections 118.21(3); 118.24; 120.10(4); 120.13(16); 120.13(32) Wisconsin Statutes
Adopted	May 21, 1990
Last Revised	September 28, 2015

## POLICY DLC EXPENSE REIMBURSEMENTS (STAFF)

***Adopted by the School Board:*** May 21, 1990

***Revised by the School Board:*** August 25, 1997; August 13, 2007; April 8, 2013; September 28, 2015

**LEGAL REF.:** Sections 118.21(3); 118.24; 120.10(4); 120.13(16); 120.13(32) Wisconsin Statutes

**CROSS REF.:** DJ, *Purchasing*; DJ-R, *Purchasing Procedures*; DLC-R, *Expense Reimbursement Procedures* BHBA, *Board Conferences, Conventions and Workshops*; Employee Handbook

Administrative Guideline: *Food and Food Reimbursement for Staff (in District)*

**RELATED FORM:** DLC-F (pages 1 & 2)

The Board shall reimburse staff for actual, necessary and reasonable expenses incurred while on approved school district business. Daily reimbursements for meals will not exceed \$35 in-state and \$45 out-of-state. The District expects each employee will exercise good judgment regarding expenses and will comply with all Board policies.

Reimbursement shall be made in accordance with established procedures. As a precondition of reimbursement, detailed receipts must be submitted with claims.

[DLC-F, Mileage p.2 of DLC-F.pdf \(70 KB\)](#)

[DLC-F Expense Reimbursement Form.pdf \(12 KB\)](#)



Book	Board Policies
Section	D - Fiscal Management
Title	Expense Reimbursement Procedures (Staff)
Number	DLC-R
Status	Active
Legal	
Adopted	December 17, 1990
Last Revised	March 28, 2013
Last Reviewed	July 14, 2015

### PROCEDURE DLC-R EXPENSE REIMBURSEMENT PROCEDURES (Staff)

*Adopted by the School Board: December 17, 1990*

*Revised by the School Board: August 25, 1997*

*Delegated to Administration: January 11, 1999*

*Revised by Administration: April 14, 2003; July 23, 2007; August 11, 2008*

*Reaffirmed by Administration: September 14, 2009; July 14, 2015*

*Revised by Administration: March 28, 2013*

*Cross Reference: Employee Handbooks; My Learning Plan; IRS Circular E Employer's Tax Guide Publication 15; IRS Employer's Tax Guide to Fringe Benefits Publication 15-B; IRS Travel, Entertainment, Gift and Car Expenses Publication 463.*

#### **RELATED FORMS:** DLC-F, Expense Reimbursement Form

I. District personnel who incur expenses while carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed Expense Reimbursement Form. The expenses submitted on the Expense Reimbursement Form must be approved by the supervising administrator and the District Administrator or his/her designee. The School Board President, Clerk or Treasurer will review the District Administrator's mileage and expense report. Expenses will be reimbursed for the following:

#### A. Mileage for travel between schools or to conferences and workshops.

Mileage will be reimbursed at the prevailing rate outlined in the current employee handbook. Mileage is paid on the shortest route basis, and the school district is the preliminary point for starting from and returning to unless the employee's home is closer to the point of destination.

## B. Meals

1. Payment for meals and tips (including tax) while on approved travel will be made to a daily maximum of \$35 in-state and \$45 out-of-state if detailed receipts are submitted. All receipts/invoices must be original and show the details of the purchase. Check stubs or credit card receipts are not acceptable.
2. Meals that are part of the conference but which exceed the allowed rates and for which documentation is provided will be reimbursed. Any remaining meals for that day will then need to conform to the daily maximum.
3. No reimbursement will be provided for alcoholic beverages.
4. Meal reimbursement for travel that is not overnight is a taxable fringe benefit according to the IRS. The District is required to withhold the applicable federal employment taxes and report these wages on Form W-2.

## C. Lodging

Lodging required for business reasons is reimbursable. Standard single rooms at reasonably priced quality hotels or motels are to be used. If additional room costs are incurred by a spouse or family member sharing the room, the additional cost will be at the employee's expense.

## D. Transportation

Costs for transportation (taxi, bus, rental car, airfare, baggage, tolls) necessary for the employee to attend a conference or workshop shall be reimbursed. Employees are encouraged to minimize costs and use the most economical means of transportation.

## E. Tuition Reimbursement

Eligibility requirements for tuition reimbursement are outlined in the Employee Handbooks. Grade report and proof of payment must be submitted with the Expense Reimbursement Form.

## F. Relocation Expenses

Relocation expenses shall be approved by the District Administrator within the guidelines as directed by the School Board. All expenses are to be receipted and are subject to the contractual agreement between the employee and the district.

- II. The Expense Reimbursement Form must be prepared electronically and submitted to the

employee's supervisor by the 10<sup>th</sup> day of the following month and to Accounts Payable by the last working day of the month. If expenses submitted total less than \$10, the Business Office will hold reimbursement until additional expenses submitted by that individual total \$10. If expenses submitted don't total more than \$10, the Business Office will pay the submitted expenses at the end of the fiscal year.

III. This procedure will be reviewed annually by the Performance & Operations Committee.

[DLC-F MILEAGE CHART 1- 1-13, p.2.xlsx \(18 KB\)](#)

[DLC-F Expense Reimbursement Form.xls \(39 KB\)](#)



From the WASB Policy Service. . .

Attached you will find the policy information that you requested.

Please keep in mind that sample policies from Wisconsin school districts are included for demonstration purposes and are not necessarily recommended or endorsed by the WASB. We do recommend that you consult your school district legal counsel prior to adoption of school board policies.

WHEN USING SAMPLE POLICIES FROM OTHER WISCONSIN SCHOOL DISTRICTS AS AN INFORMATION RESOURCE, PLEASE KEEP IN MIND THAT SUCH POLICIES SHOULD BE USED AS EXAMPLES ONLY. THEY SHOULD BE CAREFULLY REVIEWED AND ADAPTED TO MEET THE NEEDS OF YOUR DISTRICT.

To help ensure that policies adopted can and will be implemented, school boards may want to consider the following basic questions before adopting a policy:

- (1) Does the policy have a legitimate educational purpose and meet the community's needs?
- (2) Is the policy consistent with relevant state and federal laws and regulations, provisions of current employee handbooks and other district policies?
- (3) Is the policy reasonably clear and specific enough to provide the administration with necessary guidance?
- (4) Can the policy be implemented in the district using available staff and other resources?

**POLICY 164**

**BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

The taxability and tax status of all compensation, expense reimbursement, and other payments that the District makes to, or on behalf of, the members of the School Board is determined by applicable state and federal law. Board members shall follow administratively-established procedures for claiming and substantiating amounts for which payment or reimbursement is requested. Any Board member who incurs an expense for which authorization was not expressly confirmed in advance does so at his/her own risk that any request for payment or reimbursement may not be approved.

**Board-Authorized Direct Payment or Reimbursement of Certain Expenses**

Subject to applicable limitations on the type and amount of reimbursements as further established within the District's specific expense reimbursement procedures, the Board authorizes the District to directly pay or reimburse a Board member for actual and necessary expenses that are incurred in relation to a Board member's (1) authorized participation in an orientation or continuing education activity, such as a seminar, conference, or similar event; (2) a Board member's authorized attendance at a meeting of an organization of Wisconsin school boards; and (3) other travel necessitated by the performance of official duties.

The District shall directly pay or reimburse the same expenses, to the extent applicable, for persons who have been elected or appointed to the Board, but who have not yet taken office.

**Other Board-Authorized Compensation/Payments to Board Members**

State law authorizes the Board to establish compensation that is paid to individual Board members for their public service. In addition to the authorized reimbursement of expenses, as further identified above, the current amounts and structure of such Board-authorized compensation is to be determined by the electors at the Annual Meeting.

**LEGAL REFERENCES**

**WISCONSIN STATUTES**

- Section 120.10(3) [board member salaries or per meeting payments may be established]
- Section 120.10(4) [reimbursement of actual travel expenses and actual lost earnings may be authorized]
- Section 120.13(16) [reimbursement of actual expenses incurred in connection with board member attendance at meetings of an organization of school boards]
- Section 120.13(32) [reimbursement of actual expenses incurred in connection with orientation and continuing education activities]
- Section 120.44(2) [unified school boards have the powers of the annual meeting]

**First Reading: May 9, 2016**

**Second Reading: May 23, 2016**

**GREEN BAY AREA SCHOOL DISTRICT**  
**Board Policy Manual**

164

**BOARD MEMBER COMPENSATION AND EXPENSES**

As authorized by the School Board and state law, members of the Board shall receive an annual salary for attendance at meetings. Meetings shall be defined as:

1. Regular Board meetings,
2. Special Board meetings,
3. Regular work sessions,
4. Special committee meetings or work sessions, and
5. Conferences, conventions or meetings resulting from the assignment of the Board.

A Board member shall receive reimbursement for actual and necessary expenses incurred and a per diem stipend for attendance at Board-approved full-day or out of the area conferences, conventions or meetings. Additionally, while acting as an official representative of the Board, liability insurance protection and the reimbursement of reasonable expenses, as provided to District employees, shall be extended to each Board member.

Board compensation shall be reviewed annually in April.

LEGAL REF.: Sections 120.10(3) & (4) Wisconsin Statutes  
120.13(16) & (32)  
120.43(3)  
120.44

CROSS REF.: 162, Board Member Orientation  
163.1, School Board Memberships  
171, Regular Board Meetings  
172, Special Board Meetings  
174, Board Work Sessions  
671.2, Expense Reimbursements  
Current Employee Agreements

APPROVED: May 24, 1999

REVISED: April 22, 2002  
March 31, 2003  
April 23, 2007  
November 17, 2014

**Unified School District of Antigo**  
**POLICY 164: BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

Board of Education members shall be eligible to receive a salary for their services to the District based on the following framework and compensation schedule:

School Board President	\$300.00 Annual Salary
School Board Vice-President	\$200.00 Annual Salary
School Board Clerk	\$200.00 Annual Salary
School Board Treasurer	\$200.00 Annual Salary
Committee Chairs	\$100.00 or \$5.00 per meeting if a committee member has to chair the meeting due to the absence of the chairperson

\$20.00 per meeting under two hours, and \$35.00 per meeting over two (2) hours is paid to each member for each official meeting of the Board of Education, work session, committee meeting, and/or Board inservice program, including conferences and seminars.

Board meeting compensation is paid in quarterly increments (end of March, end of June, end of September, and end of December). Each member is paid IRS rate for mileage to and from their residence to the location of the meeting.

In addition to compensation, Board members shall be reimbursed for actual and necessary expenses incurred when traveling in the performance of their assigned duties. Reimbursement shall be in accordance with expense reimbursement rates and procedures for district staff members. The usual and customary manner of payment/reimbursement shall be through direct deposit.

The district, having moved to “paperless” electronic board meetings and electronic transmission of board packet materials, may, upon majority vote of the members, reimburse any board member who does not have home internet access for the installation of an internet connection in her/his home.

Any board member who does not wish to be compensated shall notify the District Treasurer in writing to delete her/his name from the list of board members to be compensated. In the event the board member denying compensation is the District Treasurer, (s)he shall notify the District Clerk in writing.

Board members wishing to decline compensation may do so by one of the following methods:

- a. Accepting payment and returning it to the district. This is the recommended method of refusing compensation;
- b. Refusing to accept payment in any form. This method, while legal, may subject the member to IRS based upon constructive receipt.

#### LEGAL REFERENCE:

##### WISCONSIN STATUTES

- Sections 120.10 (4) [salaries of school board members]
- Sections 120.13 (16) and (32) [school board organization], [school board orientation]
- Sections 120.43 (3) [school board meeting related to compensation]

##### CROSS REFERENCE:

- USDA Policy 163 Board Member Development Opportunities
- USDA Policy 174 Annual Organizational Meeting
- USDA Policy 671.2 Expense Reimburements

##### ADOPTION:

November 16, 1970

January 23, 2001

February 24, 2015

April 25, 2016



POLICY 8640

SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

A School Board member may be paid for each regular or special School Board meeting attended. The amount of the payment shall be determined at the annual school district meeting.

Payment of actual and necessary expenses of a School Board member shall be made when traveling in performance of duties as determined annually at the annual school district meeting.

A School Board member shall be allowed reimbursement, not to exceed an amount determined at the annual meeting, for actual loss of earnings, when duties as a School Board member, whether performed within or outside the District, require absence from regular employment. A written statement detailing the necessary expenses or loss of earnings shall be submitted to the School Board Secretary.

