



thinkingbeyondnow

BUSINESS MEETING

June 26, 2018

School District of Beloit
we are tomorrow



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

Board of Education

Laurie Endres, President
Kris Klobucar, Vice President
Shelly Cronin, Treasurer
Wendy Sanchez, Clerk
Pam Charles, Member
Kyle Larsen, Member
David Wilson, Member

Superintendent

Dr. Darrell Williams, Interim Superintendent

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

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

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

Dr. Darrell Williams, Interim Superintendent
Kolak Education Center, The Roosevelt Building
1633 Keeler Avenue, Beloit, WI 53511
Office: (608) 361-4016
FAX: (608) 361-4122
E-mail: dwilliams@sdb.k12.wi.us
District Web Site: www.sdb.k12.wi.us



AGENDA – BOARD OF EDUCATION

BUSINESS MEETING

Tuesday, June 26, 2018 - 7:00 p.m.
Kolak Education Center • The Roosevelt Building - Board Room
1633 Keeler Avenue
Beloit, WI 53511

- I. CALL TO ORDER BY THE PRESIDENT
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE
- IV. ANNOUNCEMENTS/RECOGNITIONS
 - A. Announcements
 - B. Community & Staff Interview Interest Update (Board President)
 - C. Recognitions
 - 1. Recognition of Students Who Earned the GEAC..... 1
 - 2. Recognition of RtI/PBIS Recognized Schools
 - D. Citizens or Delegations – Areas of Interest Not Included on Agenda. **Citizens may speak on business/action items as these items are called by the Board President.**
- V. SUPERINTENDENT’S REPORTS TO THE BOARD
 - A. Welcome Center Update (S. Winters) 3
 - B. Summer School Update (A. Bonds) 4
 - C. Equity Update (T. Bell)..... 5-14
 - D. Financial Analysis – April 2018 15
 - E. Student Code of Conduct & Discipline (E. Pelz) 16-32
- VI. REPORTS TO THE BOARD
 - A. (E)Quality Committee Report
 - 1. Report and Minutes from June 11 and June 19, 2018 Meeting..... 33-34
 - B. Infrastructure Committee Report
 - 1. Minutes from June 6, 2018 Meeting 35-36
 - C. Fiscal Committee Report
 - 1. Minutes from June 19, 2018 Meeting 37-38
 - D. Communication Committee Report
 - 1. Minutes from June 21, 2018 Meeting 39-40
- VII. CONSENT LIST

Please note that all items listed with an (*) will be enacted by in one motion. There will be no separate discussion of the items unless a Board member or citizen so requests, in which event the items will be removed from the general order of business and considered in their normal sequence on the agenda..... 41

VIII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. *Special Board Meeting, May 22, 2018	42-44
B. *Board Business Meeting, May 22, 2018	45-46
C. *Special Board Meeting. May 29, 2018	47-48
D. *Special Board Meeting, June 5, 2018	49-51
E. *Special Board Meeting - Graduation, June 9, 2019	52
F. *Special Board Meeting, June 12, 2018	53-56

IX. BUSINESS/ACTION ITEMS

A. *Approval of April Financial Summary	57-68
B. Policy 443/447 Student Code of Conduct & Discipline	69-85
C. Remodel of 8 of Aldrich's Classrooms.....	86
D. BoardDocs Approval	87-107

X. DISCUSSION ITEMS

- A. Items of interest for consideration at future meetings
- B. Announcement of future Board Meeting dates
 - 1. Committee Meetings:
 - a) Students – July 17, 2018 @ 4:00 p.m.
 - b) Staff – July 10, 2018 @ 5:15 p.m.
 - c) Fiscal – July 16, 2018 @ 5:00 p.m.
 - d) Infrastructure – July 12 @ 5:00 p.m.
 - e) Communication – July 23 or August 13 @ 2:00 p.m.
 - 2. Business Meeting: July 24, 2018

XI. ADJOURNMENT

Laurie Endres, President
Dr. Darrell Williams, Interim Superintendent

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



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Recognition of students who earned the GEAC

Which area(s) of the Strategic Plan does this support? Students, Communication

Your Name and Title: Jennifer Thompson, public information officer

Others assisting you in the presentation: Danielle Lavariega, professional educator

My report is for: Information

II. TOPICAL INFORMATION

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

To publicly recognize students for earning the Global Education Achievement Certificate

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

Liliana Dominguez and Daphanie Ayaquica have completed all requirements and they have earned the Global Education Achievement Certificate (GEAC).

This program is authorized by DPI to recognize honors (As and Bs) in at least 8 credits of courses distinguishing students as bilingual and as global citizens who value multicultural perspectives through academics, service work, and participation/leadership in community events.

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

n/a

D. What are your conclusions?

n/a

MOTION: n/a

I propose using N/A

Long Term Committed Funds? n/a

BUDGET LOCATION: n/a

FISCAL IMPACT: n/a



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Recognition of RtI/PBIS recognized schools

Which area(s) of the Strategic Plan does this support? Students, Staff, Communication

Your Name and Title: Jennifer Thompson, public information officer

Others assisting you in the presentation: n/a

My report is for: Information

II. TOPICAL INFORMATION

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

To publicly acknowledge the schools recognized for their PBIS programs

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

Ten schools were recently recognized for their efforts in implementing an equitable, multi-level system of supports; creating systems to meet the needs of all students. Schools will receive their official awards packets in August at the PBIS Leadership Conference. We congratulate the PBIS and leadership teams at the following schools for their efforts: Aldrich, BLA, Converse, Fruzen, Gaston, Hackett, McNeel, Merrill, Robinson and Todd.

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

n/a

D. What are your conclusions?

n/a

MOTION: n/a

I propose using N/A

Long Term Committed Funds? n/a

BUDGET LOCATION: n/a

FISCAL IMPACT: n/a



**School District of Beloit
Board of Education Report**

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Welcome Center Update

Which strategy in the Strategic Plan does this support? Staff, Fiscal

Your Name and Title: Sean Winters, Director of Facility Services

Others assisting you in the presentation: Roger Price, Consultant, Business Services

My report is for: Information

II. TOPICAL INFORMATION

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

The purpose of presenting this information to keep the board members informed of the progress of the Welcome Center building project.

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

Sean Winters and/or Roger Price will provide an update Tuesday at the meeting.

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

This report is for information only.

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

MOTION: This report is for information only.

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

Long Term Committed Funds? NA

BUDGET LOCATION: NA

FISCAL IMPACT: NA



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Summer School Update

Which area of the Strategic Plan does this support? Students, Staff, Communication

Your Name and Title: Anthony Bonds, Assistant Superintendent, Teaching, Learning and
Innovation

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

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

To keep the board members and community informed about the start of summer school and progress to date.

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

Mr. Bonds will give a verbal update to the members and community at the meeting on Tuesday.

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

Not applicable.

D. What are your conclusions?

Not applicable.

MOTION: Not applicable.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Equity Plan Update

Which area of the Strategic Plan does this support? Students, Staff, Communication

Your Name and Title: Tasha Bell, Equity Coordinator

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

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

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

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

Tasha will provide a verbal update on Tuesday of any items that have occurred since last month.

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

Not applicable.

D. What are your conclusions?

Not applicable.

MOTION: Not applicable.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
Speaking at events (such as orientation) and written materials for the same are not always in Spanish as well as English.	Anecdotal - Personal parental experiences.	Increased Spanish translation in presentations and information materials. 1) Slides are in both English and Spanish 2) A separate event in all Spanish when necessary or needed. 3) Copies of speeches or slides available in printable form for the events.	Innovation in Equity Conference in Stevens Point (Sept. 25-27 2017) Tim Wise (Aug. 2017) WYCA Racial Justice Summer (November 2, 2017) Wisconsin Public Relations Association (November 9, 2017) Death to the N Word (October 21, 17) Metropolitan Milwaukee Alliance of Black School Educators (November 18, 2017) LULAC students led the Hispanic Heritage month assembly at Aldrich Todos Unidos Jan. 10, 18 Early Literacy ELL Network training through CESA 2 Led diversity Training for Visit Beloit, tourism and attraction agencies. Professional Development session on How to Engage all Parents for secretaries and administrative assistants Aldrich MEO Students attended Milwaukee Bucks 3/9/18 and parents attended Bucks game Clemson Men of Color Conference 4-12-18 over 2,000 attendees BMHS MEO, LULAC and High School of Business Students attended Tools of Life and Leadership Seminar 4-16-18 with Chuck Zamora of The Learning Company High School of Business visit to Kerry Ingredients 5/14/18
Social Media not always bilingual.	Anecdotal - Personal parental experiences.	1) Every post will be posted in English and Spanish.	PIO (ongoing)
Student mental health issues - depression, bullying, self-esteem.	At Risk Report about Safety/ Violence - Bullying/Harassment Sad or Hopeless >30%, 1 of 8 attempting suicide. Drugs/Alcohol/Gangs	Programs such as "Project Semicolon" ² or "Tell Me about Your Day Bracelets" ³	LULAC/MEO (August 2017) Professional Development (LGBTQ) * (Aug. 2017)

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
<p>Welcoming of all students, and celebrating of the diversity each student brings can be improved in Beloit Schools.</p>	<p>ALL THE LEVELS REPORTED ¹ ON THESE SHOULD BE RED FLAGS.</p>	<p>Continue or expand the Mental Health Clinic. Encourage greater awareness of its services.</p>	<p>Professional Development (LGBTQ) * Oct 13, 2017) for the entire district Alan Borsuk- former Education reporter and current senior Fellow at Marquette University- Equity speaker 12-15-17 Imbedded PD: *Options for Schools: A. SEED (2 cohorts) *Tasha Bell and Jen Paepke B. Implicit Bias (Marc Perry) C. Mindfulness (Tavita Martinez) D. Derailing the School-to-Prison Pipeline (Darrell Williams, PhD.) HO-CHUNK Indian Nation Pow-Wow & Artisans at ALL schools (Nov 7-8, 2017) Day of the Dead community event featuring Omeyocan Dance Company - LULAC youth council Aldrich MEO food drive - student led (advisor Alicia Wash) Met with BMHS student leaders to begin planning student led Diversity Conference LULAC & LULAC JR Councils volunteer at Second Harvest Pantry 12-13-17 UWW Black Student Union hosted a panel at Beloit Memorial 3/5/18 Hosted screening of Shot in the Dark with special guest coach Lou Adams Continued to work with Wisconsin Rtl center and hosted Read Your Heart Out Celebrations at Hackett(2/23/18) and Merrill(2/28/18) LULAC#16008 collaboration with Y2Y - parent meeting about dangers of prescription drugs 4-19-18</p>
<p>Student acceptance and involvement can be improved.</p>	<p>Anecdotal - It was brought to our attention by the student rep. that she witnessed each day, kids would</p>	<p>Expand after school programming, by partnering with businesses, organizations & reaching out to</p>	<p>Partnership between Community Action and LULAC Tuesday evenings (Ongoing)</p>

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
After School Programs for High School - Limited at this time outside of sports and clubs. We feel that the kids that are in the most need of activities to do after school do not get involved in sports and clubs. This could be due to grades, lack of self-esteem, it being looked at as "uncool", etc. But these kids may be the ones that are going home to an empty or unsafe house and need a "safe place" to be for a couple more hours.	gather in the High School after school and then get shooed out. From At Risk Report - Percentage of students who strongly agree or agree students have lots of chances to get involved in sports, clubs and other activities outside of class. 2013 composite over 84% AND percentage of student s who strongly agree or agree that there are lots of chances to be part of class discussions or activities. 2013 composite over 75% - HOWEVER, does this mean that 15 to 25% don't find a fit?	corporations and agencies to help staff it. (e.g. Boy's and Girl's club, The Castle, ABC.) All staff would still need to go through background checks and other needed training.	MEO/Latino Mentoring Program (Oct 2017) *Tutors are in the schools and at Community Action *23 students Beloit 100 Volunteer Initiative (Oct 2017) *29 Volunteers *Connecting skills to student needs. Partnership with ProSquared to provide financial literacy opportunities for students. See attached form for details Multiple schools received recognition from DPI and the Wisconsin Rtl Center.
Schl/Parent Communication Policy/Practice are not always in sync. Tracking missing assignment/failing students (different practices for each school and or each teacher.)	Anecdotal (E)Quality Committee minutes of 2-9-15 <i>Group 1 Goal:</i> ⁴	Better efforts to update Skyward Strive for greater and earlier teacher/ parent communication, especially when assignments are not turned in or student is failing to master the work.	Skyward training for staff is ongoing (Oct 2017) Skyward Training for Administrators 6-21-18
Gaps in Parent/School Relations Engagement & being supportive of community members, particularly parents is weak. Parental involvement is weak in schools and what students are expected to learn is too often NOT clear to parents. When 43% Disagree or Strongly Disagree student expectations are clear, this	(E)Quality Committee minutes of 2-9-15 <i>Group 1 Goal:</i> ⁴ lists many areas to address and from the All Staff Survey parent involvement is strong in this school. Question #31 26% Agree or Strongly Agree vs. 43% Disagree or Strongly Disagree ⁵ and I communicate with parents often about their child's progress #30 over 80% Agree or Strongly Agree ⁶ and what students are expected to learn is clear to their parents #32 43% Disagree or Strongly Disagree. ⁷	Teacher Home Visits ^{10,11} and/or Liaisons/Navigators to make visits with parents (help them navigate school system), gather information and share it with teachers	Expectations assembly (Aug/Sept 2107) (Ongoing) (E)Quality Meeting (Oct 10th) Parent Academy (Oct 10th) *Y2Y Discussed the impact and signs of Substance Abuse LULAC (2 adult Chapters) *2017 NAACP Education Committee Self-Assessment Report (Nov. 21, 2017) Latino Service Providers Coalition Language Access Policy (in progress) Principal for A Day - Jen Thompson* (8 Community members participated in event)

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
<p>should be a RED FLAG about how we are doing in involving parents in schooling our children, and is at least somewhat AT ODDS with reported communication with parents.</p> <p>School Images can be improved in our community.</p>	<p>I believe that this school has a good image in the community. 8 With 20% neutral and 23% disagree or strongly disagree there is an image problem - what is this based on?</p>		<p>Meeting with MEO reps on 12-6-17 (Established MEO organizations at all primary, intermediate and the High School)</p> <p>Combined (E)Quality and Parent Academy on 12-11-17 discussed</p> <p>Human Trafficking led by Rock County Anti- Human Trafficking Task Force</p> <p>(E)Quality Meeting on 1-8-18</p> <p>Parent Academy 1-10-18 Internet Safety led by Technology Coaches</p> <p>(E)Quality Committee on 2-12-18</p> <p>(E)Quality Committee on 3-12-18</p> <p>(E)Quality Committee on 4-9-18</p> <p>(E)Quality Committee on 5-14-18</p> <p>Summer Program registration held at BMHS on 5-5-18 partnered with Community Action, City of Beloit Parks & Rec, Stateline YMCA, Stateline Boys and Girls Club, Welty Environmental Center, Career Tek, Beloit Public Library.</p>
<p>Gaps in Student/School Relations Perceptions by STUDENTS teachers care about them and STUDENTS have a VOICE or SAY in ACTIVITIES AND RULES is too low.</p> <p>Perceptions by TEACHERS/ STAFF that STUDENTS respect them is too low.</p>	<p>Percentage of students who strongly agree or agree their teachers really care about them and give a lot of encouragement.</p> <p>Percentage of students who strongly agree or agree that students have lots of changes to help decide things like class activities and rules.</p> <p>2013 composite below 50% - At Risk Report 1 (both statements above)</p>	<p>Teacher Home Visits ^{10,11} and/or Liaisons/Navigators to make visits with parents (and help them navigate the school system) and gather information and share it with teachers</p>	<p>LULAC Student Chapter (71 students) (Oct 2017)</p> <p>*Expanded to two intermediate schools (Cunn & McNeel)</p> <p>Announced 2018 MLK Essay Winners (17 student winners) December 2018</p> <p>Partnering with Fellas Lifestyle Magazine to feature profiled men in City of Beloit.</p> <p>Full page color ad in The Chronicle featuring pictures of our Knight of Distinction Honorees Working with Bridge and Build: Sports with a Purpose to create opportunities for our students to learn more about the Business of Professional Sports and Academics</p>

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
Home School Liaison Hackett Grant	P5 Documentation, Hackett Liaison, Attendance Reports, Skyward Access Numbers and Data	Hire Home School Liaisons to address truancy, ensure frequent contact for parents who do not or cannot access Skyward, improve connections between home and school	Participated in Gaston Read In 12-22-18
Parent Skyward training at some schls for Open House	Number of access by parents in Skyward	Train parents at workshop,PTA, conferences, summer orientation	
Internet access needed for Skyward and homework		Develop list of internet access centers Example: Library, McDonald's, Boys and Girls Club, Merrill Center, churches	
No District wide or school wide homework policy	Board homework policy Administrators at each level/school	Each school should develop consistent homework policy - school wide or by grade level Use homework hotlines, school websites, homework agendas	
Report Cards Elementary - given to student and parents return signed envelope Intermediate - mailed High School - Skyward	Administrators/Skyward	Intermediate parents return form indicating they have seen report card Home School Liaisons/Teachers/ Counselors to contact those not returned Fan out phone calls to parents to let them know when report cards are available	
After school programs more focused at Elementary schools Knights table for athletes	School site plans	Tutoring programs and after school tutoring and study groups/hall - especially for math and language arts	Putting faces on the data (August 2017) *Ongoing MEO/LULAC/AP Tutors (Sept. 2017)
Summer school focused only on academics not attracting students who need it most	Summer school reports	Allow student to take one fun course and one academic course in an area recommended by his/her teacher	Mr. Bonds (ongoing)
Mentor Programs --Lunch and Learn --Lunch Buddies --One on One --ABC Supply tutors/	Students have a role model	Community organized volunteers/adopt a school Organizations --Black Male Role Model Group --BAREA --Companies	Partnered with Community Action (7 Students in Workforce Innovation and Opportunities (WIOA) In School Youth Program *Scholarships attached (August 2017) Beloit 100 Recruitment (August 2017)

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
Merrill School		--UW Whitewater (i.e. fraternities, sororities, etc.) --Beloit College --Churches	Beloit 100 Recruitment (September 2017)
PTA, PTSO, Home and School, Minority Parent Organization	Parent involvement directly correlates to student achievement	Encourage schools/community to reinvigorate these groups	
Porter Scholar Program	Apply as Juniors through counselors	Better recruitment effort through counselors, social media and websites	Blackhawk Tech Teacher Education Program (August 2017)
Transition from 5th to 6th Middle School Counselors and Students visited 5th graders, 5th grade visit to Middle Schools summer/school orientation	Students develop confidence and level of comfort	5th grade parents & student orientation day at their location-no transportation needed due to new grade configuration Offer summer school transition class, same could be done for 8th grade transitioning to BMHS	
Parent individual or school level surveys P-5 requirement, site teams	Survey results and actions taken to resolve issues Comparison to previous years	Required for each site to be given beginning of 2nd semester so results can be analyzed and acted on before the next school year	
Text adoption by staff and approved by Board	Not always culturally relevant to all	Look at images used, topics, inclusion of all cultures, races, ethnicities & genders	
Parents unaware of curriculum goals & standards for each grade	State standards first introduced well and communicated, on some report cards	Each grade or area should give out benchmarks/goals	
School websites	Often out of date, newsletters posted, not used for continuous communication	Staff directory should be included, monthly calendar, code of conduct summary sheet, staff email and school phone numbers listed	
Implementation of the Code of Conduct & Zero Tolerance Police Intervention	Disproportionate # of minority students are affected by Zero Tolerance Policies. 2014-2015 school yr. 69 students were expelled up from 58 in previous yr. BDN interview quoted then Asst. Supt. Johnson as stating, "There is a wide body of research that has discounted zero tolerance for a litany of	Complete review of code of conduct. Reexamination of zero tolerance policy. Reduce need for police intervention. Explore wrap around services to be restructured in school suspensions. These include conflict mediation (peer & staff) training, restorative justice (with parent, student and referring	Community Action meeting addressed services expansion for expelled students & B.A.S.S.(Aug. '17) 69 Expulsions (2014-2015) 17 Expulsions (2015-2016) 23 Expulsions (2016-2017)

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
	disciplinary infractions as not effective. In addition, zero tolerance has been shown to cause racial disproportionality, negative educational outcomes, elevated dropouts and increasing rates of suspensions and expulsions."	school personnel), youth court, parenting courses, out of school behavioral services or any other interventions to address the problem. Recognize those who are displaying good behavior ex: PBIS recognitions. Hearing officer should be included in cultural competency training.	SRO Roles vs Admin roles (August 2017) *Ongoing Beloit Alternative to Student Suspension Program (Sept. 2017) *Peaceful Solution Character Education Program (Sept. 2017) *Peaceful Solution Character Education Program (Oct 2017) Joint meetings held with NAACP Education Committee to discuss SRO contracts and Code of Conduct June 2018
Truancy Letters sent to parents, Fines, Truant Officer contacts	Attendance data 2014-2015 (up to end of December 2014) Hispanic and African American students are 27.5% of moderate or severe chronic absences.	Be sure calls are made to home if not notified by parent. Truancy letters should be sent in a timely manner. Truancy officer(s) should be used at all grade levels. Create a task force of district officials and community members to address chronic attendance problems. Explore options other than fines for truancy. Re-evaluate staffing needs for truant officer at elementary & intermediate levels.	In School Suspension rooms and Merrill Center (B.A.S.S.) 1) Interjurisdictional Team (August 2017)
Scholarship Banquets Honor Rolls	Athletes receive a lot of recognition. Elementary students and intermediate students receive less public recognition	Academic accomplishments need to be more widely recognized at all grade levels. Use newspapers, websites and newsletters.	*3rd Annual Veterans Day Program (November 10, 2017) National Honor Society Induction Ceremony 2nd Annual Dr. Martin Luther King Jr. Unity Breakfast (Jan. 15, 2018) * Eclipse Center *Mahmoud Abdul Rauf (Speaker) MLK Breakfast Held over 500 people in attendance 2nd Annual Knight of Distinction (May 4, 2018) Eclipse Center

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
			Fresh Start Graduation 6-7-18 Project 16:49 graduate cookout Minority Scholar Awards for students of color with 3.5 or higher GPA for the first 3 terms of 2017-18 school year grades 6-12 recognized at their buildings.
Counselors at all levels Social Workers at all levels	Caseloads are too high.	Increase staff at all levels to decrease caseload and improve level of service. Determine a specific # of counselor contacts/students each at the high school.	
Mid quarter progress reports have been sent home by some schools and individual teachers.	Administrators, individual teachers, school site plans	Mid quarter reports need to be sent out to students who are failing, not meeting proficiency standards or have multiple missing assignments. Provide signature slip so parents can confirm receipt.	
Low % of minority professional educators	Children relate more easily to those they can identify with.	Increase efforts to hire more minority teachers. Use inservice/retired minority teachers to recruit.	Recruitment Efforts (Ongoing) Recruiting in Mississippi and Texas 4/2/18 thru 4/5/18 Scholarship Interviews in partnership with Stateline Community Foundation 4/6/18 2018 Grow your own scholarship recipient announced at Stateline Community Foundation 5-19-18 Beloit Recruitment Fair on 2-12-18 Good turnout of Community Members/ connected with UWW Future Teachers Program, other districts reaching out for more information Grow Your Own Multicultural Scholarship (August 2017) Grow Your Own Multicultural Scholarship (September 2017) Equity, Recruitment, and Retention Plan (will be October 30, 2017) *Ad Hoc Diversity Committee Schools to Prison Pipeline Presentation (will be in Nov. 2017)

Equity Update Report

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2017-2018
Career Center staff hired	No apparent start up	Expedite a startup. Enabling students to see a reason for education and career path for a promising future.	Received \$5,000 donation to Grow Your Own Scholarship Program from Ho-Chunk Indian Nation
CESA Parent advocate	No formal advocate program or referral to CESA advocate	Connect with CESA or other agencies for parent advocacy training for volunteers	Call Me Mister Program (August 2017)
Elementary Conferences Scheduled 6-8 unscheduled - go from room to room at McNeel & Cunningham BMHS Unscheduled - All educators located in gym	Anecdotal from parents The conference process for 6-8 is time consuming and frustrating at some intermediate sites. Many times parents are not able to conference with all of their children's teachers in the time allotted, especially when they have more than one child.	If 6-8 teachers were all located in one area like the high school, Aldrich and Fruzen, parents would be able to see which teachers are available and it would cut out the unnecessary travel time back and forth to classes to check availability. This would increase parent teacher contacts.	Ongoing Communication
Roy Chapman Andrews and Beloit Learning Academy often unable to attend or unaware of events at BMHS	Site Calendars Parent/Board member from sites Event Registration and attendance list.	BMHS, Beloit Learning Academy and Roy Chapman Andrews Academy administrators need to coordinate their calendars so there are no conflicting events to allow students to be involved in fairs and other BMHS activities. Parents at RCAA/BLA need to be made aware that their children can participate in these activities.	RCAA located at BMHS (Summit Project Based Learning Program training in July 2017, Recruitment efforts, etc.) RCAA Recruitment (Ongoing) (Sept. 2017)

Recommendation #1:

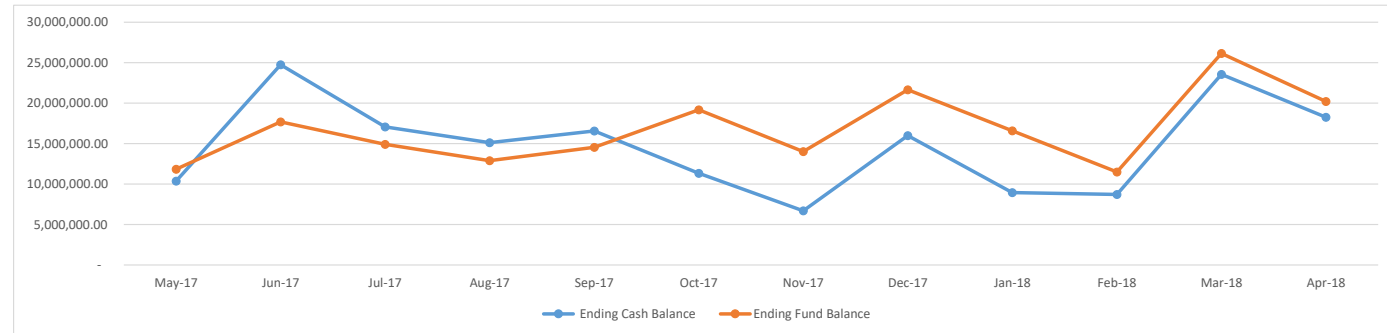
The Beloit Board of Education must articulate a broad vision that converts a district-wide commitment to diversity into a concrete achievable plan to recruit and retain a diverse body of high quality faculty and administrators. This must then be integrated with the district's larger strategic plans while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

Recommendations #2:

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

**Beloit School District
Finance, Transportation and Property Committee
Operating Fund Cash and Fund Balance**

	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Ending Cash Balance	10,375,817.54	24,747,287.77	17,063,929.83	15,111,150.89	16,572,241.56	11,327,168.48	6,691,377.25	15,991,411.45	8,944,545.49	8,723,408.23	23,564,199.14	18,265,032.51
Ending Fund Balance	11,829,227.53	17,674,908.72	14,917,875.08	12,891,214.99	14,535,327.60	19,170,191.37	14,018,122.57	21,656,017.92	16,579,381.59	11,493,468.46	26,145,060.66	20,214,316.86



April 2018 Budget Summary

	<u>Budget</u>	<u>FYTD Activity</u>	<u>% of Budget Used</u>
Salaries	43,315,456	28,838,908.80	66.58%
Benefits	21,881,597	14,614,797.89	66.79%
Purchased Services	21,640,454	12,412,478.83	57.36%
Supplies/Non Capital Equipment	3,865,116	2,451,619.99	63.43%
Capital Equipment	556,479	593,523.83	106.66%
Lease	1,030,859	1,030,857.41	100.00%
Insurance	495,571	490,948.76	99.07%
Transfer	9,190,956	100.00	0.00%
Other	374,301	157,719.86	42.14%
Total Budget	\$ 102,350,789.00	\$ 60,590,955.37	59.20%

April 2017 Budget Summary

	<u>Budget</u>	<u>FYTD Activity</u>	<u>% of Budget Used</u>
Salaries	41,131,322	27,628,000.75	67.17%
Benefits	21,955,021	14,226,804.28	64.80%
Purchased Services	21,725,009	10,967,161.69	50.48%
Supplies/Non Capital Equipment	3,928,754	2,076,587.70	52.86%
Capital Equipment	492,870	229,896.87	46.64%
Lease	1,759,609	1,759,607.42	100.00%
Insurance	563,909	556,951.38	98.77%
Transfer	8,247,798	-	0.00%
Other	218,642	159,313.06	72.86%
Total Budget	\$ 100,022,934.00	\$ 57,604,323.15	57.59%



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: 443/447 Student Code of Conduct & Discipline

Which area(s) of the Strategic Plan does this support? Students

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

Others assisting you in the presentation: NA

My report is for: Action

II. TOPICAL INFORMATION

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

To present revisions to the Code of Conduct based upon collaboration with the Beloit Police Department.

