



**School District of Beloit**

## **BOARD OF EDUCATION PURPLE PACKET – September 10, 2018**

1. 2018 September Funding Report
2. Notice of Meeting
  - Staff Committee Meeting, Tuesday, September 11, 2018, 5:00 p.m., Superintendent's Conference Room 106
  - Special Board Meeting, Tuesday, September 11, 2018, 6:00 p.m., Board Room

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

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

### **FUTURE BOARD MEETINGS**

Special Board Meeting, Tuesday, September 25, 2018, TBD, Board Room

Board Business Meeting, Tuesday, September 25, 2018, 7:00 p.m., Board Room

Communication Meeting, Thursday, September 27, 2018, 2:00 p.m., Superintendent's Conference Room 106

# September- 2018 - Committee Report

## Grant Activity 7/1/18 - 6/30/19

Program	Funding Source	Amount Requested	School/ Contact	Date Submitted	Renewal/ New	Status	Purpose	Date Awarded	Award Amount	Date Declined
ABC Grant	Alliance for Strong Families	\$2,000	Aramark	8/23/2018	New	Awarded	The annual Good to Great Community Day will be supported by this grant to purchase veggies and fruits to promote a healthy lifestyle.	8/31/2018	\$2,000	
AT & T Aspire	AT & T	\$5,000	Beloit Memorial Carole Campbell	6/4/2018	New	Awarded	Grants funds will be used to support the Link Crew program where juniors and senior students mentor underserved, incoming freshman to help them to be successful in high school.	6/4/2018	\$5,000	
School Safety Grant	Wis. Dept. of Justice	\$277,231	KEC Sean Winters	6/8/2018	New	Awarded	Funds will be utilized to purchase and install shatter-resistant window film at all school locations, as well as security cameras, doors, door hardware, and access control in all school locations.	8/2/2018	\$274,231	

## Prior Year Pending Applications 2017-18

School Based Mental Health	Wis. Dept. of Public Instruction	\$75,000	KEC Emily Pelz	5/31/2018	New	Awarded	Funds will be used to hire a .40 Mental Health Navigator, subs and extra time for staff training. Efforts on student health needs will be collaborated with six local agencies.	7/23/2018	\$75,000	
<b>Total Submitted Proposals</b>		<b>\$284,231 (2018-19)</b>						<b>Total Awarded</b>	<b>\$356,231</b>	



# NOTICE OF MEETING

## Staff Committee Agenda

Enhance the work environment so employees feel a sense of worth and value,  
encouraging others to join the district.

**DATE:** Tuesday, September 11, 2018

**TIME:** 5:00 p.m.

**LOCATION:** KOLAK EDUCATION CENTER  
Superintendent's Conference Room 106  
1633 Keeler Avenue  
Beloit, WI 53511

**COMMITTEE MEMBERS:** Kyle Larsen, Chair; Jeff Klett, Vice Chair; Brevin Buggs, Sam Carter, Matthew Champeny, Crystal Cribbs, Cristina Douglas, Leighia Francis, Sarah Weiss

**ADMINISTRATIVE LIAISON:** Tracey Caradine, Executive Director of Human Resources

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – July & August
4. PBIS Climate Survey Presentation
5. Staffing Update
6. Evaluation Update
7. Third Party Climate Survey & Exit Interviews
8. Future Agenda Items
  - a. Back to School PD Survey Results Presentation
9. Future Meeting Times
  - a. Robert's Rules of Order Workshop and School Finance
  - b. October Meeting
10. Adjournment

Posted: September 7, 2018

**STAFF COMMITTEE MINUTES  
SCHOOL DISTRICT OF BELOIT  
July 24, 2018**

**1. CALL TO ORDER**

The Staff Committee was called to order by Kyle Larsen, Chair at 5:03 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Brevin Buggs, Sam Carter, Matthew Champeny, Crystal Cribbs, Leighia Francis, Sarah Weiss and Kyle Larsen, Chair. Members excused: Others present: Tracey Caradine, Liaison

**2. SWEARING IN OF NEW COMMITTEE MEMBERS**

Shope swore in the new members of the committee meeting: Brevin Buggs, Crystal Cribbs, and Leighia Francis

**3. APPROVAL OF THE AGENDA**

Cribbs moved approval of the agenda. Seconded by Motion carried.

**4. ESTABLISH COMMITTEE NORMS**

Larsen explained that committee norms are like the rules of conduct - members expressed norms such as no cell phone use during the meeting, following established board procedures and policies, sending documents ahead of time.

Brevin would like to use an iPad for the meetings.

**5. REVIEW OF ROBERT'S RULE OF ORDER**

Larsen reviewed the Robert's Rules of Order Motions Chart. He also indicated that the Robert's Rules of Order books are available for purchase. Members indicated that they would like copies of the book.

**6. REVIEW COMMITTEE'S CHARGE**

Larsen indicated that the committee's charge is part of the district's strategic plan.

Tim Vedra, BEA President will come to the committee three times a year, November, February and May, to update the committee or express any concerns from the teaching staff. Administrators may come with items to investigate or research, etc.

**7. REVIEW STAFF COMMITTEE POLICY 185.3**

Larsen introduced Tracey Caradine, Liaison for the committee and Human Resources Director and other administrators in the room. He also introduced other administrators in the room. He stated that the committee will need to review job descriptions per policy and Tracey will set up a cycle for reviewing the descriptions. Another area that the committee oversees is ensuring that evaluations are completed every year, as needed or on cycle for teachers.

**8. REVIEW DISTRICT STRATEGIC PLAN GOAL 2**

This was covered during the committee charge.

**9. FUTURE MEETING DATES – NEXT MEETING AUGUST 14**

Larsen explained that the second week of the month is the best week for meeting due to the turnaround time for the board business meeting. The next meeting is scheduled for Tuesday, August 14. Francis indicated she would not be able to make it that day.

**10. FUTURE AGENDA ITEMS**

No items were requested.

**11. ADJOURNMENT**

The meeting adjourned at 5:28 p.m.



**STAFF COMMITTEE MINUTES  
SCHOOL DISTRICT OF BELOIT  
August 14, 2018**

**1. CALL TO ORDER**

The Staff Committee was called to order by Kyle Larsen, Chair at 5:01 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room after Michelle Shope, Board Secretary, swore in Sam Carter and Sarah Weiss who were not at the first meeting to be sworn in.

Members present: Brevin Buggs, Sam Carter, Matthew Champeny, Crystal Cribbs(5:03), Sarah Weiss and Kyle Larsen, Chair. Members excused: Leighia Francis. Others present: Anthony Bonds, Tracey Caradine, Liaison, Don Childs, Interim Superintendent, Emily Pelz and Darrell Williams.

**2. APPROVAL OF THE AGENDA**

Carter moved approval of the agenda. Seconded by Champeny. Motion carried.

**3. PURPLE PACKET COVER AND REPORT COVERS**

Larsen explained the purple packet covers and report covers and the purpose of each to the committee members.