LEGAL REF.: Wisconsin Statutes

- Sections 120.10(3) [Annual meeting power to set board member salaries]
- 120.10(4) [Annual meeting power to authorize expense reimbursements]
- 120.13(16) [Board power to pay expenses for attendance at school board organization conferences]
- 120.13(32) [Board power to provide board member orientation and training]

CROSS REF.: 8620, New Board Member Orientation  
8710, Regular Board Meetings  
8720, Special Board Meetings

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001  
February 24, 2015

## Compensation of School Board Members and Tax-Related Issues



Numerous issues arise in the area of the compensation of school board members and reimbursement for board members' expenses. While state law governs the payments to be made to board members, it is also important to keep in mind the tax implications board policies may have on these issues. This Legal Comment will address some of the more common questions that arise in connection with the compensation of school board members and related tax considerations.

### Authorization of School Board Members' Compensation

Sections 120.12 and 120.13 of the Wisconsin Statutes grant school boards of common and union high school districts specific powers and duties to operate a school district, including the supervision, management, and control of the operation of the district's schools. These statutory duties and powers are to be broadly construed to authorize any school board action that is within the comprehensive meaning of the terms of the duties and powers, if the action is not prohibited by state or federal law.<sup>1</sup>

Although school boards have these broad powers, they are subject to the authority vested in the

annual meeting. The statute lists 18 specific powers reserved for the annual meeting.<sup>2</sup> Included in these is the power to "vote annual salaries for school board members, or an amount for each school board meeting the member actually attends."<sup>3</sup> Thus, the electors have

**The statute does not appear to authorize a board member to receive both an annual salary and an amount for each board meeting attended.**

the authority to establish the compensation of board members.

In unified school districts, the school board has the powers and duties of the school board and annual meeting in a common school district.<sup>4</sup> Therefore, the school board itself must authorize the annual salary or an amount

for each school board meeting actually attended.

It should be noted that the statute uses the term "or" rather than "and" in discussing alternative methods of compensation. Therefore, the statute does not appear to authorize a board member to receive both an annual salary and an amount for each board meeting attended.

If the annual meeting or unified school district board authorizes a per-meeting stipend, the statute limits the payment to an amount for each school board meeting the member actually attends. In light of the statutory language "school board meeting," it is likely that stipends cannot be given for attending seminars, conventions, committee meetings, or negotiation sessions, which are not, in fact, meetings of the board.

If the electors or unified school district board votes an annual salary, the statute may be interpreted to allow the establishment of higher salaries for members of the school board who serve on the negotiating team or, as is more generally the practice, to officers of the board in recognition of the additional time they spend on school-related matters.

In addition to these payments, another possible form of compensation is the payment of health or other insurance premiums. Section 66.185 of the statutes expressly authorizes school districts to provide for the payment of premiums for hospital, surgical, and other health and accident insurance and life insurance for employees and officers and their spouses and dependent children. This would necessarily include school board members since officers of a school district are the members of the school board. Thus, a school board could adopt a policy whereby school board members could be insured under the district's health or other insurance programs.

### **Taxation of School Board Members' Compensation**

Generally, school board members are considered independent contractors, not school district employees. Nevertheless, compensation paid to a school board member must be reported as taxable income at both the state and federal level. Compensation that must be reported includes not only salaries and per-meeting stipends but also any insurance premiums paid on behalf of the board member.

In addition, independent contractors are generally assessed what is commonly referred to as "self-employment tax." The self-employment tax is equal to 15.3 percent of self-employment income. Under the tax laws, in order for an individual to have income subject to self-employment tax, he or she must carry on a "trade or business." The Internal Revenue Service has determined that for self-employment tax purposes, the performance of the functions of a public office does not generally constitute a trade or business.<sup>2</sup> The term "public office" has been

defined to include any elected or appointed office of a state or any political subdivision of a state.<sup>3</sup> Accordingly, since school board members hold a public office, the compensation they receive for their services is not subject to self-employment tax.

A state public official who took five furlough days and donated his salary for those days to the state treasury was required to pay tax on the donated salary.

### **Declining to Accept Compensation**

It is not uncommon for school board members to decline receipt of their salaries. Normally, individuals who are entitled to receive compensation but refuse it must nevertheless report and pay income tax on such compensation under the doctrine of constructive receipt. It is interesting to note that the Internal Revenue Code appears to make an exception to this rule where individuals render services directly and gratuitously to, among other organizations, political subdivisions of states, including school districts.<sup>4</sup>

Despite this provision in the code, however, the IRS in at least two instances has concluded that taxable income did result when an elected official refused to accept his or her pay.

For example, when a member of Congress returned a portion of his salary to the US Treasury, the

IRS ruled that the full amount of his salary was includable in his gross income.<sup>5</sup> Similarly, a state public official who took five furlough days and donated his salary for those days to the state treasury was required to pay tax on the donated salary even though the state had asked certain administrative personnel to take such days without pay.<sup>6</sup> Based on these rulings, if a school board member declines to accept compensation that is approved by the electorate, he or she may likely be required to recognize income for the amounts he or she was entitled to receive.

Nevertheless, if a board member has to include the refused pay in taxable income, he or she may be entitled to take a charitable contribution deduction on Form 1040, Schedule A, for contributing the compensation to a qualifying organization.<sup>10</sup> In the cases discussed above, the public officials were both found to be entitled to a charitable deduction for the amount of compensation returned to the treasury. Of course, contributions to charitable organizations, including the government, can only be taken if the taxpayer is itemizing deductions. School board members who take the standard deduction may not take advantage of this deduction.

### **Information Return Requirements**

School districts are required to file an Information Return, Form 1099-MISC, when they pay \$600 or more in any calendar year to any person for services received.<sup>11</sup> This form must be provided by Jan. 31 of each year to both the IRS and the school board member. The form must show the amount paid, the recipient's name and address, and the Social Security number of a recipient.

Legal Comment is designed to provide authoritative general information, with commentary, as a service to WANSB members. It should not be relied upon as legal advice. If legal advice is required, the services of competent legal counsel should be obtained.

### Reimbursement of Expenses and Loss of Earnings

Wisconsin law grants school boards the power to authorize the payment of actual and necessary expenses of a school board member who travels in the performance of duties and the reimbursement of a board member for actual loss of earnings when duties require him or her to be absent from regular employment.<sup>12</sup>

The reimbursement of expenses or loss of earnings not authorized by the annual meeting may not be claimed or paid.

The statute does not resolve how actual loss of earnings is to be calculated for board members who are self-employed, such as farmers, where it may be difficult to establish what the actual loss is. It has been suggested that the loss of earnings could be set at a specific amount to be received by each

board member when a day of work is missed. While eliminating uncertainty, this approach appears to be inconsistent with the language of the statute, which requires that reimbursement be for "actual" loss of earnings.

However, the statute would permit the electors at the annual meeting or a unified school district board to set a cap on the amount of actual loss of earnings for which reimbursement would be authorized. For example, reimbursement may be allowed for loss of earnings up to but not to exceed \$100 per day. Such an approach eliminates the possibility that any school board member will receive an unduly large reimbursement for actual loss of earnings.

As a general rule, reimbursed expenses are tax-free to the same extent that the board member

would be entitled to deduct these items if they were not reimbursed. However, regarding any pay, such as for loss of earnings, such amounts received are taxable and would be included in the board member's gross income.

### Unreimbursed Expenses

Regardless of whether a board member receives a salary or other type of compensation, he or she may deduct from gross income certain out-of-pocket, unreimbursed expenses. To be deductible, the expenses must generally be incurred in the operation of a trade or business for profit. Unlike the rule with regard to self-employment tax, the IRS has interpreted the terms "trade or business" in connection with unreimbursed expenses to include the performance of the functions of a

public office, which would include the functions of a school board member.<sup>12</sup>

Consequently, unreimbursed expenses paid by a school board member in the performance of his or her duties will constitute an income tax deduction to the extent and under the same rules that comparable expenses of a profit-making "trade or business" are deductible.

Examples include travel expenses, meals and lodging, telephone calls, postage, parking fees, and supplies. To be deductible, the expenses must be ordinary, necessary, and reasonable in fulfilling the duties of public office. Expenses that are not deductible include those that are directly related to personal, family, or living expenses. For example, the hiring of a babysitter so the school board member could attend to board business would be considered a personal expense and not deductible.

A school board member who incurs unreimbursed, deductible expenses should keep adequate records of the time, place, purpose, and amount of the expense incurred since he or she must be able to substantiate all the items of expense at the request of federal or state taxing authorities.

### Conclusion

State statutes authorize the payment of various forms of compensation to school board members as well as the reimbursement of expenses. This compensation is general, not for specific services. Because tax rules are complex, sometimes inconsistent, and often confusing. While this Legal Comment outlines the general rules regarding the taxability of school board member compensation, it is always advisable for board members to consult with

their tax advisor as to the taxability or deductibility of any specific item. ■

### References

1. Wis. Stat. § 118.001.
2. Wis. Stat. § 120.10.
3. Wis. Stat. § 120.10(3).
4. Wis. Stat. § 120.44(2).
5. Treas. Reg. § 1.1402(c)-2(a)(1).
6. Treas. Reg. § 1.1402(c)-2(b).
7. *Wash. Reg.* § 1.1402(c).
8. Rev. Rule 56-126.
9. IRS Letter Ruling 8325078.
10. IRC § 170(a)(1).
11. IRC § 6041(A)(a).
12. Wis. Stat. § 120.10(4).
13. IRC § 7701(a)(26).





**School District of Beloit  
Policy & Personnel  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Policy 171 Regular Board Meetings

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

**Your Name and Title:** Nora Gard, Committee Chair

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Policy & Personnel Committee?**

The Policy Committee recommends all revisions to the full Board of Education.

**B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

Please see attached policy with revisions.

**C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

Gard is suggesting revisions to this policy and will discuss her revisions with the committee.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)**

**MOTION:** Chairperson Gard recommends that the Policy and Personnel Committee recommend the revisions of Policy 171 Regular Board Meetings 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:** N/A

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

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A

## REGULAR BOARD BUSINESS MEETINGS

The Board of Education shall hold regular monthly business meetings on the fourth Tuesday of each month at 7:00 p.m. Regular Board business meetings shall be held in the Board of Education Room of the Kolak Education Center, The Roosevelt Administrative Center Building or any other room or location designated by the Board.

The Board of Education may modify its meeting schedule upon a majority vote of members present and proper notification of the public as provided by state law.

All regular business meetings shall be open to the public and video recorded, except as specifically provided by state law.

~~All Regular business meetings will operate with the following time limits~~ will be limited to two hours plus any approved half hour extensions.

- ~~(a) — business meetings will be limited to two hours plus any approved half hour extensions;~~
- ~~(b) — special meetings/workshops will be limited to two hours, unless otherwise recommended by either the Superintendent, or the presiding officer, plus any approved half hour extensions;~~
- ~~(c) — executive sessions and board hearings are exempt from the time limitation.~~

The presiding officer will review the remaining agenda items as the time limit approaches. If, in the presiding officer's estimation, there is insufficient time to address the next agenda item, ~~he/she~~ s/he will call for a motion for extension. No new item may be introduced after the time limit established without a motion for extension.

The Clerk or board designee will serve as the ~~time keeper~~ timekeeper. ~~All motions for extensions must carry by at least a simple majority vote.~~

~~All regular meetings shall be open to the public, except as specifically provided by state law.~~

LEGAL REF.: s.s. 120.43(2) ~~Subchapter IV of Chapter 19~~ subchapter V

CROSS REF.: 171.1 Notification of Board Meetings  
171.2, Agenda Preparation and Dissemination

APPROVED: February 21, 1977

REVISED: September 24, 1991  
July 28, 1992  
March 22, 1995

REPRINTED: September, 1996  
September, 1997

REVIEWED: April 30, 2013

## SUPERINTENDENT EVALUATION

The Superintendent of Schools shall be evaluated annually by the Board of Education in order to provide feedback to the Superintendent regarding job performance. The evaluation shall allow the Board to identify areas that the Superintendent is expected to improve and to encourage and commend the Superintendent in the areas that are especially well done.

The evaluation shall be completed according to an established timeline and shall be based on the following criteria:

- a. Management objectives established by the Board and the Superintendent; and
- b. Responsibilities outlined in the Superintendent's job description as approved by the Board, and
- c. Major personal and professional performance traits.

LEGAL REF.: s.s. 118.24  
121.02(1)(q)  
PI 8.01(2)(q) Wisconsin Administrative Code

CROSS REF.: 225 RULE 1 Superintendent Evaluation Procedures  
231 Superintendent of Schools (Job Description)

APPROVED: February 25, 1992

REVISED: May 23, 1995  
July 23, 1996

REPRINTED: November, 1996  
September, 1997

## SUPERINTENDENT EVALUATION PROCEDURES

The following timetable and process shall be used by the Board of Education for evaluating the Superintendent of Schools:

### 1. SEPTEMBER

- A. The Superintendent presents annual district strategic plan to the Board of Education in September of each year.

### 2. DECEMBER

- A. The Board makes its decisions about extending the Superintendent's contract based on Superintendent's progress to date and collective belief in Superintendent's ability to continue to make progress with the District's strategic plan.
- B. At the Board committee meeting date in December, the Board members shall discuss and decide on contract and extension for the Superintendent (if any). The portion of the meeting at which such discussion occurs shall be closed.