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

There are several offenses within the Student Code of Conduct that require police notification. It is important that the definitions of the offenses that require police notification are aligned with the legal definitions.

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

I am seeking approval for the revisions made to the Code of Conduct.

D. What are your conclusions?

MOTION: District Administration recommends that the Board of Education approve the revisions being suggested to Policy 443/447 Student Code of Conduct and Discipline.

I propose using N/A

Long Term Committed Funds? NA

BUDGET LOCATION: NA

FISCAL IMPACT: NA

STUDENT CODE OF CONDUCT AND DISCIPLINE

The behavior and code of conduct of students attending the public schools in the School District of Beloit shall reflect standards of good citizenship, high morality, self-discipline, responsibility for one's own actions, and respect toward others.

Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

A disciplinary code of conduct shall be established and included in this said Board policy (443/447). As with other Board policies, the code of conduct will be reviewed and/or updated annually. It is not intended to intimidate a majority of students who observe the rules and regulations stated. However, an infraction by a student can change the school climate and interfere with learning in the classroom, building and/or within the District. Students who decline to conduct themselves according to these rules will be subjected to administrative and legislative procedures under the operating policies of the Board. The Board upholds State mandated discrimination, harassment, bullying and AODA policies as well as strongly adhering to the code of conduct in reference to weapons, threats and aggressive behavior against students and staff. Furthermore, any infraction that appears to have gang overtones will receive more severe consequences up to and including a recommendation for expulsion or extended expulsion time.

Due process will be afforded to all students as required by law.

The School District of Beloit shall not discriminate in standards and rules of behavior, including harassment, or disciplinary measures, including suspension and expulsion, on the basis of age, sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital status, disability, arrest record or conviction record, sexual orientation, sex change, gender identity, gender expression, gender non-conformity, 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. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.: s.s. 118.13, 120.13(1), 120.44
PI 9, Wisconsin Administrative Code

CROSS REF.: 112 RULE 2 Student Discrimination Complaint Procedures
411.1 Student Sexual Harassment
411.2 Student Racial Harassment
411.3 Student Harassment
443.4 Student Alcohol and/or Other Controlled Substance Use
443.4 RULE 1 Student Alcohol and/or Other Controlled Substance Use Enforcement Regulations
443.72 Anti-Bullying

APPROVED: August 3, 1976

REVISED: July 23, 2013
April 22, 2014
February 24, 2015
May 28, 2018

REVIEWED: March 8, 2017

CODE OF CONDUCT

The behavior and conduct of students in the School District of Beloit shall reflect standards of good citizenship, self-discipline, responsibility for one's own actions, and respect toward others. Our vision for discipline is systematically focused on prevention and education, striving to provide students with knowledge and skills through the implementation of Positive Behavior Interventions and Supports. Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration, and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

I. Purpose of the Code of Conduct: The primary purpose of the Code of Conduct is to identify for all students, their parents/guardians/legal custodians, and staff members, the following:

- A. What types of student behavior will constitute student misconduct,
- B. The types of disciplinary consequences that may be imposed for student misconduct,
- C. The infractions that require police contact (though law enforcement may be called for any infraction),
- D. Which types of student misconduct may result in a recommendation for an expulsion.

The Code of Conduct applies to all students, all schools, and all alternative educational programs and alternative educational sites within the School District of Beloit. It applies on all school district property, including sidewalks, playground, and parking lots, to all school district activities regardless of the location of those activities, and to all school district sponsored transportation. The Code of Conduct shall be enforced in compliance with all relevant state and federal laws.

II. Jurisdiction for Use of the Code of Conduct: Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct of the following nature:

- A. Repeated refusal or neglect to obey school rules;
- B. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt, alleged attempt being made,
- C. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, which includes making a threat to the health or safety of a person or making a threat to damage property;
- D. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Endangering the property, health or safety of any employee or school board member of the school district in which the student is enrolled, which includes making a threat to the health or safety of a person or making a threat to damage property; and
- F. A pupil who is at least 16 years old, if the pupil repeatedly engaged in conduct while at school or while under the supervision of school authorities that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct is not within any other grounds for an expulsion hearing;

- G. Possession of a firearm, as defined in 18 USC 921(a)(3) while at school or while under the supervision of a school authority;
- H. For any other reason provided by law.

Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct that violates policies of the School District of Beloit.

III. Discipline-Related Definitions: The following definitions apply to the Code of Conduct:

***Aggressive Physical Contact With a Staff Member**

Intentional or unintentional use of physical force directly against or affecting a staff member or any other adult who is legitimately exercising authority under the supervision of school authority. It includes, but is not limited to, pushing and slapping.

***Intentional Use of Force – Situations where a student:**

- (1) deliberately initiates a use of force directly against a staff member or other adult for any reason;
- (2) intentionally provides active physical resistance to the direction of the adult to the point where the adult is injured or where there was a direct and substantial risk of bodily injury to the adult; or
- (3) uses force against a staff member or other adult by an act done with the intent to use force against another person in circumstances where it could have been reasonably anticipated that the intentional use of force may affect a staff member or other adult.

Alcohol – Possession/Use or Under the Influence

As defined in Board of Education Policy 443.4, possessing, using, or attending school or any school related activity under the influence of alcoholic beverages.

***Alcohol – Distribution/Intent to Distribute/Participation on Any Portion of a Transaction Involving Alcohol**

As defined in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intent of exchanging, distributing, selling, giving away alcohol or a substance that is represented as alcohol.

***Arson**

Intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, matches and lighters are included in this category if they are factors in a damaging fire.

Bullying

As defined in Board of Education Policy 443.72, is conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause fear, intimidation, physical injury, emotional distress or property damage. Bullying may be repeated behavior and involves an imbalance of power. Bullying includes cyber bullying and cyber stalking.

Cheating/Lying/Forgery/Plagiarism

Unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. The following is a list of behaviors that can constitute academic dishonesty. The Board of Education is aware that new forms of cheating plagiarism and other forms of dishonesty may arise and therefore, expects every student to interpret the requirement of academic honesty and integrity broadly and in good faith. The Board of Education requires that each teacher review this policy with his/her students.

- (1) Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test;
- (2) intentionally providing false or misleading information to, or withholding valid information from a school employee, including falsifying attendance information;
- (3) the making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Classroom Disruption (Brief/Minor)

Conduct or behavior that interferes with or disrupts the teaching/learning process.

Computer, Computer System, or Tablet Device Misconduct Inappropriate Use –

Any unauthorized use of the district computer system or tablet device that includes, but is not limited to sending, posting or attempting to send or post harmful text or images using the internet; viewing, exploring, printing, sending or attempting to send obscene, lewd, vulgar, profane text or images; unauthorized intrusion into files or works of others, copying, damaging, destroying or deleting the works of others; visiting chat rooms, chat groups, bulletin boards or playing games, music or other audible sounds or loading software on district tablet devices or computers without prior consent of a staff member.

Serious Misuse –includes, but is not limited to - intentionally disrupting or attempting to disrupt the operation of the system; interfering or attempting to interfere with the ability of other users to effectively use the system; damaging, destroying, modifying or attempting to damage, destroy or modify computer data or programs, including the hardware, applications and software components of a tablet device, computer or computer system, etc.; accessing and/or posting or attempting to access and/or post restricted confidential information such as a person's social security number, confidential student records, passwords, data, messages, etc.; disclosing or attempting to disclose restricted access codes or other restricted access information to unauthorized persons; intentionally placing a virus or key logging software application on the system; hacking or attempting to hack into the system; using or attempting to use the system to engage in any illegal conduct. This section also covers the serious misuse of non - district tablet device or computer resources where the use invokes the disciplinary jurisdiction of the district. This section also covers conduct in the category of Inappropriate Use that is of a serious nature.

***Dangerous Weapons (not firearms)**

Any device, instrument, material, or substance, that is used for, or is readily capable of causing death or serious bodily injury. ~~except that such a term does not include a pocketknife with a blade of less than 2.5 inches in length.~~ Dangerous weapons include, but are not limited to ~~a knife with a blade length of 2.5 inches or more; a knife having a blade which opens by pressing a button, spring or other device in the handle or by gravity or by a thrust or movement;~~ a firearm, loaded or unloaded; any electric weapon (stun gun, etc.), metallic knuckles or knuckles of any substance which could be put to the same or similar effect as metallic knuckles; a nunchaku (nunchuks) or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed star like object intended to injure a person when thrown; or a manrikigusari or similar length of ~~a chain having weighted ends.;~~ ~~BB or~~

~~pellet guns which expel a missile by the expansion of compressed air or other gas, or a facsimile firearm, which means any replica, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm.~~

Disrespect

Conduct or behavior that lacks regard, civility, politeness, and/or consideration that goes beyond the bounds of acceptable student behavior.

Minor Disrespect may include but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student or adult.

Major Disrespect is disrespect is of a more serious nature.

Dress Code

As stated in Board of Education Policy 443.1, 443.1 Rule 1 and 443.1 Rule 2, dressing or grooming in a manner which disrupts or may disrupt teaching or learning, or which poses a risk to security, health or safety.

***Drugs – Possession/Under the Influence**

As stated in Board of Education Policy 443.4, possessing, attending school, or any school related activity under the influence of any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances or drug paraphernalia.

***Drugs – Use at School**

As stated in Board of Education Policy 443.4, using any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances while at school or a school-sponsored activity.

***Drugs – Distribution/Intent to Distribute/Participation In Any Portion of a Transaction Involving Drugs**

As stated in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intention of exchanging, distributing, selling, or giving away illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances.

Electronic Devices

Student Use of a cell phone, tablet device, two-way communication device, or any device with the capability to capture/record voice or image information, including any related equipment to such devices when use is not permitted by the building principal or designee, during the school day.

Expulsion

As stated in Board of Education Policy 447.3, the most severe disciplinary consequence that can be imposed for student misconduct is expulsion. The decision whether to expel is made by the Board of Education, and the decision whether to expel or not is made after an Expulsion Hearing. The effect of an expulsion is to deprive the expelled student of the privilege of attending school within the School District of Beloit for a specified period of time. State law allows all other school districts to exclude students expelled in one school district from the educational programs in another school district.

***False Fire Alarm/Bomb Threats**

Initiation of false fire alarms, false bomb threats, remarks, notes or phone calls which cause police or fire department personnel to appear at school for no valid reason.

Fighting

Violent physical contact, such as blows with fists, which occurs mutually between two or more individuals that does not result in injury.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and is considered fighting.

***Possession of Firearm/Explosive Device**

Refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes handguns, shotguns, rifles and other firearms as described in USC Title 18, Section 921(a). It also includes bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

Gambling

Playing any game of chance or skill for money or items of value.

Gang Related Activity

Student misconduct may also constitute gang activity if it meets all of the following criteria: (1) The student belongs to or associates with (2) a group of three or more people who band together under a common identifying symbol, sign, or name, and (3) the student, while under the supervision of a school authority, participates in a separate violation listed in the Code of Conduct to further an implicit or explicit goal of the gang/group.

Gang activity is an enhancement to a primary violation of another rule of student behavior.

Harassment / Bullying of the Basis of Ancestry

Refers to intimidation or abusive behavior toward a student based on actual or perceived ancestry. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Creed

Refers to intimidation or abusive behavior toward a student based on actual or perceived creed, or set of fundamental beliefs. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Disability

Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating

Harassment / Bullying on the Basis of National Origin

Refers to intimidation or abusive behavior toward a student based on actual or perceived national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating

Harassment / Bullying on the Basis of Pregnancy, Marital or Parental Status

Refers to intimidation or abusive behavior toward a student based on actual or perceived pregnancy, marital or parental status. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Race or Color

Refers to intimidation or abusive behavior toward a student based on actual or perceived race or color. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating

Harassment / Bullying on the Basis of Religion

Refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Harassment / Bullying on the Basis of Sex

Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex.

Harassment / Bullying of the Basis of Sexual Orientation

Refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including sexual harassment, verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

***Harassment, Discriminatory**

As stated in Board of Education Policy 411.1, 411.2 and 411.3, repeated, or an isolated significant event, of physical and/or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability.

Harassment, Nondiscriminatory

As stated in Board of Education Policy 411.3, repeated, or an isolated significant event, of bullying, hazing, attacking, teasing or annoying another student or group of students or other persons in such a way that it creates an intimidating or hostile educational or work environment.

Horseplay

Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment, a school function or extracurricular/co-curricular activity.

***Illegal or Unauthorized Recording** – Illegal or unauthorized recording of voice or image, including photographs or videos of a sexual nature, of ~~any other~~ another student, staff member or other person.

Inciting/Instigating Disruptions

Inciting, instigating or causing disruptions to the learning environment.

Insubordination (1st or 2nd offense)

Refusal or failure to comply with a direction in a classroom setting that minimally disrupts.

Open Defiance is verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.

Gross Insubordination is willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from school staff.

Littering

Throwing or leaving waste, trash, debris or other litter on school property, other than in an authorized receptacle.

Loitering

Being present in any school building at a time or in a manner not usual or permitted, including restricted areas and times.

***Weapons or Objects That May Be Used as Weapons**

Any device or instrument, including any non - conventional weapon, which, in the manner it is used or intended to be used, is calculated or likely to produce any degree of bodily harm or fear of any degree of bodily harm. Other weapons (not a firearm or other dangerous weapon) include, but are not limited to knives or other cutting instruments with blades under 2.5 inches in length, BB or pellet guns which expel a missile by the expansion of compressed air or other gas, or a facsimile firearm, which means any replica, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm, "air soft" guns, pepper spray, fireworks, and smoke bombs, etc.

***With Intent** means:

- (1) possession coupled with intent to use, threat to use, attempt to use or actual use of the weapon to cause bodily harm to another person or;
- (2) possession of a weapon by a student who knowingly transfers or intentionally provides access to the weapon to another person (other than giving the weapon to an adult for safety).

Physical Altercation

Minor physical contact between two or more students that is harmful or disruptive but is quickly deescalated and does not result in any physical injury.

***Physical Attack**

An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

***With a Firearm or Explosive Device**

Actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual with any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

***With a Weapon**

Actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual with any instrument or object used with the intent to injure or cause bodily harm. This may include look-alikes.

Possession or Smoking and Other Use of Tobacco or Nicotine Product

Possession, use, sale or distribution of tobacco or Nicotine products, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS), in accordance and conjunction with State Statute 101.123, Wisconsin Act 12.

Profane or Obscene Language/Gestures/Materials (1st offense)

The use of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment. Severity of the offense could move this to a Level II.

Profane or Obscene Language/Gestures/Materials (2nd or subsequent offense)

Any profane or abusive language/materials directed at a staff member, or the 2nd or subsequent offense of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment.

***Rape**

Forced sexual contact, intercourse or penetration from a foreign object without consent of that person. Both male and female students can be victims of rape.

Repeated Misconduct of a Less Serious Nature

Repeated misconduct that disrupts an orderly school environment.

Repeated Misconduct of a More Serious Nature

Repeated misconduct that substantially disrupts an orderly school environment.

***Robbery**

Taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. The key difference between robbery and theft is that robbery involves threat or ~~battery~~ a physical attack.

***With a Weapon**

Robbery involving any instrument or object used with the intent to threaten, injure, and cause serious bodily harm. This includes look-alikes if they are used to threaten others.

***With a firearm/explosive device**

Robbery involving any weapon that is designed to (or readily converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

***Sexual Battery Assault**

An incident that includes threatened rape, fondling, and indecent liberties. Both male and female students can be victims of sexual ~~battery~~ assault. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).

***Sexual Conduct or Harassment**

As stated in Board of Education Policy 411.1, any sexually - oriented conduct, which creates an offensive, hostile or intimidating school environment or substantially interferes with a student's school performance. Some examples of conduct which create such an environment or interference are as follows:

Verbal harassment: This may include, but is not limited to, discussing sexual activity, commenting inappropriately about an individual's body or appearance, telling "sexual jokes" or any other tasteless sexual - oriented comments, innuendoes, gestures or actions that may offend others.

Display of inappropriate gestures or sexually graphic or illicit materials: This includes but is not limited to, photographs, drawings, movies, videos, websites, posters and so forth, regardless of their form.

Engaging in sexual activity in the presence of others: This includes but is not limited to touching oneself or others in a sexually suggestive or sexually gratifying manner. It also includes voluntary sexual contact between students.

Request or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures or requests for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.

Unwelcome physical contact: This includes, but is not limited to, inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing, or forcing another to a wall or corner through body position or movement.

Tardiness/Absenteeism/Truancy

As stated in Board of Education Policy 431, arriving at school or class after the designated time without permission and without an acceptable excuse; being absent from school for a full or partial day without permission and without an acceptable excuse.

Theft/Defacement/Damage or Possession of Stolen Property [or School property]

- (1) Taking property belonging to the school or any individual or group without prior permission
- (2) with the intent to deprive the owner of the property;
- (3) maliciously and intentionally misusing, destroying, defacing or causing damage to school property or the property of others.
- (4) having in one's possession property obtained without permission of the owner.

(*5) When stolen property is over \$2,500

(*6) The student has repeated acts of this type of misconduct of 3 or more offenses

(*7) This offense is committed in combination with other serious Discipline Code offenses

Threats/Intimidation

The verbal, written, or physical threat to do harm or violence to another student(s) or to the property of another person. This includes posturing and other pre-fight behavior.

***Threats or Intimidating Acts of a Serious Nature**

Serious threats to a student, staff member, or other individual who is present or acting within the school's jurisdiction. Serious threats include intentionally engaging in conduct that places another person in reasonable apprehension of bodily harm. Such threats may involve non-verbal aggression/intimidation or verbal or written statements and may or may not involve physical contact or an attempt to cause bodily harm. Very serious acts of non-physical bullying/harassment, due to their nature and/or repetition, may be determined to constitute a "serious threat."

***Threat of Physical Attack with a Firearm or Explosive Device**

Displaying, brandishing, or discharging a firearm or explosive device, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone, through social media or threatening letters are excluded. A threat of physical attack using words that refer to a firearm or explosive device would not be considered a threat with a firearm or explosive device.

***Threat of Physical Attack with a Weapon**

Displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would not be considered a threat with a weapon.

Trespassing

Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises. Being on school grounds during a suspension or expulsion period without prior permission of an administrator is considered trespassing.

Suspension

As stated in Board of Education Policy 447.3

“In - school suspension” means the temporary removal of a student from his/her regular classroom(s) to another supervised learning area for up to five days.

“Out - of - school suspension” means the removal of a student from the school building and grounds for up to five days. If a suspended student is recommended for an expulsion hearing, the number of days of suspension may be extended to ten days, prior to the Expulsion Hearing.

IV. Student Misconduct:

- A. There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level. After determining the facts of each situation, and considering the discretionary disciplinary criteria, the Administrator will exercise discretion and determine appropriate discipline for the student.

In those situations, where bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s). Any infraction that appears to have gang overtones will receive more severe consequences, up to and including, a recommendation for expulsion.

- B. Allowance is to be made for limited modifications of disciplinary actions for grades K-5. Any significant modifications must receive approval from the Superintendent or designee. Consequences are not to exceed the maximum allowed by the Code of Conduct.
- C. Before making referrals for administrative hearing, the Administrator may consider the student's willingness to comply with recommendations for in-district AODA education and/or counseling.

V. Disciplinary Options Available: As stated in Board of Education Policy 447.3

A. Discretionary Disciplinary Options:

1. In school options – The options include: verbal warning behavioral reflection time, detention, in school suspension, written or telephone contact with the parent/guardian/legal custodian, in person conference between the Administrator and the parent/guardian/legal custodian and student, parent shadowing, referral to appropriate city and/or county agency, restitution, and writing a letter of apology or providing a verbal apology.
2. Out of school options – The options include: suspensions, alternative school placements, community services (assessment and/or counseling) and suspensions with a recommendation for an expulsion hearing.

B. Mandatory Disciplinary Option:

1. For violations of the Code of Conduct that are Level 4, the administrator shall suspend for five days and request an administrative hearing.

C. Police Notification:

1. For violations of the Code of Conduct that are denoted with an asterisk, the administrator shall immediately notify the School Resource Officer of the offense. The School Resource Officer shall complete an investigation and inform the school administrator of the findings and determine if the Code of Conduct violation is a criminal act or ordinance violation. If it is determined that the violation is a crime or ordinance violation, the school administrator and School Resource Officer will collaboratively determine if legal action will be applied. Should the SRO and School Administrator disagree regarding the appropriate outcome, both shall contact their supervisor for guidance. All Felony crimes or crimes involving a dangerous weapon or threat of a dangerous or other weapon will result in arrest and referral to the Rock County District Attorney's Office.

VI. Discretionary Disciplinary Criteria – For those situations involving student misconduct in which there is not a requirement that the student be recommended for an administrative hearing or School Resource Officer notification, the Administrator will determine the appropriate disciplinary consequence, which may include a referral for administrative hearing, a referral to the School Resource Officer, or both. The Administrator will take into account, at a minimum, the following factors when deciding upon what form and amount of discipline is appropriate:

- A. The emotional and mental developmental level and maturity of the student,
- B. The severity of the misconduct involved (was anyone physically injured or emotionally harmed),
- C. Whether the learning environment was disrupted,
- D. Whether property was damaged, destroyed, defaced or lost,
- E. Whether safety of students or staff was jeopardized,
- F. Whether the student had previously committed the same violation of the Code of Conduct,
- G. Whether the student had previously committed violations of a similar nature (disruption of learning environment, violent aggression against others) of the Code of Conduct.
- H. The discipline imposed upon other students for the same violation(s).

VII. Voluntary Surrender of Dangerous Items: A student who possesses a weapon, knife or other cutting instrument, illegal drugs or controlled substance, or other inappropriate item or material, and voluntarily turns it in to a school staff member before threatening to use it, actually using it, or giving it to another student, and before being discovered in possession of it by a staff member, may or may not be subject to discipline for possession of the object.

VIII. Levels of Discretionary Disciplinary Options: There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level:

Level 1 infractions are teacher managed with administrator support and are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extra-curricular/co-curricular program or approved transportation. These infractions are typically handled in the classroom using options listed in V. A. 1.

Level 2 infractions are administrator managed with teacher involvement and are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level 1. They include repeated misconduct acts from Level 1 and endangering the health or safety of others. These infractions are typically handled in the school or classroom using options listed in V. A. 1. *Disciplinary actions are subject to administrative discretion.*

Level 3 infractions are administrator managed with teacher notification and are major acts of misconduct. They include repeated misconduct acts from Level 2; serious disruption of school order, threats to the health, safety, and property of others, and other acts of serious misconduct. These infractions typically lead to out-of-school options like suspension, as listed in V. A. 2. and may lead to an Administrative Hearing and School Resource Officer notification. *Disciplinary actions are subject to administrative discretion.*

Level 4 acts of misconduct are the most serious. They require a referral for an administrative hearing and School Resource Officer notification. Any Level 4 act is grounds for expulsion and will result in a mandatory 5 day out-of-school suspension. An Administrative Hearing shall be held with the hearing officer within 5 days of the referral.

In situations where serious bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the Administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s).