**4. PROFESSIONAL LEARNING COMMUNITIES (PLCS)**

Larsen stated Champeny requested this item. Champeny explained having PLCs from 4:30-5:30 on Wednesday's has been difficult for teachers due to coaching, appointments, and child care. He asked to discuss the topic to see if other times/days have been considered. Champeny also stated many teachers were asking for PLCs to be more meaningful. Bonds explained the history and purpose of PLCs. He is open to suggestions, however, data needs to drive instruction and conversations need to happen. Kleinschmidt, Principal at Fruzen explained how intermediate principals have brainstormed to create common prep periods so PLCs can happen then. Bonds indicated that with how close it is to the start of school, he would like to keep the schedule for this year, but is willing to consider other options, pull a small group together to look at options or create a google doc for suggestions, etc.

**5. CLIMATE SURVEYS AND EXIT INTERVIEWS**

Caradine discussed exit interviews and using survey monkey so that the data is more user friendly, confidential and very in expensive. She would also like to revamp the questions and asked for input. Champeny asked for the current questions to be sent to them. Pelz also explained the climate survey and its use twice a year; fall and spring. She is open to using something other than google as well if people would feel more secure. It is based on PBIS and there are three separate ones sent to staff, students, and families. Data is used by building principals to make changes, adjustments, etc. Cribbs suggested as well as Champeny to share results with staff and with the committees. The survey is open during October and May. Larsen requested that they come back to report out the staff portion to this committee.

**6. STAFFING UPDATE**

Caradine stated that currently there are 30 certified and support staff positions that are open, but overall the district is doing very well. Caradine is doing a lot of statistical analysis as well.

**7. HUMAN RESOURCES OFFICE HOURS**

The staff will begin by going out to the elementary schools for 1-2 hours each and will be assisting staff out there.

**8. REVIEW DISTRICT STRATEGIC PLAN GOAL 2**

This was covered during the committee charge.

**9. FUTURE MEETING DATES – NEXT MEETING SEPTEMBER 11**

Larsen explained that the second week of the month is the best week for meeting due to the turnaround time for the board business meeting. The next meeting is scheduled for Tuesday, September 11. Francis indicated she would not be able to make it that day.

#### **10. FUTURE AGENDA ITEMS**

No items were requested.

#### **11. ADJOURNMENT**

The meeting adjourned at 5:28 p.m.



# School District of Beloit Staff Committee Report

September 11, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** PBIS Staff Climate Survey Results

**Which area(s) of the Strategic Plan does this support?** Staff Committee

**Your Name and Title:** Kyle Larsen, Chair

**Others assisting you in the presentation:** Emily Pelz, Director of Pupil Services  
Jen Paepke, Director of Student Engagement

**My report is for:** Information

## ***II. TOPICAL INFORMATION***

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

At the August 14<sup>th</sup> meeting, Vice-Chair Klett requested to see the data collected over the past two years, the questions asked, as well as any actions or steps that had been taken in response to the data. The information was requested to determine whether or not additional surveying is needed.

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

PBIS (Positive Behavioral Interventions & Supports) is a system that has been implemented in all buildings. Expectations are explicitly taught and supports are provided for students who struggle to meet the expectations. Almost every school has information about PBIS on the websites under “Resources”, “Programs”, or “Parents” if more information is needed.

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

Policy 185.3 Section A, item 3 “Make recommendations to the Board on staffing needs, climate surveys, class sizes and support”.

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

### **MOTION:**

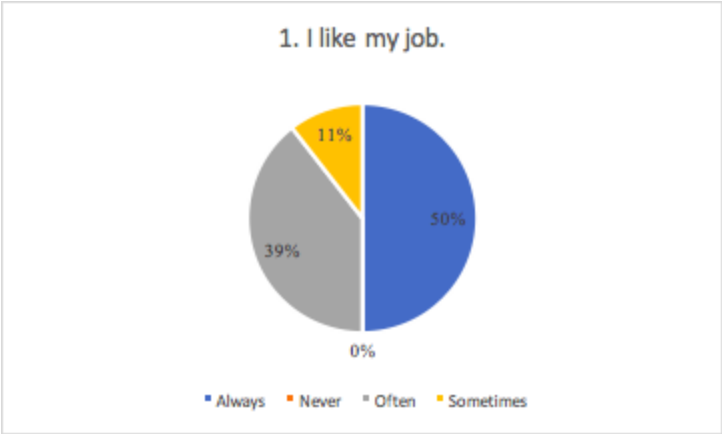
**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** NA

**Long Term Committed Funds?** NA

**BUDGET LOCATION** NA

**FISCAL IMPACT:** NA

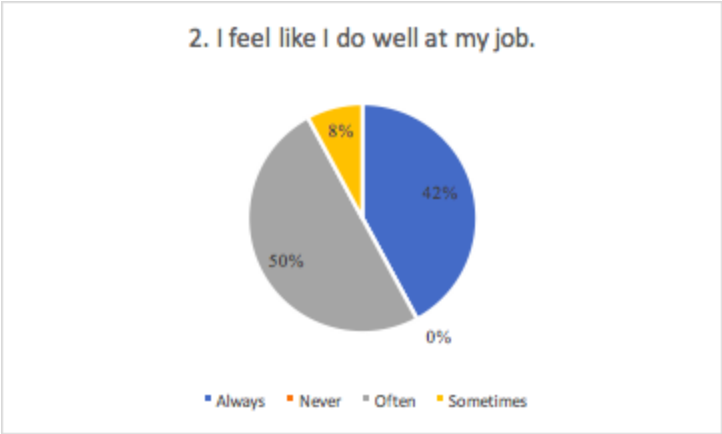
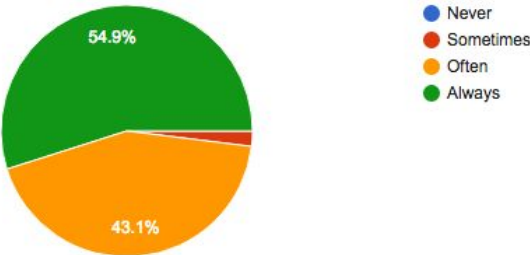
CONVERSE Fall PBIS Surveys 2017  
STAFF: 38 responses out of 51 staff = 75%



CONVERSE Spring PBIS Survey 2018  
51 responses = 100%

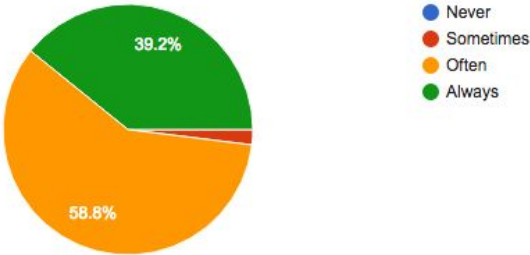
1. I like my job.

51 responses



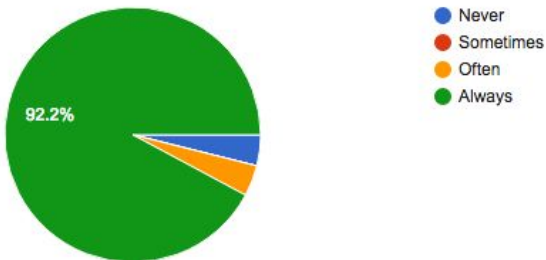
2. I feel like I do well at my job.