### 3. JANUARY

- A. At the Board Committee meeting date in January, the Board shall announce its decision regarding the Superintendent's contract and shall notify the Superintendent in writing of potential renewal or non-renewal.
- B. The following timelines shall be adhered to by the Board regarding renewal or non-renewal of the contract:
  - February 1 deadline: Preliminary notice shall be given to Superintendent regarding the Board's decision.
  - Superintendent may request a hearing on this decision within seven days.
  - A Board hearing shall be held, if requested, prior to March 1.
  - March 1 deadline: Actual notice of renewal or non-renewal shall be made. Non-renewal requires a majority vote of the entire Board.
  - April 1 deadline: Superintendent shall accept or reject the offer.

### 4. FEBRUARY

- A. The Board has a mid-year meeting with the Superintendent in February regarding progress of strategic plans, personal goals, schools, and other district related issues.
- B. The Superintendent evaluation instrument shall be distributed to Board members. The Board President shall coordinate the printing and distribution of the forms.
- C. Board members shall turn in the completed evaluations to the Board member volunteer. The Board member volunteer shall make a comprehensive compilation of the evaluations. This information will be used in March to set salary. An oral and written evaluation compilation will be presented to the superintendent prior to salary being set. The superintendent may request clarification of his/her evaluation.

5. MARCH

- A. A special meeting shall be held in March to conduct the following activities:
  - The President and Vice President disseminate salary data and recommendation on salary;
  - The Board sets salary level for the Superintendent;
- B. The Board shall take formal action on salary for the Superintendent's contract at the business meeting in March.

6. JULY

- A. The Superintendent presents a previous year report and goals to the Board in July.
- B. By the July Board committee meeting date, the Board shall present focus areas to the Superintendent.
- C. A special meeting shall be held at the end of July to allow Board members to review the completed evaluation compilation (distributed earlier) and to develop potential areas of improvement for the Superintendent to focus on. The Board shall also develop the evaluation document to be presented to the superintendent. This meeting shall be closed.

7. AUGUST

- A. The Board concludes the Superintendent's evaluation process for the previous year in August.

APPROVED: February 25, 1992

REVISED: June 25, 1996  
March 26, 2002  
December 17, 2013

REPRINT: November 1996  
September 1997





**School District of Beloit  
Policy & Personnel  
Committee Report**

**June 14, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Resolution Authorizing Board Hearing Officer/Board Expulsion Officer to Determine Pupil Expulsion for 2016-2017 School Year

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

**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 Policy and Personnel Committee?**

The committee recommends the hiring of personnel to the full Board of Education.

**B. What information must the Policy and Personnel Committee have to understand the topic/concern and provide any requested action?**

This resolution is to comply with Wisconsin State Statute 120.13 (1)(e) 1-4, attached. The resolution is effective only during the school year in which it is adopted.

**C. If you are seeking Policy and Personnel Committee action, what is the rationale for your recommendation?**

Hearing officers must be approved each year.

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

**MOTION:** The administration recommends that the Policy and Personnel Committee approve the Resolution to Authorize the Board Hearing Officer/Board Expulsion Officer to determine Pupil Expulsion under Wisconsin State Statute 120.13 (1)(e) 1-4, effective July 1, 2016 to June 30, 2017.

**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?** One Year

**BUDGET LOCATION:** 801 – Board of Education

**FISCAL IMPACT:** Funds are allocated in the 2016-2017 budget for this purpose.  
(Approx. \$48,000 - \$75,000 annually)



## **RESOLUTION**

### **EXPULSION OF PUPILS**

Authorizing the Board Hearing Officer/Board Expulsion Officer to determine pupil expulsion under Wisconsin s.s. 120.13(1)(e)1-4 effective July 1, 2016 to June 30, 2017.

WHEREAS, this Board of Education hereby authorized the Board Hearing Officer/Board Expulsion Officer to serve as a hearing agent appointed by the Board.

WHEREAS, the Board Hearing Officer/Board Expulsion Officer may expel a pupil from school whenever the Board Hearing Officer/Board Expulsion Officer finds that the pupil engaged in conduct that constitutes grounds for expulsion and is satisfied that the interest of the School District of Beloit demands the pupil's expulsion. Wisconsin Statute 120.13(1)(e)2.a.

WHEREAS, no administrator may be designated to participate in an expulsion hearing as such designation would present an intolerably high risk of unfairness in the decision making process.

WHEREAS, within thirty (30) days after the date on which the order is issued, the Board of Education shall review the expulsion order and shall upon review, approve, reverse or modify the order. The order of the Board Hearing Officer/Board Expulsion Officer shall be enforced while the Board of Education reviews the order.

WHEREAS, the expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the Board of Education's decision to the State Superintendent. If the Board of Education's decision is appealed to the State Superintendent, within 60 days after the date on which the State Superintendent receives the appeal, the State Superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the Board of Education shall be enforced while the State Superintendent reviews the decision. An appeal from the decision of the State Superintendent may be taken within thirty 30 days to the Circuit Court of Rock County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the School District of Beloit, Rock County, Wisconsin, to authorize the Hearing Officer to Determine Pupil Expulsion under Wisconsin s.s. 120.13(1)(3)1-4 effective July 1, 2016, through June 30, 2017.

BE IT FURTHER RESOLVED that this resolution shall remain in effect until June 30, 2017.

Adopted this 28th day of June, by the following roll call vote:

AYES:

NAYS:

ABSENT:

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Shannon Scharmer, President  
Board of Education  
School District of Beloit

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Nora Gard, Clerk  
Board of Education  
School District of Beloit



# School District of Beloit Policy & Personnel Committee Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Community Relations & Public Information Coordinator Job Description

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

**Your Name and Title:** Dr. Thomas Johnson, Superintendent

**Others assisting you in the presentation:** Dr. Pamela Wiese, Assistant Superintendent Human Resources

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Policy & Personnel Committee?**

Job Descriptions are approved by the committee and referred to the full Board of Education for final approval.

### **B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

See attached job description. Some revisions have been made to include duties with the alumni committee and donations.

### **C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

With the departure of Melissa Badger, it is imperative to hire a replacement to keep the momentum in the department for our website, advertising, social media, alumni committee as well as our partnership and information flow with the news media, community newsletters, committees and contacts.

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

**MOTION:** The administration recommends that the Policy & Personnel Committee recommend approval to the full Board of Education of the job description.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes indefinite

**BUDGET LOCATION:** General Fund - salary

**FISCAL IMPACT:** as indicated on posting unless BOE determines otherwise.

# School District of Beloit

## JOB DESCRIPTION

**Position:** Community Relations & Public Information Coordinator  
**Supervisor:** Superintendent of Schools  
**Contract:** Full-time / 52 Weeks  
**Salary:** \$60,000-\$72,000

### **I. QUALIFICATIONS**

#### **A. Required Qualifications**

1. Bachelor's degree in a public relations, journalism, marketing or equivalent experience
2. Professional experience in a full time public relations position
3. Proficiency with current technology including graphics design and publication software
4. Evidence of strong analytical, critical thinking and judgment processes
5. Experience in working under pressure to meet deadlines

#### **B. Desirable Qualifications**

1. Master's degree in public relations, journalism, or marketing
2. Previous experience in public school environment
3. Accreditation by National School Public Relations Association or Public Relations Society of America
4. Written and Verbal fluency in Spanish
5. Grant writing and grant management experience

### **II. DUTIES AND RESPONSIBILITIES**

#### **A. Duties and Responsibilities**

1. Serves as information spokesperson and liaison between the district and public as directed by the Superintendent
2. Serves as spokesperson and liaison between district and news media.
3. Prepares and distributes news releases
4. Publicizes and promotes activities sponsored by schools and district
5. Leads Alumni Association activities and donor management system efforts
6. Serves on Emergency Operations Team
7. Serves as Chief Information Officer during emergency situations
8. Provides public relations training to administration, Board of Education and other groups as designated by the Superintendent
9. Serves as a member of Superintendent's Cabinet
10. Conducts recognition programs for employees and students
11. Prepares annual achievement data reports to Department of Public Instruction
12. Develops strong relations with local and regional media to promote positive media coverage
13. Photographs and publicizes district events
14. Prepares monthly Board of Education recognitions and announcements
15. Assists Superintendent and designee with preparations for Back to School, Convocation and other events as needed
16. Demonstrates verbal and written ability to communicate clearly
17. Oversees Office of Public Information budget
18. Serves on various district and community committees as designated by superintendent
19. Maintains and continuously updates school district website
20. Develop and initiates fund raising programs as needed
21. Prepares and disseminates weekly staff updates and monthly newsletter
22. Monitors and disseminates legislative updates
23. Serve as liaison for Rotary Teacher of the Month recognition program
24. Participate on city, county, and school district collaboration committees
25. Attend school board and administrative meetings as needed
26. Collaborate with appropriate district staff in researching, developing, writing, and submitting grant proposals
27. Supervises and oversees SDB's social media presence on Twitter, Facebook and other social media sites
28. Conducts and analyzes survey data
29. Assists Director of Human Resources and Superintendent with Open Records Requests as needed
30. Other duties as assigned by Superintendent or designee

### **III. OTHER RESPONSIBILITIES**

- A. Demonstrate accuracy, thoroughness, and promptness in submitting reports, inventories, evaluations, and other information requested.
- B. Observe, support and enforce the regulations, policies, philosophy, and programs of the District and all applicable laws and regulations.
- C. Demonstrate the ability to develop and maintain professional working relationships with people (staff, students, administrators, Board and public) to promote the academic programs and welfare of the District.
- D. Keep the supervisor informed on operations, needs and problems in the department.
- E. Maintain the strictest confidence concerning personnel, students and operational concerns of the District.



# School District of Beloit Policy & Personnel Committee Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Coordinator of Facility Services Job Description

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

**Your Name and Title:** Dr. Thomas Johnson, Superintendent

**Others assisting you in the presentation:** Dr. Pamela Wiese, Assistant Superintendent Human Resources

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Policy & Personnel Committee?**

Job Descriptions are approved by the committee and referred to the full Board of Education for final approval.

### **B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?**

See attached job description with proposed changes from board members' review. A member also raised the question of if the title should be Manager instead of Coordinator. Others also suggested getting comparable salaries or asked what comparable salaries might be as the proposed salary seemed low.

### **C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?**

With the departure of the Assistant Superintendent of Business Services, the job duties have been repositioned to efficiently and effectively maintain high standards of service.

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

**MOTION:** The administration recommends that the Policy & Personnel Committee recommend approval to the full Board of Education of the job description.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes indefinite

**BUDGET LOCATION:** General Fund - salary

**FISCAL IMPACT:** as indicated on posting unless BOE determines otherwise.



**Position:** Coordinator of Facility Services  
**Supervisor:** Executive Director of Business Services  
**Contract:** Full Time/52 weeks  
**Salary Range:** \$50,000-\$65,000

## I. QUALIFICATIONS

### A. Required Qualifications

1. Knowledge and experience of building and site maintenance, HVAC, plumbing, electrical and special systems
2. Knowledge and experience in the operation and maintenance of school facilities
3. Planning, construction and management experience in operation and maintenance of facilities
4. Excellent school-community relations, communication, and management skills
5. Demonstrated commitment to diversity and equity
6. Demonstrated skill in organizing ideas and ability to present them with clarity and conciseness
7. Demonstrated ability to complete reports, monitor systems associated with facility, work order systems, and software relating to maintenance and inventory
8. Demonstrated creative and imaginative approaches to problem solving and ability to make sound decisions
9. Ability to lead stakeholders in shared decision making
10. Ability to handle emergencies and critical operational problems
11. Knowledge of materials, equipment, and methods commonly employed in general cleaning and maintenance work
12. Knowledge of local, state and federal regulations pertaining to custodial/maintenance operations and safety and health standards and procedures
13. Knowledge of bidding and purchasing procedures

### B. Desirable (but not required) Qualifications

1. Degree in Engineering, Architecture, or Facility Management
2. At least three (3) years experience in supervising custodial/maintenance personnel including the ability to lead, coach, counsel, train, evaluate and provide ongoing support and direction to assigned staff
3. Water quality testing experience
4. Asbestos safety and management experience
5. Chemical safety and management experience

## II. RESPONSIBILITIES-Examples of duties but not limited to the following:

### A. LEADERSHIP

1. Provides direction within the facilities department
2. Communicates, models, and promotes standards of high performance
3. Represents staff and school district at meetings and conferences
4. Serves on safety committee and coordinate responsibilities for risk management, environmental concerns, asbestos, lead, ADA, and maintain a working relationship with appropriate vendors. ~~A part of This responsibility is to serve~~ includes serving as the Asbestos Hazard Emergency Response Act (AHERA) designated person
5. Assists with development of the budget for facility services including a planned program for equipment replacement and capital planning
6. Works in conjunction with district vendors and Executive Director of Business Services to ~~assure~~ ensure training on safety and health issues, i.e. blood borne pathogens, hazardous waste management, material safety data sheets, accidents, mold, ADA, etc.
7. Oversees ABM Services.
8. Oversees services such as trash removal, pest control management, air and water quality testing, etc., according to need or requirements
9. Updates and maintains master facility plan
10. Conducts a continuous ~~analysis~~ analyses of facility systems and procedures and provides solutions and direction in support of school district goals and objectives