Infraction Matrix

Infraction	Code	Police Notification Required
Aggressive Physical Contact with a Staff Member – Intentional	401	*
Aggressive Physical Contact with a Staff Member – Unintentional	301	*
Alcohol Possession/Use/Under the Influence	201	
Alcohol Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Alcohol	302	*
Arson	402	*
Bullying 1 st offense	202	
Bullying 2 nd offense or more, or more serious nature	303	
Cheating/Lying/Forgery /Plagiarism	203	
Classroom Disruption (Brief/Minor)	101	
Computer, Computer System or Tablet Device – Misconduct Inappropriate Use	204	
Computer, Computer System or Tablet Device – Serious Misuse	304	
Dangerous Weapons (other than firearms)	404	*
Disrespect - Major	205	
Disrespect – Minor	102	
Dress code	103	
Drug Possession/Under the influence	206	*
Drug Use at School	305	*
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Look Alike/Counterfeit Drugs	306	*
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Illegal Drugs	405	*
Electronic Devices	104	
False Fire Alarm/ Bomb Threats	406	*
Fighting	307	
Possession of Firearm/Explosive Device	407	*
Gambling	207	
Gang Related Activity (as an enhancement to a primary additional violation only)	E	
Harassment, Discriminatory	309	*
Harassment, Non - Discriminatory	310	
Harassment / Bullying on the basis of ancestry – 1 st Offense	227	
Harassment / Bullying on the basis of ancestry – 2 nd Offense or more	327	
Harassment / Bullying on the basis of creed – 1 st Offense	228	
Harassment / Bullying on the basis of creed – 2 nd Offense or more	328	

Infraction	Code	Police Notification Required
Harassment / Bullying on the basis of disability – 1 st Offense	223	
Harassment / Bullying on the basis of disability – 2 nd Offense or more	323	
Harassment / Bullying on the basis of national origin – 1 st Offense	226	
Harassment / Bullying on the basis of national origin – 2 nd Offense or more	326	
Harassment / Bullying on the basis of pregnancy, marital, or parental status – 1 st Offense	229	
Harassment / Bullying on the basis of pregnancy, marital, or parental status – 2 nd Offense or more	329	
Harassment / Bullying on the basis of race / color – 1 st Offense	222	
Harassment / Bullying on the basis of race / color – 2 nd Offense or more	322	
Harassment / Bullying on the basis of religion – 1 st Offense	225	
Harassment / Bullying on the basis of religion – 2 nd Offense or more	325	
Harassment / Bullying on the basis of sex – 1 st Offense	221	
Harassment / Bullying on the basis of sex – 2 nd Offense or more	321	
Harassment / Bullying on the basis of sexual orientation – 1 st Offense	224	
Harassment / Bullying on the basis of sexual orientation – 2 nd Offense or more	324	
Horseplay	105	
Illegal or unauthorized recording of voice or image	311	*
Inciting/Instigating Disruptions	208	
Insubordination (1 st or 2 nd offense)	106	
Insubordination – Open Defiance	209	
Insubordination – Gross Insubordination/Repeated Defiance	312	
Littering	107	
Loitering	108	
Weapons or Objects that may be Used as Weapons - With Intent	408	*
Weapons or Objects that may be Used as Weapons	313	*
Physical Altercation	211	
Physical Attack	318	*
Physical Attack or Fight with a Firearm or Explosive Device	414	*
Physical Attack or Fight with a Weapon	319	*
Possession or Smoking and Other Use of Tobacco or Nicotine Product	212	
Profane or Obscene Language/Gestures/Materials (1 st Offense)	109	
Profane or Obscene Language/Gestures/Materials (2 nd or subsequent offense)	213	
Rape	409	*
Repeated Misconduct of a Less Serious Nature	214	
Repeated Misconduct of a More Serious Nature	314	
Robbery Without a Weapon	411	*
Robbery With a Weapon	412	*
Robbery With a Firearm/Explosive Device	413	*
Sexual Battery Assault	410	*
Sexual Conduct or Harassment	315	*
Tardiness/Absenteeism/Truancy	215	
Theft/Defacement/Damage or Possession of Stolen Property	316	(refer to definition to see if police notification is necessary)
Threats/ Intimidation	216	
Threats or Intimidating Acts of a Serious Nature	317	*
Threats of Physical Attack With a Firearm or Explosive Device	415	*
Threats of Physical Attack With a Weapon	320	*
Trespassing	217	

INFRACTION	INFRACTION LEVEL	INFRACTION LEVEL 3	INFRACTION
101 Classroom Disruption (Brief/Minor)	201 Alcohol Possession/ Use/Under the Influence	301 *Aggressive Physical Contact with a Staff Member – Unintentional	401 *Aggressive Physical Contact with a Staff Member – Intentional
102 Disrespect – Minor	202 Bullying 1 st Offense	302 * Alcohol Distribution/ Intent to Distribute/ Participation in any Portion of a Transaction Involving Alcohol	402 * Arson
103 Dress Code	203 Cheating/Lying/ Forgery/Plagiarism	303 Bullying – 2 nd Offense or more, or more serious nature	404 * Dangerous Weapons (other than firearms)
104 Electronic Devices	204 Computer, Computer System or Tablet Device Misconduct – Inappropriate Use	304 Computer, Computer System or Tablet Device Misconduct – Serious Misuse	405 * Drug Distribution/Intent to Distribute/Participation in any portion of a Transaction Involving Illegal Drugs
105 Horseplay	205 Disrespect – Major	305 * Drug Use at School	406 * False Fire Alarm/ Bomb Threats
106 Insubordination (1 st or 2 nd Offense)	206 * Drug Possession/ Under the Influence	306 * Drug Distribution/Intent to Distribute/ Participation in any Portion of a Transaction Involving look Alike/ Counterfeit Drugs	407 * Possession of Firearm/ Explosive Device
107 Littering	207 Gambling	307 Fighting	408 *Weapons or Objects that May be Used as Weapons – With Intent
108 Loitering	208 Inciting/Instigating Disruptions	309 * Harassment, Discriminatory	409 *Rape
109 Profane or Obscene Language/Gestures/ Materials (1 st Offense)	209 Insubordination – Open Defiance	310 Harassment, Non-Discriminatory	410 *Sexual Battery Assault
	211 Physical Altercation	311 * Illegal or Unauthorized Recording of Voice or Image	411 *Robbery Without a Weapon
	212 Possession or Smoking and Other Use of Tobacco or Nicotine Product	312 Insubordination – Gross Insubordination/ Repeated Defiance	412 *Robbery With a Weapon
	213 Profane or Obscene Language/ Gestures/ Materials (2 nd or subsequent offense)	313 * Weapons or Objects that may be Used as Weapons	413 *Robbery with a Firearm/ Explosive Device
	214 Repeated Misconduct of a less Serious Nature	314 Repeated Misconduct of a More Serious Nature	414 *Physical Attack or Fight with a Firearm or Explosive Device
	215 Tardiness/ Absenteeism/ Truancy	315 Sexual Conduct or Harassment	415 *Threats of Physical Attack with a Firearm or Explosive Device
	216 Threats/ Intimidation	316 Theft/ Defacement/ Damage or Possession of Stolen Property (refer to definition to see if police notification is necessary)	
	217 Trespassing	317 * Threats or Intimidating Acts of a Serious Nature	
	221 Harassment / Bullying on the basis of sex – 1 st Offense	318 *Physical Attack	
	222 Harassment / Bullying on the basis of race / color – 1 st Offense	319 *Physical Attack or Fight With a Weapon	
	223 Harassment / Bullying on the basis of disability – 1 st Offense	320 *Threats of Physical Attack With a Weapon	
	224 Harassment / Bullying on the basis of sexual orientation – 1 st Offense	321 Harassment / Bullying on the basis of sex – 2 nd Offense or more	
	225 Harassment / Bullying on the basis of religion – 1 st Offense	322 Harassment / Bullying on the basis of race / color – 2 nd Offense or more	
	226 Harassment / Bullying on the basis of national origin – 1 st Offense	323 Harassment / Bullying on the basis of disability – 2 nd Offense or more	

	227 Harassment / Bullying on the basis of ancestry – 1 st Offense	324 Harassment / Bullying on the basis of sexual orientation – 2 nd Offense or more	
	228 Harassment / Bullying on the basis of creed – 1 st Offense	325 Harassment / Bullying on the basis of religion – 2 nd Offense or more	
	229 Harassment / Bullying on the basis of pregnancy, martial, or parental status – 1 st Offense	326 Harassment / Bullying on the basis of national origin – 2 nd Offense or more	
		327 Harassment / Bullying on the basis of ancestry – 2 nd Offense or more	
		328 Harassment / Bullying on the basis of creed – 2 nd Offense or more	
		329 Harassment / Bullying on the basis of pregnancy, martial, or parental status – 2 nd Offense or more	



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT

(E)Quality Committee *this meeting is held in collaboration
with the NAACP Education Committee*

Date: Monday, June 11, 2018

Time: 1:00 p.m.

Location: Kolak Education Center-
(Superintendent's conference room)
1633 Keeler Ave
Beloit, WI 53511

AGENDA

Call to Order

Review of previous minutes

- Jen P move approve, Syretha W. second

SRO contract, Diversion project & Code of Conduct updates- Emily Pelz, Executive Director of Pupil Services: Open to sharing and feedback on all three areas

- Diversion Project
 - Questions
 - How can Rock County meet our needs when they cannot meet their own needs?
 -
- Revisions to Code
 - Draft form
 - Was a collaboration with Beloit Police Department, but not a formal committee developed. Brought up because there was a disconnect between what is written in the code vs. legal language / statutory references. District representatives: Pelz, Bosco, Stauffacher. Police Department representatives: Zibolski, Devitt, _____. Goal of district is to not criminalize student behavior.
 - By policy, Code is reviewed annually by board and administration

- Code of Conduct Overview
 - Areas of Revision
 - offenses that require police notification - denoted through policy by asterisk - aggressive physical contact staff (includes intentional or unintentional due to use of force), intentional use of force, alcohol distribution / intent to distribute, arson, definition of bullying (expanded fully instead of referencing), dangerous weapon and firearm are separated out, removal for arrest for length of blade (cannot be arrested for possession of knife), all drug offenses, false fire alarm / bomb threat, remove police contact on fighting that does not result in injury, firearm / explosive device, harassment discriminatory - police notification if it could lead to a hate crime, Illegal / unauthorized recording (is this language overly broad? Emily will follow up and look further into this), weapons / objects used as weapons, physical attack, physical attack with a firearm or explosive device or weapon, rape (revised per office of civil rights definition), robbery / with weapon / with firearm, sexual assault (was battery), sexual conduct / harassment, theft (over \$2500, 3 or more offenses, combined with other offenses), threats/intimidation of serious nature, threat with firearm/explosive device/weapon
 - Police notification defined - collaborative determination of whether legal action will be taken
 - Will be presented at June 26 televised board meeting
- SRO Memorandum of Understanding
 - Working document - Emily Pelz and Chief Z continuing to meet - last meeting was last week Friday
 - There will be a required training this summer with SRO's and admins
 - Need to be explicit with staff who / when to contact police
 - Focus on a collaborative relationship
 - When are there times for the SRO and faculty to be together - for consistent communication and collaboration
 - Questions-
 - Why is district renewing contract? Why not eliminate contract?
 - What happens if we do not renew contract?
 - Could \$250k be used for mental health services?
 - How many districts in Wisconsin have SROs?
 - Why is Beloit looking to extend a contract when other districts are ending their contracts?

Announcements
Adjournment



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT

(E)Quality Committee *this meeting is held in collaboration with
the NAACP Education Committee*

Date: Tuesday, June 19, 2018
Time: 2:30 p.m.
Location: Kolak Education Center-Boardroom
1633 Keeler Ave
Beloit, WI 53511

AGENDA

- I. Call to Order TBell at 2:30pm
- II. Data Positions- roles and responsibilities, data trends- Charo Chaney & Robin Bye presented information about their positions and the data that each oversees. A lot of data is collected: State assessments, standardized tests, BASS, PALS, ACT, etc. Student and family information is stored in Skyward. Data has to be accurate before it can be submitted to the State.
- III. Interventionists- roles and responsibilities –Jacqueline Jolly & Latricia Johnson shared about their positions and what they oversee
 - 3 Math Coaches in all buildings- they work with principals directly
 - Part-Time Math interventionists who work 4/5 hours a day. Some buildings have 1 some buildings have 2. All math interventionists are not certified teachers.
 - Reading specialists- 1 per building at primary level, 1.5 at intermediate levels, 2 at Beloit Memorial. Reading Interventionists are not in all buildings. They have to be certified teachers. Would like to have more reading Interventionists.

IV. Questions

- What is being done to address the disparity around African American students?
- Why is Hispanic student enrollment slightly down?
 - i. Are we looking into why?
- What is open Enrollment?
- Difference between enrollment and attendance?
- How are we doing with truancy?
 - i. Are the lack of tickets helpful?
 - ii. How is Truancy Officer being utilized?
- How are the tests different between grades?
- What happens between 3rd and 8th grade?
- What's the plan to get more reading interventionists?
- How do we keep students engaged and want to prove how much they know?

V. Adjournment Motion by B. Atlas Second by D. Harrell

INFRASTRUCTURE COMMITTEE MINUTES
SCHOOL DISTRICT OF BELOIT
June 7, 2018

1. CALL TO ORDER

The Infrastructure Committee was called to order by Wendy Sanchez, Chair at 5:07 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Kyle Larsen, Crystal Ballard, Corey Hagemann and Wendy Sanchez. Members excused: Joe Stadelman. Others present: Sean Winters.

Larsen indicated the agenda would be changed to swear in new members first then approval of the agenda.

2. APPROVAL OF THE AGENDA

Larsen moved approval of the agenda. Seconded by Hagemann. Motion carried.

3. SWEARING IN OF NEW MEMBERS

Sanchez, Board Clerk, swore in Crystal Ballard and Corey Hagemann. Joe Stadelmann will be sworn in at the next meeting.

4. PARLIAMENTARY PROCEDURES ORIENTATION

Sanchez and Larsen reviewed parliamentary procedures, Robert's Rules and other typical meeting procedures. They also covered how agendas are set, submitting agenda items, timelines for setting agendas and reports. Other areas reviewed were open meetings law, quorum, email communications, contact information, and notice of meetings.

5. SCOPE OF THE INFRASTRUCTURE COMMITTEE

Sanchez briefly reviewed the scope of the infrastructure committee and noted that members had a copy of the policy in their folders.

6. CROSSING IN FRONT OF ROBINSON

Larsen indicated that Mr. Frost, who submitted a letter to the editor was invited as well as city officials and the Robinson Elementary Principal to address the issue of crossing Cranston Road now that the traffic light has been removed when the school was remodeled. Mr. Frost's concern is that the four-lane road is dangerous, crossing guards have come and gone, and the crossing of the road needs to be safe for any number of students who are crossing.

Carter, Principal stated that cars driving into the east morning sun is blinding and a number of crossing guards have almost been hit. He is terrified that a student or an adult will be hit and does not want to receive the call regarding the accident.

Jason Dupuis, City Traffic Engineer, answered questions regarding solutions. He stated that enforcing the speed limit has been addressed and when police are present, its better, but they are not there all the time. He also stated that they are following guidelines with what the city has to have in place. Costs to put in traffic lights in are approximately \$175,000. Since the city warrants are not stating that the lights are needed, the city is not ready to pay for it.

Winters asked where the traffic signal would need to go should the district choose to pay for it and was told at the intersection of Robinson and Cranston, not mid-block. Winters also clarified Dupuis' statement of additional parking being cut during the referendum. Dupuis shared a drawing showing an additional parking lot.

7. DISTRICT PLUMBER & ELECTRICIAN POSITIONS

This item was removed from the agenda.

8. BMHS KITCHEN RENOVATION

Winters explained this project is phase 2 of a two part project. They went out for RFP and only received one bid back from Klobucar Construction. The committee clarified that the project would be finished by

Larsen moved to recommend Klobucar Construction Company, Inc. for the BMHS kitchen remodel. Seconded by Ballard. Motion carried unanimously of the members present.

9. ALDRICH CLASSROOM REMODELS

Winters stated that Angus Young received two quotes for this project. The project needs to actually go through an RFP process so that process will be redone and then bids will be brought to the board for approval.

10. APPROVAL OF PURCHASE OF DISTRICT VANS

Winters explained the need for the new vans, courier starting soon and will need a van and the food service van is oversized and continually breaking down. They were purchased when we transported more food when the elementary schools were not making their own food. 75% 50 fund and 25 % out of Sean's budget. We will use them enough for us to justify the need. Got three quotes back as far as pricing, Nissan was cheapest, then Bryden and Tom peck was the most. Recommending from Bryden even though they are not the cheapest, the dodge van is the only one that is front wheel drive which means a lot in winter, the chassis was designed as a van the cheaper one is a truck chassis. Sean recommending purchasing 4 vehicles from Bryden.

Larsen moved to recommend to the full Board of Education the purchase of 4 vans from Bryden \$28,951.50 each one for the courier and three for food service. Seconded by Hagemann. Motion carried unanimously of the members present.

11. TEN YEAR CAPITAL PLAN

Winters indicated that the 10 year plan was designed last year and is fluid in the fact that there are times items get moved up based on priority and others get moved down to accommodate a priority. He stated that Fund 46 was established last year to save monies for capital improvements, however funds cannot be spent until 6 years from the date of establishment.

12. SITE VISITS

Winters discussed getting out and actually looking at the buildings for a better understanding of needs and for additional perspective. He feels that it will also help the 10 year capital improvement plan.

13. FUTURE MEETING DATES AND TIMES

Sanchez asked what day of the week and what time frame works best. Generally everyone agreed that 5:00 works best. The first Thursday of the month seemed to work for everyone with the exception of July.

14. FUTURE ITEMS FOR DISCUSSION

Future items for discussion included city updates on projects, park and rec appointment, swear members in, and review district capital improvements

15. ADJOURNMENT

The meeting adjourned at 6:34 p.m.

FISCAL COMMITTEE MINUTES
SCHOOL DISTRICT OF BELOIT
June 19, 2018

1. CALL TO ORDER

The Fiscal Committee was called to order by Cronin Chair at 5:05p.m. At the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Shelly Cronin – Chair, Wendy Sanchez – Vice Chair, Torie Champeny, John Malizio and Liaisons Roger Price and JoAnn Armstrong.

Also Present: Anthony Bosco, Anthony Bonds, Tracey Caradine and Darrell Williams

2. APPROVAL OF THE AGENDA

Sanchez moved approval of the agenda. Seconded by Cronin Motion carried.

3. SWEARING IN OF NEW MEMBERS

Sanchez swore in Champeny and Malizio and had each sign an oath.

4. PARLIAMENTARY PROCEDURES ORIENTATION

Price went through information in the packet for Robert's Rules, the chair will make sure that the rules are followed.

5. SCOPE OF THE FISCAL COMMITTEE

Cronin explained the scope of the fiscal committee. Cronin and Armstrong will set the agendas until the new Executive Director of Business Services gets hired. Please bring anything forward that you would like to see on the agendas.

6. REVIEW OF UPDATED POSITION DESCRIPTIONS

Price presented the 6/12/18 Board approved Executive Director of Business Services, Director of Finance and Director of Facilities job descriptions.

7. 2018-19 BUDGET

Price discussed the following 2018-19 Budget Topics:

- a. Review materials from Board Workshops - went thru and explained what the information means on the sheets
- b. Review 2018-19 Assumptions went thru and explained why assumptions and what you put forward
- c. Update of continued work on 2018-19 Base Budget
- d. Review Health Insurance Funding options
- e. 2018-19 Initiatives - administration is working on several items under this item 678,000 is available
- f. Tax Levy - want to try and keep it as level as possible instead of having the roller coaster effect of the up and down between years.
 - a. Establish Target (i.e. mil rate <12.00)

8. PROPERTY ACQUISITION

Price walked the Fiscal committee through the process of property purchasing by the full board of education. The Policy on closed session was given to committee members and Cronin explained its use and when items will go straight to full board verses to fiscal committee.

9. FUTURE MEETING DATES AND TIMES

Cronin stated unless need to meet more often, will meet once a month. The next meeting will be Monday July 16 at 5:00 p.m.

10. FUTURE AGENDA ITEMS

- a.** Review Board and Public Fiscal Reporting
- b.** Determine Guiding Principles
- c.** Debt
 - a.** Fund 38 non-referendum debt schedule & fund 39 referendum debt schedule
 - i.** Refinance Options
 - ii.** Long – Term Planning

For next meeting: bring cheat sheet for funding numbers and what they are, what are goals and guiding principles of fiscal committee and live population report.

11. Adjournment

The meeting adjourned at 6:01 p.m.

COMMUNICATION COMMITTEE MINUTES
SCHOOL DISTRICT OF BELOIT
June 21, 2018

1. CALL TO ORDER

The Communication Committee was called to order by David Wilson, Chair at 2:05 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Megge Casique, Ana Kelly, Hanna Martin(2:12) and David Wilson. Members excused: Shelly Cronin and Deanne Arp. Others present: Jen Thompson and Darrell Williams.

Wilson indicated that the swearing in of the new members would take place prior to the approval of the agenda.

2. APPROVAL OF THE AGENDA

Kelly moved approval of the agenda. Seconded by Casique. Motion carried.

3. SWEARING IN OF NEW MEMBERS

Michelle Shope, Board Secretary, swore in Megge Casique and Ana Kelly. Shope swore in Hanna Martin-McArron when she arrived.

4. PARLIAMENTARY PROCEDURES ORIENTATION

Wilson reviewed parliamentary procedures and Robert's Rules. He also indicated that a copy of Robert's Rules can be purchased for anyone who needs or would like a copy.

5. SCOPE OF THE COMMUNICATION COMMITTEE

Wilson and Thompson reviewed the scope of the communication committee. They discussed the strategic plan goals for the communication committee. Thompson reviewed the new tools coming through the blackboard website products. She indicated a new communication tool, a new app, the new look to the website. Wilson discussed the partnerships that the high school academies are building and the committee could support this endeavor.

6. COMMUNITY ENGAGEMENT ONLINE PD

Thompson explained that the community engagement is an online PD course that is about 5 hours long and is self-paced. This is something she recommended to Wilson for the entire committee to learn how to improve and enhance community engagement. The committee members agreed to complete the course by July 31st.

7. PIO DUTIES TRANSITION PLAN

Wilson explained that Thompson is taking another position at Blackhawk Tech. At the last Board meeting, Dr. Williams indicated who would be covering the duties. Media and general communication inquiries will go through Jenni Francis who will work with Dr. Williams. Matt Randall, print shop, will handle any print media. Ross Eberle and Robin Bye will work with social media and website as well as each school will keep their school sites up to date.

Thompson indicated that all of the school website people have recently been trained on the new website. She also has done a lot of work ahead of time on social media and the website. Facebook will let her post and have a later publishing date.

Martin-McArron asked what the protocol is for school websites. Thompson indicated that most schools do their own websites with few exceptions such as pictures that she takes. Schools are also generally in charge of their own Facebook pages as well.

Thompson also indicated that she has worked with all of the schools to be consistent in their pages so no matter which school you are going to the information is in the same place.

Casique left the meeting at 2:53 p.m.

8. STRATEGIC PLAN SMART GOALS

These were discussed above in the Scope of the Communication Committee.

9. SITE VISITS & QUARTERLY MEETINGS

Wilson indicated that meetings will likely be more quarterly than each month. He also talked about having site visits - getting out to the schools. He indicated that the next meetings would then be September and December at Kolak. The site visits would be the months between. Kelly asked why the committee would not be meeting monthly. Wilson would rather meeting less often and have the meetings be more meaningful.

10. IDENTIFICATION OF STORIES TO SHARE

Wilson indicated that going to the sites or having the sites come to the meeting will hopefully bring forward stories for the PIO to share or the committee to bring forward.

11. FUTURE MEETING DATES AND TIMES

July 23 or August 13 were the two dates to check with the committee members - Agenda items will include the community engagement PD and frequency of meetings.

12. FUTURE AGENDA ITEMS

Thompson suggested reviewing the policy regarding releasing students' names and addresses. The policy is not clear and it is not consistent across Wisconsin Districts. It was also suggested that a communication committee member be included in the interview team for the PIO.

13. ADJOURNMENT

The meeting adjourned at 3:09 p.m.



School District of Beloit Board of Education Report

I. BASIC INFORMATION

Topic or Concern: Consent List

Your Name and Title: Laurie Endres, President, Board of Education

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

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

To facilitate Board action.

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

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

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

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

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

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

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

**SPECIAL MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF BELOIT
May 22, 2018**

The Board of Education held a special board meeting on May 22, 2018 at the Kolak Education Center in Room 106. President Endres called the meeting to order at 5:05 p.m.

Members Present: Shelly Cronin, Laurie Endres, Kris Klobucar, Kyle Larsen, Wendy Sanchez and David Wilson. Member excused: Pam Charles. Also present: Darrell Williams.

Sanchez moved approval of the agenda. Seconded by Klobucar. Motion carried unanimously of the members present. Bonds requested to table the item 5.2 Compensation Plan Parameters. Cronin moved to table 5.2 Compensation Plan Parameters. Seconded by Klobucar. Motion carried unanimously of the members present. Endres indicated that the board was not ready yet to discuss the leadership and governance development. Klobucar moved to table the Leadership and Governance Development Initial presentations. Seconded by Larsen. Motion carried unanimously of the members present.

Bonds presented the Ad Hoc Academic Achievement final five recommendations from the ad hoc committee. Bonds began with an overview of the committee charge and the work of the committee to date, thanking the committee members for all of their work and efforts.

Klobucar moved approval of a new structured teacher mentoring program, the development and implementation of Site Level Teams at each building, the formation of a district committee with stakeholders including teachers, administrators, support staff, police, community members and parents to analyze and make recommendations to the school board specifically addressing student behavioral issues, for the assessment of the intermediate school model using an external evaluator, and the addition of 2 FTE math coaches for the 18-19 school year and additional FTE math interventionists over the next 4 years until parity is achieved between math and reading. Seconded by Wilson. Motion carried unanimously of the members present.

Bonds did mention that he will be bringing forward at a later date a request to change the charge of the committee to that of status and monitoring. Klobucar requested a timeline as well at that time.

Bonds explained the initial staffing request for the 2018-19 school year. He indicated that many of the positions are based on student needs especially in the area of student services. Price stated that the approach is slightly different than board members are used to in the past. He stated that these positions are those that would not be cut if there needs to be reductions due to the fact that the positions have already been approved or are positions that support students and have to be in place per law. He also indicated that the positions are included in the budget numbers that he and staff have been putting together. He stated that these are base budget staffing numbers. He also stated that there are many positions that are wants and wishes, however, these positions are not those. Cronin asked if it would be fair to move them forward as a budget priority list until the board members see the budget next week. Endres asked about the seven FTE for student services. Pelz indicated that they are due to IEPs, student returning to the district and other student needs.

Price indicated that many of the base assumptions will not be answered until October 20, 2018. Enrollment and other factors will determine if there needs to be reductions.

Klobucar moved approval of the 9 student center/student related positions. Motion died due to the lack of a second.

Wilson moved approval of the administrations recommendation for the recommended staffing levels at the 2017-18 level and the additional 21.5 requested positions listed in the board report of May 22, 2018. Seconded by Klobucar. Cronin asked which positions could be laid over to next week. Bonds indicated that the secretary, district-wide behavior specialist, and volunteer coordinators could be laid over. Motion failed 1-5 with Wilson voting in the positive.

Cronin moved approval of the administrations recommendations for the staffing levels at the 2017-18 level and the additional 17.5 FTE for the positions without those that can be laid over. Seconded by Klobucar. Motion carried unanimously of the members present.

Bonds indicated that the Coordinator for AVID and high school academies position will be a teaching position with the title of coordinator.

Klobucar moved approval of the Coordinator for AVID and high school academies new position for 2018-19. Seconded by Wilson. Motion carried unanimously of the members present.

Klobucar moved to convene the Board of Education into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering the employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Cronin. Motion carried on a roll call vote 6-0.

Klobucar moved to convene to open session. Seconded by Wilson. Motion carried unanimously of the members present.

Cronin moved approval of the personnel recommendations – Exhibit A as proposed. Seconded by Klobucar. Motion carried unanimously of the members present.

Price indicated that the current provider for property insurance did not want to continue with the district and therefore the proposal is to go with Traveler's Insurance. He also stated that the liability insurance will remain with CIC, United Heartland and Hanover.

Cronin moved approval of the broker's recommendations for property and liability insurance for the 2018-19 fiscal year. Seconded by Sanchez. Motion carried unanimously of the members present.

Endres explained that the city is requesting a district representative at the Joint Review Board meeting. Endres appointed Sanchez to attend as the TIF representative at the Joint Review Board meeting on June 21st at 3:00 p.m.

Endres discussed the applicants for the new board committees. She explained her thought process for appointing people to the committees and not everyone was receiving their first choice. She also stated there was only one applicant who was not being assigned at this time.

Cronin moved to give Endres the latitude to discuss with Brandye Grady options for serving on one of the Board Committees. Seconded by Klobucar. Motion carried unanimously of the members present.