51 responses

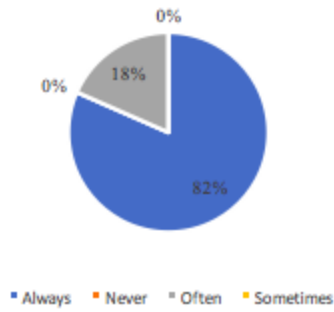


3. My administrator wants me to succeed in my work.

51 responses

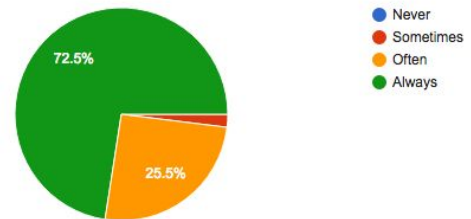


4. My administrator provides me the support I need to be successful at my job.

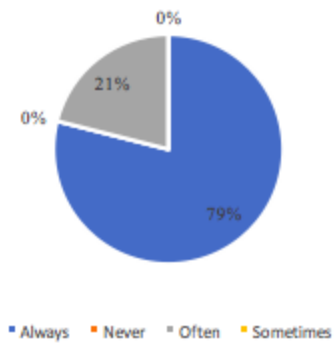


4. My administrator provides me the support I need to be successful at my job.

51 responses

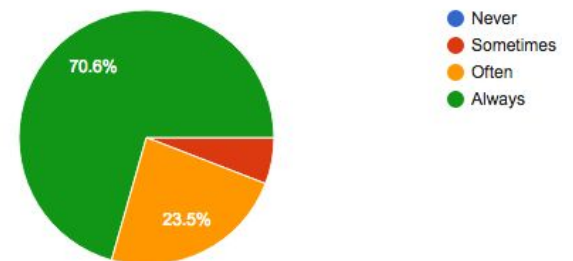


5. My school has clear rules for behavior.

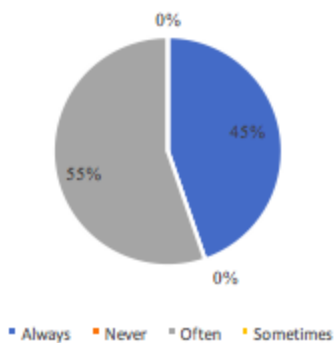


5. My school has clear rules for behavior.

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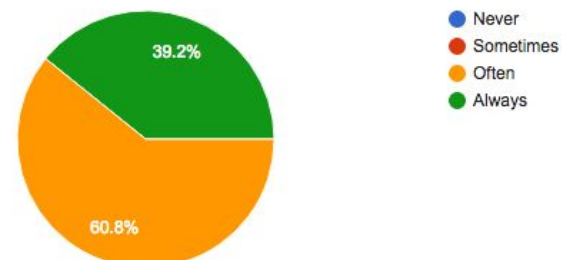


6. Students treat me with respect.

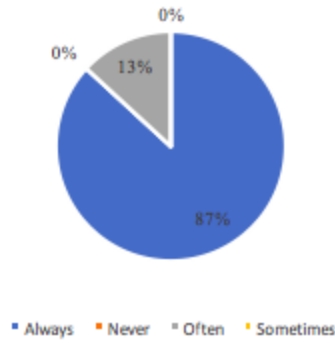


6. Students treat me with respect.

51 responses

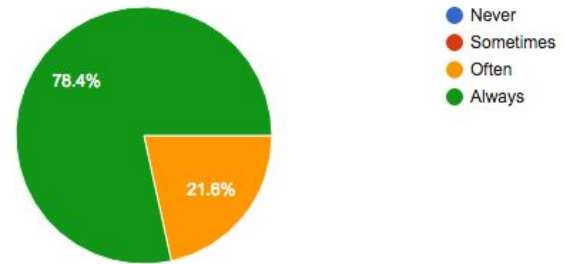


### 7. Coworkers treat me with respect.

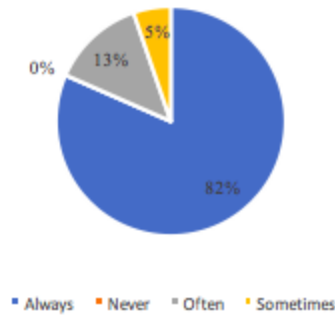


### 7. Coworkers treat me with respect.

51 responses

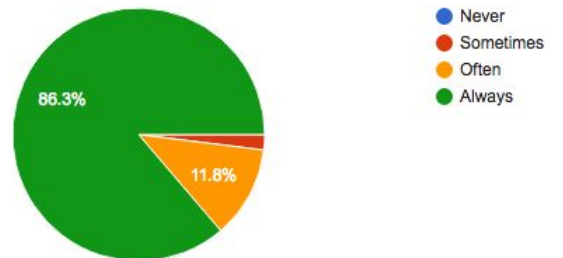


### 8. Administration treats me with respect.



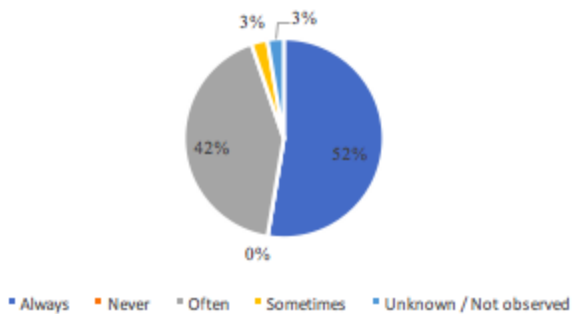
### 8. Administration treats me with respect.

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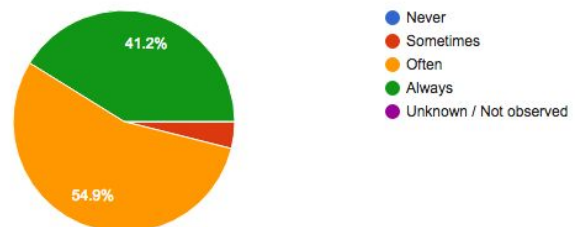
## STAFF:

### 9. Student "good behavior" is noticed at my school.

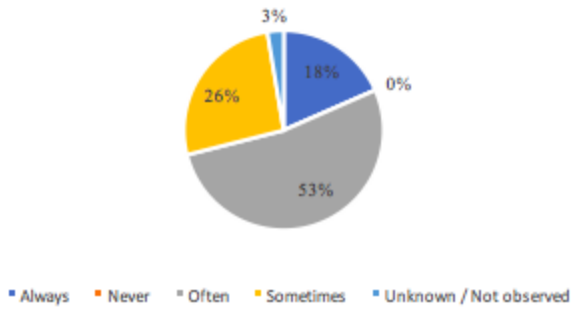


### 9. Student "good behavior" is noticed at my school.

51 responses

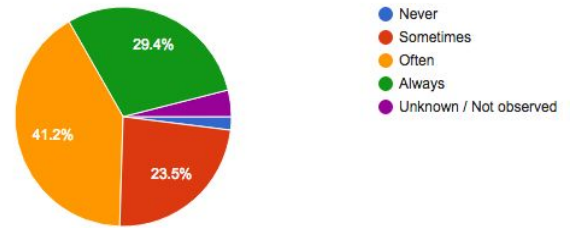


10. I am recognized for my accomplishments at school.

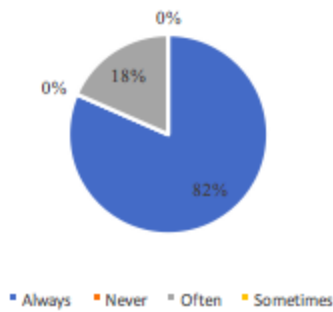


10. I am recognized for my accomplishments at school.

51 responses

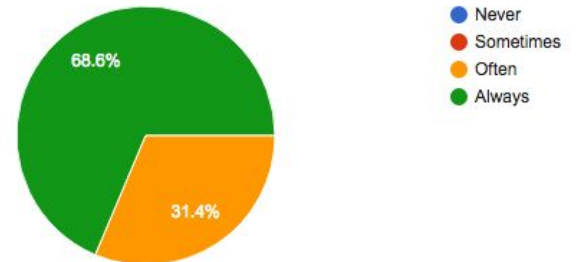


11. I have good working relationships with my colleagues.

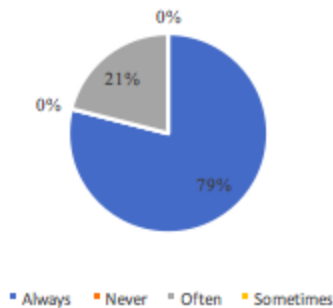


11. I have good working relationships with my colleagues.

51 responses

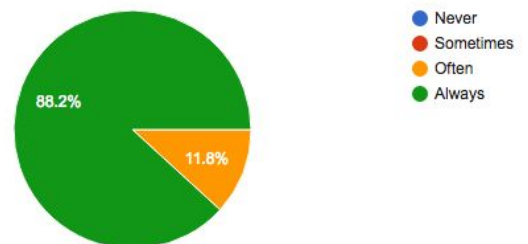


12. I have a good working relationship with my administrator(s).

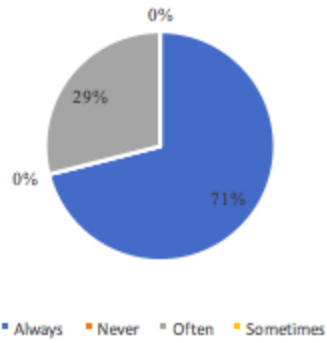


12. I have a good working relationship with my administrator(s).

51 responses

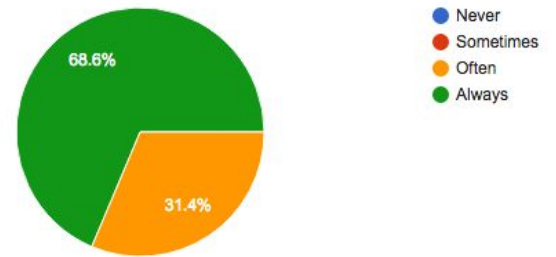


13. I feel safe at school.

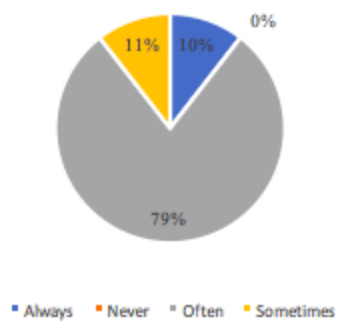


13. I feel safe at school.

51 responses

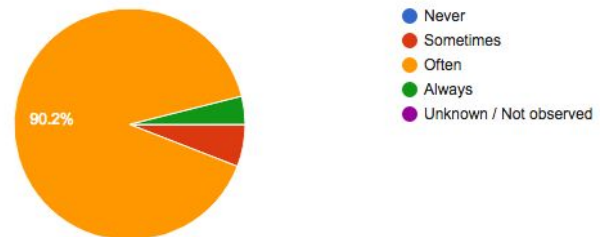


14. Students treat each other well.

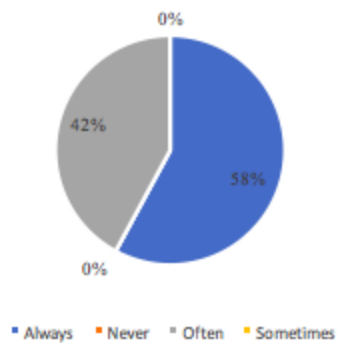


14. Students treat each other well.

51 responses

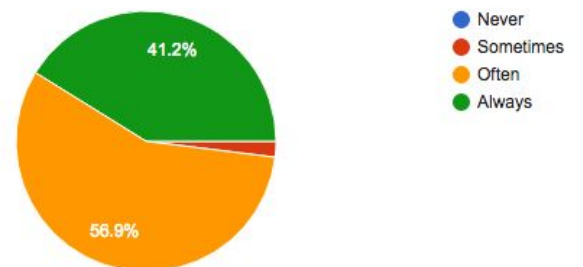


15. Staff members treat each other well.



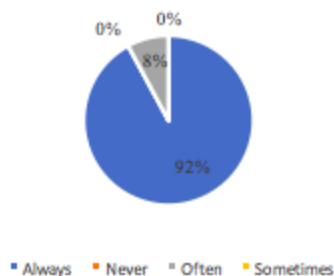
15. Staff members treat each other well.

51 responses



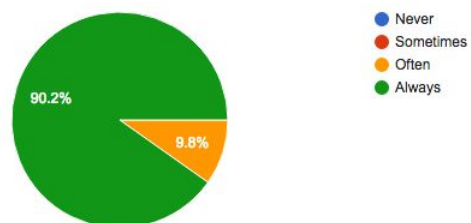


16. There is another staff member (non-administration) at my school who will help me if I need it.

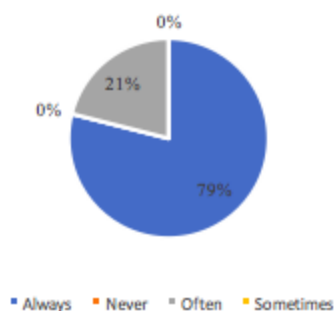


16. There is another staff member (non-administration) at my school who will help me if I need it.

51 responses

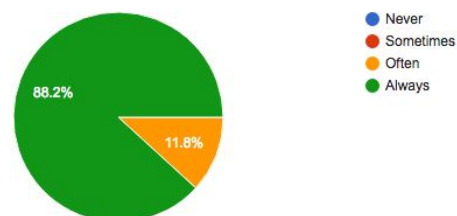


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

51 responses

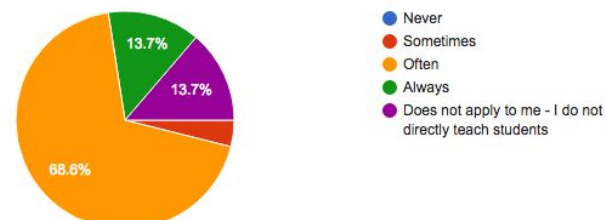


18. Students in my class behave so that I can do my job.

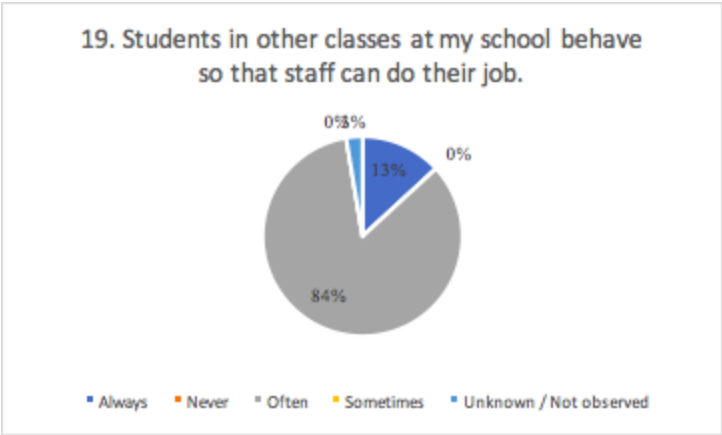


18. Students in my class behave so that I can do my job.

51 responses

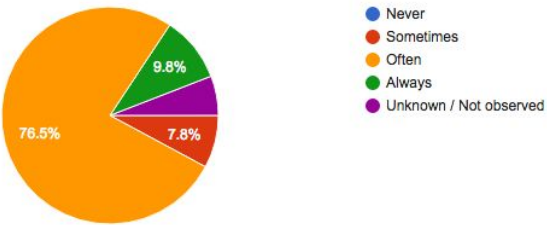


STAFF:

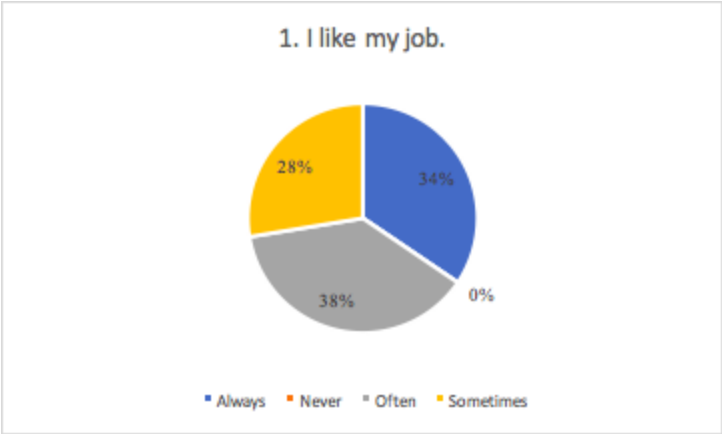


19. Students in other classes at my school behave so that staff can do their job.

51 responses



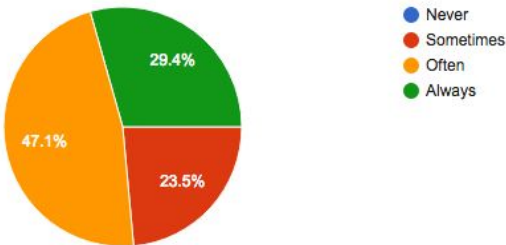
Gaston Fall PBIS Surveys 2017  
STAFF: 29 responses out of 51 staff = 57%



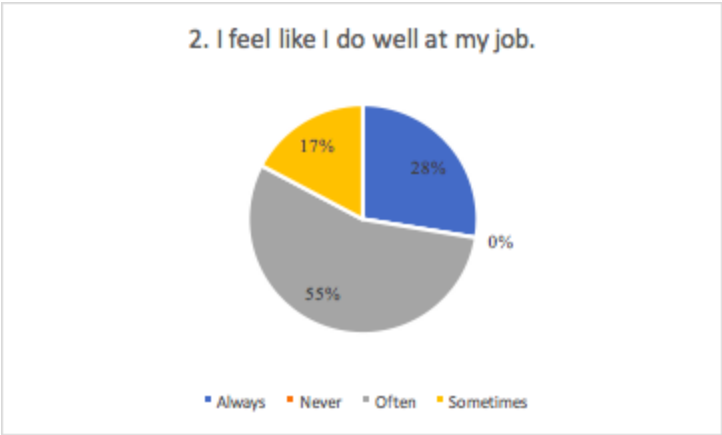
Gaston Spring PBIS Survey 2018  
STAFF: 34 responses = 67%

1. I like my job.

34 responses

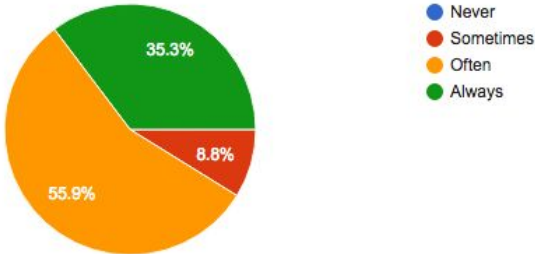


Never  
Sometimes  
Often  
Always

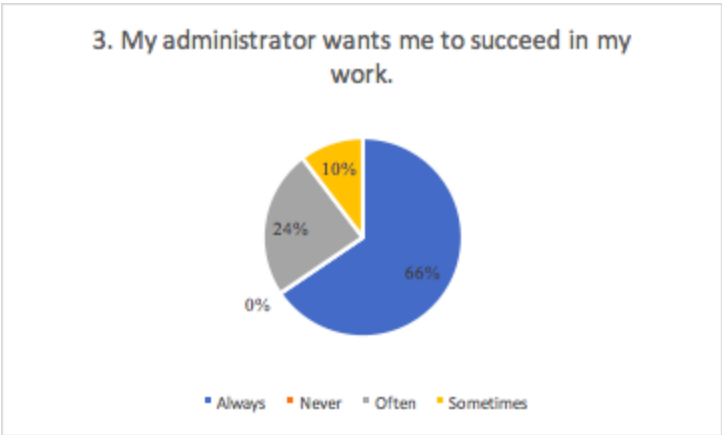


2. I feel like I do well at my job.

34 responses

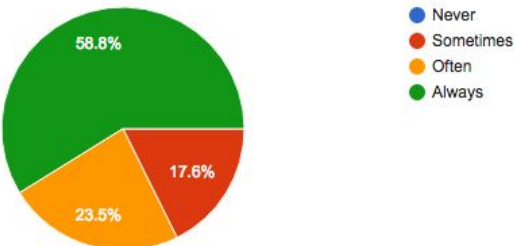


Never  
Sometimes  
Often  
Always



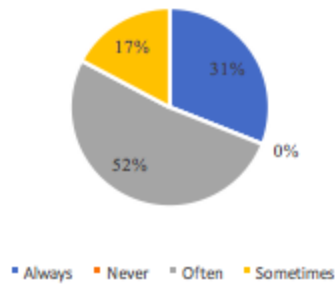
3. My administrator wants me to succeed in my work.