### B. MANAGEMENT

1. Coordinates the school district's facility services
2. Ensures efficient management of department fiscal resources and develops creative solutions to facility services challenges
3. Accurately estimates time and material costs
4. Manages data systems including, but not limited to: material safety data sheets, facility inspections, accidents, asbestos management plan, etc.
5. Schedules regular visits to review school facilities, grounds, and installations to verify that the quality standards of workmanship, cleanliness, safety, and security are maintained

6. Keeps the school district informed of new or emerging safety, health, or environmental issues, standards, or codes
7. Notifies the supervisor regarding any safety issues requiring notice of to school personnel, students, parents or community
8. Demonstrates effective communication skills
9. Demonstrates effective decision making skills
10. Demonstrates effective organization skills

**C. INTERPERSONAL RELATIONSHIPS**

1. Demonstrates positive interpersonal relations with district personnel
2. Demonstrates positive interpersonal relations with parents/community

**D. PROFESSIONAL RESPONSIBILITIES**

1. Oversees and evaluates the operations and activities related to facility services, maintenance, cleaning equipment, and security oversight
2. Plans, develops, and oversees major renovation projects
3. Creates and implements a plan of action for preventative maintenance and repair as related to facility services including oversight of regular safety checks on all school playground equipment, emergency response equipment, bleacher, and elevator inspection and provides solutions for safety concerns
4. Assists with the maintenance of emergency response, emergency disaster preparedness and emergency evacuation plans and ~~verify~~ verifies to see that plans are implemented and communicated appropriately
5. Oversees facility security systems
6. Oversees the disposal of sale and disposal of non-technology assets
7. Performs duties in accordance with district policies and procedures
8. Demonstrates motivation, self-discipline, and stress management
9. Participates in professional growth activities
10. Performs other duties as assigned by supervisor
11. Oversees Security systems and procedures

**III. DISTRICT SUPPORT**

- A. Demonstrates accuracy, thoroughness, and promptness in submitting reports, inventories, evaluations, and other information requested
- B. Observes, supports, and enforces the regulations, policies, philosophy, and programs of the district and all applicable laws and regulations
- C. Assists the Board of Education with its commitment to ~~equal~~ positive education opportunities for all students and equal employment opportunities for all employees. The School District of Beloit does not discriminate in employment on the basis of age, race, color, national origin, sex, gender, disability, creed, marital status, ancestry, arrest record or conviction record, or sexual orientation or membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis protected by law
- D. Demonstrates the ability to develop and maintain professional working relationships with ~~people~~ various constituents (staff, students, administrators, Board and the public) to promote the academic programs and welfare of the District

**IV. RELATIONS TO THE SUPERINTENDENT'S ADMINISTRATIVE TEAMS**

- A. Keeps ~~the~~ supervisor informed ~~regarding~~ about operations, needs, and problems in the department
- B. Accepts responsibilities and duties for the position
- C. Maintains the strictest confidence concerning personnel, students, and operational concerns of the District
- D. Assumes other duties assigned by the immediate supervisor or designee



# School District of Beloit Policy & Personnel Committee Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Employment actions - Exhibit A - June 14, 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:** Dr. Pamela Wiese, Interim Assistant Superintendent 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 Policy & Personnel Committee?**

Employment recommendations.

**B. What information must the Policy & Personnel Committee 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 Policy & Personnel Committee 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:** Preliminary approval of employment recommendations.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes, indefinite

**BUDGET LOCATION:** all areas

**FISCAL IMPACT:** As indicated on report.

June, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
<b>EMPLOYEE TRANSFER OF ASSIGNMENT Employee group 2016-2017</b>						
<b>Administrators</b>						
Jamie Merath	Kolak	Executive Director Business Services	7/1/2016	100%		114,000
<b>Professional Educators</b>						
Ariana Espinoza	Memorial	ELL teacher	8/25/2016	100%	1-yr needs emergency license	35,406 (2015-2016 rates)
Kenda Roman	Gaston	School Counselor	8/25/2016	100%	was in classroom teaching assignment	44,060 (2015-2016 rates)
<b>Other Professional Support</b>						
Michelle Hendrix-Nora	Memorial	Special Ed Program Manager	8/18/2016	100%		68,000
<b>NEW EMPLOYMENT</b>						
<b>Administrators</b>						
<b>Professional Educators</b>						
Faisal El Anzaoui	Memorial	Math	8/25/2016	100%		42,030 (2015-2016 rates)
Heather Harper	Memorial	Special Ed	8/25/2016	100%	employment status tbd - license status	44,872 (2015-2016 rates)
Eric Kendall	Memorial	Math	8/25/2016	100%		37,436 (2015-2016 rates)
<b>Other Professional Support</b>						
<b>Support Staff</b>						
<b>Rehired - was on one-year in 2015-2016</b>						
<b>Professional Educators</b>						
Jessica Belongia	Robinson	School Social Worker	8/25/2016	100%		47,812 (2015-2016 rates)
Cheri Henriksen	Memorial	Family & Consumer Ed	8/25/2016	100%	1-year needs emergency license	48,120 (2015-2016 rates)
Cody Clintworth	Memorial	Special Ed ID (CD)	8/25/2016	100%	1-year needs emergency license	35,406 (2015-2016 rates)
Sarah Lankford	Todd	Special Ed EC	8/25/2016	100%	1-year needs emergency license	36,624 (2015-2016 rates)
Steven Potter	Cunn/McNeel	Tech Ed PLTW	8/25/2016	100%	1-year needs emergency license	40,406 (2015-2016 rates)
LaShawn Schwartz	Hackett	Special Ed EC	8/25/2016	100%	employment status tbd - license status - reciprocity pathway	36,624 (2015-2016 rates)
<b>Support</b>						
<b>RETIREMENTS / RESIGNATIONS / LAYOFFS</b>						<b>Years of Service</b>
<b>Administrators</b>						
<b>Professional Educators</b>						
Angela Benfield	District - Merrill	Occupational Therapist	6/10/2016	100%	resignation	1 year
Meghan Bretl	District	Physical Therapist	6/10/2016	100%	resignation	1 year
Barry Butters	Memorial	Math	6/10/2016	100%	resignation	1 year
William Gross	Cunningham	Grade 8 Math	6/10/2016	100%	resignation	1 year
Kathleen Korab	District	Reading Teacher - Private Schools	6/10/2016	100%	resignation	10 years 2 months

June, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
<b>RETIREMENTS / RESIGNATIONS / LAYOFFS</b>						<b>Years of Service</b>
<b>Professional Educators continued</b>						
Judy London	Memorial	Credit Recovery	6/10/2016	100%	resignation	9 years
William Pfund	Memorial	Science-Physics	6/10/2016	100%	resignation	19 years
Cassandra Reichenbach	Memorial	Art	6/10/2016	100%	resignation	9 years
Steven Zartman	Aldrich	Grade 7	6/10/2016	100%	resignation	1 year
<b>Other Professional Support</b>						
Jeffrey Hanaman	McNeel	Permanent Building Sub	6/8/2016	100%	resignation	11 years
Betsy Howard	Memorial	Permanent Building Sub	6/8/2016	100%	resignation	8 years
Alice Reimer	Aldrich	Permanent Building Sub	6/8/2016	100%	resignation	2 years
Michael Sindahl	Memorial	Instructional Technology Coach	6/16/2016	100%	resignation	2 years
<b>Support Staff</b>						
Beth Clemons	Memorial	High School Secretary	6/3/2016	100%	resignation	2 years
Dianne Morrison	Merrill	4K Para	6/10/2016	100%	retirement	23 years
Kirk Stowers	Cunningham	Permanent Building Sub	5/20/2016	100%	resignation - staying on as day-to-day sub	1 year

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 Dr. Thomas Johnson, Superintendent

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 Dr. Pamela Wiese, Interim Asst Superintendent HR





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# NOTICE OF MEETING

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**SCHOOL DISTRICT OF БЕЛОIT  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING**

**Date:** Tuesday, June 14, 2016

**Time:** 7:15 p.m. OR Immediately Following the Policy/Personnel Meeting, Whichever is Later

**Location:** KOLAK EDUCATION CENTER  
Room 106 Superintendent's Office  
1633 Keeler Avenue  
Beloit, WI 53511

## **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Hearing Officer's Expulsion\* (10 minutes)  
\*A motion may be made and a vote taken 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.
4. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
5. 2016 WIAA Renewal (5 minutes)
6. Land/Property – Potential Sale of Royce Offer Presentations (30 minutes)
7. Closed Session Land/Property – Potential Sale of Royce\*\* (10 minutes)  
\*\*A motion MAY be made and a vote taken to reconvene the Board of Education into Closed Session pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session.
8. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
9. RCAA Relocation & Contract (10 minutes)
10. Community Relations & Public Information Coordinator Job Description (10 minutes)
11. Coordinator of Facility Services Job Description (10 minutes)
12. Potential Budget Reductions for 2015-2016 (15 minutes)
13. Personal History of Prior Employee\*\*\* (15 minutes)  
\*\*\*A motion MAY be made and a vote taken to reconvene the Board of Education into Closed Session pursuant to Section 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
14. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
15. Adjournment

Posted: June 10, 2016



# School District of Beloit Board of Education Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** 2016 WIAA Renewal

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

**Your Name and Title:** Charles Seils, Athletic Director

**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?**

It is time to renew our membership with the WIAA for all sports. This allows us to participate as part of the larger group regulated by the WIAA and in the tournament series.

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

Without renewal, we are not "part of the WIAA" and may not participate in tournament games.

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

Being a member of the WIAA provides additional opportunities for our students.

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

It is concluded that WIAA membership is good for students and the community. Membership dues have been suspended until the 2017-2018 school year--a savings of \$1200.

**MOTION:** The Board of Education approves the continued membership in the WIAA.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes, Indefinite

**BUDGET LOCATION:** Athletics

**FISCAL IMPACT:** No payback to the district. Membership fees have been suspended until 2017-18 school year. Existing budget pays for such costs as officials, contest workers, entry fees, supplies, and apparel.



## WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

5516 Vern Holmes Drive • Stevens Point, WI • 54482-8833  
Phone 715-344-8580 • Fax 715-344-4241 • [dsankey@wiaawi.org](mailto:dsankey@wiaawi.org) • website [www.wiaawi.org](http://www.wiaawi.org)

TO: School District Administrator/President  
FROM: Dave Anderson, Executive Director  
SUBJECT: Senior High Membership Renewal  
DATE: May 23, 2016

**Included with this email is your WIAA Senior High Membership Application for 2016-2017.** In order to become a WIAA member or renew your previous membership, it is necessary that your Board of Education or Governing Body take the necessary action to annually affiliate with the WIAA. Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four (4) school years.

This Membership Application must be signed by the Board of Education or Governing Body president or the authorized administrator of the Board of Education or Governing Body.

At their April 21, 2015 meeting, the WIAA Board of Control took action which suspended all member dues and fees until 2017-18. This action does not alter any other provisions relating to membership.

Please review the Membership Application carefully and cross off any sports you won't be offering (please do not white out the x). Fall and winter sports to be offered for the first time in 2016-2017 had to be noticed to the WIAA prior to February 1st and April 1st, respectively, for tournament participation. Spring sports and summer baseball can still be added prior to June 1<sup>st</sup>.

If your school is the contact school for a cooperative team sport, the sport will be marked in the first column. If your school is the non-contact school, the sport will be marked in the "Non-Contact Co-op" column.

Please follow these instructions in completing the membership application form:

1. The Board of Education or Governing Body president or authorized administrator **MUST** sign the form.
2. Review the sports assessment list carefully to assure our records agree with your records as to what sports you will sponsor in 2016-2017.

**Please return your signed Membership Application no later than August 1, 2016 to insure your membership is in good standing, has tournament entry and catastrophic insurance for the 2016-2017 school year.**

Electronic (PDF), fax, and original copies will be accepted.

If you choose to return your Application electronically, please email it to Dorothy at [<dsankey@wiaawi.org>](mailto:dsankey@wiaawi.org)

Questions regarding your Membership Application should be directed to Dorothy Sankey 715.344.8580

Thank you for your prompt attention to this matter.

NOTE: The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying students, administrative personnel and member school marks.