Endres appointed to the Student Committee Sara Webster, Brian Gile, Andrea Heckner, Heidi Andre and JoAnne Ruch. She appointed to the Staff Committee Brevin Buggs, Crystal Cribbs, Matthew Champeny,

Sam Carter and Leighia Francis. She appointed Torie Champeny and Kathy Crawford to the Fiscal Committee. Endres appointed Joe Stadelman, Sarah Weiss, Crystal Ballard and Corey Hagemann to the Infrastructure Committee and to the Communication Committee she appointed Ana Kelly, Megge Casique, Deanne Arp and Hanna Martin-McArron.

Members discussed various ways to fill the vacancies with additional appointments.

No items for future agendas were requested.

The meeting adjourned at 6:21 p.m.

Michelle Shope, Board Secretary

Approved at the Regular Board Meeting on June 26, 2018

Laurie Endres, President

**REGULAR MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF BELOIT
May 22, 2018**

The Board of Education held its regular meeting on May 22, 2018 at the Kolak Education Center in the Board Room. President Endres called the meeting to order at 7:00 p.m.

Members Present: Shelly Cronin, Laurie Endres, Kris Klobucar, Kyle Larsen, Wendy Sanchez, and David Wilson. Member excused: Pam Charles. Others Present: Darrell Williams, Interim Superintendent.

Cronin moved approval of the agenda. Seconded by Sanchez. Motion carried unanimously of the members present. Larsen led the group in the pledge of allegiance and Wilson gave the announcements.

Jen Thompson, Public Information Officer, recognized Top BMHS Art Students, Kassumy Montiel-Reyes, who and Madeline Cawkins, Dellah Hall the Scholastic Book Club's Monster Alarm Story starter Contest, graduating seniors for their post-secondary plans, Evelyn Mendoza student board representative, and Doris Forbes, class of 1948 for her contributions to BMHS athletics.

Endres opened up the podium for citizens to speak on items not on the agenda.

Susan Adams, 703 Milwaukee Road, addressed the board in regards to the HR director hiring in April and current HR director no longer in district; dual credit classes.

James Ivy, 1905 Mound Avenue, addressed the board in regards to the superintendent search process and overlooking Dr. Williams as a finalist.

Gregg Schneider, 703 Milwaukee Road, addressed the board in regards to the superintendent search process and payment to the search firm.

Lloyd Majeed, didn't give his address, but addressed the board in regards to the superintendent process and not hiring Dr. Williams.

Ryan Anderson, 1869 Royce, addressed the board in regards to Darrell Williams, not being hired as superintendent.

Emma Harrell, 2762 Kadlec Drive, gave her three minutes to Dennis Baskin and Chelsea Vaughn, 1117 Keeler, gave her three minutes to Dennis Baskin.

Dennis Baskin, 1768 Gateway Boulevard, addressed the board with regards to the superintendent process, Darrell Williams, emails, white people getting appointed to positions, racism in the district, and calling the justice department. Baskin claimed that he will be contacting the Beloit Health System to report President Endres who then ended the time for Baskin.

Interim Superintendent Williams introduced Rachelle Elliott, Director of Early Literacy, who provided information on Beloit's Literacy for Life Initiative. Bonds gave the Ad Hoc Academic Achievement Committee update, Bell gave the Equity update for the month and also reported on the (E)Quality Committee Meeting for May. Evelyn Mendoza, Student Representative, was not present. Sean Winters, Director of Facility Services gave the Welcome Center Update.

Klobucar moved approval of the consent list: 1) Special Board Meetings of April 24 (2 sets), April 30, May 1, May 8, May 15 and May 17, 2018; 2) Regular Business Meeting of April 24, 2018 and 3) Approval of the March Financial Summary. Seconded by Cronin. The motion carried unanimously of the members present.

Cronin moved to table the purchase of Chromebooks. Seconded by Klobucar. Motion carried unanimously of the members present.

Cronin moved approval of TC Networks for the installation of security cameras in the amount of \$126,864.73. Seconded by Sanchez. Motion carried unanimously of the members present.

Cronin moved approval of the Resolution Authorizing Board Hearing Officer/Board Expulsion Officer to determine Pupil Expulsion under Wisconsin State Statute 120.13(1)(e) 1-4, effective July 1, 2018 to June 30, 2019. Seconded by Klobucar. Motion carried on a roll call vote 6-0.

No items for future meetings were requested.

The meeting adjourned at 8:05 p.m.

Michelle Shope, Board Secretary

Approved at the regular meeting of June 26, 2018

Laurie Endres, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF БЕLOIT
May 29, 2018**

The Board of Education held a special board meeting on May 29, 2018 at the Kolak Education Center in Room 106. President Endres called the meeting to order at 5:04 p.m.

Members Present: Pam Charles, Shelly Cronin, Laurie Endres, Kris Klobucar, Kyle Larsen, and David Wilson. Member excused: Wendy Sanchez. Also present: Darrell Williams.

Cronin moved approval of the agenda. Seconded by Klobucar. Motion carried unanimously of the members present.

Roger Price, Consultant, Business Services, provided information on the 2018-19 budget. He provided the talking points for the Base Budget as well as information on the actual 2015-16, 2016-17, budgeted 17-18 and projected 18-19 budgets. Revenue limit membership is the average of three years membership plus summer school. He reviewed the membership assumptions, summer school membership, state aid and open enrollment. Revenue Limit was reviewed indicating no student limit increase per statute. He reviewed revenue assumptions as well such as transfer of services, energy efficient projects already approved, new choice aid and high poverty aid. Price also reviewed equalization aid with no changes. He then also assumed that the revenue was going to equal the expenditures even though the board budgeted a negative. Endres requested a report of any departments/buildings that are coming in either under or over 5% of their budget prior to the end of the year. With all of the assumptions, it would appear that the district would be at an 11.75 mill rate from 11.54 last year for the taxpayer. He also noted that the equalized values have not recovered from 2008 yet.

Price then reviewed General Fund revenues including federal aid/grants. For Grants and AGR only the staffing is included as that is a known expense. Per pupil aid is projected to increase from \$3.2 to \$4.7. He reviewed expenditure assumptions including no CPI adjustment in controllable costs, cost of living increase of 2.13%, included board approved positions, health insurance increase of 4%, dental insurance increase of 0%, and a minimal contingency of \$150,000. Price clarified that there is about \$678,998 unallocated funds. He stated that sum could be put into an initiative line item that new positions or initiatives could be paid from throughout the year. Endres asked if throughout the year, the board could keep a running total of how much is left. Bonds shared his thoughts on budgeting as close to a balanced budget as possible since the district has had extra monies at the end of the year consistently for several years. Price also discussed having a budget for vacant positions. He also indicated that this would be a position needed in the finance or business office to track the positions and monitor the budget thoroughly. Members asked for clarification on Fund 46. There was discussion about putting funds in the fund for capital projects and perhaps it should be a line item.

Price will be presenting forecasting next week. He indicated that the board will need to make some decisions such as monies into the classrooms and facilities. He recommended that the administration come back with their first \$700,000 list and then their second \$700,000 list. He then indicated that the fiscal committee should review these lists for possible consideration. JoAnn Armstrong indicated that there is no limit to the amount that can be put into the Fund 46 account, however, it must stay for five years from the date the account was opened. Anything spent is reimbursed to the district at 80%.

Board member questions included how much of the budget is salary and fringe and the health insurance increase effect on the employee. Bonds asked if it would now be appropriate to bring a compensation conversation forward to the board. Klobucar indicated that she would prefer it come to the staff committee. Cronin indicated that it should include the coaching piece that has been put on hold as well. Board

members gave information to Bonds about the type of information they would like to see when considering this item at a future meeting.

Endres recessed the meeting briefly at 6:17 p.m. Endres reconvened the meeting at 6:24 p.m.

Cronin moved to convene the Board of Education into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering the employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Seconded by Klobucar. Motion carried on a roll call vote 6-0.

Attorneys Buikema and Hubacher joined the meeting to provide updates on legal cases. Endres turned the meeting over to Klobucar regarding the accusations made at the board business meeting. Administration and the Board Secretary were excused from the meeting. At approximately 8:10 p.m., Endres was excused from the meeting. Endres and Shope returned to the meeting at 8:43 p.m. Klobucar turned the meeting back over to Endres.

Larsen moved to reconvene to open session. Seconded by Wilson. Motion carried unanimously of the members present.

Larsen moved to direct the attorney for the district to make every effort to collect tuition reimbursement up to and including lawsuit. Seconded by Wilson. Motion carried 5-1 with Cronin voting in the negative.

Klobucar moved to direct the attorney for the district to review the interim and temporary hiring policies to ensure that they are fair and equitable. Seconded by Larsen. Motion carried unanimously of the members present.

Larsen moved to direct the attorney for the district to contact Dr. Dennis Baskin regarding the allegation of HIPPA violation. Seconded by Cronin. Motion carried 5-0-1 with Endres abstaining.

Endres appointed John Malizio to the Fiscal Committee. Charles indicated that two people appointed at the last meeting would really like to serve on committees other than those they were appointed to. After discussion, Endres appointed Kathy Crawford to the Students Committee and Sarah Weiss to the Staff Committee.

Charles moved approval of John Malizio for the Fiscal Committee. Seconded by Klobucar. Motion carried unanimously of the members present. Endres then re-appointed John Malizio to the Fiscal Committee.

Items for future agendas included leadership consulting, board policy on agenda items, tuition reimbursement practice, and discussion of WASB policy project and taxpayer alliance budget presentation.

The meeting adjourned at 9:29 p.m.

Michelle Shope, Board Secretary

Approved at the Regular Board Meeting on June 26, 2018

Laurie Endres, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF BELOIT
June 5, 2018**

The Board of Education held a special board meeting on June 5, 2018 at the Kolak Education Center in Room 106. President Endres called the meeting to order at 5:02 p.m.

Members Present: Pam Charles, Laurie Endres, Kris Klobucar, Kyle Larsen, Wendy Sanchez and David Wilson. Member excused: Shelly Cronin. Also present: Darrell Williams.

Sanchez moved approval of the agenda. Seconded by Klobucar. Motion carried unanimously of the members present.

Roger Price, Consultant, Business Services, stated that there is discussion underway with the actuary on the health insurance funding and the item is being referred to the fiscal committee. There is also a complete review of Fund 27 to better estimate the needed transfer from General fund and a continued review of individual line items will be ongoing in the general fund. They will also continue to review the impact of assumptions and update them as necessary. The starting point of the budget is what was presented last week and as of May 29, there is approximately \$678,998 available in the projected budget for next year that is not allocated. There are administrative staff recommendations in development and the fiscal committee will be meeting soon.

Price reviewed the 18-19 membership with revenue limit, summer school, and state aid again. He reviewed enrollment history, population estimates and housing trends. Conclusions drawn from this information were that all models show a slight decline over the next several years. It also showed that Kindergarten trends have been declining, however, births have seen a slight increase recently. Another conclusion drawn is that open enrollment out of the district greatly surpasses those enrolling in.

In doing the long-term forecast, he used a five year trend projection for enrollment and membership; a slight decline, but not worst case scenario. Price reviewed the effects of declining enrollment, he looked at the impacts of elimination of the energy projects, the impact of recurring and non-recurring referendum, and suggested having the fiscal committee determine guiding principles. He reviewed projected budgets for 2019-2020

Endres clarified that the district would lose \$6M in 19-20 in capital funding. Price stated the district would unless it would use tools that are available to the district such as a recurring or non-recurring referendum, or others. Endres asked how many additional students would the district need to enroll to make up the \$6M. Klobucar clarified that increasing enrollment has a long-term effect, whereas switching enrollment in vs. out would have a great effect now.

He recommends watching and projecting each year and seeing how the current year budget will affect the forecast. He suggested working on 19-20 first and look at what options are available. Members asked questions including how to plan for decline in budget and declining enrollment and how to talk to community regarding referendum.

Endres recessed the meeting briefly at 5:54 p.m. Endres reconvened the meeting at 6:08 p.m.

George Steffan from WASB joined the meeting to discuss how WASB can help the district hire an interim superintendent and specifically one that would not apply for the superintendent position. Steffan clarified that the board would like the person to start July 2nd, if possible. He shared a draft of a timeline as a starting point. He recommended the applicants apply to WASB, remove the current postings and begin posting again. He did state they would also advertise nationally. He would schedule a planning meeting with the board to determine what the board is looking for, i.e., things that came out of the focus groups. He would bring forth 3-4 candidates based on the board's information. WASB is very transparent and shares all applicant information with the board. He stated the board can choose the 3-4 candidates, however, it will lengthen the process. He stated all background and reference checks are completed prior to the one round of interviews. Contract negotiations follow the interviews and then an announcement of the interim is made. He further suggested not having the four essay questions in the application process but rather use them in the interview process so the number of candidates is not limited. He also stated he would be happy to work with the media if the board chooses.

Members asked questions regarding the recent interim placement Steffan handled. He stated it was a principal interim in two weeks and one month superintendent interim. He did make note of the fact that some retirees, depending on when they retired, may be limited on the number of hours they can work. He did share his thoughts that a limited number of candidates may apply based on the current essay questions, the short turn around, time of the year, and that board stated they want someone who will not apply for the actual position. Members asked how many applied for the last superintendent interim search. He stated about 12 applied, however, there was no stipulation about not applying so more than retirees applied. When asked if there was an advantage to stating persons would not apply for the position, he stated he did not see an advantage. Endres explained that the hope was to find an interim who would focus on the day to day operations so that the current board and administration could focus on governance and leadership in the district to prepare the new superintendent for success, whoever that may be in a year.

He discussed the service agreements stating there is a not to exceed number that is used and WASB has to get board approval before the amount can be exceeded. He also stated WASB does three background/vetting checks: criminal, financial and educational. He also does his own vetting as well by reaching out to people where they work or have worked.

Charles moved approval of the search service agreement with WASB for the search for an interim superintendent and to start as soon as possible. Seconded by Larsen. Motion carried 5-1 with Wilson voting in the negative. Charles clarified that the WECAN posting should be removed.

Endres indicated that Charles requested that the Public Information Officer position come back for further discussion. Charles stated the board either needs to keep the current PIO or do some work to cover the position. She contacted similar sized districts and found that Monona Grove is making it an administrative position this summer making \$90,000; Janesville has a three person department, with a director making \$90,000; Milton has an administrator starting July 1 and is making a similar amount; Verona has an administrator making \$77-96,000 depending on experience; Harlem is one director with three others in department and the director is making \$110,000; Kenosha is a director earning \$106-130,000 with an eight person department. Charles is concerned about losing someone in the position because the board won't do something comparable to so many other districts in the area. She also shared that the position use to be an administrator with an assistant until it became one person with a contract to an outside firm doing all the social media.

Wilson stated he would be interested in seeing the trends for all the positions starting from the top down. Klobucar clarified if he meant just administration or all positions. Wilson stated all positions. Charles asked how the PIO duties will be covered during Thompson's vacation. Dr. Williams stated that the

coverage was on the agenda for next week. Endres clarified that the information tonight, is to determine if the position should be made an administrative position. She further stated that the coverage should Thompson choose to leave will be discussed at next week's meeting.

Klobucar stated that she is not ready to make the position an administrative position at this time as she stated last week. Dr. Williams stated that this is opening a can of worms to make this position an administrative position when there are so many others who have or will come forward. He also stated that the current process has been that employees are bringing their offer to HR or administration who then bring it to the board.

Sanchez asked for clarification since she was not at the last meeting. She was filled in on information from the last meeting. Wilson again stated that he is not willing to entertain the change since there is a process in place for requesting salary increases. Members continued to discuss the situation at length.

Charles moved to convert the public information officer position to an administrative position and have Dr. Williams return with a recommendation for salary. Seconded by Larsen. Motion failed 2-4 with Charles and Larsen voting in the affirmative and Endres, Klobucar, Sanchez and Wilson voting in the negative.

No items for future discussion were requested.

The meeting adjourned at 7:25 p.m.

Michelle Shope, Board Secretary

Approved at the Regular Board Meeting on June 26, 2018

Laurie Endres, President

SPECIAL MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF BELOIT
June 09, 2018

The meeting was called to order by Board President Laurie Endres at 9:05 a.m. at Beloit Memorial High School in the Fitness Center.

Members present: Pam Charles, Shelly Cronin, Laurie Endres, Kris Klobucar, Wendy Sanchez and David Wilson.

Klobucar moved approval of the agenda. Seconded by Cronin. Motion carried unanimously of the members present.

Klobucar moved approval of the list of 2018 graduates as presented. Seconded by Cronin. Motion carried unanimously of the members present.

The meeting adjourned at 9:07 a.m.

Wendy Sanchez, Clerk

Approved at the Regular Business Meeting on June 26, 2018

Laurie Endres, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT OF BELOIT
June 12, 2018**

The Board of Education held a special board meeting on June 12, 2018 at the Kolak Education Center in Room 106. President Endres called the meeting to order at 5:05 p.m.

Members Present: Pam Charles, Shelly Cronin, Laurie Endres, Kris Klobucar, Wendy Sanchez and David Wilson. Member excused: Kyle Larsen. Also present: JoAnn Armstrong, Anthony Bonds, Anthony Bosco, Tracey Caradine, Emily Pelz, Roger Price, Sean Winters, and Darrell Williams.

Klobucar moved approval of the agenda. Seconded by Wilson. Motion carried unanimously of the members present.

Klobucar moved to convene the Board of Education into Closed Session pursuant to Section 19.85 (1)(a) of the Wisconsin Statute relative to deliberating concerning a case which may be the subject of any judicial or quasi-judicial trial or hearing. Seconded by Sanchez. Motion carried on a roll call vote 6-0.

Klobucar moved to reconvene to open session. Seconded by Sanchez. Motion carried unanimously of the members present.

Armstrong presented the budget adjustments indicating additional funding for grants in Fund 10 and a carryover for Fund 27 FlowThru for next year. She also explained that the other adjustments were for building or department transfers. Charles moved approval of the budget adjustments as presented in the purple packet of June 8, 2018. Seconded by Klobucar. Motion carried unanimously of the members present.

Charles moved approval of the request by Community Action to waive the rental fees of BMHS from June through August, 2018, the Stateline Aquatic Team to waive the rental fees of BMHS on June 23, 24, November 16, 17 and 18, 2018 and the request by the League of Women Voters, Justice Overcoming Borders and NAACP to waive the rental fees of Kolak on July 18, 2018. Seconded by Klobucar. Motion carried unanimously of the members present.

Anthony Bonds, Assistant Superintendent presented the staffing request for a Family and Consumer Education Teacher and a Mathematics teacher at the high school which were included in the projected 18-19 budget but inadvertently left of the list that was approved at the last meeting.

Charles moved approval of 1 FTE Family and Consumer Education teacher and 1 FTE Math teacher for BMHS. Seconded by Wilson. Motion carried unanimously of the members present.

Sean Winters, Director of Facility Services, is requesting an increase of 2.0 FTE for a district plumber and district electrician maintenance position to lower the cost of repair services from use of vendors. He will be offsetting the salaries for these positions with a budget decrease in his budget due to not having to call outside vendors for service.

Klobucar moved approval of an FTE for an electrician and an FTE for a plumber position. Seconded by Sanchez. Motion carried unanimously of the members present.

Klobucar moved approval of the job descriptions for plumber and electrician as presented in the purple packet of 6-8-12. Seconded by Charles. Motion carried unanimously of the members present.

Winters explained the need for a district van for the new courier and three vans for food service. Vans would be purchased out of food service funding and out of the Facilities budget. He did request an amendment to 6 vans with the addition of the two above approved positions (electrician and plumber). He shared the RFP information with the board members. There were three types of vans meeting the criteria. Bryden is his recommendation since it is a front wheel drive vehicle and the other two bids were rear wheel vehicle. It was clarified that the funding for the vans will be coming from the 17-18 budget.

Charles moved approval of Bryden Motors for the purchase of 6 vans at \$173,709.00. Seconded by Wilson. Charles amended the motion to read, approval of Bryden Motors for the purchase of six vans not to exceed \$173,709.00. Wilson accepted the friendly amendment. Motion carried unanimously of the members present.

Williams indicated that EAB had presented at an earlier meeting and he was now seeking approval of the proposal. Klobucar asked if Williams had asked Cabinet members about its use. He stated he did and that teachers were interested as well and it is used at UW-Whitewater and other institutions. Klobucar clarified if there was a specific project that the district would like to do. He stated that the project would be best practices for safety and security. Charles stated that she is not sold on this and feels that we have highly educated employees who can do research. She is not opposed to revisiting it in October after there is more information on the budget. Endres asked if it could be supported by existing PD monies as opposed to the unallocated funds in the budget. Sanchez clarified that everyone in the district would have access to this service.

Cronin moved approval of a one year membership to EAB Global using existing professional development budget monies with quarterly update reports provided to the board. Seconded by Sanchez. Motion carried 5-1 with Charles voting in the negative.

Board members discussed the NEOLA and WASB Policy Services that were presented at an earlier meeting. Klobucar shared information regarding NEOLA in terms of its use and concept. Shope and Price explained WASB process and the fact that the district is not using the Policy Resource Guide to its full potential. WASB has also offered to do training that the district never received. Board members decided to continue using the PRG with WASB, have a workshop training for Board and Cabinet members; and have Shope get pricing for WASB to review a series section of the board policies.

Roger Price, Consultant, presented updated job descriptions for the Executive Director of Business Services, Director of Finance and Director of Facilities. He shared a matrix of hierarchy and duties related to positions in the district. He shared a matrix for roles and responsibilities that helps to build the job description.

Klobucar moved approval of the updated job descriptions as presented for the Executive Director for Business Services, Director of Finance and Director of Facilities. Seconded by Sanchez. Motion carried unanimously of the members present.

Klobucar moved approval of closing the original posting and repost the position of the Executive Director of Business Services position with the new job description and proceed to fill the position. Seconded by Cronin. Motion carried unanimously of the members present.

Bonds gave an update on the high school principal hiring. He will be leading the process, which will be robust, which will be similar to the AD and Hackett principal hiring. He has had interest from staff, the business community, students and the community at large. Interviews will take place on June 20th. To date, there are 15 applicants for the principalship.

Bosco gave an update on the business services position hiring. He stated that there were 22 applicants on the original posting and only 8 had the licensing. He is planning to have a board member, facilities director, finance director, administrative assistant, himself, etc. He is open to community. Endres asked if he could reach out to the business community and invite 2-3 to participate.

Williams provided the plan for covering the PIO stating that he spoke with Ms. Thompson - Robin Bye and Ross Eberle will take the lead on Blackboard. School District and School Websites will be updated by the schools and Ms. Shope if needed. Media Inquiries are being handled by Ms. Francis and he will take the lead. If it is in a particular administrator's area, that administrator will handle. Matt Randall will continue to work with print material. Mr. Bonds will continue to work with TC Networks. Members asked about the newsletter and Dr. Williams stated that with school out for the summer there is some time before we need to continue newsletters.

Charles moved to reconvene the Board of Education into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering the employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, pursuant to Section 19.85(1)(f) of the Wisconsin State Statutes for the purposes of "considering financial, medial, social or personal histories or disciplinary data 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; and Wisconsin State statues section 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Document alleging complaints of employment discrimination). Seconded by Cronin. Motion carried on a roll call vote 6-0.

Cronin moved to reconvene to open session. Seconded by Sanchez. Motion carried unanimously of the members present.

Charles moved approval of the personnel recommendations – Exhibit A with the exception of the EO salary reconfiguration and addendum. Seconded by Klobucar. Motion carried unanimously of the members present.

Cronin moved to direct district counsel to retain independent counsel to conduct an investigation into the employee discrimination complaint. Seconded by Sanchez. Motion carried unanimously of the members present.

Klobucar left the meeting at 8:41 p.m.

Winters explained the kitchen remodel is phase 2 of the renovation which entails the front half of the kitchen and the cafeteria area. He did state that the district went out for bid and only received one bid from Klobucar construction.

Cronin moved approval of Klobucar Construction for the high school kitchen remodel. Seconded by Sanchez. Motion carried unanimously of the members present.

Klobucar returned to the meeting at 8:46 p.m.

Endres tabled the BoardDocs proposal and the Leadership and Governance Training agenda items due to the late hour.

Endres appointed Charles for the Joint Review Board Committee meeting.

Klobucar moved to allow Kyle Larsen to attend the WASB Workshop on August 15th in Fennimore and to pay travel expenses including hotel for one night. Seconded by Sanchez. Motion carried unanimously of the members present.

Future items requested included compensation plan and the tuition reimbursement policy.

The meeting adjourned at 8:55 p.m.

Michelle Shope, Board Secretary

Approved at the Regular Board Meeting on June 26, 2018

Laurie Endres, President



I. BASIC INFORMATION

Topic or Concern: Approval of April Financial Summary

Which strategy in the Strategic Plan does this support?

Your Name and Title: Roger Price, Consultant

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

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

Information to support legal action as required by Wisconsin Statutes.

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

See attached summary or full reports online.

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

Comply with legal requirements and Wisconsin Statutes.

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

MOTION: The Board of Education approves the financial summary for the month of April, 2018.