34 responses



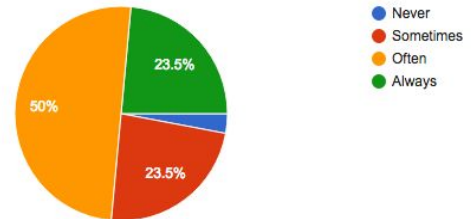
Never  
Sometimes  
Often  
Always

4. My administrator provides me the support I need to be successful at my job.

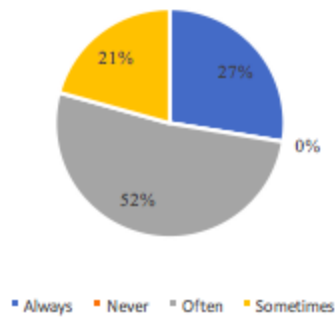


4. My administrator provides me the support I need to be successful at my job.

34 responses

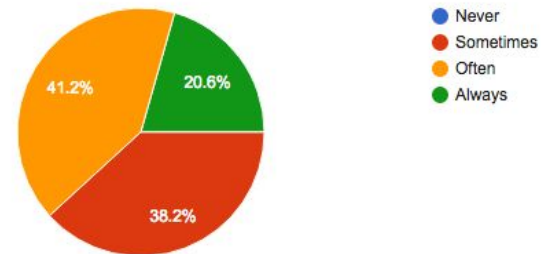


5. My school has clear rules for behavior.

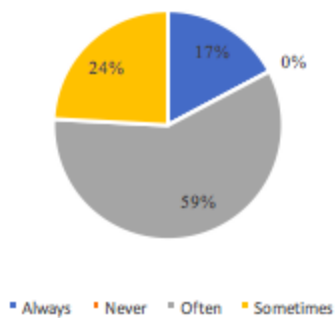


5. My school has clear rules for behavior.

34 responses

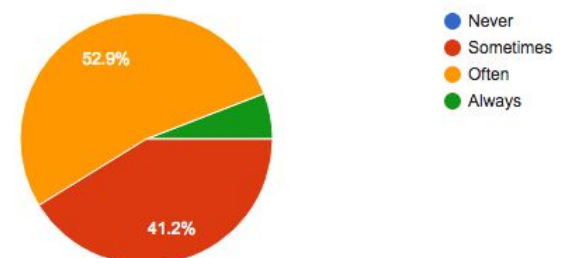


6. Students treat me with respect.

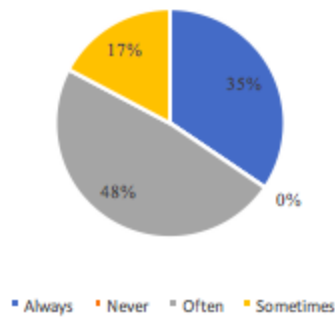


6. Students treat me with respect.

34 responses

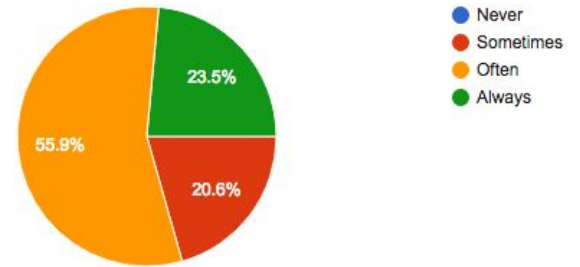


### 7. Coworkers treat me with respect.

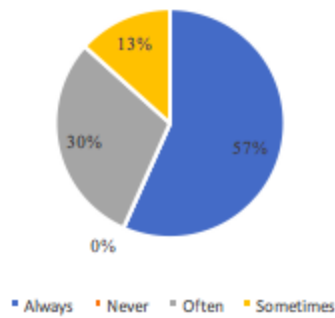


### 7. Coworkers treat me with respect.

34 responses

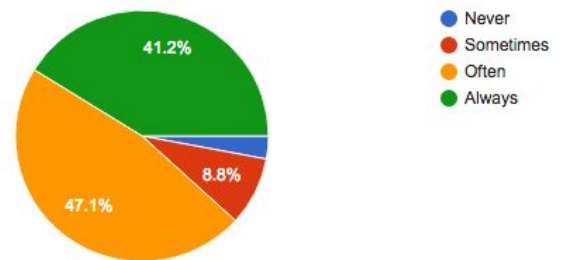


### 8. Administration treats me with respect.

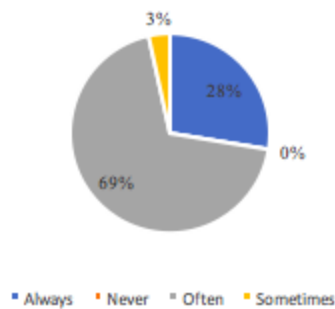


### 8. Administration treats me with respect.

34 responses

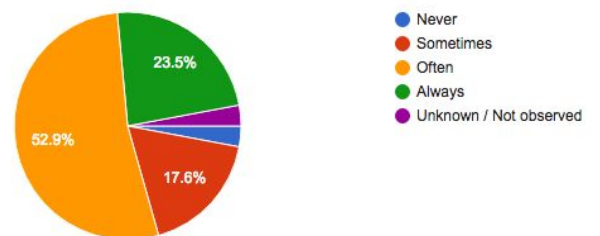


### 9. Student "good behavior" is noticed at my school.

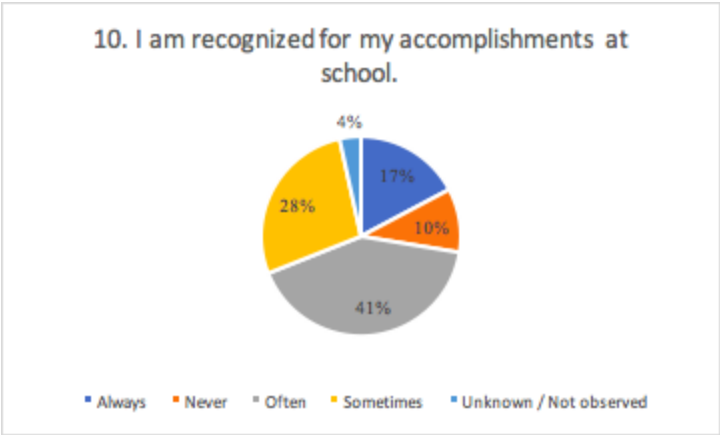


### 9. Student "good behavior" is noticed at my school.

34 responses

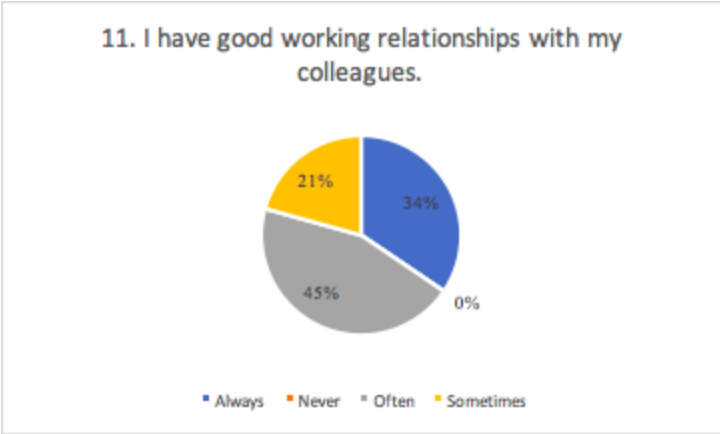
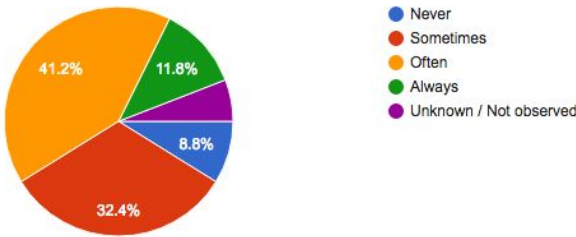


STAFF:



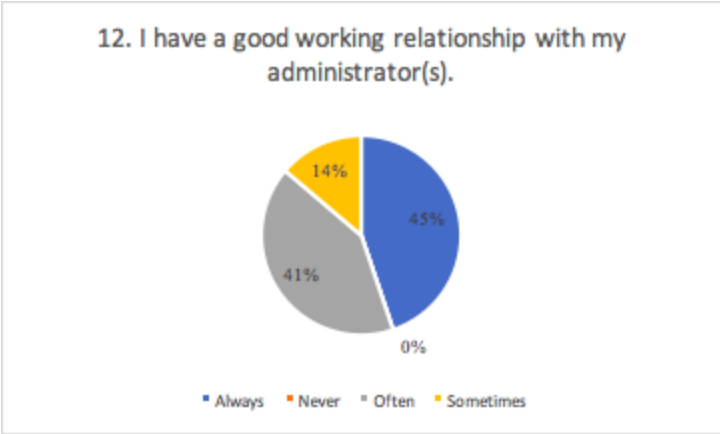
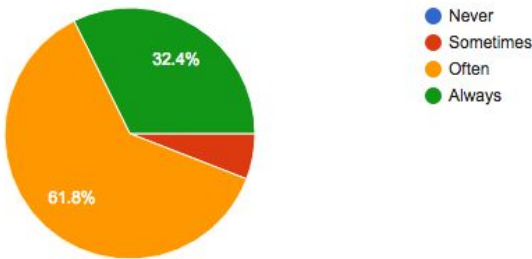
10. I am recognized for my accomplishments at school.

34 responses



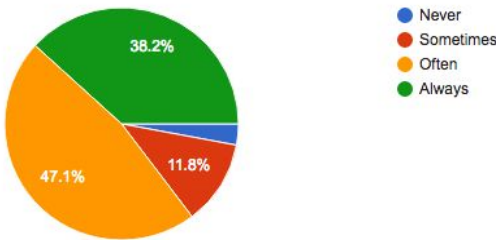
11. I have good working relationships with my colleagues.

34 responses

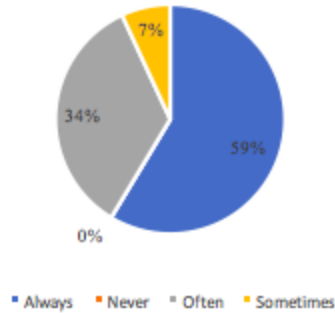


12. I have a good working relationship with my administrator(s).

34 responses

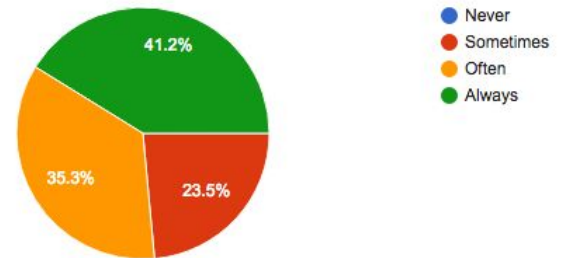


13. I feel safe at school.

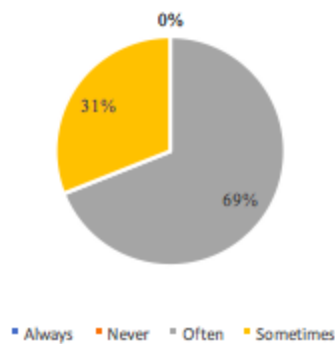


13. I feel safe at school.

34 responses

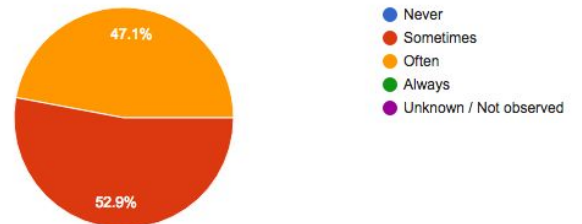


14. Students treat each other well.

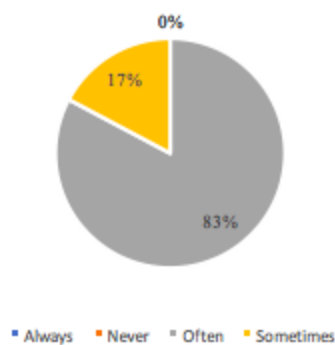


14. Students treat each other well.

34 responses

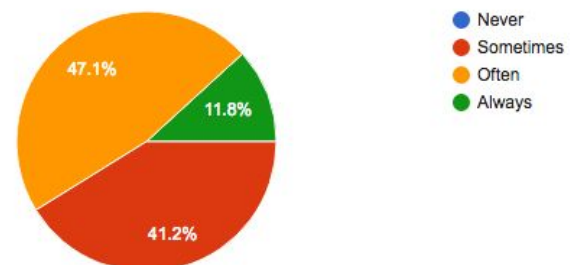


15. Staff members treat each other well.

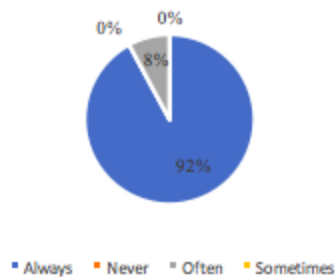


15. Staff members treat each other well.

34 responses

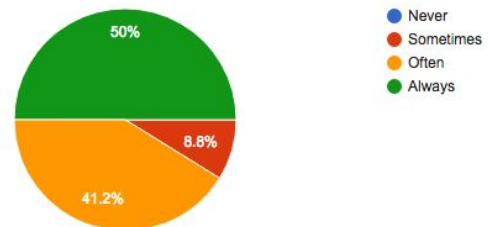


16. There is another staff member (non-administration) at my school who will help me if I need it.

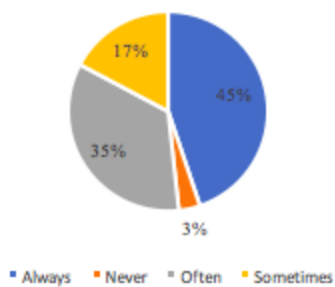


16. There is another staff member (non-administration) at my school who will help me if I need it.

34 responses

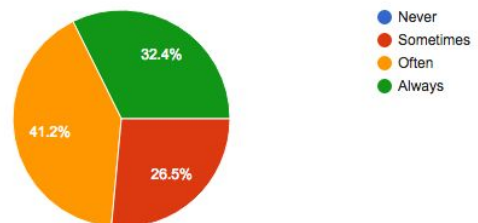


17. There is an administrator at my school who will help me if I need it.

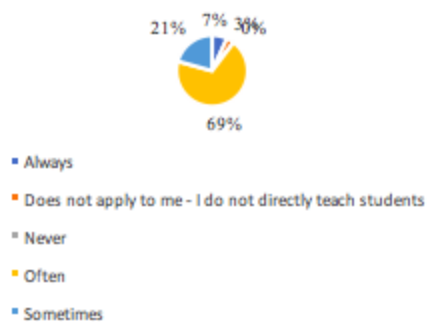


17. There is an administrator at my school who will help me if I need it.

34 responses

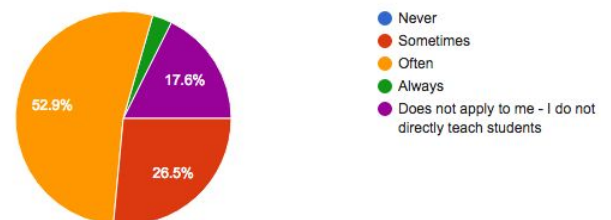


18. Students in my class behave so that I can do my job.



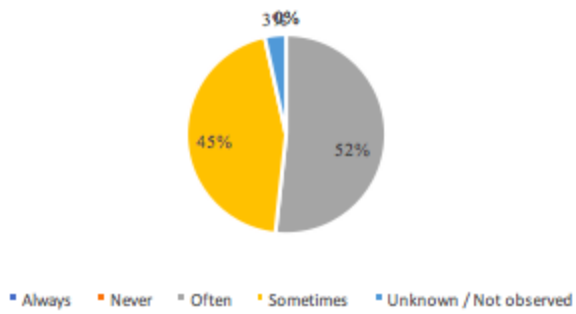
18. Students in my class behave so that I can do my job.