DAVE ANDERSON  
EXECUTIVE DIRECTOR  
[danderson@wiaawi.org](mailto:danderson@wiaawi.org)

WADE LABECKI  
DEPUTY DIRECTOR  
[wlabecki@wiaawi.org](mailto:wlabecki@wiaawi.org)

DEBRA HAUSER  
ASSOCIATE DIRECTOR  
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TODD CLARK  
COMMUNICATIONS DIRECTOR  
[tclark@wiaawi.org](mailto:tclark@wiaawi.org)



# WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 FAX (715) 344-4241 Email Address <dsankey@wiaawi.org>

## SENIOR HIGH MEMBERSHIP APPLICATION

Grades 9-12

2016 - 2017 School Year

### Beloit Memorial High School

I, as duly authorized by the Board of Education or Governing Body of the above named school, request membership in the Wisconsin Interscholastic Athletic Association for 2016-2017. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

President, Board of Education or Governing Body or Authorized Administrator \_\_\_\_\_

(Signature)

Please Print Name \_\_\_\_\_ Date Signed \_\_\_\_\_

As a result of membership concerns for better communication, the WIAA will communicate directly with District Administrators/Presidents and/or Principals regarding WIAA membership issues. Sport season maintenance information will be directed to your designated athletic director. We hope that schools will also distribute information to the appropriate persons within their building(s) as they deem appropriate. Note: A member school is required to maintain administrative control and oversight of at least one independently sponsored interscholastic athletic program or co-op program throughout the duration of its membership.

**NOTE:** The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying students, administrative personnel and member school marks.

**Please DO NOT "X" any additional boxes and please DO NOT "white out" any boxes below. If you note a discrepancy in the offerings checked, please contact Dorothy at the WIAA prior to submitting your application.**

<u>BOYS SPORTS</u>	Non-Contact Co-op	<u>GIRLS SPORTS</u>	Non-Contact Co-op	<u>BASED ON PAST MEMBERSHIP DUES</u>
Spring Baseball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Basketball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Large School \$100.00
Summer Baseball	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cross Country	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Medium School \$ 75.00
Basketball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Golf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Small School \$ 50.00
Cross Country	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gymnastics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Membership Dues \$100.00
Football	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hockey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sport Assessment Fees \$1,100.00
Eight Player Football	<input type="checkbox"/> Yes <input type="checkbox"/> No	Soccer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Non-Contact Co-op Fees
Golf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Softball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>TOTAL SAVED 2016-17 \$1,200.00</b>
Hockey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Swim & Diving	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Soccer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tennis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Swim & Diving	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Track & Field	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Tennis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Volleyball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Track & Field	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Volleyball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Wrestling	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**YOUR DUES/FEEs 2016-17: \$0.00**  
**As a result of the Board of Control**  
**action on 4/21/15 dues/fees are**  
**suspended until 2017-18.**

**Sign and return this Membership Application no later than August 1, 2016.**

**Electronic (PDF), fax or original copies will be accepted. Email document to <dsankey@wiaawi.org>**



# School District of Beloit Board of Education Report

June 14, 2016

## ***I. BASIC INFORMATION***

**Topic or Concern:** RCAA Relocation & Contract

**Which strategy in the Strategic Plan does this support?** Strategy 1 - Finance & Facilities,  
Strategy 3 - Student Engagement

**Your Name and Title:** Darrell L. Williams, Ph.D.

**Others assisting you in the presentation:** Tina Goecks, Principal, Wright School

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

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

Discuss recommendation to relocate RCAA to BMHS.

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

Discuss the rationale and educational value this opportunity presents at BMHS versus current location. Several meetings have been conducted with the parents, students and staff of RCAA--to include a site visit to BMHS. Parent, staff and students were excited about relocating. Please also see the RCAA Contract attached.

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

BMHS will provide a better facility and create greater learning opportunities for RCAA students.

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

The administration is recommending approval to relocate RCAA to BMHS to provide students with greater access to educational opportunities.

**MOTION:** The administration is recommending approval to relocate RCAA to BMHS to provide students with greater access to educational opportunities. As well, the administration is recommending a one year extension of the RCAA contract.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** 801 Superintendent

**FISCAL IMPACT:** There will be cost associated with relocation, however, the cost should be minimal.



**CHARTER SCHOOL CONTRCT  
BETWEEN  
THE SCHOOL DISTRICT OF BELOIT  
AND  
THE ROY CHAPMAN ANDREWS ACADEMY**

This Contract is made this 13<sup>th</sup> day of April 2013, by and between the Board of Education of the School District of Beloit and the Roy Chapman Andrews Academy Governance Board.

**Whereas**, the State of Wisconsin has created a Charter School under the provisions of §118.40, Wisconsin Statutes; and

**Whereas**, the Board of Education of the School District of Beloit is authorized to initiate and enter into a contract with an individual or group to operate a school as a charter school; and

**Whereas**, the organizers of the Roy Chapman Andres Academy have extensively explored the advisability of establishing a charter school; and

**Whereas**, the Board of Education of the School District of Beloit has approved the grant of a charter school to the Grantee for operation of a charter school; and

**Whereas**, the Parties have successfully negotiated this Contract as a charter school contract in accordance with § 118.40, Wisconsin Statutes;

**NOW THEREFORE,**

- A. The Board of Education of the School District of Beloit hereby establishes by charter the Charter School to be known as the Roy Chapman Andres Academy; and
- B. The Board of Education of the School District of Beloit hereby enters into this Contract with the Roy Chapman Andres Academy Governance Board and thus, authorizes the Grantee to operate the Charter School; and
- C. In consideration of this grant, the BOE and the Grantee agree as follows:

**ARTICLE ONE  
GENERAL INFORMATION**

1.1 Certain Definitions. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

- a.) "BMHS" means Beloit Memorial High School.
- b.) "Board" and "BOE" means the Board of Education of the School District of Beloit.

- c.) "RCAA" means the Roy Chapman Andrews Academy a 6-12 school.
  - d.) "Day" shall mean calendar day.
    - i.) The first day shall be the day after the event, such as receipt of a notice;
    - ii.) Each day after the first day shall be counted, except that a Saturday, Sunday or legal holiday shall not be counted if it would be the final day of the period.
  - e.) "Department" means the Department of Public Instruction of the State of Wisconsin.
  - f.) "District" means the School District of Beloit.
  - g.) "Grantee" means the individual or group requesting the grant of a charter establishing a Charter School.
  - h.) "Parties" means the Board and the Grantee, through their designated representative.
  - i.) "Administrator" means the person designated as RCAA Principal.
  - j.) Instrumentality means a charter school created by the school district where all of the staff of the charter are employees of the school district.
  - k.) "BEA" means Beloit Education Association.
  - l.) "Governance Board" means the RCAA governance board.
- 1.2 This Contract will be in effect three (3) years and then renewable each contract period for up to three (3) years per state and federal charter school law.
  - 1.3 This Contract may be amended by mutual agreement of the respective boards of the Parties to adjust for enrollment, staffing and budget changes. Any such amendments shall be in writing and signed by the principal Parties.

## ARTICLE TWO PARTIES

- 2.1 The name of the person(s) seeking to establish the Charter School is The Governance Board of the Roy Chapman Andrews Academy, Beloit, Wisconsin.
- 2.2. The Authorizer is the School District of Beloit Board of Education, Beloit, Wisconsin.
- 2.3 The Administrator shall be the designated RCAA principal.
- 2.4 All teachers, paraprofessionals, support staff, administrators and other employees working at the RCAA are employees who shall be subject to the same policies, procedures, rules and regulations as other District employees including, but not limited to, any applicable collective bargaining agreements.
- 2.5 All teachers employed at RCAA shall function within the current policies established by the District and Staff Handbook.
- 2.6 All staff holding appropriate licenses as provided in PI-34 of Wisconsin State Statutes.
- 2.7 RCAA is an instrumentality of the District.

- 2.8 The District will carry General Liability, Automobile Liability, Excess/Umbrella Liability, Workers Compensation, Directors and Officers liability and Employers' Liability in amounts ranging from \$100,000 to \$2,000,000.

### **ARTICLE THREE DESCRIPTION OF THE CHARTER SCHOOL**

- 3.1 RCAA is a 6<sup>th</sup>-12<sup>th</sup> grade school that will provide an academically rigorous project-based curriculum based on Wisconsin's model academic standards in the core subjects: math, science, social studies and language arts/reading. The RCAA content in the core curricula will be congruent with secondary level curricula. The RCAA will be centered on four main themes: a student-centered democratic culture; a self-directed project based learning program; the use of authentic assessments; and teacher ownership and accountability. Projects will be assessed by teachers and opportunities will be provided to make improvements before learning credits are awarded. Students will be required to present multiple projects to the public each year, to use technology effectively, and to choose appropriate presentation methods. Beloit College, the University of Wisconsin-Whitewater, several local businesses and other organizations shall be partners in assisting students with projects.
- 3.2 RCAA will be located in space provided by the District. The space will be mutually agreed upon by the Beloit School Board and the RCAA Governance Board.
- a) RCAA prefers that curriculum be written under the supervision of a person holding a valid Wisconsin Department of Public Instruction #10 Director of Instruction License. However, RCAA reserves the rights to waive this requirement.
  - b) Students, with guidance from staff will construct Individual Learning Plans containing their academic work. These Individual Learning Plans will be subjected to continuous, formative assessments based on rubrics designed to measure authentic learning.
  - c) The RCAA will provide students with opportunities for learning in the areas of technology and foreign languages.
  - d) RCAA students may select elective courses such as music, art, physical education, drama, foreign language and health at other secondary sites.
  - e) Educational programming at all levels in RCAA is self-paced, allowing students to accelerate their education by completing the subject-area requirements for each grade level.
  - f) Credits earned at RCAA in grades 9-12 are transferable to BMHS and will count toward graduation requirements. Graduates from the RCAA shall receive a RCAA Diploma.

- g) Students are expected to be proficient in all courses and /or projects through formative and summative assessments, interventions, and/or retakes to demonstrate proficiency.
  - h) RCAA students may participate in District extra-curricular activities, but like District students, are not guaranteed a role or position where rosters are limited.
  - i.) The District will financially support the following clubs with addendums in accordance with district addendum contracts:
    - a. Student Council
    - b. Homework Club Advisor/Interventionist
    - c. Lunch Supervisor
  - i) The District will provide appropriate facilities and staffing for RCAA according to district policy.
- 3.3 RCAA will develop qualitative and quantitative self-assessment tools for yearly evaluation of program effectiveness and planning for improvement in accordance with Board Policy and Wisconsin Charter School Law including, but not limited to: MAPS testing, state testing and surveys.
- 3.4 RCAA instructors will receive specialized training on project based learning and will participate in the curriculum development.
- 3.5 All RCAA students will be held to a high standard of conduct. Conduct that endangers safety or disrupts learning will be addressed quickly in order to maintain a safe and positive learning environment. All students will adhere to the Code of Conduct established by the BOE. RCAA staff will enforce the Code of Conduct and procedures.
- 3.6 Transportation is the responsibility of the RCAA parent.
- 3.7 RCAA is allowed to waive the following District policies that would restrict the implementation of the RCAA instructional program:
- 322 School Day Regulations
  - 330 Curriculum Development Cycle
  - 332 New or Modified Courses
  - 345 Academic Achievement
  - 349.2 Charter Schools
  - 361 Textbooks and supplemental Books
  - 362 Educational Media Selection Procedures
  - 431 Student Attendance Regulations
- 3.8 The RCAA is also exempt from Wisconsin State Statutes 118-121 that do not specifically apply to charter schools. The RCAA may request additional policy waivers on an as needed basis.

**ARTICLE FOUR  
GOVERNANCE, STRUCTURE AND RESPONSIBILITIES**

- 4.1 The governance structure of RCAA will involve cooperation of parents, teachers, students, administrators and community, represented by a Governance Board.
- 4.2 The Governance Board shall consist of at least seven (7) voting members.
- a) The voting members shall include at least (4) parents of RCAA students; one (1) member of the Board of Education; at least two (2) members-at-large. No more than two (2) of the voting members of the Governance Board may be employees of the District or members of the Board. No district employee or board member may be an officer of the Governance Board. A quorum shall consist of a majority of voting members.
  - b) Open seats will be advertised publicly in a timely manner with clearly stated deadlines. Advertisements will include information about RCAA and its relationship to the District, and a description of the responsibilities of Governance Board members. Applications will include questions regarding the applicant's credentials, character, vision of public education and charter schools, disclosure of possible conflict of interest, and reasons for wanting to serve as a member of the Governance Board.
  - c) The Governance Board shall have autonomy in determining policies related to student instructional programming, grading, evaluation methods, graduation requirements, staff work schedules and student conduct excluding expulsions.  
  
The Governance Board shall have autonomy in determining all expenditures from district allocated funds and federal grant funds designated for RCAA. All expenditures from RCAA grant funds shall strictly adhere to all state and federal guidelines for allowable grant uses.  
  