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

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:

Board Report Summary
April 2018

<u>Fund</u>	<u>Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Net Change</u>
Fund 10 & 27	General Fund & Special Ed	929,595.73	6,860,339.53	(5,930,743.80)
Fund 21	Donation	25,606.71	37,882.03	(12,275.32)
Fund 38 & 39	Debt Service	2,539.94	-	2,539.94
Fund 50	Food Service	136,858.94	839,048.60	(702,189.66)
Fund 60	Student Activities	-	(845.05)	845.05
	Total Revenue & Expense	\$ 1,094,601.32	\$ 7,736,425.11	\$ (6,641,823.79)

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

President

Secretary

OBJ	OBJ	2017-18 Original Budget	2017-18 Revised Budget	April 2017-18 Monthly Activity	2017-18 FYTD Activity	2017-18 FYTD %
110	GENERAL OPERATI	9,174,504.00	9,174,504.00			
1--	INTERFUND TRANS	9,174,504.00	9,174,504.00			
211	PROPERTY TAXES	10,554,081.00	10,554,081.00		10,554,081.00	100.00
213	MOBILE HOME TAX	20,000.00	20,000.00	4,553.28	20,803.60	104.02
244	PYMTS FOR SERVI	63,244.00	63,244.00		20,956.33	33.14
262	RESALE OF OBJEC			13,275.25	90,270.72	
271	ADMISSIONS	50,900.00	50,900.00		26,862.56	52.78
279	OTHER SCHOOL AC	8,400.00	8,400.00	200.00	6,565.00	78.15
280	INTEREST ON INV	70,000.00	70,000.00	32,895.44	222,022.43	317.17
291	GIFTS		8,508.00	3,000.00	26,439.28	310.76
292	STUDENT FEES	128,382.00	128,382.00	3,943.06	113,225.74	88.19
293	RENTALS	21,400.00	21,400.00	7,035.10	18,225.67	85.17
297	STUDENT FINES	901.00	901.00	19.86	241.54	26.81
2--	REVENUE FROM LO	10,917,308.00	10,925,816.00	64,921.99	11,099,693.87	101.59
343	CO-CURRICULAR A		3,800.00		3,589.12	94.45
345	GENERAL TUITION	1,057,200.00	1,057,200.00			
348	TRANSP FEES FRO	41,800.00	41,800.00	5,150.75	35,279.53	84.40
3--	INTERDISTRICT P	1,099,000.00	1,102,800.00	5,150.75	38,868.65	3.52
516	TRANSIT OF STAT	15,000.00	15,000.00			
5--	INTERMEDIATE SO	15,000.00	15,000.00			
611	HANDICAPPED AID	2,900,000.00	2,900,000.00		2,094,143.00	72.21
612	TRANSPORTATION	30,000.00	30,000.00		30,140.00	100.47
613	LIBRARY AID STA	258,264.00	283,667.00	283,667.00	283,667.00	100.00
618	BILINGUAL/BICUL	192,960.00	192,960.00		175,507.27	90.96
621	EQUALIZATION AI	61,058,396.00	61,038,752.00		38,999,826.00	63.89
625	HIGH COST SPEC	125,000.00	125,000.00			
628	HIGH POVERTY AI	595,100.00	595,100.00		595,100.00	100.00
630	SPECIAL PROJECT	79,320.00	71,320.00		9,461.85	13.27
650	SAGE PROGRAM RE	2,734,378.00	3,497,567.00		2,084,400.00	59.60
691	STATE TAX EXEMP	37,918.00	37,918.00			
695	PER PUPIL AID	3,263,400.00	3,263,400.00		3,261,150.00	99.93
699	MISCELLANEOUS	11,250.00	11,250.00		2,576.93	22.91
6--	REVENUE FROM ST	71,285,986.00	72,046,934.00	283,667.00	47,535,972.05	65.98
711	FED HIGH COST S	50,000.00	50,000.00			
713	FEDERAL VOC ED	98,727.00	100,322.00		336.40	0.34
719	OTHER FEDERAL A	208,589.00	208,589.00		184,923.53	88.65
730	FED SPECIAL PRO	2,924,474.00	3,419,749.00	249,313.42	2,077,695.20	60.76
751	EASA TITLE I	1,826,268.00	3,289,333.00	222,460.21	1,725,694.07	52.46
780	FED REV THRU ST	900,000.00	900,000.00	82,358.05	281,356.66	31.26
799	OTHER FEDERAL R	40,000.00	40,000.00	3,311.85	40,665.09	101.66
7--	REVENUE FROM FE	6,048,058.00	8,007,993.00	557,443.53	4,310,670.95	53.83
861	EQUIPMENT SALES				14,359.47	
8--	OTHER FINANCING				14,359.47	

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EXPENSE BY OBJECT - FUND 10 & 27 (Date: 4/2018)

PAGE: 2

OBJ	OBJ	2017-18 Original Budget	2017-18 Revised Budget	April 2017-18 Monthly Activity	2017-18 FYTD Activity	2017-18 FYTD %
964	INSURANCE REIMB				4,481.35	
971	AIDABLE REFUND	85,000.00	85,000.00	10,815.00	19,241.76	22.64
972	PROPERTY CHARGE				1,630.42	
989	OTHER MEDICAL	3,000.00	3,000.00	312.00	2,392.00	79.73
990	MISCELLANEOUS R	40,390.00	130,390.00	7,285.46	103,052.99	79.03
9--	OTHER REVENUES	128,390.00	218,390.00	18,412.46	130,798.52	59.89
---		98,668,246.00	101,491,437.00	929,595.73	63,130,363.51	62.20
111	TEACHER SALARY	29,703,254.00	30,018,811.00	2,233,357.69	19,307,834.52	64.32
112	ADMINISTRATOR S	3,506,989.00	3,506,400.00	259,755.05	2,673,439.29	76.24
114	ADMIN ASST SALA	1,418,849.00	1,430,099.00	108,054.88	1,092,459.33	76.39
115	CLERICAL SALARY	1,136,278.00	1,133,994.00	86,824.05	901,925.88	79.54
116	INSTRUCTIONAL S	1,171,130.00	1,173,290.00	86,786.27	784,347.59	66.85
117	COORDINATOR SAL	76,590.00	76,590.00	5,891.50	68,444.27	89.36
118	PARA PROFESSION	2,220,826.00	2,243,178.00	160,230.12	1,493,050.87	66.56
119	CUST/MAINT SALA	143,520.00	143,520.00	11,179.20	117,451.47	81.84
120	CROSSING GUARD	51,953.00	51,953.00	3,600.00	37,477.19	72.14
122	MONITOR/NOON HR	5,000.00	4,911.00	723.13	4,594.37	93.55
123	INTERN SALARY	4,500.00	4,500.00		4,500.00	100.00
124	TUTOR SALARY	75,654.00	93,993.00	7,331.13	68,207.41	72.57
125	STUDENT WORKER	6,000.00	6,200.00	490.75	3,396.06	54.78
132	EVENT WORKER SA	28,840.00	25,305.00	900.00	17,185.00	67.91
133	ADDENDUM SALARY	828,814.00	877,436.00	67,961.44	667,527.50	76.08
135	TEACHER SPEC ED	2,000.00	2,000.00		357.97	17.90
136	TEACHER ADDL CL	42,200.00	41,000.00	2,572.65	33,938.54	82.78
141	TEACHER OTHER S	445,000.00	978,279.00	62,270.06	602,822.38	61.62
142	ADMIN ADDTL PAY		2,067.00		6,675.69	322.97
144	ADMIN ASST ADDL	11,420.00	22,764.00	1,321.88	19,766.56	86.83
145	CLERICAL ADDL/O	24,720.00	30,835.00	1,673.86	23,194.75	75.22
146	INST SUPPORT AD	8,100.00	31,921.00	2,068.37	24,436.20	76.55
148	PARA ADDL/OVTM	51,370.00	112,706.00	11,784.52	101,922.30	90.43
149	CUST/MAINT OVTM		1,090.00		564.84	51.82
171	SUB TEACHER	922,285.00	948,553.00	60,230.99	538,710.86	56.79
172	SUB SECURITY	50,000.00	51,265.00	3,750.50	41,346.01	80.65
174	SUB CLERICAL SA	26,375.00	29,579.00	2,181.53	27,445.50	92.79
175	SUB AIDE SALARY	210,240.00	216,300.00	14,556.16	122,064.69	56.43
178	SUB CROSSING GU	2,000.00	2,000.00	5.23	13.67	0.68
179	SUB NURS/HRA	7,000.00	8,017.00	407.54	15,480.68	193.10
181	TEMP/SEASONAL S		7,000.00	253.50	6,502.41	92.89
182	BOARD OF ED SAL	39,900.00	39,900.00	2,850.00	31,825.00	79.76
1--	SALARIES	42,220,807.00	43,315,456.00	3,199,012.00	28,838,908.80	66.58
212	EMPLOYER'S RETI	2,831,306.00	2,938,538.00	203,731.24	1,887,281.52	64.23
218	OPEB	2,413,931.00	2,423,580.00	151,352.59	1,338,061.36	55.21
220	SOCIAL SECURITY	3,190,794.00	3,341,270.00	238,886.90	2,153,429.69	64.45
230	LIFE INSURANCE	64,717.00	64,298.00	4,884.76	42,992.05	66.86
242	HEALTH INSURANC	10,399,458.00	10,406,377.00	798,145.06	6,870,178.35	66.02
243	DENTAL INSURANC	883,628.00	883,753.00	68,700.38	589,033.16	66.65
245	HSA	1,507,014.00	1,509,577.00	4,500.00	1,596,353.88	105.75
251	INCOME PROTECT	112,627.00	112,204.00	8,434.55	74,336.33	66.25
290	OTHER EMPLOYEE	75,000.00	75,000.00		30,498.20	40.66
291	COLLEGE CREDIT	65,000.00	65,000.00	7,149.78	-19,752.43	-30.39
297	EMPLOYEE PHYSIC	37,000.00	37,000.00	1,032.00	30,135.28	81.45
298	MEMBERSHIPS	25,000.00	25,000.00		22,250.50	89.00

OBJ	OBJ	2017-18 Original Budget	2017-18 Revised Budget	April 2017-18 Monthly Activity	2017-18 FYTD Activity	2017-18 FYTD %
2--	EMPLOYEE BENEFIT	21,605,475.00	21,881,597.00	1,486,817.26	14,614,797.89	66.79
310	PERSONAL SERVICE	1,846,621.00	2,234,127.00	94,702.74	1,867,312.99	83.58
320	PROPERTY SERVICE	8,889,063.00	8,186,928.00	1,274,059.03	6,340,946.04	77.45
331	GAS FOR HEAT	366,800.00	358,950.00	36,032.18	275,118.47	76.65
336	ELECTRIC OTHER	862,800.00	872,200.00	71,654.68	700,489.00	80.31
337	WATER SERVICES	29,200.00	38,725.00	2,731.80	31,336.25	80.92
338	SEWERAGE SERVICE	61,350.00	56,575.00	3,810.78	30,160.29	53.31
339	STORM WATER	36,678.00	33,178.00	2,718.10	27,195.04	81.97
341	PUPIL TRAVEL	2,243,719.00	2,301,293.00	198,322.27	1,556,499.14	67.64
342	EMPLOYEE TRAVEL	246,403.00	311,923.00	17,765.00	234,627.83	75.22
345	PUPIL LODGING &			1,611.00	1,981.35	
348	VEHICLE FUEL	144,900.00	162,900.00	10,327.43	90,815.37	55.75
351	ADVERTISING	25,050.00	21,314.00	50.00	12,451.87	58.42
353	POSTAGE	54,570.00	54,759.00	6,826.56	47,817.28	87.32
354	PRINTING/BINDING	45,703.00	52,194.00	3,465.53	43,566.21	83.47
355	TELEPHONE/TELEGRAPH	81,363.00	65,043.00	6,065.22	49,572.69	76.22
358	ON-LINE COMMUNICATIONS	177,970.00	203,240.00	12,848.66	174,375.62	85.80
360	DATA PROCESSING	28,000.00	28,000.00	2,145.00	21,450.00	76.61
370	EDUCATIONAL SERVICES	633,000.00	853,000.00	161,071.50	756,010.62	88.63
381	PAYMENTS TO MUNICIPALITY	231,578.00	231,578.00		13,030.86	5.63
382	PAYMENTS TO WISCONSIN	4,635,903.00	4,663,158.00			
385	PAYMENT TO COUNCIL	18,462.00	18,462.00		0.72	0.00
386	PAYMENTS TO CES	207,974.00	182,415.00	10,130.68	114,018.09	62.50
387	PAYMENTS TO STATE	680,492.00	680,492.00	22.50	5,569.08	0.82
389	PAYMENTS TO VTA	60,000.00	30,000.00	14,261.08	18,134.02	60.45
3--	PURCHASED SERVICES	21,607,599.00	21,640,454.00	1,930,621.74	12,412,478.83	57.36
411	GENERAL SUPPLIES	1,085,947.00	1,274,449.00	76,627.64	737,191.29	57.84
415	FOOD SUPPLIES	85,544.00	127,447.00	15,743.95	71,747.26	56.30
420	APPAREL	15,480.00	29,891.00	215.45	28,511.14	95.38
430	INSTRUCTIONAL MATERIAL	558,503.00	1,285,827.00	92,616.67	592,405.13	46.07
435	INSTRUCTIONAL COSTS	4,760.00	4,760.00			
446	TOOLS AND IMPLEMENTS	1,000.00	142.00			
449	OTHER NON-CAPITAL	205,187.00	486,895.00	30,529.37	362,575.75	74.47
452	RESALE EXPENDITURE		4,466.00	3,738.05	57,595.40	1,289.64
470	TEXTBOOKS	1,069,140.00	272,715.00	-413.80	206,954.17	75.89
480	NON-INSTRUCTION	247,911.00	370,028.00	11,235.00	391,297.30	105.75
490	NON-INSTR NON-CAP	1,769.00	8,496.00	209.17	3,342.55	39.34
4--	NON-CAPITAL OBJECTS	3,275,241.00	3,865,116.00	230,501.50	2,451,619.99	63.43
517	RENTAL	500.00	500.00			
537	BUILDING RENTAL	58,000.00	58,200.00	1,521.92	55,930.54	96.10
551	EQUIPMENT PURCHASE	69,190.00	134,774.00	3,151.11	93,041.64	69.04
553	EQUIPMENT PURCHASE	96,761.00	258,934.00	-5,262.00	344,360.95	132.99
571	EQUIPMENT RENTAL	75,710.00	103,909.00	5,133.52	100,190.70	96.42
572	VEHICLE RENTAL	200.00	162.00			
5--	CAPITAL OBJECTS	300,361.00	556,479.00	4,544.55	593,523.83	106.66
678	CAPITAL LEASES	1,007,821.00	1,007,821.00		1,007,820.32	100.00
688	CAPITAL LEASES	23,038.00	23,038.00		23,037.09	100.00
6--	DEBT RETIREMENT	1,030,859.00	1,030,859.00		1,030,857.41	100.00

	2017-18	2017-18	April 2017-18	2017-18	2017-18
OBJ OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
711 DISTRICT LIABIL	82,620.00	82,620.00		83,817.00	101.45
712 DISTRICT PROPER	153,551.00	153,551.00		153,551.00	100.00
713 DISTRICT WORKER	224,492.00	224,492.00		232,964.00	103.77
720 JUDGEMENTS AND	14,908.00	14,908.00		14,908.00	100.00
730 UNEMPLOYMENT CO	20,000.00	20,000.00	700.37	5,708.76	28.54
7-- INSURANCE AND J	495,571.00	495,571.00	700.37	490,948.76	99.07
827 SP ED INTERFUND	9,174,504.00	9,174,504.00			
846 CAP TRUST TFR				100.00	
899 CO-OP TRANSFER	16,452.00	16,452.00			
8-- TRANSFERS	9,190,956.00	9,190,956.00		100.00	0.00
940 DUES AND FEES	137,670.00	196,463.00	8,142.11	140,467.05	71.50
971 AIDABLE REFUND	30,000.00	30,000.00			
972 NON-AIDABLE REF				17,252.81	
999 OTHER MISCELLAN	173,838.00	147,838.00			
9-- OTHER OBJECTS	341,508.00	374,301.00	8,142.11	157,719.86	42.14
---	100,068,377.00	102,350,789.00	6,860,339.53	60,590,955.37	59.20
Grand Revenue T	98,668,246.00	101,491,437.00	929,595.73	63,130,363.51	62.20
Grand Expense T	100,068,377.00	102,350,789.00	6,860,339.53	60,590,955.37	59.20
Grand Totals	1,400,131.00	859,352.00	5,930,743.80	2,539,408.14	-295.50
	Loss	Loss	Loss	Profit	

Number of Accounts: 6929

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

	2017-18	2017-18	April 2017-18	2017-18	2017-18
OBJ OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
280 INTEREST ON INV				-2,739.97	
291 GIFTS			25,606.71	320,245.53	
299 MISCELLANEOUS R				195,901.71	
2-- REVENUE FROM LO			25,606.71	513,407.27	
---			25,606.71	513,407.27	
125 STUDENT WORKER				30.81	
141 TEACHER OTHER S			83.88	189.13	
148 PARA ADDL/OVTM				125.44	
1-- SALARIES			83.88	345.38	
212 EMPLOYER'S RETI			5.62	20.35	
220 SOCIAL SECURITY			5.71	24.76	
2-- EMPLOYEE BENEFI			11.33	45.11	
310 PERSONAL SERVIC			11,231.51	22,891.24	
320 PROPERTY SERVIC			-7,396.77		
341 PUPIL TRAVEL			1,560.18	13,259.76	
343 SERVICE TRAVEL			128.00	128.00	
345 PUPIL LODGING &			180.00	796.00	
351 ADVERTISING				514.50	
354 PRINTING/BINDIN			99.80	1,616.65	
3-- PURCHASED SERVI			5,802.72	39,206.15	
411 GENERAL SUPPLIE			7,845.62	62,078.75	
415 FOOD SUPPLIES			5,042.76	37,792.97	
420 APPAREL			6,927.10	47,913.94	
430 INSTRUCTIONAL M			2,826.25	10,945.56	
449 OTHER NON-CAPIT			5,054.87	25,418.14	
4-- NON-CAPTIAL OBJ			27,696.60	184,149.36	
553 EQUIPMENT PURCH				3,435.50	
5-- CAPITAL OBJECTS				3,435.50	
940 DUES AND FEES			4,287.50	16,670.75	
990 MISCELLANEOUS				300.00	
9-- OTHER OBJECTS			4,287.50	16,970.75	
---			37,882.03	244,152.25	
Grand Revenue T			25,606.71	513,407.27	
Grand Expense T			37,882.03	244,152.25	
Grand Totals			12,275.32	269,255.02	
			Loss	Profit	

Number of Accounts: 458

	2017-18	2017-18	April 2017-18	2017-18	2017-18
OBJ OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
211 PROPERTY TAXES	5,380,644.00	5,380,644.00		5,472,151.00	101.70
280 INTEREST ON INV	5,500.00	5,500.00	2,539.94	21,473.95	390.44
2-- REVENUE FROM LO	5,386,144.00	5,386,144.00	2,539.94	5,493,624.95	102.00
968 DEBT PREMIUM				46,705.60	
971 AIDABLE REFUND	60,870.00	60,870.00		60,869.91	100.00
9-- OTHER REVENUES	60,870.00	60,870.00		107,575.51	176.73
---	5,447,014.00	5,447,014.00	2,539.94	5,601,200.46	102.83
675 LONG TERM BONDS	3,543,875.00	3,577,223.00		3,577,222.61	100.00
678 CAPITAL LEASES	33,348.00				
685 LONG TERM BONDS	1,863,296.00	1,863,296.00		1,863,295.02	100.00
6-- DEBT RETIREMENT	5,440,519.00	5,440,519.00		5,440,517.63	100.00
---	5,440,519.00	5,440,519.00		5,440,517.63	100.00
Grand Revenue T	5,447,014.00	5,447,014.00	2,539.94	5,601,200.46	102.83
Grand Expense T	5,440,519.00	5,440,519.00		5,440,517.63	100.00
Grand Totals	6,495.00	6,495.00	2,539.94	160,682.83	2,473.95
	Profit	Profit	Profit	Profit	

Number of Accounts: 15

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

OBJ	OBJ	2017-18 Original Budget	2017-18 Revised Budget	April 2017-18 Monthly Activity	2017-18 FYTD Activity	2017-18 FYTD %
251	PUPIL	6,000.00	6,000.00	4,075.80	31,991.73	533.20
252	ADULT	43,762.00	43,762.00	457.00	3,943.44	9.01
259	OTHER FOOD SERV	25,000.00	25,000.00		49.15	0.20
280	INTEREST ON INV	30,000.00	30,000.00		-27,315.85	-91.05
291	GIFTS			3,550.00	3,550.00	
2--	REVENUE FROM LO	104,762.00	104,762.00	8,082.80	12,218.47	11.66
617	FOOD SERVICE AI			99,334.69	99,334.69	
6--	REVENUE FROM ST			99,334.69	99,334.69	
714	DONATED COMMODI	240,000.00	240,000.00			
717	FOOD SERVICE AI	4,668,115.00	4,668,115.00	9,028.27	2,972,206.13	63.67
730	FED SPECIAL PRO			20,413.18	115,534.48	
7--	REVENUE FROM FE	4,908,115.00	4,908,115.00	29,441.45	3,087,740.61	62.91
861	EQUIPMENT SALES				11,832.00	
8--	OTHER FINANCING				11,832.00	
990	MISCELLANEOUS R				60.00	
9--	OTHER REVENUES				60.00	
---		5,012,877.00	5,012,877.00	136,858.94	3,211,185.77	64.06
112	ADMINISTRATOR S	14,087.00	14,087.00		11,468.05	81.41
122	MONITOR/NOON HR		25,000.00	2,018.40	24,986.11	99.94
141	TEACHER OTHER S		5,000.00		959.39	19.19
1--	SALARIES	14,087.00	44,087.00	2,018.40	37,413.55	84.86
212	EMPLOYER'S RETI	958.00	2,958.00	135.23	2,377.29	80.37
218	OPEB	738.00	738.00		503.18	68.18
220	SOCIAL SECURITY	1,077.00	3,377.00	150.41	2,776.04	82.20
230	LIFE INSURANCE	23.00	23.00		16.38	71.22
242	HEALTH INSURANC	2,303.00	2,303.00		1,499.14	65.10
243	DENTAL INSURANC	183.00	183.00		119.51	65.31
245	HSA	360.00	360.00		360.00	100.00
251	INCOME PROTECT	40.00	40.00		28.46	71.15
2--	EMPLOYEE BENEFI	5,682.00	9,982.00	285.64	7,680.00	76.94
310	PERSONAL SERVIC	4,061,741.00	4,071,741.00	826,308.57	2,936,722.14	72.12
320	PROPERTY SERVIC	757,410.00	689,535.00	3,490.00	182,390.32	26.45
336	ELECTRIC OTHER	38,475.00	38,475.00		24,739.27	64.30
348	VEHICLE FUEL		3,000.00	502.30	2,784.19	92.81
351	ADVERTISING		75.00		287.09	382.79
354	PRINTING/BINDIN		500.00	140.63	964.38	192.88
3--	PURCHASED SERVI	4,857,626.00	4,803,326.00	830,441.50	3,147,887.39	65.54
411	GENERAL SUPPLIE		20,000.00	1,255.23	25,203.54	126.02
415	FOOD SUPPLIES	260,000.00	260,000.00			
449	OTHER NON-CAPIT			1,671.44	7,925.62	

	2017-18	2017-18	April 2017-18	2017-18	2017-18
OBJ OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
4-- NON-CAPTIAL OBJ	260,000.00	280,000.00	2,926.67	33,129.16	11.83
551 EQUIPMENT PURCH			3,355.30	17,337.11	
553 EQUIPMENT PURCH				89,986.80	
5-- CAPITAL OBJECTS			3,355.30	107,323.91	
940 DUES AND FEES			21.09	5,825.64	
9-- OTHER OBJECTS			21.09	5,825.64	
---	5,137,395.00	5,137,395.00	839,048.60	3,339,259.65	65.00
Grand Revenue T	5,012,877.00	5,012,877.00	136,858.94	3,211,185.77	64.06
Grand Expense T	5,137,395.00	5,137,395.00	839,048.60	3,339,259.65	65.00
Grand Totals	124,518.00	124,518.00	702,189.66	128,073.88	102.86
	Loss	Loss	Loss	Loss	

Number of Accounts: 67

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

	2017-18	2017-18	April 2017-18	2017-18	2017-18
OBJ OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
280 INTEREST ON INV				-758.10	
2-- REVENUE FROM LO				-758.10	
---				-758.10	
990 MISCELLANEOUS			845.05	-96,377.52	
9-- OTHER OBJECTS			845.05	-96,377.52	
---			845.05	-96,377.52	
Grand Revenue T				-758.10	
Grand Expense T			845.05	-96,377.52	
Grand Totals			845.05	95,619.42	
			Loss	Profit	

Number of Accounts: 55

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



School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: 443/447 Student Code of Conduct & Discipline

Which area(s) of the Strategic Plan does this support? Students

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

Others assisting you in the presentation: NA

My report is for: Action

II. TOPICAL INFORMATION

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

To present revisions to the Code of Conduct based upon collaboration with the Beloit Police Department.

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

There are several offenses within the Student Code of Conduct that require police notification. It is important that the definitions of the offenses that require police notification are aligned with the legal definitions.

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

I am seeking approval for the revisions made to the Code of Conduct.

D. What are your conclusions?

MOTION: District Administration recommends that the Board of Education approve the revisions being suggested to Policy 443/447 Student Code of Conduct and Discipline.

I propose using N/A

Long Term Committed Funds? NA

BUDGET LOCATION: NA

FISCAL IMPACT: NA

STUDENT CODE OF CONDUCT AND DISCIPLINE

The behavior and code of conduct of students attending the public schools in the School District of Beloit shall reflect standards of good citizenship, high morality, self-discipline, responsibility for one's own actions, and respect toward others.

Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

A disciplinary code of conduct shall be established and included in this said Board policy (443/447). As with other Board policies, the code of conduct will be reviewed and/or updated annually. It is not intended to intimidate a majority of students who observe the rules and regulations stated. However, an infraction by a student can change the school climate and interfere with learning in the classroom, building and/or within the District. Students who decline to conduct themselves according to these rules will be subjected to administrative and legislative procedures under the operating policies of the Board. The Board upholds State mandated discrimination, harassment, bullying and AODA policies as well as strongly adhering to the code of conduct in reference to weapons, threats and aggressive behavior against students and staff. Furthermore, any infraction that appears to have gang overtones will receive more severe consequences up to and including a recommendation for expulsion or extended expulsion time.

Due process will be afforded to all students as required by law.

The School District of Beloit shall not discriminate in standards and rules of behavior, including harassment, or disciplinary measures, including suspension and expulsion, on the basis of age, sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital status, disability, arrest record or conviction record, sexual orientation, sex change, gender identity, gender expression, gender non-conformity, 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. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.: s.s. 118.13, 120.13(1), 120.44
PI 9, Wisconsin Administrative Code

CROSS REF.: 112 RULE 2 Student Discrimination Complaint Procedures
411.1 Student Sexual Harassment
411.2 Student Racial Harassment
411.3 Student Harassment
443.4 Student Alcohol and/or Other Controlled Substance Use
443.4 RULE 1 Student Alcohol and/or Other Controlled Substance Use Enforcement Regulations
443.72 Anti-Bullying

APPROVED: August 3, 1976

REVISED: July 23, 2013
April 22, 2014
February 24, 2015
May 28, 2018

REVIEWED: March 8, 2017

CODE OF CONDUCT

The behavior and conduct of students in the School District of Beloit shall reflect standards of good citizenship, self-discipline, responsibility for one's own actions, and respect toward others. Our vision for discipline is systematically focused on prevention and education, striving to provide students with knowledge and skills through the implementation of Positive Behavior Interventions and Supports. Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration, and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

I. Purpose of the Code of Conduct: The primary purpose of the Code of Conduct is to identify for all students, their parents/guardians/legal custodians, and staff members, the following:

- A. What types of student behavior will constitute student misconduct,
- B. The types of disciplinary consequences that may be imposed for student misconduct,
- C. The infractions that require police contact (though law enforcement may be called for any infraction),
- D. Which types of student misconduct may result in a recommendation for an expulsion.

The Code of Conduct applies to all students, all schools, and all alternative educational programs and alternative educational sites within the School District of Beloit. It applies on all school district property, including sidewalks, playground, and parking lots, to all school district activities regardless of the location of those activities, and to all school district sponsored transportation. The Code of Conduct shall be enforced in compliance with all relevant state and federal laws.

II. Jurisdiction for Use of the Code of Conduct: Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct of the following nature:

- A. Repeated refusal or neglect to obey school rules;
- B. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt, alleged attempt being made,
- C. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, which includes making a threat to the health or safety of a person or making a threat to damage property;
- D. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Endangering the property, health or safety of any employee or school board member of the school district in which the student is enrolled, which includes making a threat to the health or safety of a person or making a threat to damage property; and
- F. A pupil who is at least 16 years old, if the pupil repeatedly engaged in conduct while at school or while under the supervision of school authorities that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct is not within any other grounds for an expulsion hearing;

- G. Possession of a firearm, as defined in 18 USC 921(a)(3) while at school or while under the supervision of a school authority;
- H. For any other reason provided by law.

Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct that violates policies of the School District of Beloit.

III. Discipline-Related Definitions: The following definitions apply to the Code of Conduct:

***Aggressive Physical Contact With a Staff Member**

Intentional or unintentional use of physical force directly against or affecting a staff member or any other adult who is legitimately exercising authority under the supervision of school authority. It includes, but is not limited to, pushing and slapping.