The Governance Board shall be involved in the selection of RCAA staff and may recommend to the BOE candidates for staff vacancies and transfers. The BOE is responsible for final selection of all District employees assigned to the RCAA in accordance with the BOE/Staff Handbook, where applicable, and other Board policies and procedures. All staff who wish to transfer to RCAA will follow the Staff Handbook policies and procedures.
  - d) Meetings of the Governance Board shall be governed by Robert's Rules of Order, Newly Revised and shall comply with Wisconsin's Open Meetings Law for public entities, § 19.81, et seq., Wisconsin Statutes.
  - e) The Governance Board Chair shall have the authority to call a meeting with a seventy-two hour notice. The Governance Board Chair shall distribute an agenda to all Governance Board members at least 24 hours prior to the time of the meeting.



- f) The Governance Board shall notify the public of its meetings at least 24 hours in advance of the meeting. The notice shall include the time, date, location and purpose of the meeting and the agenda. The Governance Board shall provide information regarding its meetings to the Office of the District Superintendent for proper public posting.
- 4.3 The administrator will oversee the operations of the charter school and will be responsible for administrative decisions at the school regarding the following:
- a) Student discipline in accordance with the RCAA and the District's Code of Conduct and Board policies.
  - b) Developing appropriate teacher training and developing with staff input, an effective system for evaluation the stated charter school goals include in this contract and those added or adjusted on an annual basis.
  - c) Budget management.
  - d) All RCAA academic personnel report to the Administrator. The Administrator is responsible for evaluating RCAA personnel.
  - e) With participation of Governance Board Member(s) and the District Personnel Office, be responsible for staffing the RCAA.
  - f) Work with RCAA staff to market the school.
  - g) Be responsible with the Governance Board for establishing community, business, and educational partners.
  - h) Be responsible for providing reports to the Governance Board.
- 4.4 All instructional and support staff shall be licensed according to Chapter PI34 of the Wisconsin Administrative Code.
- 4.5 The District shall maintain the RCAA facility to the same health and safety standards of other areas of its facilities and for keeping the facility compliant with local, state and federal code.
- 4.6 Any significant program change for the RCAA is subject to approval by the Governance Board and the Board.
- 4.7 The RCAA and its Governance Board shall not engage in direct discussions or negotiations with the BEA or any other labor association that represents District employees on any matter that is not authorized in writing by the District superintendent.

**ARTICLE V**  
**ADMISSION/CRITERIA**

- 5.1 RCAA shall make every effort to achieve a gender-balanced pool of applicants that reflect the racial and cultural diversity of Beloit. This will be achieved through advertising to the general population of, including but not limited to, residents of the District and surrounding districts with special efforts to reach under-served populations.
- 5.2 The RCAA will not deny admission or participation in any program or activity on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- 5.3 Application and enrollment at the RCAA is completely voluntary. No student may be required to attend the RCAA. Students who reside in the District and do not wish to attend or are not admitted to the RCAA remain eligible to attend the District's schools.
- 5.4 No tuition will be charged for resident students. Non-Wisconsin residents applicants that are accepted will be charged tuition using the Department of Public instruction tuition calculation.
- 5.5 RCAA students will be required to pay for supplemental materials, co-curricular fees and extra-curricular fees in accordance with District policies and procedures.
- 5.6 If applications for admission to the RCAA exceed approved capacity, a lottery system will be employed to select from applications submitted. Applicants who are the children of the founders of the RCAA, currently enrolled, or siblings of current RCAA students, or children of RCAA staff or administrators, will be admitted prior to the lottery, according to §118.40, Wisconsin Statutes.
- 5.7 A waiting list will be maintained in order drawn by lot, if needed, for admission of students should space become available during the school year. The waiting list will be maintained from the close of the recruitment period and first random selection process until the close of the subsequent school year.

**ARTICLE VI**  
**FINANCIAL/OPERATIONAL**

- 6.1 The District shall provide regular business functions, accounting, payroll, and similar functions. Budgeted allocations shall be dispersed according to the direction of the Governance Board in consultation with the Administrator. Any grants applied for and received by the charter school shall be disbursed through the grant guidelines under the direction of the Governance Board.

- a.) The RCAA may apply for additional grant monies available to school districts. Grant applications are subject to approval by the Governance Board and the Board.
- 6.2 Charter School Goals: The following goals shall be benchmarks for progress and shall be measured and reported annually by the Governance Board to the District Board.
- Annual Measurable Goals:
- 1. Daily attendance rates at RCAA will equal or exceed those of regular district secondary schools.
  - 2. Graduation rates will equal or exceed those at Beloit Memorial High School.
  - 3. Eighth and tenth grade State test scores will be equal to or exceed those of students at regular district secondary schools.
  - 4. Each student at RCAA will complete and annually update a career goal and planning document.
  - 5. 80% of RCAA graduates will continue in post-secondary options.
  - 6. 100% of students will complete a career assessment/aptitude survey throughout their tenure at the charter school.
  - 7. 100% of students will annually complete a service learning project reflective of learning goals.
  - 8. 90% of charter students will demonstrate competency in information literacy skills.
  - 9. Parent and student satisfaction surveys shall be conducted annually to gather feedback for future curriculum decisions.
- 6.3 Means of Measuring Charter School Goals. The following means shall be used to measure the goals in item 6.2:
- a.) Baseline data will be established in years 1-4.
  - b.) All data will be gathered on an annual basis.
  - c.) Comparisons will be between the RCAA, itself, district secondary schools and the state.
- 6.4 The District's accounting office, in accordance with standard District policies and procedures, will perform annual audits of the financial operations of the RCAA.
- a.) All per pupil budget allocations for the RCAA will follow the current District per pupil allocation formula using an average of the allocation per pupil for high school and middle school students. In addition, the School District of Beloit will financially support the following curriculum needs:
    - i.) Aleks (Math) on-line program (annual cost per student)
    - ii.) Art supplies for project building (\$500.00 annually)
    - iii.) Rosetta Stone (annual cost per student)
    - iv.) Odyssey (annual cost per student)
  - b.) The District will provide the Governance Board with a monthly financial statement providing all details on the budget. These will be delivered to the RCA by the fourth (4<sup>th</sup>) Monday of the month.

- 6.5 The District will provide appropriate staff and a designated space for the RCAA to appropriately accommodate its enrollment.
- a.) The District is responsible for the maintenance/cleaning of the designated space.
  - b.) The staff to student ratio shall be comparable to other secondary buildings in the district.
- 6.6 Complaints of substance filed either with the District, Board or RCAA regarding the operation of RCAA or the manner in which the District/Administration carries out its responsibilities relative to the RCAA shall be immediately shared between both Parties to the contract.
- 6.7 The contract between the RCAA and Board shall be reviewed annually.
- a.) The annual review between the Governance Board and Board shall be held in June.
  - b.) The Board may place the RCAA on probation or revoke the Contract if any of the following occurred:
    - i.) Failure to meet the terms of this Agreement;
    - ii.) If students failed to make sufficient progress towards attaining education goals under §118.01;
    - iii.) Failure to comply with generally accepted accounting standards of fiscal management; or
    - iv.) Failure to comply with state or federal laws.
  - c.) In the event RCAA is placed on probation, the Board shall specify specific goals or remedies and a reasonable time shall be agreed to between both parties. The RCAA shall be provided with a written list of the reason(s) upon notification that it is being placed on probation. Both Parties shall agree to reasonable time period to remedy issues.
  - d.) If the RCAA does not then meet prescribed goals or remedies, the Board may revoke the contract.
- 6.8 In the event the RCAA charter school should be dissolved, the District shall assume ownership of all charter school assets and unspent funds. Unless state or federal law determines ownership of all charter school assets and unspent funds.
- 6.9 In the event of a dispute, a member(s) of both the Board of Education and Governance Board will meet to resolve the issue.





**CHARTER SCHOOL CONTRACT  
BETWEEN  
THE SCHOOL DISTRICT OF BELOIT  
AND  
THE ROY CHAPMAN ANDREWS ACADEMY**

This Contract is made this \*\*th day of June 2016, by and between the Board of Education of the School District of Beloit and the Roy Chapman Andrews Academy Governance Board.

**Whereas**, the State of Wisconsin has created a Charter School under the provisions of § 118.40, Wisconsin Statutes; and

**Whereas**, the Board of Education of the School District of Beloit is authorized to initiate and enter into a contract with an individual or group to operate a school as a charter school; and

**Whereas**, the organizers of the Roy Chapman Andrews Academy have extensively explored the advisability of establishing a charter school; and

**Whereas**, the Board of Education of the School District of Beloit has approved the grant of a charter school to the Grantee for operation of a charter school; and

**Whereas**, the Parties have successfully negotiated this Contract as a charter school contract in accordance with § 118.40, Wisconsin Statutes;

**NOW THEREFORE,**

A. The Board of Education of the School District of Beloit hereby establishes by charter the Charter School to be known as the Roy Chapman Andrews Academy; and

B. The Board of Education of the School District of Beloit hereby enters into this Contract with the Roy Chapman Andrews Academy Governance Board and thus, authorizes the Grantee to operate the Charter School; and

C. In consideration of this grant, the BOE and the Grantee agree as follows:

**ARTICLE ONE  
GENERAL INFORMATION**

1.1 Certain Definitions. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

(a) “BMHS” means Beloit Memorial High School.

(b) “Board” means the Board of Education of the School District of Beloit.

- (c) “RCAA” means the Roy Chapman Andrews Academy a 6-12 school.
  - (d) “Day” shall mean calendar day.
    - (i) The first day shall be the day after the event, such as receipt of a notice;
    - (ii) Each day after the first day shall be counted, except that a Saturday, Sunday or legal holiday shall not be counted if it would be the final day of the period.
  - (e) “Department” means the Department of Public Instruction of the State of Wisconsin.
  - (f) “District” means the School District of Beloit.
  - (g) “Grantee” means the individual or group requesting the grant of a charter establishing a Charter School.
  - (h) “Parties” means the Board and the Grantee, through their designated representative.
  - (i) “Administrator” means the person designated as RCAA Principal.
  - (j) Instrumentality means a charter school created by the school district where all of the staff of the charter are employees of the school district.
  - (k) “BEA” means Beloit Education Association.
  - (l) “Governance Board” means the RCAA governance board.
- 1.2 This Contract will be in effect five (5) years and then renewable each contract period for up to five (5) years per state and federal charter school law.
- 1.3 This Contract may be amended by mutual agreement of the respective boards of the Parties to adjust for enrollment, staffing, and budget changes. Any such amendments shall be in writing and signed by the principal Parties.

## **ARTICLE TWO PARTIES**

- 2.1. The name of the person(s) seeking to establish the Charter School is The Governance Board of the Roy Chapman Andrews Academy, Beloit, Wisconsin.
- 2.2 The Authorizer is the School District of Beloit Board of Education, Beloit, Wisconsin.

- 2.3 The Administrator shall be the designated RCAA principal.
- 2.4 All teachers, paraprofessionals, support staff, administrators and other employees working at RCAA are employees of the District and the BOE retains all rights and responsibilities for those employees who shall be subject to the same policies, procedures, rules and regulations as other District employees including, but not limited to, any applicable collective bargaining agreements.
- 2.5 All teachers employed at RCAA shall function within the current policies established by the District and Staff Handbook.
- 2.6 All staff shall hold appropriate licenses as provided in PI-34 of Wisconsin State Statutes.
- 2.7 RCAA is an instrumentality of the District.
- 2.8 The District will carry General Liability, Automobile Liability, Excess/Umbrella Liability, Workers Compensation, Directors and Officers liability and Employers' Liability in amounts ranging from \$100,000 to \$2,000,000.

### **ARTICLE THREE DESCRIPTION OF THE CHARTER SCHOOL**

- 3.1 RCAA is a 6<sup>th</sup> - 12<sup>th</sup> grade school that will provide an academically rigorous project-based curriculum based on Wisconsin state standards in the core subjects: math, science, social studies and language arts/reading. RCAA content in the core curricula will be equivalent to secondary-level curricula. RCAA will be centered on four main themes: a student-centered democratic culture; a self-directed project based learning program; the use of authentic assessments; and teacher ownership and accountability. Projects will be assessed by teachers and opportunities will be provided to make improvements before learning credits are awarded. Students will be given opportunities to present multiple projects to the public each year, to use technology effectively, and to choose appropriate presentation methods. The Governance Board, in cooperation with the Administrator, will seek to establish relationships with local businesses and post-secondary educational institutions to develop partnerships which benefit student learning.
- 3.2 RCAA will be located in space provided by the District. The space will be mutually agreed upon by the Beloit School Board and the RCAA Governance Board.