***Intentional Use of Force – Situations where a student:**

- (1) deliberately initiates a use of force directly against a staff member or other adult for any reason;
- (2) intentionally provides active physical resistance to the direction of the adult to the point where the adult is injured or where there was a direct and substantial risk of bodily injury to the adult; or
- (3) uses force against a staff member or other adult by an act done with the intent to use force against another person in circumstances where it could have been reasonably anticipated that the intentional use of force may affect a staff member or other adult.

Alcohol – Possession/Use or Under the Influence

As defined in Board of Education Policy 443.4, possessing, using, or attending school or any school related activity under the influence of alcoholic beverages.

***Alcohol – Distribution/Intent to Distribute/Participation on Any Portion of a Transaction Involving Alcohol**

As defined in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intent of exchanging, distributing, selling, giving away alcohol or a substance that is represented as alcohol.

***Arson**

Intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, matches and lighters are included in this category if they are factors in a damaging fire.

Bullying

As defined in Board of Education Policy 443.72, is conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause fear, intimidation, physical injury, emotional distress or property damage. Bullying may be repeated behavior and involves an imbalance of power. Bullying includes cyber bullying and cyber stalking.

Cheating/Lying/Forgery/Plagiarism

Unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. The following is a list of behaviors that can constitute academic dishonesty. The Board of Education is aware that new forms of cheating plagiarism and other forms of dishonesty may arise and therefore, expects every student to interpret the requirement of academic honesty and integrity broadly and in good faith. The Board of Education requires that each teacher review this policy with his/her students.

- (1) Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test;
- (2) intentionally providing false or misleading information to, or withholding valid information from a school employee, including falsifying attendance information;
- (3) the making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Classroom Disruption (Brief/Minor)

Conduct or behavior that interferes with or disrupts the teaching/learning process.

Computer, Computer System, or Tablet Device Misconduct Inappropriate Use –

Any unauthorized use of the district computer system or tablet device that includes, but is not limited to sending, posting or attempting to send or post harmful text or images using the internet; viewing, exploring, printing, sending or attempting to send obscene, lewd, vulgar, profane text or images; unauthorized intrusion into files or works of others, copying, damaging, destroying or deleting the works of others; visiting chat rooms, chat groups, bulletin boards or playing games, music or other audible sounds or loading software on district tablet devices or computers without prior consent of a staff member.

Serious Misuse –includes, but is not limited to - intentionally disrupting or attempting to disrupt the operation of the system; interfering or attempting to interfere with the ability of other users to effectively use the system; damaging, destroying, modifying or attempting to damage, destroy or modify computer data or programs, including the hardware, applications and software components of a tablet device, computer or computer system, etc.; accessing and/or posting or attempting to access and/or post restricted confidential information such as a person's social security number, confidential student records, passwords, data, messages, etc.; disclosing or attempting to disclose restricted access codes or other restricted access information to unauthorized persons; intentionally placing a virus or key logging software application on the system; hacking or attempting to hack into the system; using or attempting to use the system to engage in any illegal conduct. This section also covers the serious misuse of non - district tablet device or computer resources where the use invokes the disciplinary jurisdiction of the district. This section also covers conduct in the category of Inappropriate Use that is of a serious nature.

***Dangerous Weapons (not firearms)**

Any device, instrument, material, or substance, that is used for, or is readily capable of causing death or serious bodily injury. ~~except that such a term does not include a pocketknife with a blade of less than 2.5 inches in length.~~ Dangerous weapons include, but are not limited to ~~a knife with a blade length of 2.5 inches or more; a knife having a blade which opens by pressing a button, spring or other device in the handle or by gravity or by a thrust or movement;~~ a firearm, loaded or unloaded; any electric weapon (stun gun, etc.), metallic knuckles or knuckles of any substance which could be put to the same or similar effect as metallic knuckles; a nunchaku (nunchuks) or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed star like object intended to injure a person when thrown; or a manrikigusari or similar length of ~~a chain having weighted ends.;~~ ~~BB or~~

~~pellet guns which expel a missile by the expansion of compressed air or other gas, or a facsimile firearm, which means any replica, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm.~~

Disrespect

Conduct or behavior that lacks regard, civility, politeness, and/or consideration that goes beyond the bounds of acceptable student behavior.

Minor Disrespect may include but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student or adult.

Major Disrespect is disrespect is of a more serious nature.

Dress Code

As stated in Board of Education Policy 443.1, 443.1 Rule 1 and 443.1 Rule 2, dressing or grooming in a manner which disrupts or may disrupt teaching or learning, or which poses a risk to security, health or safety.

***Drugs – Possession/Under the Influence**

As stated in Board of Education Policy 443.4, possessing, attending school, or any school related activity under the influence of any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances or drug paraphernalia.

***Drugs – Use at School**

As stated in Board of Education Policy 443.4, using any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances while at school or a school-sponsored activity.

***Drugs – Distribution/Intent to Distribute/Participation In Any Portion of a Transaction Involving Drugs**

As stated in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intention of exchanging, distributing, selling, or giving away illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances.

Electronic Devices

Student Use of a cell phone, tablet device, two-way communication device, or any device with the capability to capture/record voice or image information, including any related equipment to such devices when use is not permitted by the building principal or designee, during the school day.

Expulsion

As stated in Board of Education Policy 447.3, the most severe disciplinary consequence that can be imposed for student misconduct is expulsion. The decision whether to expel is made by the Board of Education, and the decision whether to expel or not is made after an Expulsion Hearing. The effect of an expulsion is to deprive the expelled student of the privilege of attending school within the School District of Beloit for a specified period of time. State law allows all other school districts to exclude students expelled in one school district from the educational programs in another school district.

***False Fire Alarm/Bomb Threats**

Initiation of false fire alarms, false bomb threats, remarks, notes or phone calls which cause police or fire department personnel to appear at school for no valid reason.

Fighting

Violent physical contact, such as blows with fists, which occurs mutually between two or more individuals that does not result in injury.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and is considered fighting.

***Possession of Firearm/Explosive Device**

Refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes handguns, shotguns, rifles and other firearms as described in USC Title 18, Section 921(a). It also includes bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

Gambling

Playing any game of chance or skill for money or items of value.

Gang Related Activity

Student misconduct may also constitute gang activity if it meets all of the following criteria: (1) The student belongs to or associates with (2) a group of three or more people who band together under a common identifying symbol, sign, or name, and (3) the student, while under the supervision of a school authority, participates in a separate violation listed in the Code of Conduct to further an implicit or explicit goal of the gang/group.

Gang activity is an enhancement to a primary violation of another rule of student behavior.

Harassment / Bullying of the Basis of Ancestry

Refers to intimidation or abusive behavior toward a student based on actual or perceived ancestry. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Creed

Refers to intimidation or abusive behavior toward a student based on actual or perceived creed, or set of fundamental beliefs. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Disability

Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating

Harassment / Bullying on the Basis of National Origin

Refers to intimidation or abusive behavior toward a student based on actual or perceived national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating

Harassment / Bullying on the Basis of Pregnancy, Marital or Parental Status

Refers to intimidation or abusive behavior toward a student based on actual or perceived pregnancy, marital or parental status. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment / Bullying on the Basis of Race or Color

Refers to intimidation or abusive behavior toward a student based on actual or perceived race or color. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating

Harassment / Bullying on the Basis of Religion

Refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Harassment / Bullying on the Basis of Sex

Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex.

Harassment / Bullying of the Basis of Sexual Orientation

Refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including sexual harassment, verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

***Harassment, Discriminatory**

As stated in Board of Education Policy 411.1, 411.2 and 411.3, repeated, or an isolated significant event, of physical and/or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability.

Harassment, Nondiscriminatory

As stated in Board of Education Policy 411.3, repeated, or an isolated significant event, of bullying, hazing, attacking, teasing or annoying another student or group of students or other persons in such a way that it creates an intimidating or hostile educational or work environment.

Horseplay

Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment, a school function or extracurricular/co-curricular activity.

***Illegal or Unauthorized Recording** – Illegal or unauthorized recording of voice or image, including photographs or videos of a sexual nature, of ~~any other~~ another student, staff member or other person.

Inciting/Instigating Disruptions

Inciting, instigating or causing disruptions to the learning environment.

Insubordination (1st or 2nd offense)

Refusal or failure to comply with a direction in a classroom setting that minimally disrupts.

Open Defiance is verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.

Gross Insubordination is willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from school staff.

Littering

Throwing or leaving waste, trash, debris or other litter on school property, other than in an authorized receptacle.

Loitering

Being present in any school building at a time or in a manner not usual or permitted, including restricted areas and times.

***Weapons or Objects That May Be Used as Weapons**

Any device or instrument, including any non - conventional weapon, which, in the manner it is used or intended to be used, is calculated or likely to produce any degree of bodily harm or fear of any degree of bodily harm. Other weapons (not a firearm or other dangerous weapon) include, but are not limited to knives or other cutting instruments with blades under 2.5 inches in length, BB or pellet guns which expel a missile by the expansion of compressed air or other gas, or a facsimile firearm, which means any replica, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm, "air soft" guns, pepper spray, fireworks, and smoke bombs, etc.

***With Intent** means:

- (1) possession coupled with intent to use, threat to use, attempt to use or actual use of the weapon to cause bodily harm to another person or;
- (2) possession of a weapon by a student who knowingly transfers or intentionally provides access to the weapon to another person (other than giving the weapon to an adult for safety).

Physical Altercation

Minor physical contact between two or more students that is harmful or disruptive but is quickly deescalated and does not result in any physical injury.

***Physical Attack**

An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

***With a Firearm or Explosive Device**

Actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual with any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

***With a Weapon**

Actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual with any instrument or object used with the intent to injure or cause bodily harm. This may include look-alikes.

Possession or Smoking and Other Use of Tobacco or Nicotine Product

Possession, use, sale or distribution of tobacco or Nicotine products, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS), in accordance and conjunction with State Statute 101.123, Wisconsin Act 12.

Profane or Obscene Language/Gestures/Materials (1st offense)

The use of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment. Severity of the offense could move this to a Level II.

Profane or Obscene Language/Gestures/Materials (2nd or subsequent offense)

Any profane or abusive language/materials directed at a staff member, or the 2nd or subsequent offense of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment.

***Rape**

Forced sexual contact, intercourse or penetration from a foreign object without consent of that person. Both male and female students can be victims of rape.

Repeated Misconduct of a Less Serious Nature

Repeated misconduct that disrupts an orderly school environment.

Repeated Misconduct of a More Serious Nature

Repeated misconduct that substantially disrupts an orderly school environment.

***Robbery**

Taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. The key difference between robbery and theft is that robbery involves threat or ~~battery~~ a physical attack.

***With a Weapon**

Robbery involving any instrument or object used with the intent to threaten, injure, and cause serious bodily harm. This includes look-alikes if they are used to threaten others.

***With a firearm/explosive device**

Robbery involving any weapon that is designed to (or readily converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

***Sexual Battery Assault**

An incident that includes threatened rape, fondling, and indecent liberties. Both male and female students can be victims of sexual ~~battery~~ assault. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).

***Sexual Conduct or Harassment**

As stated in Board of Education Policy 411.1, any sexually - oriented conduct, which creates an offensive, hostile or intimidating school environment or substantially interferes with a student's school performance. Some examples of conduct which create such an environment or interference are as follows:

Verbal harassment: This may include, but is not limited to, discussing sexual activity, commenting inappropriately about an individual's body or appearance, telling "sexual jokes" or any other tasteless sexual - oriented comments, innuendoes, gestures or actions that may offend others.

Display of inappropriate gestures or sexually graphic or illicit materials: This includes but is not limited to, photographs, drawings, movies, videos, websites, posters and so forth, regardless of their form.

Engaging in sexual activity in the presence of others: This includes but is not limited to touching oneself or others in a sexually suggestive or sexually gratifying manner. It also includes voluntary sexual contact between students.

Request or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures or requests for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.

Unwelcome physical contact: This includes, but is not limited to, inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing, or forcing another to a wall or corner through body position or movement.

Tardiness/Absenteeism/Truancy

As stated in Board of Education Policy 431, arriving at school or class after the designated time without permission and without an acceptable excuse; being absent from school for a full or partial day without permission and without an acceptable excuse.

Theft/Defacement/Damage or Possession of Stolen Property [or School property]

- (1) Taking property belonging to the school or any individual or group without prior permission
- (2) with the intent to deprive the owner of the property;
- (3) maliciously and intentionally misusing, destroying, defacing or causing damage to school property or the property of others.
- (4) having in one's possession property obtained without permission of the owner.

(*5) When stolen property is over \$2,500

(*6) The student has repeated acts of this type of misconduct of 3 or more offenses

(*7) This offense is committed in combination with other serious Discipline Code offenses

Threats/Intimidation

The verbal, written, or physical threat to do harm or violence to another student(s) or to the property of another person. This includes posturing and other pre-fight behavior.

***Threats or Intimidating Acts of a Serious Nature**

Serious threats to a student, staff member, or other individual who is present or acting within the school's jurisdiction. Serious threats include intentionally engaging in conduct that places another person in reasonable apprehension of bodily harm. Such threats may involve non-verbal aggression/intimidation or verbal or written statements and may or may not involve physical contact or an attempt to cause bodily harm. Very serious acts of non-physical bullying/harassment, due to their nature and/or repetition, may be determined to constitute a "serious threat."

***Threat of Physical Attack with a Firearm or Explosive Device**

Displaying, brandishing, or discharging a firearm or explosive device, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone, through social media or threatening letters are excluded. A threat of physical attack using words that refer to a firearm or explosive device would not be considered a threat with a firearm or explosive device.

***Threat of Physical Attack with a Weapon**

Displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would not be considered a threat with a weapon.

Trespassing

Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises. Being on school grounds during a suspension or expulsion period without prior permission of an administrator is considered trespassing.

Suspension

As stated in Board of Education Policy 447.3

“In - school suspension” means the temporary removal of a student from his/her regular classroom(s) to another supervised learning area for up to five days.

“Out - of - school suspension” means the removal of a student from the school building and grounds for up to five days. If a suspended student is recommended for an expulsion hearing, the number of days of suspension may be extended to ten days, prior to the Expulsion Hearing.

IV. Student Misconduct:

- A. There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level. After determining the facts of each situation, and considering the discretionary disciplinary criteria, the Administrator will exercise discretion and determine appropriate discipline for the student.

In those situations, where bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s). Any infraction that appears to have gang overtones will receive more severe consequences, up to and including, a recommendation for expulsion.

- B. Allowance is to be made for limited modifications of disciplinary actions for grades K-5. Any significant modifications must receive approval from the Superintendent or designee. Consequences are not to exceed the maximum allowed by the Code of Conduct.
- C. Before making referrals for administrative hearing, the Administrator may consider the student's willingness to comply with recommendations for in-district AODA education and/or counseling.

V. Disciplinary Options Available: As stated in Board of Education Policy 447.3

A. Discretionary Disciplinary Options:

1. In school options – The options include: verbal warning behavioral reflection time, detention, in school suspension, written or telephone contact with the parent/guardian/legal custodian, in person conference between the Administrator and the parent/guardian/legal custodian and student, parent shadowing, referral to appropriate city and/or county agency, restitution, and writing a letter of apology or providing a verbal apology.
2. Out of school options – The options include: suspensions, alternative school placements, community services (assessment and/or counseling) and suspensions with a recommendation for an expulsion hearing.

B. Mandatory Disciplinary Option:

1. For violations of the Code of Conduct that are Level 4, the administrator shall suspend for five days and request an administrative hearing.

C. Police Notification:

1. For violations of the Code of Conduct that are denoted with an asterisk, the administrator shall immediately notify the School Resource Officer of the offense. The School Resource Officer shall complete an investigation and inform the school administrator of the findings and determine if the Code of Conduct violation is a criminal act or ordinance violation. If it is determined that the violation is a crime or ordinance violation, the school administrator and School Resource Officer will collaboratively determine if legal action will be applied. Should the SRO and School Administrator disagree regarding the appropriate outcome, both shall contact their supervisor for guidance. All Felony crimes or crimes involving a dangerous weapon or threat of a dangerous or other weapon will result in arrest and referral to the Rock County District Attorney's Office.

VI. Discretionary Disciplinary Criteria – For those situations involving student misconduct in which there is not a requirement that the student be recommended for an administrative hearing or School Resource Officer notification, the Administrator will determine the appropriate disciplinary consequence, which may include a referral for administrative hearing, a referral to the School Resource Officer, or both. The Administrator will take into account, at a minimum, the following factors when deciding upon what form and amount of discipline is appropriate:

- A. The emotional and mental developmental level and maturity of the student,
- B. The severity of the misconduct involved (was anyone physically injured or emotionally harmed),
- C. Whether the learning environment was disrupted,
- D. Whether property was damaged, destroyed, defaced or lost,
- E. Whether safety of students or staff was jeopardized,
- F. Whether the student had previously committed the same violation of the Code of Conduct,
- G. Whether the student had previously committed violations of a similar nature (disruption of learning environment, violent aggression against others) of the Code of Conduct.
- H. The discipline imposed upon other students for the same violation(s).

VII. Voluntary Surrender of Dangerous Items: A student who possesses a weapon, knife or other cutting instrument, illegal drugs or controlled substance, or other inappropriate item or material, and voluntarily turns it in to a school staff member before threatening to use it, actually using it, or giving it to another student, and before being discovered in possession of it by a staff member, may or may not be subject to discipline for possession of the object.

VIII. Levels of Discretionary Disciplinary Options: There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level:

Level 1 infractions are teacher managed with administrator support and are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extra-curricular/co-curricular program or approved transportation. These infractions are typically handled in the classroom using options listed in V. A. 1.

Level 2 infractions are administrator managed with teacher involvement and are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level 1. They include repeated misconduct acts from Level 1 and endangering the health or safety of others. These infractions are typically handled in the school or classroom using options listed in V. A. 1. *Disciplinary actions are subject to administrative discretion.*

Level 3 infractions are administrator managed with teacher notification and are major acts of misconduct. They include repeated misconduct acts from Level 2; serious disruption of school order, threats to the health, safety, and property of others, and other acts of serious misconduct. These infractions typically lead to out-of-school options like suspension, as listed in V. A. 2. and may lead to an Administrative Hearing and School Resource Officer notification. *Disciplinary actions are subject to administrative discretion.*

Level 4 acts of misconduct are the most serious. They require a referral for an administrative hearing and School Resource Officer notification. Any Level 4 act is grounds for expulsion and will result in a mandatory 5 day out-of-school suspension. An Administrative Hearing shall be held with the hearing officer within 5 days of the referral.

In situations where serious bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the Administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s).

Infraction Matrix

Infraction	Code	Police Notification Required
Aggressive Physical Contact with a Staff Member – Intentional	401	*
Aggressive Physical Contact with a Staff Member – Unintentional	301	*
Alcohol Possession/Use/Under the Influence	201	
Alcohol Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Alcohol	302	*
Arson	402	*
Bullying 1 st offense	202	
Bullying 2 nd offense or more, or more serious nature	303	
Cheating/Lying/Forgery /Plagiarism	203	
Classroom Disruption (Brief/Minor)	101	
Computer, Computer System or Tablet Device – Misconduct Inappropriate Use	204	
Computer, Computer System or Tablet Device – Serious Misuse	304	
Dangerous Weapons (other than firearms)	404	*
Disrespect - Major	205	
Disrespect – Minor	102	
Dress code	103	
Drug Possession/Under the influence	206	*
Drug Use at School	305	*
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Look Alike/Counterfeit Drugs	306	*
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Illegal Drugs	405	*
Electronic Devices	104	
False Fire Alarm/ Bomb Threats	406	*
Fighting	307	
Possession of Firearm/Explosive Device	407	*
Gambling	207	
Gang Related Activity (as an enhancement to a primary additional violation only)	E	
Harassment, Discriminatory	309	*
Harassment, Non - Discriminatory	310	
Harassment / Bullying on the basis of ancestry – 1 st Offense	227	
Harassment / Bullying on the basis of ancestry – 2 nd Offense or more	327	
Harassment / Bullying on the basis of creed – 1 st Offense	228	
Harassment / Bullying on the basis of creed – 2 nd Offense or more	328	

Infraction	Code	Police Notification Required
Harassment / Bullying on the basis of disability – 1 st Offense	223	
Harassment / Bullying on the basis of disability – 2 nd Offense or more	323	
Harassment / Bullying on the basis of national origin – 1 st Offense	226	
Harassment / Bullying on the basis of national origin – 2 nd Offense or more	326	
Harassment / Bullying on the basis of pregnancy, marital, or parental status – 1 st Offense	229	
Harassment / Bullying on the basis of pregnancy, marital, or parental status – 2 nd Offense or more	329	
Harassment / Bullying on the basis of race / color – 1 st Offense	222	
Harassment / Bullying on the basis of race / color – 2 nd Offense or more	322	
Harassment / Bullying on the basis of religion – 1 st Offense	225	
Harassment / Bullying on the basis of religion – 2 nd Offense or more	325	
Harassment / Bullying on the basis of sex – 1 st Offense	221	
Harassment / Bullying on the basis of sex – 2 nd Offense or more	321	
Harassment / Bullying on the basis of sexual orientation – 1 st Offense	224	
Harassment / Bullying on the basis of sexual orientation – 2 nd Offense or more	324	
Horseplay	105	
Illegal or unauthorized recording of voice or image	311	*
Inciting/Instigating Disruptions	208	
Insubordination (1 st or 2 nd offense)	106	
Insubordination – Open Defiance	209	
Insubordination – Gross Insubordination/Repeated Defiance	312	
Littering	107	
Loitering	108	
Weapons or Objects that may be Used as Weapons - With Intent	408	*
Weapons or Objects that may be Used as Weapons	313	*
Physical Altercation	211	
Physical Attack	318	*
Physical Attack or Fight with a Firearm or Explosive Device	414	*
Physical Attack or Fight with a Weapon	319	*
Possession or Smoking and Other Use of Tobacco or Nicotine Product	212	
Profane or Obscene Language/Gestures/Materials (1 st Offense)	109	
Profane or Obscene Language/Gestures/Materials (2 nd or subsequent offense)	213	
Rape	409	*
Repeated Misconduct of a Less Serious Nature	214	
Repeated Misconduct of a More Serious Nature	314	
Robbery Without a Weapon	411	*
Robbery With a Weapon	412	*
Robbery With a Firearm/Explosive Device	413	*
Sexual Battery Assault	410	*
Sexual Conduct or Harassment	315	*
Tardiness/Absenteeism/Truancy	215	
Theft/Defacement/Damage or Possession of Stolen Property	316	(refer to definition to see if police notification is necessary)
Threats/ Intimidation	216	
Threats or Intimidating Acts of a Serious Nature	317	*
Threats of Physical Attack With a Firearm or Explosive Device	415	*
Threats of Physical Attack With a Weapon	320	*
Trespassing	217	

INFRACTION	INFRACTION LEVEL	INFRACTION LEVEL 3	INFRACTION
101 Classroom Disruption (Brief/Minor)	201 Alcohol Possession/ Use/Under the Influence	301 *Aggressive Physical Contact with a Staff Member – Unintentional	401 *Aggressive Physical Contact with a Staff Member – Intentional
102 Disrespect – Minor	202 Bullying 1 st Offense	302 * Alcohol Distribution/ Intent to Distribute/ Participation in any Portion of a Transaction Involving Alcohol	402 * Arson
103 Dress Code	203 Cheating/Lying/ Forgery/Plagiarism	303 Bullying – 2 nd Offense or more, or more serious nature	404 * Dangerous Weapons (other than firearms)
104 Electronic Devices	204 Computer, Computer System or Tablet Device Misconduct – Inappropriate Use	304 Computer, Computer System or Tablet Device Misconduct – Serious Misuse	405 * Drug Distribution/Intent to Distribute/Participation in any portion of a Transaction Involving Illegal Drugs
105 Horseplay	205 Disrespect – Major	305 * Drug Use at School	406 * False Fire Alarm/ Bomb Threats
106 Insubordination (1 st or 2 nd Offense)	206 * Drug Possession/ Under the Influence	306 * Drug Distribution/Intent to Distribute/ Participation in any Portion of a Transaction Involving look Alike/ Counterfeit Drugs	407 * Possession of Firearm/ Explosive Device
107 Littering	207 Gambling	307 Fighting	408 *Weapons or Objects that May be Used as Weapons – With Intent
108 Loitering	208 Inciting/Instigating Disruptions	309 * Harassment, Discriminatory	409 *Rape
109 Profane or Obscene Language/Gestures/ Materials (1 st Offense)	209 Insubordination – Open Defiance	310 Harassment, Non-Discriminatory	410 *Sexual Battery Assault
	211 Physical Altercation	311 * Illegal or Unauthorized Recording of Voice or Image	411 *Robbery Without a Weapon
	212 Possession or Smoking and Other Use of Tobacco or Nicotine Product	312 Insubordination – Gross Insubordination/ Repeated Defiance	412 *Robbery With a Weapon
	213 Profane or Obscene Language/ Gestures/ Materials (2 nd or subsequent offense)	313 * Weapons or Objects that may be Used as Weapons	413 *Robbery with a Firearm/ Explosive Device
	214 Repeated Misconduct of a less Serious Nature	314 Repeated Misconduct of a More Serious Nature	414 *Physical Attack or Fight with a Firearm or Explosive Device
	215 Tardiness/ Absenteeism/ Truancy	315 Sexual Conduct or Harassment	415 *Threats of Physical Attack with a Firearm or Explosive Device
	216 Threats/ Intimidation	316 Theft/ Defacement/ Damage or Possession of Stolen Property (refer to definition to see if police notification is necessary)	
	217 Trespassing	317 * Threats or Intimidating Acts of a Serious Nature	
	221 Harassment / Bullying on the basis of sex – 1 st Offense	318 *Physical Attack	
	222 Harassment / Bullying on the basis of race / color – 1 st Offense	319 *Physical Attack or Fight With a Weapon	
	223 Harassment / Bullying on the basis of disability – 1 st Offense	320 *Threats of Physical Attack With a Weapon	
	224 Harassment / Bullying on the basis of sexual orientation – 1 st Offense	321 Harassment / Bullying on the basis of sex – 2 nd Offense or more	
	225 Harassment / Bullying on the basis of religion – 1 st Offense	322 Harassment / Bullying on the basis of race / color – 2 nd Offense or more	
	226 Harassment / Bullying on the basis of national origin – 1 st Offense	323 Harassment / Bullying on the basis of disability – 2 nd Offense or more	

	227 Harassment / Bullying on the basis of ancestry – 1 st Offense	324 Harassment / Bullying on the basis of sexual orientation – 2 nd Offense or more	
	228 Harassment / Bullying on the basis of creed – 1 st Offense	325 Harassment / Bullying on the basis of religion – 2 nd Offense or more	
	229 Harassment / Bullying on the basis of pregnancy, martial, or parental status – 1 st Offense	326 Harassment / Bullying on the basis of national origin – 2 nd Offense or more	
		327 Harassment / Bullying on the basis of ancestry – 2 nd Offense or more	
		328 Harassment / Bullying on the basis of creed – 2 nd Offense or more	
		329 Harassment / Bullying on the basis of pregnancy, martial, or parental status – 2 nd Offense or more	



School District of Beloit Infrastructure Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Remodel of Aldrich Classrooms

Which area(s) of the Strategic Plan does this support? Infrastructure

Your Name and Title: Sean Winters, Director of Facilities

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?

To approve the awarding of the contract to vendor for classroom remodel

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

We went out for RFP and received 2 bids

1) Klobucar – \$258,100

2) Gilbank - \$230,000

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

To continue with the next phase that we started last summer. To update classrooms that are in various states of disrepair including but not limited to ceilings, lighting, flooring, doors, walls, data and electrical.

D. What are your conclusions?

To recommend Gilbank's bid to remodel 8 of Aldrich's classrooms

MOTION: Administration recommends that the Board of Education approve Gilbank for the remodel project of 8 of Aldrich's classrooms.

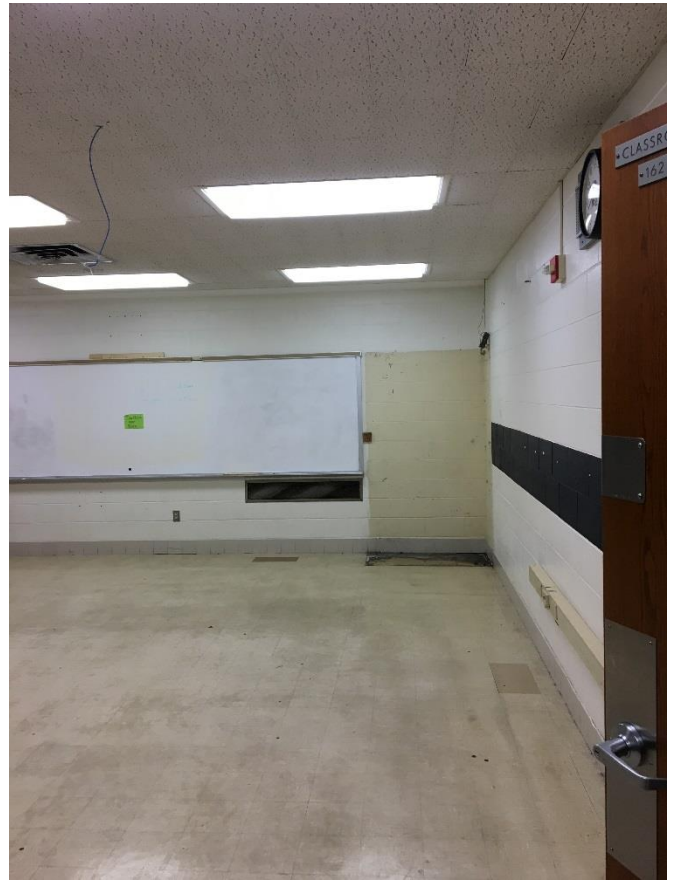
Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: From 2018-19 facilities budget

Long Term Committed Funds? No

BUDGET LOCATION: Facilities 810

FISCAL IMPACT: \$230,000

ALDRICH CLASSROOMS IN NEED OF REMODEL



ALDRICH CLASSROOMS IN NEED OF REMODEL





School District of Beloit Board of Education Report

June 26, 2018

I. BASIC INFORMATION

Topic or Concern: Board Docs Proposal

Which area(s) of the Strategic Plan does this support? Communication

Your Name and Title: Laurie Endres, Board President

Others assisting you in the presentation: Michelle Shope, Board Secretary

My report is for: Information/Action

II. TOPICAL INFORMATION

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

Board members agreed to presentations on policy and efficiency in board packets.

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

Board Docs prepared a 24 minute training video for board members to view PRIOR to the board meeting. There are also attached documents regarding services, etc. for your review. If you have additional questions, please submit them to Michelle before Tuesday and she will try to get clarification from the representative before the meeting.

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

The purpose of board docs would be to streamline the board packet process since going paperless, house all documents in one location as well as board policies with better search capabilities. Board docs is also compatible with WASB policy services which the board voted to utilize at its last meeting.

D. What are your conclusions?

Due to district needs currently and implementing to BoardDocs, the suggested service is the BoardDocs Pro, which is the middle of the road service. The annual recurring charge is 10,000 plus a one-time non-recurring charge for \$1,000. The board may decide to upgrade to BoardDocs Plus at any time.

MOTION: The Board of Education approves the BoardDocs agreement for BoardDocs Pro with an annual recurring charge of \$10,000 and a non-recurring charge of \$1,000.

I propose using current budget

Long Term Committed Funds? Annually

BUDGET LOCATION: 801 – Board of Education

FISCAL IMPACT: \$10,000 annually + \$1,000 initially.



BoardDocs LT Meeting Management System	BoardDocs Pro Meeting Management System
<ul style="list-style-type: none">• Meeting Management• Cloud Based board meeting management system• Unlimited Storage & Distribution of Content, Users and Meeting Bodies• Electronically publish and revise agenda items• Electronically publish and revise support documents• Import correspondence• Customizable packets• Agenda item security• Video and audio connectivity• Policy Management• Manage and publish multiple policy books (policies, procedures, handbooks)• Complete policy development with track changes; internal access to draft policies• Archiving of retired policies• Public view of active policies• Policy cross-referencing• General• Search (including metasearch of public documents from similar organizations)• Social media sharing• On-site training• Support for major software platforms and internet-connected tablets• Document word processing-style formatting• Free Onsite Training (1 Day), Unlimited Training and 24/365 Free Support	<ul style="list-style-type: none">• Annotations: Private annotations for Board members (can be used on Agendas, Minutes, Library Items, Projects or Policies). Stored in a separate database for security and to maintain auditable documentation of meeting materials separate from private member notes. Notes can be taken item by item or on supporting documentation/attachments. All notes are searchable but only by that specific Member.• Workflow: Customizable agenda items/templates that allow others outside of Publishers to submit items to be electronically tracked, approved, rejected, or rerouted before adding to an upcoming meeting or collaborative projects. Unlimited Approval Trees can be created (Approval Trees- a group or sequence of people who need to see and/or approve an item before the item can be added). Includes a detailed audit of all changes, current status and future steps and is time stamped.• Library Tab<ul style="list-style-type: none">• Content Repository for any and all types of content. Unlimited Data Usage• Events- Tracking & Alerting of Upcoming Events, both public & private. Calendar of Events.• Goal Tracking- Linking and tracking of board goals to agenda items, projects, mission statements, goals or legislation. Easy to read meter to track progress and printable reports on life cycle/history of any content.• Board Members- area to feature Board members on any and all committees, manage terms and bios.• Live Minutes Creation: Comprehensive live meeting management to record roll call, motions/votes and action details, details & data of the meeting live. Members can vote directly from their device which feeds decision directly into the minutes. Comes with Score Board to display Agenda automatically to live attendees, Voting Tally and Speaker Timer. Flexible on the fly changes to the agenda or order in which the meeting occurred is included. <p>Free Onsite Training (2 Days), Unlimited Training and 24/365 Free Support</p>

Plus (Add-On to either Solution) Includes:

- Granular level of security so that only authenticated users in each group can access their meetings, agenda items or even parts of an agenda item
- Separate confidential meetings, separate document managers and separate administrative access.
- Separate voting/voting members for each meeting body
- Drop Down Menu which groups agendas & minutes under the specific Meeting Body or Committee

BoardDocs Site Examples:

BoardDocs LT: <http://www.boarddocs.com/ia/manchester/Board.nsf>
BoardDocs LT Plus: <https://www.boarddocs.com/pa/bocpa/Board.nsf/Public>
BoardDocs Pro: <https://www.boarddocs.com/il/coc/Board.nsf/Public>
BoardDocs Pro Plus: <https://www.boarddocs.com/tx/cobtx/Board.nsf/Public>

BoardDocs®

BoardDocs Feature Matrix

Trying to decide which solution is best for you - BoardDocs Pro or BoardDocs LT? Simply check out this handy feature matrix to see what features are available in each of our solutions.

General Features	BoardDocs Pro	BoardDocs LT
Agendas	√	√
Policies	√	√
Events	√	
Goals with KPI Support	√	
Board Member Pages	√	
User-Categorized Library Documents	√	
Context Sensitive Search	√	√
MetaSearch for Best Practices of Public Documents from Similar Organizations	√	√
Private Annotations (Sticky Notes)	√	
No Charge, 7 x 24 Toll-Free, Dedicated, US-based Technical Support for All BoardDocs Users	√	√
Comprehensive Technical, Publisher and End-User Guides	√	√
On Site Training	√	√
100% Web Application. No Software or Apps to load or maintain. (1)	√	√
Internet-Connected Tablets Support including Apple iPad, Microsoft Surface and Android devices	√	√
XML for all Public Documents (Automatically feeds Dynamic Data to Organization's Web Site)	√	√
Social Network Document Sharing via Email, Facebook and Twitter	√	√
Low Bandwidth, Reduced Data Technology for Fast Access	√	√
Automatic Generation of Public Access Web Interface	√	√
Automatic Generation of Intranet Web Interface	√	√
Integrates with Existing Web Site	√	√
Word Processing Style Formatting for Documents	√	√
Imbedded Files and Attachments with Group Security	√	√
Spell Checker	√	√
Spell Check While you Type	√	√
HTML Links	√	√
Internal Cross Linking of Documents	√	√
256 -Bit SSL Security for Authenticated Users	√	√
Integrated Audio Player for MP3 Files	√	√
Automatic Date, Time and Access Time Stamp for all Documents	√	√
Dynamic, Customizable Packets for Board, Administrators and the Public	√	√
Board Member Customization of Individual Packets (2)	√(2)	
Support for Windows, Macintosh, iOS, PlayBook OS, HP Web OS, Android and Linux Platforms with no Client Configuration or Software Installation (1)	√	√
Role-Based Email Notification	√	
User-Customizable Interface with Support for Organization Logos, Text, Photos, Headers and Banners	√	√
User-Customizable Templates for all Printed Documents with Support for Headers, Footers and Organization Logos	√	√
People Manager for Easy Management of User Accounts and Group Assignment	√	√
Meeting Agenda Features		
Designation of Current Meetings for Quick and Easy Access	√	√
Ability to Select Meetings to be Included in Packets (Featured Meetings)	√	√
Automatic Dynamic Agenda Creation	√	√
Instant Access to Any Agenda Item from Fully Expanded Agenda	√	√
Quick Print of any Meeting Agenda, Agenda Item or Entire Packet	√	√
Scrollable Full Screen Packet	√	√
Unlimited Number and Types of Meetings	√	√
Quick Access to and Search of Meeting Minutes	√	

User Definable Global Agenda Template	√	√
Ability to Add Future Meeting to Calendar (vCal) (2)	√(2)	√(2)
Listen to Any Meeting Agenda Item	√	√
Meeting Video Support with Indexed Playback of Meeting Video from Meeting Dashboard	√	√
Management of Agenda Item Tagging/Linking to Meeting Video with Playback from Agenda Item	√	√
Agenda Item Level Security (Withhold any Agenda Item from the Public)	√	√
Granular Security Within Agenda Items (Withhold entire meeting, agenda item, attachment, or portions of any agenda item from public)	√	√
Support for Three Levels of Security within Agenda Items	√	√
Customizable Agenda Items Workflow Process with Track Changes and Notes	√	
Agenda Item Approval Process with Support for Unlimited Number of User Customizable Approval Trees	√	
Ability for Individual Submitters to Create and Manage Draft Agenda Items and Templates for Reoccurring Agenda Items	√	
Approvers Able to Edit and Annotate Items During the Approval Process with Track Changes	√	
Detailed Tracking of Submittal and Approval Process with Support for Electronic Signatures	√	
Reporting and Tracking of Approval Process by Tree or by Meeting	√	
Ability of Publisher to Override Tree Selection, Restart Approval Process or Force Approval of Any Agenda Item	√	
Selective Control of Access to Draft Meetings by user Role	√	√
Linking and Tracking of Board Goals to Agenda Items	√	
User Customizable Agenda Types	√	√
Drag and Drop Agenda with Auto Numbering (Attachments Automatically Follow Agenda Items)	√	√
User-Selectable Auto Agenda Numbering	√	√
User-Customizable Agenda Categories	√	√
Meeting Management with Separate Screens for Board Members, Board Chair, Meeting Moderator and Public	√	
Comprehensive Meeting Action Management with Support for Multiple Motions, Votes, Action Details, Minutes Notations, Consent Items, Roll Call, Manual and On-Line Voting	√	
Dynamic Speaker Recognition Allows Board Members to Electronically Tag Agenda Item(s) for Discussion (2)	√(2)	
Customizable Speaker Count-Down Timer	√	
Minutes Gathering Screen for Tracking Meeting	√	
Template-Based Minutes Generator with Post Editing Support	√	√
Selection of Public ScoreBoards for Projection in Meeting Room	√	
Crylon Video Overlay of Meeting Progress for Broadcast-Ready Graphics (2)	√(2)	
Automatically Archive Meetings	√	√
Linking of Minutes to Previous Meeting with Auto Public Release once Approved by the Board	√	
Draft Meeting Support with Track Changes	√	√
Policy Management Features		
User Manages and Publishes Policy Book	√	√
Cut and Paste from Word, Excel, Google Docs, WordPerfect, Ami Pro, RTF, HTML or Text Format.	√	√
Links to Legal Basis	√	√
Complete Policy Development with Support for Revisions with Track Changes	√	√
Archiving of Retired Policies	√	√
Instant Availability of Active Policies via Online Policy Book Once Approved	√	√
Ability to Include Policies Under Consideration in Packets	√	√
Unlimited Number of Policy Books (Policies, Procedures, Manuals, Standards, Codes)	√	√
User-Defined Categories and Codification	√	√
Support for Text Markups Including Strike-through, Color and Underline	√	√
Policy Cross-Referencing	√	√
Initial Policy Book Publication Service	√(4)	√(4)
Link to Existing External Web-Based Policy System	√	√
Does Not Require Sending of Policies to 3 rd Party for Publication	√	√
Sample Policies	√(3)	√(3)
On-Line Policy Collaboration with Delegated Policy Services	√	√
Link to or Direct Attachments of On-Line Forms	√	√
Library Features		
Board Goal Development, Tracking and Reporting	√	

Customizable Board Member Profile Pages with Support for Private Executive Information	√	
Calendar Events Facilitates Shared Board or Public Calendar	√	
Ability to Create Public and Private Library Documents with Custom Categories. Allows the management of Friday Packets	√	
Ability for Publishers to Feature any Library Item for Inclusion in Packet(s)	√	
Ability for Authenticated User to Add Library Items to Individual Packet (2)	√(2)	
Support for Unlimited Attached Files with Group Security	√	
Support for Imbedded Graphics	√	
Automatic Date-Driven Publication and Removal	√	
Ability to Direct Selected Items to Staff/Board	√	
Ability to Share Selected Items with Public	√	
Automatic Archiving	√	
User-Defined Library Categories	√	
Technical and Hosting		
Advanced Redundant Cloud Hosting Multi Site Cloud Infrastructure Powered by Oracle/Sun	√	√
Daily Backup Service with 30 Day History to NAS	√	√
Dual SAS 70 Type II and Tier 3-Certified Hosting Environment	√	√
Database Replication to Local Customer Site	√(2)	
Customer Provided Source and Object Code	√	
Automatic Encryption of All Data	√	√
Physically Secure Servers (Bio Card, Code and Key Required for Access to Server Facility, Video Monitored)	√	√

- (1) For best performance, BoardDocs recommends using the latest version of your browser. Supported browsers include IE, Chrome, Firefox and Safari.
(2) Announced feature to be released
(3) In select states, additional state-specific sample policies are available; subject to participation by the state association.
(4) for an additional fee

Last updated 04/15/16

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BoardDocs®

Implementation Overview (BoardDocs Pro)

This document contains an overview of BoardDocs Pro and an introduction to the implementation process. Please read this information carefully. Your assigned implementation specialist will call you soon to review this information with you and answer any questions you may have.

What is BoardDocs?

BoardDocs was developed specifically for local governments, school boards and other private and public governing bodies to alleviate the enormous task of assembling, printing, distributing and revising agenda items and policies. Our unique, state-of-the-art meeting management service increases transparency in governance, saves taxpayers money and has a positive effect on the environment.

With BoardDocs, you not only have the ability to process agenda items, supporting documents, policies, and procedures, but you can also determine who has access to each document—including members of the governing body, staff and the general public. Plus, you can make last minute revisions and redistribute your materials in just minutes. There's never been an easier or more powerful paperless agenda solution. You're going to love using BoardDocs!

For **members of the governing body**, it provides a way to view all meeting agendas, policies, and supporting materials online, both past and present. They can search items from past meetings and search public information from other BoardDocs subscriber sites.

For **administrative staff**, it provides a way for them to look at upcoming draft agendas, have the option to submit agenda items online, search items from past meetings and search public information from other BoardDocs subscriber sites.

For **public viewers**, it provides a way for them to look at your organization's current and past meeting agendas and supporting documents online. They can search for information in both current and past meetings.

For **content publishers**, it provides a way for them to produce an "electronic" meeting packet, eliminating the need for the assembly and distribution of paper packets.

Preparing for Your Implementation

Each person listed below has a few tasks to complete to help ensure a successful implementation. All tasks are simple, but each person's part is very important to the success of your implementation:

Publisher – The person who creates the meeting packet. This is most often the governing body's clerk, or the chief executive's primary assistant.

Backup publisher – An individual who assists and serves as a backup to the publisher in all aspects. This person should also attend the publisher training session.

Project manager – A staff member who oversees and manages all internal implementation-related tasks.

IT contact – A staff member responsible for technical preparations, including system configuration, browser installation, and network setup.

Publisher Tasks

The following tasks must be completed by the publisher prior to your BoardDocs implementation:

Training dates – The publisher and project manager will be supplied with a list of possible training dates from the BoardDocs implementation specialist. They'll work with the administration and governing body to determine the training dates that work best for all groups.

Once the training dates are confirmed, the pre-training process will begin. Keep in mind that training dates are filled on a first requested basis, so the sooner you know your date, the more likely it is that you'll get your first choice. You should also have a backup date in mind in case another subscriber reserves your preferred date prior to final confirmation.

Choose a past meeting agenda – During training, we'll re-create part of one of your past regular meetings to help you learn how to use BoardDocs Pro. You can choose any recent meeting.

Email a sample agenda to your BoardDocs implementation specialist – After choosing your agenda for training, we'll ask you to email it to your assigned implementation specialist, who will then review your current agenda style in preparation for your BoardDocs implementation.

Begin to consider how agenda content will be submitted – With BoardDocs, you have a choice of how the information will get placed on your agendas. The two options are described below:

Option 1

Content contributors submit their information to the publisher electronically via email or secure network folder. The publisher uses the submitted content to create the agenda.

Option 2

Content contributors build and submit their own agenda items directly in BoardDocs. Once submitted, items are routed to designated individuals for approval. While multiple contributors may submit agenda content, a publisher has full access to submitted content and can force an item's approval if necessary.

Consider your current process and approval needs to help you determine which method you'd like to use. As you prepare for your BoardDocs implementation, your implementation specialist will help you make the best decision for your organization and needs.

Begin to assemble a list of users – People who will need access to your BoardDocs site will generally fall into two categories: *administrative* and *executive*.

Administrative users are staff who will need access to your agenda's administrative content. This often includes cabinet members or department heads and their assistants.

Executive users are people who will need access to all agenda content, including executive-level information that may be confidential in nature. Executive users may include an organization's chief executive (CEO, executive director, superintendent, or city manager), members of the governing body, senior cabinet members, and legal counsel.

Your implementation specialist will work with you to create your user accounts during training. In advance of your training, you should gather each person's:

- first name,
- middle initial,
- last name,
- position, and
- email address.

Project Manager Tasks

The project manager oversees the internal training preparation process to ensure that your organization has completed the necessary tasks for a successful implementation. The project manager communicates with the publisher and IT contact regularly to verify progress.

IT Contact Tasks

The IT pre-training tasks are among the most important tasks necessary for a successful implementation. The designated IT contact will receive an email with setup instructions. In general, tasks will include:

- Configuring computers, browser settings, shortcuts, permissions, etc.
- Ensuring adequate Internet connectivity and power supply for computers used in the governing body's meeting room.
- Ensuring that those who submit information for inclusion in the agenda have the ability to create PDF files.

Implementation Process Overview

Our implementation process has been developed and refined through hundreds of successful BoardDocs implementations. To help you get a sense of what to expect as we begin your project, your implementation specialist will complete the following tasks:

1. Implementation overview email - This is an initial email to introduce you to the project and important roles.
2. Training overview email - This email describes the three training sessions that we'll lead during the on-site visit.
3. Initial call - This call provides an opportunity for an initial discussion about the implementation process and a look ahead at some possible training dates.
4. Request for sample documents - This email requests some sample agenda documents that we can review to get a sense of your agenda style and structure.
5. Sample letter - This email contains a letter that you can send to your staff to inform them of the process that they'll be using once BoardDocs is implemented.
6. Technical requirements - This email details the technical requirements for running BoardDocs.
7. Technical setup - During this step, we'll perform all necessary setup and testing tasks to prepare your BoardDocs site for the on-site visit.
8. Publisher username and password - A BoardDocs support specialist will set up the username and password for the primary publisher. Your implementation specialist will help you create the accounts during training. You'll also receive your BoardDocs URL during this communication.
9. Email with final checklist - This email contains instructions for setting up the training rooms (usually a conference room for the publisher training and the board room for the governing body training).
10. Request for conference call - This email requests a time for a pre-training conference call.
11. Pre-training call - This call provides an opportunity to review final preparations and verify that setup tasks are complete.
12. Conduct training - Your implementation specialist travels to your location to conduct your training.
13. Follow-up - Your implementation specialist sends a press release template that you can use to announce your adoption of BoardDocs. After a few weeks, your implementation specialist calls you to check on your progress, answer questions, and help you determine whether any follow-up training might be helpful.

BoardDocs®

Training Overview (BoardDocs Pro)

Our goal is to provide you with the best training experience possible while ensuring the highest level of satisfaction with our service. To that end, here are some important considerations as you prepare for your training:

- Choosing a set of back-to-back dates when we can conduct all three of the training sessions described below is vitally important to ensure a successful implementation. All sessions must be scheduled before we come on site for your training.
- If you'll be using the optional BoardDocs Pro Plus service, the suggested schedule below may need to be adjusted to accommodate larger groups or additional sessions. If necessary, your implementation specialist will work with you to customize the training schedule.
- Online refresher training is available at any time after your implementation at no cost to your organization. To request an online training session, you can contact BoardDocs technical support by phone at 800-407-0141, Option 1, or by email at support@boarddocs.com.
- With the experience and benefit of having trained hundreds of organizations on the use of BoardDocs, our implementation team has the necessary expertise to properly instruct your staff and answer their questions. With this in mind, please note that we don't conduct train-the-trainer sessions.

Training for BoardDocs Pro involves 3 pieces held on two consecutive days:

1. Publisher Training

Time: 1:00 pm to 4:30 pm on day 1, continuing from 8:30 am to 2:30 pm on day 2 (Approximately 8 hours in duration).

Attendees: Publisher and backup publisher.

During this session, publishers will learn how to create agendas, library items, and policies, and then assemble them into a packet. They will also learn how to manage meetings, record votes, create minutes, create accounts, and customize the BoardDocs site using option settings. Publishers should have sample agenda and backup materials available in electronic format to facilitate creation of an agenda and packet.

This session should be conducted away from the publisher's work area in a conference or meeting room so the publisher, backup publisher, and implementation specialist can work collaboratively to build agenda and packet materials. These materials will be used during the administrative and executive sessions on day two of your training.

A projector and properly configured laptop computer connected to the network and Internet should be made available for this session. The designated IT contact for your implementation project will receive an email from BoardDocs Support that includes system preparation instructions.

2. Administrative Staff Training

Time: 3:00 pm to 4:00 pm on day 2 (Approximately 1 hour in duration).

Attendees: Staff members who contribute information for meeting agendas, chief executive (CEO, executive director, superintendent, or city administrator as appropriate for your organization), publisher, backup publisher, project manager and IT staff member(s).

There are two primary objectives for this session: 1) demonstrate how to access agendas and supporting content; and 2) inform staff members about how they will be asked to submit their agenda items. The training format will depend on whether you're planning to use email as the principal method for submitting items to the publisher, or the online submission and approval method through which staff members can submit their items directly to the agenda. We'll introduce online submission during the publisher training to help you make this determination.

This session must be held in a meeting room with a projector and Internet-connected computer. The session is typically conducted in a demo and discussion format, so attendees are not required to have their own computers during training. If you're planning to use online submission, attendees will be asked to practice what they learned by submitting some sample items from their work areas after the session.

3. Executive Training

Time: 6:00 pm - 7:00pm (Approximately 1 hour in duration. Time can be adjusted if needed to accommodate the arrival of required attendees).

Attendees: All members of the governing body, chief executive (CEO, executive director, superintendent, or city administrator as appropriate for your organization), publisher and IT staff members.

This session will introduce BoardDocs to the governing body. It's important that this training be conducted in the room where the meetings are held so you can determine if there are additional technical issues that need to be addressed prior to going live with BoardDocs, such as access to outlets, placement of computers, etc. The instructor will require a projector and Internet-connected computer. Executives will need their laptops or tablet devices during the training.

Assistance from your organization's IT support group is critical for this session. At least one person from the IT organization should be available to assist those who may experience equipment or connectivity problems during training so the session can proceed smoothly. Larger groups may require an additional support person.