- (a) RCAA prefers that curriculum be written under the supervision of a person holding a valid Wisconsin Department of Public Instruction #10 Director of Instruction License. However, RCAA reserves the right to waive this requirement.
- (b) Students, with guidance from staff will construct Personalized Learning Plans containing their academic work. These Personalized Learning Plans will be subjected to continuous, formative assessments based on rubrics designed to measure authentic learning.
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- (e) Educational programming at all levels in RCAA is self-paced, allowing students to accelerate their education by completing the subject-area requirements for each grade level.
- (f) Credits earned at RCAA in grades 9 – 12 are transferable to BMHS and will count toward graduation requirements. Graduates from RCAA shall receive a RCAA Diploma.
- (g) Students at RCAA may earn credit in the following ways:
  - i.) Teacher led classes will accumulate credit at the same rate as classes at BMHS.
  - ii.) Student directed projects will earn credits at the rate of 100 hours of student work being the equivalent 1 credit. Project Based credits will be awarded in increments of 0.25.
  - iii.) Students may earn credits through competency-based education at the same rate as a traditional classroom by demonstrating proficiency in the subject area.
- (h) RCAA students are expected to be proficient in all courses and/or projects through formative and summative assessments, interventions, and/or retakes to demonstrate proficiency. Students who do not meet academic expectations will be provided opportunities to improve. If interventions prove to be unsuccessful, determination for alternative placement may be made by the staff, Administrator, and the Governance Board.

- (i) RCAA students may participate in District extra-curricular activities, but like District students, are not guaranteed a role or position where rosters are limited.
  - (j) The District will financially support no fewer than four addendums to support student initiatives. The Governance Board will have final determination in how these are dispersed.
  - (k) The District will provide appropriate facilities and staffing for RCAA.
  - (l) Students will be organized into advisories of approximately 17, but not more than 20, students which will be assigned to an individual teacher.
- 3.3 RCAA will develop qualitative and quantitative self-assessment tools for yearly evaluation of program effectiveness and planning for improvement in accordance with Board Policy and Wisconsin Charter School Law including, but not limited to District and Department mandated testing and surveys.
- 3.4 RCAA instructors will receive specialized training on project based learning and will participate in the curriculum development.
- 3.5 All RCAA students will be held to a high standard of conduct. Conduct that endangers safety or disrupts learning will be addressed quickly in order to maintain a safe and positive learning environment. All students will adhere to the Code of Conduct established by the BOE. RCAA will enforce the Code of Conduct and procedures.
- 3.6 Transportation is the responsibility of the RCAA parent.
- 3.7 RCAA is allowed to waive the following District policies that would restrict the implementation of RCAA instructional program:
- 322 School Day Regulations
  - 330 Curriculum Development Cycle
  - 332 New or Modified Courses
  - 345 Academic Achievement
  - 361 Textbooks and Supplemental Books
  - 362 Educational Media Selection Procedures
  - 431 Student Attendance Regulations
- 3.8 RCAA is also exempt from Wisconsin State Statutes 118-121 that do not specifically apply to charter schools. RCAA may request additional policy waivers on an as needed basis.

## **ARTICLE FOUR**

### **GOVERNANCE, STRUCTURE AND RESPONSIBILITIES**



- 4.1 The governance structure of RCAA will involve cooperation of parents, teachers, students, administrators and community, represented by a Governance Board.
- 4.2 The Governance Board shall consist of at least seven (7) voting members.
- (a) The voting members shall include parent(s) of RCAA students, one (1) member of the Board of Education, and members-at-large. No more than three (3) voting member of the Governance Board may be an employee of the District. No district employee or board member may be an officer of the Governance Board. A quorum shall consist of a majority of voting members.
  - (b) Open seats will be advertised publicly in a timely manner with clearly stated deadlines. Advertisements will include information about RCAA and its relationship to the District, and a description of the responsibilities of Governance Board members. Applications will include questions regarding the applicant's credentials, character, vision of public education and charter schools, disclosure of possible conflict of interest, and reasons for wanting to serve as a member of the Governance Board.
  - (c) The Governance Board shall have autonomy in determining policies related to student instructional programming, grading, evaluation methods, graduation requirements, staff work schedules and student conduct excluding expulsions.

The Governance Board shall have autonomy in determining all expenditures from district allocated funds and federal grant funds designated for RCAA. All expenditures from RCAA grant funds shall strictly adhere to all state and federal guidelines for allowable grant uses.

The Governance Board shall be involved in the selection of RCAA staff and may recommend to the BOE candidates for staff vacancies and transfers. The BOE is responsible for the final selection of all District employees assigned to RCAA in accordance with the BOE/BEA Staff Handbook, where applicable, and other Board policies and procedures. All staff who wish to transfer to RCAA will follow the Staff Handbook policies and procedures.

- (d) Meetings of the Governance Board shall be governed by Robert's Rules of Order, Newly Revised and shall comply with Wisconsin's Open Meetings Law for public entities, § 19.81, et seq., Wisconsin Statutes.
- (e) The Governance Board Chair shall have the authority to call a meeting with a seventy-two hour notice. The Governance Board Chair shall

distribute an agenda to all Governance Board members at least 24 hours prior to the time of the meeting.

- (f). The Governance Board shall notify the public of its meetings at least 24 hours in advance of the meeting. The notice shall include the time, date, location and purpose of the meeting and the agenda. The Governance Board shall provide information regarding its meetings to the office of the District Superintendent for proper public posting.

4.3 The administrator will oversee the operations of the charter school and will be responsible for administrative decisions at the school regarding the following:

- (a) Student discipline in accordance with the RCAA and the District's Code of Conduct and Board policies.
- (b) Developing appropriate teacher training and developing with staff input, an effective system for evaluating the stated charter school goals included in this contract and those added or adjusted on an annual basis.
- (c) Budget management.
- (d) All RCAA academic personnel report to the Administrator. The Administrator is responsible for evaluating RCAA personnel.
- (e) With participation of Governance Board Member(s) and the District Personnel Office, be responsible for staffing RCAA.
- (f) Work with RCAA staff to market the school.
- (g) Be responsible with the Governance Board for establishing community, business, and educational partners.
- (h) Be responsible for providing reports to the Governance Board.

4.4 All instructional and support staff shall be licensed according to Chapter PI 34 of the Wisconsin Administrative Code.

4.5 The District shall maintain RCAA facility to the same health and safety standards of other areas of its facilities and for keeping the facility compliant with local, state and federal code.

4.6 Any significant program change for RCAA is subject to approval by the Governance Board and the Board.

4.7 RCAA and its Governance Board shall not engage in direct discussions or negotiations with the BEA or any other labor association that represents District

employees on any matter that is not authorized in writing by the District superintendent.

## **ARTICLE V ADMISSION / CRITERIA**

- 5.1 RCAA shall make every effort to achieve a gender-balanced pool of applicants that reflect the racial and cultural diversity of Beloit. This will be achieved through advertising to the general population of, including but not limited to, residents of the District and surrounding districts with special efforts to reach under-served populations.
- 5.2 RCAA will not deny admission or participation in any program or activity on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- 5.3 Application and enrollment at RCAA is completely voluntary. No student may be required to attend RCAA. Students who reside in the District and do not wish to attend or are not admitted to RCAA remain eligible to attend the District's schools.
- 5.4 No tuition will be charged for student's residing within Wisconsin. Out-of-state applicants that are accepted will be charged tuition by the District following the District's formula for fees.
- 5.5 RCAA students will be required to pay for supplemental materials, co-curricular fees and extra-curricular fees in accordance with District policies.
- 5.6 If applications for admission to RCAA exceed approved capacity, a lottery system will be employed to select from applications submitted. Applicants who are the children of the founders of RCAA, currently enrolled, or siblings of current RCAA students, or children of RCAA staff or administrators, will be admitted prior to the lottery, according to § 118.40, Wisconsin Statutes.
- 5.7 A waiting list will be maintained in order drawn by lot, if needed, for admission of students should space become available during the school year. The waiting list will be maintained from the close of the recruitment period and first random selection process until the close of the subsequent school year.

## **ARTICLE VI FINANCIAL/OPERATIONAL**

- 6.1 The District shall provide regular business functions, accounting, payroll, and similar functions. Budgeted allocations shall be dispersed according to the

direction of the Governance Board in consultation with the Administrator. Any grants applied for and received by the charter school shall be disbursed through the grant guidelines under the direction of the Governance Board.

- (a) RCAA may apply for additional grant monies available to school districts. Grant applications are subject to approval by the Governance Board and the Board.

- 6.2 Charter School Goals: The following goals shall be benchmarks for progress and shall be measured and reported annually by the Governance Board to the District Board.

Annual Measurable Goals:

1. Daily attendance rates at RCAA will equal or exceed those of regular district secondary schools.
2. Graduation rates will equal or exceed those at Beloit Memorial High School.
3. State test scores will be equal to or exceed those of students at regular district secondary schools.
4. Each student at RCAA will complete and annually update a career goal and planning document.
5. 80% of RCAA graduates will continue in post-secondary options.
6. 100% of students will complete a career assessment/aptitude survey throughout their tenure at the charter school.
7. 100% of students will annually complete a service learning project reflective of learning goals.
8. 90% of charter students will demonstrate competency in information literacy skills.
9. Parent and student satisfaction surveys shall be conducted annually to gather feedback for future curriculum decisions.

- 6.3 Means of Measuring Charter School Goals. The following means shall be used to measure the goals in item 6.2:

- (a) Baseline data will be established in years 1-4.
- (b) All data will be gathered on an annual basis.

- (c) Comparisons will be between RCAA, itself, and district secondary schools over time.
- 6.4 The District's accounting office, in accordance with standard District policies and procedures, will perform annual audits of the financial operations of the RCAA.
  - (a) All per pupil budget allocations for the RCAA will follow the current District per pupil allocation formula. In addition, the School District of Beloit will financially support the following curriculum needs:
    - i.) Aleks (Math) on-line program (annual cost per student)
    - ii.) Art supplies for project building (\$500.00 annually)
    - iii.) Rosetta Stone (annual cost per student)
    - iv.) Odyssey (annual cost per student)
  - (b) The District will provide the Governance Board with a monthly financial statement providing all details on the budget. These will be delivered to RCAA by the fourth (4<sup>th</sup>) Monday of the month.
- 6.5 The District will provide appropriate staff and a designated space for RCAA to appropriately accommodate its enrollment.
  - (a) The District is responsible for the maintenance/cleaning of the designated space.
- 6.6 Complaints of substance filed either with the District, Board or RCAA regarding the operation of RCAA or the manner in which the District/Administration carries out its responsibilities relative to RCAA shall be immediately shared between both Parties to the contract.
- 6.7 The contract between RCAA and Board shall be reviewed annually.
  - (a) The annual review between the Governance Board and Board shall be held in June.
  - (b) The Board may place RCAA on probation or revoke the Contract if any of the following occurred:
    - (i) Failure to meet the terms of this Agreement;
    - (ii) If students failed to make sufficient progress towards attaining education goals under § 118.01;
    - (iii) Failure to comply with generally accepted accounting standards of fiscal management; or



(iv) Failure to comply with state or federal laws.

(c) In the event RCAA is placed on probation, the Board shall specify specific goals or remedies and a reasonable time shall be agreed to between both parties. RCAA shall be provided with a written list of the reason(s) upon notification that it is being placed on probation. Both Parties shall agree to reasonable time period to remedy issues.

(d) If RCAA does not then meet prescribed goals or remedies, the Board may revoke the contract.

6.8 In the event RCAA charter school should be dissolved, the District shall assume ownership of all charter school assets and unspent funds. Unless state or federal law determines ownership of all charter school assets and unspent funds.

6.9 In the event of a dispute, a member(s) of both the Board of Education and Governance Board will meet to resolve the issue.

The undersigned have read, understand, and agree to comply with and be bound by the terms and conditions as set forth in this Contract.

**ROY CHAPMAN ANDREWS ACADEMY  
GOVERNANCE BOARD**

**SCHOOL DISTRICT OF BELOIT  
BOARD OF EDUCATION**

Name\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_

Title\_\_\_\_\_

Title\_\_\_\_\_



# School District of Beloit Board of Education Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Community Relations & Public Information Coordinator Job Description

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

**Your Name and Title:** Dr. Thomas Johnson, Superintendent

**Others assisting you in the presentation:** Dr. Pamela Wiese, Assistant Superintendent Human Resources

**My report is for:** Action

## *II. TOPICAL INFORMATION*

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

Job Descriptions are approved by the Board of Education.

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

See attached job description. Some revisions have been made to include duties with the alumni committee and donations.

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

With the departure of Melissa Badger, it is imperative to hire a replacement to keep the momentum in the department for our website, advertising, social media, alumni committee as well as our partnership and information flow with the news media, community newsletters, committees and contacts.