Last Updated 10/3/16 DA

Wisconsin Subscriber	Industry	BD Database	Population/
Racine Unified School District	K-12 Education	http://www.boarddocs.com/wi/racine/Board.nsf	19455
School District of Elmbrook	K-12 Education	http://www.boarddocs.com/wi/elmbrook/Board.nsf	7200
Neenah Joint School District	K-12 Education	http://www.boarddocs.com/wi/neenah/Board.nsf	6300
School District of Janesville	K-12 Education	http://www.boarddocs.com/wi/janesville/Board.nsf	11000
Franklin Public School District	K-12 Education	http://www.boarddocs.com/wi/fpsd/Board.nsf	4000
School District of Whitefish Bay	K-12 Education	http://www.boarddocs.com/wi/wfbschools/Board.nsf	3000
Verona Area School District	K-12 Education	https://www.boarddocs.com/wi/vasd/Board.nsf	4600
Stevens Point Area Public School District	K-12 Education	http://www.boarddocs.com/wi/wisp/Board.nsf	7500
City of Sheboygan	City or Town Government	http://www.boarddocs.com/wi/coswi/Board.nsf	50792
Muskego-Norway Schools	K-12 Education	http://www.boarddocs.com/wi/mnsd/Board.nsf	4800
School District of La Crosse	K-12 Education	http://www.boarddocs.com/wi/sdlcwi/Board.nsf	8000
School District of the Menomonie Area	K-12 Education	http://www.boarddocs.com/wi/sdma/Board.nsf	3300
Stoughton Area School District	K-12 Education	www.boarddocs.com/wi/stoughton/Board.nsf	3333
Society Insurance	Insurance	http://www.boarddocs.com/wi/siec/Board.nsf	
Wauwatosa School District	K-12 Education	http://www.boarddocs.com/wi/wauw/Board.nsf	6800
Glenwood City School District	K-12 Education	http://www.boarddocs.com/wi/glenwood/Board.nsf	711
Mequon-Thiensville School District	K-12 Education	http://www.boarddocs.com/wi/mtsd/Board.nsf	3562
Sun Prairie Area School District	K-12 Education	http://www.boarddocs.com/wi/spasd/Board.nsf	
Chippewa Falls Public Schools	K-12 Education	http://www.boarddocs.com/wi/chipfalls/Board.nsf	5000
School District of Kettle Moraine	K-12 Education	http://www.boarddocs.com/wi/kmsd/Board.nsf	4400
Eau Claire Area School District	K-12 Education	http://www.boarddocs.com/wi/ecasd/Board.nsf	11700

Indian Community School of Milwaukee	Independent School	http://www.boarddocs.com/wi/icsmilw/Board.nsf	292
Appleton Area School District	K-12 Education	http://www.boarddocs.com/wi/aasd/Board.nsf	15000
Hayward Community School District	K-12 Education	http://www.boarddocs.com/wi/hcsdwi/Board.nsf	1900
Wisconsin Association of School Boards	State School Board	http://www.boarddocs.com/wi/wasb/Board.nsf	
Madison Metropolitan School District	K-12 Education	http://www.boarddocs.com/wi/mmsd/Board.nsf	25000
School District of Bloomer	K-12 Education	http://www.boarddocs.com/wi/sdob/Board.nsf	1120
Marshfield School District	K-12 Education	http://www.boarddocs.com/wi/marshfield/Board.nsf	4000
Unified School District of Antigo	K-12 Education	http://www.boarddocs.com/wi/antigo/Board.nsf	2600
Ellsworth Community School District	K-12 Education	http://www.boarddocs.com/wi/ellsworth/Board.nsf	1687
School District of Ladysmith	K-12 Education	http://www.boarddocs.com/wi/sdol/Board.nsf	800
School District of Crandon	K-12 Education	http://www.boarddocs.com/wi/sdoc/Board.nsf	900
Whitewater Unified School District	K-12 Education	http://www.boarddocs.com/wi/wwwusd/Board.nsf	2000
Lake Mills Area School District	K-12 Education	http://www.boarddocs.com/wi/lmasd/Board.nsf	1300
Waupun Area School District	K-12 Education	http://www.boarddocs.com/wi/waupun/Board.nsf	2000
Menasha Joint School District	K-12 Education	http://www.boarddocs.com/wi/mjsd/Board.nsf	3800
Burlington Area School District	K-12 Education	http://www.boarddocs.com/wi/basdwi/Board.nsf	3163
School District of New Berlin	K-12 Education	http://www.boarddocs.com/wi/nbps/Board.nsf	4800
Abbotsford School District	K-12 Education	http://www.boarddocs.com/wi/sdabb/Board.nsf	600
Westosha Central High School	K-12 Education	http://www.boarddocs.com/wi/westosha/Board.nsf	1100
Spooner Area School District	K-12 Education	http://www.boarddocs.com/wi/spooner/Board.nsf	1200
School District of Greenfield	K-12 Education	http://www.boarddocs.com/wi/greenfield/Board.nsf	4000
Wisconsin Heights School District	K-12 Education	http://www.boarddocs.com/wi/whsd/Board.nsf	700

Seymour Community School District	K-12 Education	https://www.boarddocs.com/wi/seymour/Board.nsf	710
Northland Pines School District	K-12 Education	http://www.boarddocs.com/wi/npsd/Board.nsf	446
Monona Grove School District	K-12 Education	http://www.boarddocs.com/wi/mgsd/Board.nsf	3000
DeForest Area School District	K-12 Education	http://www.boarddocs.com/wi/deforest/Board.nsf	2600
School District of Belleville	K-12 Education	http://www.boarddocs.com/wi/sdobv/Board.nsf	3925
Hamilton School District	K-12 Education	http://www.boarddocs.com/wi/hamilton/Board.nsf	4600
Clinton Community School District	K-12 Education	http://www.boarddocs.com/wi/ccsdwi/Board.nsf	378
Mount Horeb Area School District	K-12 Education	http://www.boarddocs.com/wi/mhasd/Board.nsf	2300
Waterford Graded School District	K-12 Education	http://www.boarddocs.com/wi/wgsd/Board.nsf	1600
School District of Platteville	K-12 Education	http://www.boarddocs.com/wi/sdop/Board.nsf	1500
Monroe School District WI	K-12 Education	http://www.boarddocs.com/wi/monr/Board.nsf	2739
Birchwood Public Schools	K-12 Education	http://www.boarddocs.com/wi/birch/Board.nsf	333
Fox Point Bayside School District	K-12 Education	http://www.boarddocs.com/wi/foxbay/Board.nsf	950
Kaukauna Area School District	K-12 Education	http://www.boarddocs.com/wi/kasd/Board.nsf	4000
School District of Lodi	K-12 Education	http://www.boarddocs.com/wi/lodi/Board.nsf	1600
Mondovi Schools	K-12 Education	http://www.boarddocs.com/wi/mondovi/Board.nsf	1000
Pewaukee School District	K-12 Education	http://www.boarddocs.com/wi/pewa/Board.nsf	2600
School District of Loyal	K-12 Education	https://www.boarddocs.com/wi/loyal/Board.nsf	170
Nicolet Union HSD	K-12 Education	http://www.boarddocs.com/wi/nicolet/Board.nsf	1100
School District of Milton	K-12 Education	http://www.boarddocs.com/wi/mil/Board.nsf	
Randall Consolidated School District	K-12 Education	http://www.boarddocs.com/wi/randall/Board.nsf	752
Dodgeville School District	K-12 Education	http://www.boarddocs.com/wi/dsd/Board.nsf	1286

Jefferson Public Schools WI	K-12 Education	http://www.boarddocs.com/wi/jps/Board.nsf	1900
Chetek-Weyerhaeuser School District	K-12 Education	http://www.boarddocs.com/wi/cwsdw/Board.nsf	900
Kimberly Area School District	K-12 Education	http://www.boarddocs.com/wi/kasdw/Board.nsf	4200
Kohler Public Schools	K-12 Education	http://www.boarddocs.com/wi/kohler/Board.nsf	600
School District of Ashland	K-12 Education	http://www.boarddocs.com/wi/ashland/Board.nsf	2100
School District of Beloit Turner	K-12 Education	http://www.boarddocs.com/wi/sdbt/Board.nsf	8700
West Bend School District	K-12 Education	http://www.boarddocs.com/wi/wbsdwi/Board.nsf	7100
Hurley School District	K-12 Education	http://www.boarddocs.com/wi/hurlsd/Board.nsf	
School District of Kewaskum	K-12 Education	http://www.boarddocs.com/wi/sdkew/Board.nsf	1859
Shell Lake School District	K-12 Education	http://www.boarddocs.com/wi/shelllake/Board.nsf	674
Cedarburg School District	K-12 Education	http://www.boarddocs.com/wi/cedar/Board.nsf	3000
School District of Laona	K-12 Education	http://www.boarddocs.com/wi/laona/Board.nsf	250
Society Insurance	Insurance	http://www.boarddocs.com/wi/societyins/Board.nsf	
IEWC	Corporation	http://www.boarddocs.com/wi/iewc/Board.nsf	

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About BoardDocs Plus

One Subscription. Exclusive Services for your Board and all Committees

BoardDocs has always supported unlimited types of meetings for different committees. Now, with BoardDocs Plus, each governing body can have separate confidential meetings, separate document managers and separate administrative access. Through Plus, BoardDocs services provide a granular level of security so that only authenticated users in each group can access their meetings, agenda items or even parts of an agenda item. No other solution offers that level of flexibility or security.

For example, a city with a City Council, Public Safety Commission, Zoning Commission, Board of Ethics and Citizen Review Commission can each have documents submitted by their own staff, have a dedicated document manager and maintain separate meetings that are secure from other committees. Each commission can decide the level of detail to release to stakeholder groups individually.

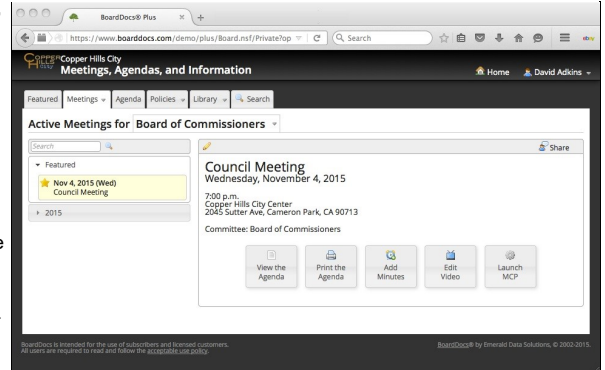
The BoardDocs Plus code also has a set of usability features that will benefit all subscribers. While large organizations will appreciate the multi-board features, the new editor and enhanced attachment management are just two of the improvements that will benefit all users.

BoardDocs Plus for LT

The ideal solution for smaller organizations with multiple governing bodies that need a separate, secure and comprehensive suite of services for each group. LT Plus provides the power of Pro Plus, without all of the features larger organizations often require. BoardDocs LT Plus extends LT features and benefits to all groups. For a complete listing of LT features, [CLICK HERE](#).

BoardDocs Plus for Pro

Pro Plus includes the most comprehensive suite of board management tools available for organizations with multiple groups that need to operate independently. No other solution provides this level of security, functionality and ease of use. BoardDocs Pro Plus extends Pro features and benefits to all groups. For a complete listing of Pro features, [CLICK HERE](#).



BoardDocs
End User Agreement
Part I: Order Form

Emerald Data Solutions, Inc. ("**Emerald**"), with an address at 1515 North Courthouse Road, Suite 210, Arlington, VA 22201, provides a proprietary, web-based service known as BoardDocs (the "**Service**"), that enables organizations to enhance aspects of the governance process and communications between the administration, the public and the board, all on and subject to the terms of this End User Agreement (the "**Agreement**"). By executing this Agreement, the below named customer ("**Customer**") agrees to use, and Emerald agrees to make available to Customer, the Service, all in accordance with and subject to the terms and conditions described in this Agreement.

1. General Information.

PROJECT INFORMATION		SALES INFORMATION	
Billing Agent: WASB - Wisconsin		Sales Rep Phone: 817-659-3047	
Sales Rep Name: Michelle Cooper		Sales Rep E-Mail: mjcooper@boarddocs.com	
CUSTOMER INFORMATION			
Organization Name: School District of Beloit			
Address: 1633 Keeler Avenue			
City: Beloit		State: WI	Zip: 53511

2. Charges. For each BoardDocs site (as defined by Emerald) ordered under this Agreement, Customer will pay the applicable Annual Recurring Charge ("**ARC**") and the Non-Recurring Charge ("**NRC**") set forth below. Once paid, the ARC and NRC are not refundable. The initial NRC and ARC will be invoiced promptly after execution of this Agreement.

Initial Service	Type of Service	Amount
<input checked="" type="checkbox"/>	NRC (Non-Recurring Charge)	\$1,000.00
<input type="checkbox"/>	BoardDocs Pro Plus ARC (Annual Recurring Charge)	\$0.00
<input checked="" type="checkbox"/>	BoardDocs Pro ARC (Annual Recurring Charge)	\$10,000.00
<input type="checkbox"/>	BoardDocs LT Plus ARC (Annual Recurring Charge)	\$0.00
<input type="checkbox"/>	BoardDocs LT ARC (Annual Recurring Charge)	\$0.00

3. Term. The "**Initial Term**" of this Agreement will commence on the Effective Date, as defined below, and continue for an Initial Term of one (1) year thereafter. On the expiration of the Initial Term, the Term of this Agreement will automatically renew and remain in effect for consecutive one- (1-) year periods (each a "**Renewal Term**") unless either party provides the other party at least thirty (30) days' advance written notice of non-renewal prior to the end of the then-current Term. Emerald may increase the ARC from time to time upon at least sixty (60) days' advance written notice to Customer and which increase shall take place at the commencement of the next Renewal Term.

BY SIGNING BELOW, THE PERSON SIGNING FOR CUSTOMER PERSONALLY REPRESENTS AND WARRANTS TO EMERALD THAT HE OR SHE HAS THE AUTHORITY TO SIGN FOR CUSTOMER AND BIND CUSTOMER TO THIS AGREEMENT. CUSTOMER UNDERSTANDS AND AGREES TO BE BOUND BY THE ATTACHED TERMS AND CONDITIONS.

CUSTOMER

EMERALD DATA SOLUTIONS, INC.

SIGNATURE

Date

SIGNATURE

Date

Name and Title of Authorized Representative

Name and Title of Authorized Representative

"**Effective Date**" shall be the date of the last signature.

Part II: Additional Terms and Conditions

4. Provision of the Service. Subject to the terms and conditions of this Agreement, Emerald will make the Service available to Customer in accordance with this Agreement, the Service Level Agreement (“SLA”) and the Emerald Acceptable Use Policy (“AUP”), which SLA and AUP are posted on Emerald’s web site at <http://www.BoardDocs.com/Home.nsf/legal> and both of which are incorporated into and made a part of this Agreement. Emerald will provide Customer with at least sixty (60) days’ advance notice of any change in the SLA or AUP. Emerald will use commercially reasonable efforts to make the Service available to Customer by an implementation date agreed to by the parties, including establishing the hosting of the Service and storage of data uploaded via the Service. Such Service will be co-branded with both parties’ “Marks” (as defined in Section 10). Emerald may modify certain components of the Service as required by changes in laws, regulations or technology, requests of customers or to make improvements or correct problems or issues.

5. Payment. Customer agrees to pay Emerald (or its designated billing agent) all charges or fees described in this Agreement within thirty (30) days of Customer’s receipt of the applicable invoice. Any amount not paid within such thirty (30) day period will bear interest, until paid, at the lesser of: (a) one and one-half percent (1½%) per month, or (b) the highest rate permitted by applicable law. The ARC will be invoiced annually in advance. In addition to such rates and charges, Customer will be responsible for all taxes and fees assessed or due with regard to its use of the Service and, if applicable, Customer will provide Emerald with any certificate or other evidence of tax-exemption. The continued provision of the Service is conditioned on Customer’s creditworthiness and may be subject to a mutually agreeable reasonable assurance of payment or deposit. All charges or fees paid or payable are non-refundable. All amounts payable to Emerald are payable in full in United States dollars unless specifically indicated to the contrary in this Agreement.

6. Termination. This Agreement is effective for the Term described in Section 3. Emerald may terminate this Agreement and/or cease or suspend the provision of all or any part of the Service upon: (a) Customer’s failure to pay any amount when due under this Agreement (after ten (10) days’ prior written notice of such failure to pay); (b) the filing of a petition in bankruptcy by or against Customer; (c) any illegal, slanderous, infringing or inappropriate “Content” (as defined in Section 8) being loaded on any website or otherwise transmitted or used in connection with the Service which is not immediately ceased and removed after request by Emerald; or (d) any material breach of this Agreement by Customer, including but not limited to any violation of the AUP (all of the foregoing being defined as a “**Customer Caused Termination or Suspension**”). In the case of any such Customer Caused Termination or Suspension, Customer will pay for all accrued and unpaid charges for the Service provided through the date of such Customer Caused Termination or Suspension. Customer may terminate this Agreement upon: (a) the filing of a petition in bankruptcy by or against Emerald; or (b) any material breach of this Agreement by Emerald. Upon any termination of this Agreement, Customer agrees its right to use the Service or Emerald “**Intellectual Property**” and/or “**Marks**” (as defined in Section 10) shall immediately cease and Customer shall cause all of its affiliates to cease using the Service and all of Emerald’s Intellectual Property or Marks.

7. Use of the Service. Subject to the terms and conditions of this Agreement, Emerald hereby grants to Customer, and Customer hereby accepts, a limited, non-exclusive, non-sublicenseable, non-transferable, annual license to access the Service for Customer’s purposes solely during the Term. Customer will be responsible for all hardware, software (including browser software) and Internet communication links and connectivity necessary to access the Service from their respective facilities, including, without limitation, maintaining sufficient bandwidth to meet Customer’s utilization demands. Customer shall be solely responsible for ensuring that each of the persons or entities that accesses the Service through Customer or its systems or with Customer’s consent (collectively, “**Users**”) complies with all of the terms and conditions of this Agreement, including the AUP and all applicable laws, rules, regulations and ordinances. Customer will not copy, modify, adapt, translate, hypothecate, lease, disclose, loan, sublicense, resell, distribute or create derivative works based on all or any part of the Service or Emerald Intellectual Property or Marks, unless expressly permitted in writing by Emerald. Customer will not attempt to decompile, reverse engineer or disassemble the Service and Customer will be liable to Emerald for any unauthorized copying, reverse engineering or use of the Service by Users. Unless otherwise agreed in writing by Emerald, Customer will not, and will cause each of the Users to not, remove or modify, or attempt to remove or modify, any proprietary notices contained in or associated with the Service. Customer agrees that it is solely responsible for maintaining and ensuring that its Users maintain the confidentiality of any User passwords or access codes entrusted to Customer or its Users, and for all activities resulting from their authorized or unauthorized use.

8. Customer Content and Data. Subject to the terms of this Agreement, Customer is exclusively responsible and liable for all content it posts or transmits using the Service (the “**Content**”), and Emerald has no responsibility or liability therefore, nor will Emerald be responsible for reviewing or determining the accuracy or appropriateness of any such Content. Content does not include data or information regarding other customers of Emerald or any information provided by Emerald. Customer will not use any information accessible from the Service in conjunction with any enterprise unrelated to its governmental duties or not authorized or contemplated by this Agreement. Customer reserves exclusive rights to all of its information stored in fields and as attachments in the Service database. At Customer’s request, Emerald will export the data from the Service database in its native format at no charge to Customer. If Customer desires Emerald to convert the data into any other format other than its native format, Customer shall pay Emerald two-hundred and fifty dollars (\$250) per hour for such conversion services. Customer hereby grants to Emerald, and Emerald hereby accepts, a non-exclusive, royalty-free license to use such Content, information and data for purposes of providing the Service to Customer and performing any other obligations under this Agreement, for their business purposes relating to the Service, and for the maintenance or use of business records and information associated with any of the foregoing. Customer is solely responsible for such Content, information and data (including, without limitation the accuracy of such Content, information and data) and for ensuring that Customer has the necessary rights to use such Content, information and data, and Customer will defend, and satisfy any claims, judgments or expenses of or against Emerald, arising out of any third-party claims relating to such Content, information or data. Customer has only the limited rights granted by this Agreement.

9. Acceptable Use. All use of the Service will comply with the Emerald’s AUP. Customer will not: (a) post or transmit on or through any website or network through which the Service is provided any libelous, slanderous, obscene or otherwise unlawful information or materials of any kind or any information that invades the privacy or rights of a third party; (b) interfere with or disable the Service or

Emerald's systems or operations in any way; (c) engage in any conduct involving the Service that would constitute a criminal offense or give rise to civil liability under any local, state, federal or other law or regulation; or (d) post, transmit, upload, reproduce or distribute to or through the Service any material or Content protected by copyright, patent, confidentiality, trade secret, trademark, privacy or other intellectual property or proprietary rights without first obtaining sufficient legal consent or written permission from the owner thereof. Unless the law that governs Customer's existence or operation prohibits this, Customer agrees to defend, indemnify and hold harmless Emerald from any and all liabilities, costs and expenses, including reasonable attorneys' fees, arising from or related to a failure of Customer or its Users to comply with all applicable laws, this Agreement or the AUP or Customer's actions or omissions with respect thereto.

10. Ownership and Intellectual Property. "Intellectual Property" means (a) copyrights, trademarks (and all goodwill associated therewith), service marks (and all goodwill associated therewith) and any other rights to any form or medium of expression and all applications for registration of any of the foregoing; (b) trade secrets and confidential information (as defined by applicable law), privacy rights and any other protection for confidential or proprietary information or ideas; (c) patents and patent applications; (d) inventions and any other items, information or theories which are protectable or registrable under any of the copyright, patent, trade secret, confidentiality or other intellectual property laws; and (e) any other similar proprietary rights or interests recognized by applicable law. Customer acknowledges and agrees that Emerald owns (as between Emerald and Customer) and will retain all ownership in the Intellectual Property and all other property rights and interests associated with the Service, the Marks and all derivative works and components of any of the foregoing. Customer specifically disclaims, and acknowledges it will never acquire, claim or seek to register, any Intellectual Property or other property rights or interests in the Service or Emerald Intellectual Property, or any derivative work of any of the foregoing, by operation of law or otherwise. Customer will execute and deliver confirmations or other written instruments as reasonably requested by Emerald to confirm Emerald's exclusive ownership of Emerald's Intellectual Property and the Service. As between Customer and Emerald, Customer will own all Intellectual Property or other property rights or interests in and to Customer's own data and Content. Subject to the terms this Agreement, each party hereby grants to the other during the Term of this Agreement a royalty-free, non-exclusive, non-transferable license to use such party's trademarks and service marks (and the good will associated therewith) provided to the other by such party (the "Marks") solely in connection with the other's performance of this Agreement and in connection with their use of the Service. Each party agrees that any use of the other party's Marks will be in strict accordance with the other party's reasonable trademark and service mark guidelines as provided and revised by the other party from time to time. Emerald reserves all rights not expressly granted to Customer in this Agreement.

11. Disclaimer. CUSTOMER ASSUMES TOTAL RESPONSIBILITY FOR USE OF THE SERVICE, CONTENT AND THE INTERNET AND ACCESSES THE SAME AT ITS OWN RISK. EMERALD EXERCISES NO CONTROL OVER AND HAS NO RESPONSIBILITY WHATSOEVER FOR THE CONTENT ACCESSIBLE OR ACTIONS TAKEN ON THE INTERNET OR PROVIDED BY CUSTOMER OR ITS AFFILIATES, AND EMERALD EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR SUCH CONTENT OR ACTIONS. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT, THE SERVICE AND ANY RELATED SOFTWARE PROVIDED BY EMERALD ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING NO WARRANTY OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO ADVICE, STATEMENT OR INFORMATION GIVEN BY EMERALD, ITS AFFILIATES OR CONTRACTORS WILL CREATE A WARRANTY AND EMERALD DOES NOT WARRANT THAT THE SERVICE AND ANY RELATED SOFTWARE PROVIDED BY EMERALD WILL BE UNINTERRUPTED OR ERROR-FREE.

12. Limitations of Liability. NO PARTY OR SUCH PARTY'S AFFILIATES OR CONTRACTORS WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OR LOST DATA OR COSTS OF COVER ARISING FROM OR RELATED TO THE SERVICE OR THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH LIABILITY, LOSS OR DAMAGE, EXCEPT WITH RESPECT TO ANY INDEMNITY PROVIDED BY CUSTOMER UNDER THIS AGREEMENT. EMERALD'S AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED THE FEES RECEIVED BY EMERALD FROM CUSTOMER IN THE TWELVE (12) MONTHS PRIOR TO THE TIME AT WHICH THE LOSS, COST, CLAIM OR DAMAGES AROSE.

13. Confidentiality. A party's "Confidential Information" means information or data (in oral, written, electronic or other form), excluding any "Trade Secrets" (as defined under applicable law), related to or owned or controlled by such party, valuable to such party and not generally known or readily available through legal means (other than its disclosure in reliance on this Agreement) to the receiving party. Customer acknowledges that the Service contains Confidential Information and Trade Secrets of Emerald. Subject to applicable law, a receiving party may use the disclosing party's Confidential Information or Trade Secrets to perform its obligations and exercise its rights under this Agreement, and may not communicate, disclose, transfer or use the disclosing party's Confidential Information or Trade Secrets for any other purpose without the prior written consent of the disclosing party. The foregoing restrictions shall not apply to any Confidential Information or Trade Secrets of the disclosing party that: (a) are in the public domain, other than due to the actions or omissions of the receiving party; (b) can be proven to have been already known by the receiving party before their disclosure by the disclosing party; (c) were independently developed by the receiving party without access to or use of any Confidential Information or Trade Secrets of the disclosing party. In addition, the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets only to its officers, directors and employees on a need-to-know basis after informing any such disclosees that it is confidential and subject to the terms of this Agreement, and provided that such disclosing party remains liable to ensure that such individuals comply with the requirements of this Agreement. Notwithstanding the foregoing, after giving reasonable notice to the disclosing party (which notice affords the disclosing party an opportunity to seek a protective order or other remedy), the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets to the extent required by law or a court of competent jurisdiction. On request, each receiving party will return or destroy all copies or records that contain or reflect the disclosing party's Confidential Information or Trade Secrets. A party may seek injunctive relief to redress or prevent violations of this Section 13, in addition to, and not in lieu of, any other rights and remedies available to such party. Trade Secrets will be protected as required by this Agreement and applicable law for so long as they remain a Trade Secret under applicable law.

14. Miscellaneous

- (a) Unless the law that governs Customer's existence or operation prohibits this, any claim or dispute relating to this Agreement will be governed by Delaware law. The parties agree that the finder of fact must adhere to the terms and conditions in this Agreement.
- (b) If any portion of this Agreement is held to be unenforceable, the unenforceable portion will be construed as nearly as possible to reflect the original intent of the parties and the remainder of the provisions will remain in full force and effect. Except with regard to the SLA, neither party's failure to insist upon strict performance of any provision of this Agreement will be construed as a waiver of any of its rights under this Agreement. The terms and conditions of this Agreement will not be more strictly construed against either party since both parties negotiated this mutually acceptable Agreement.
- (c) Notices under this Agreement will be sent to the addresses set forth above or to such other address as a party shall notify the other party in writing.
- (d) All terms and provisions of this Agreement which should by their nature survive the termination of this Agreement will so survive, including, but not limited to, the relevant provisions of Sections 3, 4, 5, 6, 7 (except any licenses, which are restricted to the Term), 9, 10, 11, 12, 13, and 14.
- (e) Customer understands that the Service is accessed through the Internet and data may travel over the unsecured networks of several third-party Internet service providers and thus may not be secure or confidential. Emerald is not responsible for Internet connectivity to Customer's location or anything that happens by or through Internet or other transmission or access. Emerald will not be liable to Customer, or any User, for any delay or failure to perform any provision of this Agreement to the extent such delay or failure to perform is caused by an event beyond the reasonable control of Emerald, including, without limitation, an act of God; flood; riot; fire; explosion; judicial or governmental act; terrorism; military act; strike or lockout; third-party act or omission; failure of utility or telecommunications facilities; virus, worm, trojan horse or other code, command, file or program designed to interrupt, destroy or limit the functionality of any content, information, software, hardware or equipment; Internet slow-down or failure; lightning or other weather condition or event; or any other act, omission or event outside the control of Emerald (all of which are "**Events of Force Majeure**").
- (f) This Agreement, the SLA and AUP and other documents or items referenced herein or therein, constitute one and the same legally binding instrument and the entire agreement between Customer and Emerald with respect to the subject matter hereof and expressly supersede any contrary prior written or oral agreements or understandings between the parties. Customer may not assign this Agreement or any of its rights or obligations without the prior written consent of Emerald, which consent will not be unreasonably withheld or delayed. The terms and conditions of this Agreement may not be amended except in a writing signed by both parties.