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

**MOTION:** The Policy & Personnel Committee recommends that the Board of Education approve the job description.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes indefinite

**BUDGET LOCATION:** General Fund - salary

**FISCAL IMPACT:** as indicated on posting unless BOE determines otherwise.

# School District of Beloit

## JOB DESCRIPTION

**Position:** Community Relations & Public Information Coordinator  
**Supervisor:** Superintendent of Schools  
**Contract:** Full-time / 52 Weeks  
**Salary:** \$60,000-\$72,000

### **I. QUALIFICATIONS**

#### **A. Required Qualifications**

1. Bachelor's degree in a public relations, journalism, marketing or equivalent experience
2. Professional experience in a full time public relations position
3. Proficiency with current technology including graphics design and publication software
4. Evidence of strong analytical, critical thinking and judgment processes
5. Experience in working under pressure to meet deadlines

#### **B. Desirable Qualifications**

1. Master's degree in public relations, journalism, or marketing
2. Previous experience in public school environment
3. Accreditation by National School Public Relations Association or Public Relations Society of America
4. Written and Verbal fluency in Spanish
5. Grant writing and grant management experience

### **II. DUTIES AND RESPONSIBILITIES**

#### **A. Duties and Responsibilities**

1. Serves as information spokesperson and liaison between the district and public as directed by the Superintendent
2. Serves as spokesperson and liaison between district and news media.
3. Prepares and distributes news releases
4. Publicizes and promotes activities sponsored by schools and district
5. Leads Alumni Association activities and donor management system efforts
6. Serves on Emergency Operations Team
7. Serves as Chief Information Officer during emergency situations
8. Provides public relations training to administration, Board of Education and other groups as designated by the Superintendent
9. Serves as a member of Superintendent's Cabinet
10. Conducts recognition programs for employees and students
11. Prepares annual achievement data reports to Department of Public Instruction
12. Develops strong relations with local and regional media to promote positive media coverage
13. Photographs and publicizes district events
14. Prepares monthly Board of Education recognitions and announcements
15. Assists Superintendent and designee with preparations for Back to School, Convocation and other events as needed
16. Demonstrates verbal and written ability to communicate clearly
17. Oversees Office of Public Information budget
18. Serves on various district and community committees as designated by superintendent
19. Maintains and continuously updates school district website
20. Develop and initiates fund raising programs as needed
21. Prepares and disseminates weekly staff updates and monthly newsletter
22. Monitors and disseminates legislative updates
23. Serve as liaison for Rotary Teacher of the Month recognition program
24. Participate on city, county, and school district collaboration committees
25. Attend school board and administrative meetings as needed
26. Collaborate with appropriate district staff in researching, developing, writing, and submitting grant proposals
27. Supervises and oversees SDB's social media presence on Twitter, Facebook and other social media sites
28. Conducts and analyzes survey data
29. Assists Director of Human Resources and Superintendent with Open Records Requests as needed
30. Other duties as assigned by Superintendent or designee

### **III. OTHER RESPONSIBILITIES**

- A. Demonstrate accuracy, thoroughness, and promptness in submitting reports, inventories, evaluations, and other information requested.
- B. Observe, support and enforce the regulations, policies, philosophy, and programs of the District and all applicable laws and regulations.
- C. Demonstrate the ability to develop and maintain professional working relationships with people (staff, students, administrators, Board and public) to promote the academic programs and welfare of the District.
- D. Keep the supervisor informed on operations, needs and problems in the department.
- E. Maintain the strictest confidence concerning personnel, students and operational concerns of the District.



# School District of Beloit Board of Education Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Coordinator of Facility Services Job Description

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

**Your Name and Title:** Dr. Thomas Johnson, Superintendent

**Others assisting you in the presentation:** Dr. Pamela Wiese, Assistant Superintendent Human Resources

**My report is for:** Action

## *II. TOPICAL INFORMATION*

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

Job Descriptions are approved by the Board of Education.

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

See attached job description with proposed changes from board members' review. A member also raised the question of if the title should be Manager instead of Coordinator. Others also suggested getting comparable salaries or asked what comparable salaries might be as the proposed salary seemed low.

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

With the departure of the Assistant Superintendent of Business Services, the job duties have been repositioned to efficiently and effectively maintain high standards of service.

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

**MOTION:** The Policy & Personnel Committee recommends that the Board of Education approve the job description.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes indefinite

**BUDGET LOCATION:** General Fund - salary

**FISCAL IMPACT:** as indicated on posting unless BOE determines otherwise.

**Position:** Coordinator of Facility Services  
**Supervisor:** Executive Director of Business Services  
**Contract:** Full Time/52 weeks  
**Salary Range:** \$50,000-\$65,000

## I. QUALIFICATIONS

### A. Required Qualifications

1. Knowledge and experience of building and site maintenance, HVAC, plumbing, electrical and special systems
2. Knowledge and experience in the operation and maintenance of school facilities
3. Planning, construction and management experience in operation and maintenance of facilities
4. Excellent school-community relations, communication, and management skills
5. Demonstrated commitment to diversity and equity
6. Demonstrated skill in organizing ideas and ability to present them with clarity and conciseness
7. Demonstrated ability to complete reports, monitor systems associated with facility, work order systems, and software relating to maintenance and inventory
8. Demonstrated creative and imaginative approaches to problem solving and ability to make sound decisions
9. Ability to lead stakeholders in shared decision making
10. Ability to handle emergencies and critical operational problems
11. Knowledge of materials, equipment, and methods commonly employed in general cleaning and maintenance work
12. Knowledge of local, state and federal regulations pertaining to custodial/maintenance operations and safety and health standards and procedures
13. Knowledge of bidding and purchasing procedures

### B. Desirable (but not required) Qualifications

1. Degree in Engineering, Architecture, or Facility Management
2. At least three (3) years experience in supervising custodial/maintenance personnel including the ability to lead, coach, counsel, train, evaluate and provide ongoing support and direction to assigned staff
3. Water quality testing experience
4. Asbestos safety and management experience
5. Chemical safety and management experience

## II. RESPONSIBILITIES-Examples of duties but not limited to the following:

### A. LEADERSHIP

1. Provides direction within the facilities department
2. Communicates, models, and promotes standards of high performance
3. Represents staff and school district at meetings and conferences
4. Serves on safety committee and coordinate responsibilities for risk management, environmental concerns, asbestos, lead, ADA, and maintain a working relationship with appropriate vendors. ~~A part of This responsibility is to serve~~ includes serving as the Asbestos Hazard Emergency Response Act (AHERA) designated person
5. Assists with development of the budget for facility services including a planned program for equipment replacement and capital planning
6. Works in conjunction with district vendors and Executive Director of Business Services to ~~assure~~ ensure training on safety and health issues, i.e. blood borne pathogens, hazardous waste management, material safety data sheets, accidents, mold, ADA, etc.
7. Oversees ABM Services.
8. Oversees services such as trash removal, pest control management, air and water quality testing, etc., according to need or requirements
9. Updates and maintains master facility plan
10. Conducts a continuous ~~analysis~~ analyses of facility systems and procedures and provides solutions and direction in support of school district goals and objectives

### B. MANAGEMENT

1. Coordinates the school district's facility services
2. Ensures efficient management of department fiscal resources and develops creative solutions to facility services challenges
3. Accurately estimates time and material costs
4. Manages data systems including, but not limited to: material safety data sheets, facility inspections, accidents, asbestos management plan, etc.
5. Schedules regular visits to review school facilities, grounds, and installations to verify that the quality standards of workmanship, cleanliness, safety, and security are maintained

6. Keeps the school district informed of new or emerging safety, health, or environmental issues, standards, or codes
7. Notifies the supervisor regarding any safety issues requiring notice of to school personnel, students, parents or community
8. Demonstrates effective communication skills
9. Demonstrates effective decision making skills
10. Demonstrates effective organization skills

**C. INTERPERSONAL RELATIONSHIPS**

1. Demonstrates positive interpersonal relations with district personnel
2. Demonstrates positive interpersonal relations with parents/community

**D. PROFESSIONAL RESPONSIBILITIES**

1. Oversees and evaluates the operations and activities related to facility services, maintenance, cleaning equipment, and security oversight
2. Plans, develops, and oversees major renovation projects
3. Creates and implements a plan of action for preventative maintenance and repair as related to facility services including oversight of regular safety checks on all school playground equipment, emergency response equipment, bleacher, and elevator inspection and provides solutions for safety concerns
4. Assists with the maintenance of emergency response, emergency disaster preparedness and emergency evacuation plans and ~~verify~~ verifies to see that plans are implemented and communicated appropriately
5. Oversees facility security systems
6. Oversees the disposal of sale and disposal of non-technology assets
7. Performs duties in accordance with district policies and procedures
8. Demonstrates motivation, self-discipline, and stress management
9. Participates in professional growth activities
10. Performs other duties as assigned by supervisor
11. Oversees Security systems and procedures

**III. DISTRICT SUPPORT**

- A. Demonstrates accuracy, thoroughness, and promptness in submitting reports, inventories, evaluations, and other information requested
- B. Observes, supports, and enforces the regulations, policies, philosophy, and programs of the district and all applicable laws and regulations
- C. Assists the Board of Education with its commitment to ~~equal~~ positive education opportunities for all students and equal employment opportunities for all employees. The School District of Beloit does not discriminate in employment on the basis of age, race, color, national origin, sex, gender, disability, creed, marital status, ancestry, arrest record or conviction record, or sexual orientation or membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis protected by law
- D. Demonstrates the ability to develop and maintain professional working relationships with ~~people~~ various constituents (staff, students, administrators, Board and the public) to promote the academic programs and welfare of the District

**IV. RELATIONS TO THE SUPERINTENDENT'S ADMINISTRATIVE TEAMS**

- A. Keeps ~~the~~ supervisor informed ~~regarding~~ about operations, needs, and problems in the department
- B. Accepts responsibilities and duties for the position
- C. Maintains the strictest confidence concerning personnel, students, and operational concerns of the District
- D. Assumes other duties assigned by the immediate supervisor or designee





# School District of Beloit Board of Education Report

June 14, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Potential Budget Reductions for 2015-2016

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

**Your Name and Title:** Dr. Tom Johnson, Superintendent of Schools

**Others assisting you in the presentation:** Jamie Merath, Director of Finance

**My report is for:** Action

## *II. TOPICAL INFORMATION*

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

To receive board input on items that could potentially be cut from the budget to aid in balancing the district budget with the projected shortfall of \$3.8M.

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

The following list are potential reductions for board consideration:

Salary Freeze - **\$510,000** for all employee groups

(In August, when the insurance year end information has come in, the information will be shared with the board, BEA, and other employee groups. If there is a surplus, the hope would be for the Board to make a one-time promise to the BEA to move up two steps plus the CPI increase and to other employee groups to receive a CPI increase with possible other supplemental pay all dependent upon the amount of surplus, if any, from the health insurance year.)

Capital Projects **\$306,691**

Interns - **\$45,213**

Central Office Department Budgets –10% reduction: Projected savings **\$408,874**

Class Size Flexibility K-3 \$1,500,000 – 15 FTE

Class Size Flexibility 4-8 \$700,000 – 7 FTE

Employee Health Insurance Premium Contribution of 2%

Single = \$6.25 per pay

Family = \$14.78 per pay

Total district savings = **\$246,953.66**

**TOTAL REDUCTIONS = \$3,716,631.66**

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

Items listed have been selected with the least amount of impact on student achievement as is possible. Professional development for administration and others as well as equipment and technological upgrades will fall further behind.

**D. What are your conclusions?**

**MOTION:** The Board of Education approves the listed items to offset the projected budget shortfall of \$3,800,000 for the 2016-2017 fiscal year.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** all

**FISCAL IMPACT:** Dependent upon board action



# NOTICE OF MEETING

## SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION SPECIAL BOARD MEETING

**Date:** Tuesday, June 14, 2016

**Time:** 8:45 p.m. OR Immediately Following the Special Board Meeting, Whichever is Later

**Location:** KOLAK EDUCATION CENTER  
Room 106 Superintendent's Office  
1633 Keeler Avenue  
Beloit, WI 53511

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Board Officers
  - a. Discussion of Possible Change in Board Officers including Citizen Concern about Possible Conflict of Interest of Certain Board Members Concerning the Office of Board President
  - b. Possible Action to Remove Board Officers
    - i. Motion to Rescind the Board Action of April 26, 2016 in the Election of Shannon Scharmer as Board President such removal to be effective at the Board's next regularly scheduled meeting on June 28, 2016.
    - ii. Motion to Rescind the Board Action of April 26, 2016 in the Election of Lisa Anderson-Levy as Board Vice President such removal to be effective at the Board's next regularly scheduled meeting on June 28, 2016.
    - iii. Motion to Rescind the Board Action of April 26, 2016 in the Election of Michelle Shope as Board Secretary such removal to be effective at the Board's next regularly scheduled meeting on June 28, 2016.
    - iv. Motion to Rescind the Board Action of April 26, 2016 in the Election of Shelly Cronin as Board Treasurer such removal to be effective at the Board's next regularly scheduled meeting on June 28, 2016.
    - v. Motion to Rescind the Board Action of April 26, 2016 in the Election of Nora Gard as Clerk such removal to be effective at the Board's next regularly scheduled meeting on June 28, 2016.
4. Election of Board Officers
  - a. Board President
  - b. Board Vice President
  - c. Board Secretary
  - d. Board Treasurer
  - e. Board Clerk
5. Adjournment

Posted: June 13, 2016