34 responses



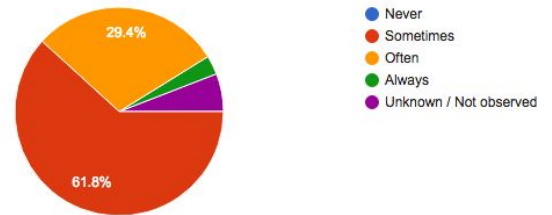


19. Students in other classes at my school behave so that staff can do their job.



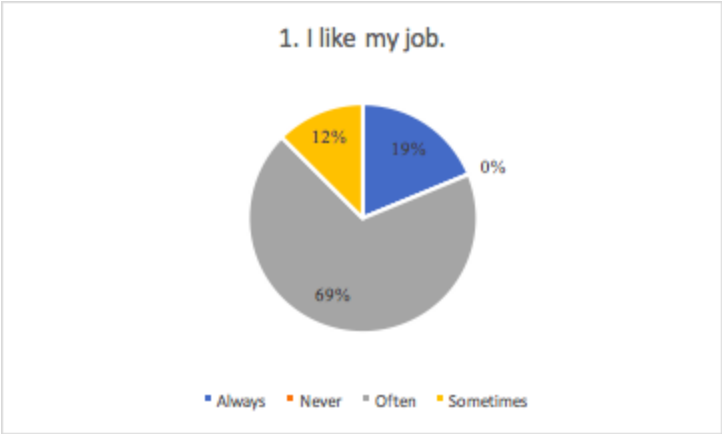
19. Students in other classes at my school behave so that staff can do their job.

34 responses



Hackett Fall PBIS Survey 2017  
STAFF: 16 responses out of 48 staff = 33%

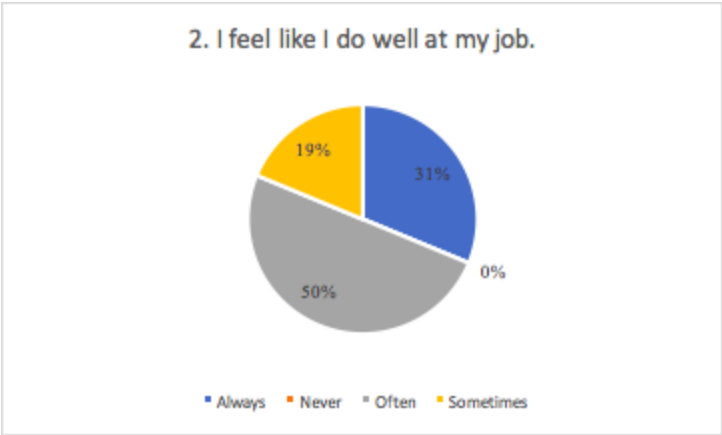
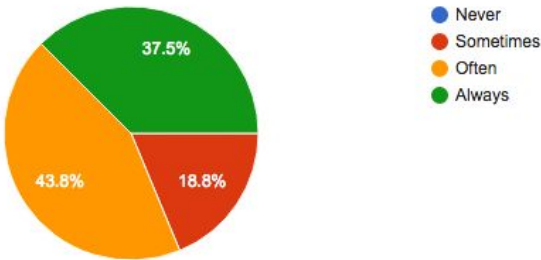
STAFF:



Hackett Spring PBIS Survey 2018  
STAFF: 16 responses = 33%

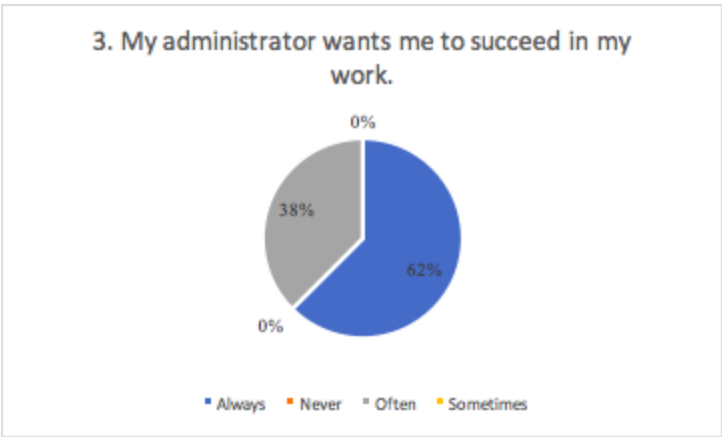
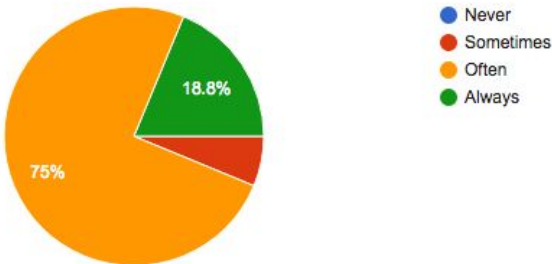
1. I like my job.

16 responses



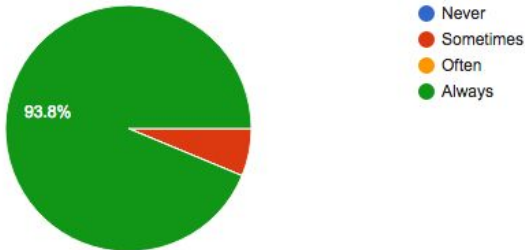
2. I feel like I do well at my job.

16 responses

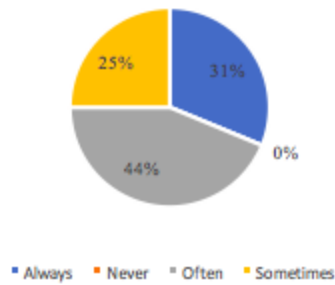


3. My administrator wants me to succeed in my work.

16 responses

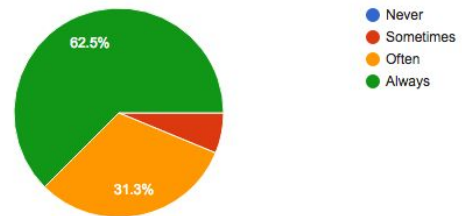


4. My administrator provides me the support I need to be successful at my job.

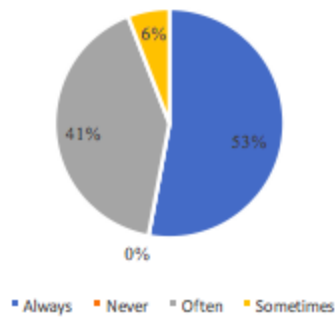


4. My administrator provides me the support I need to be successful at my job.

16 responses

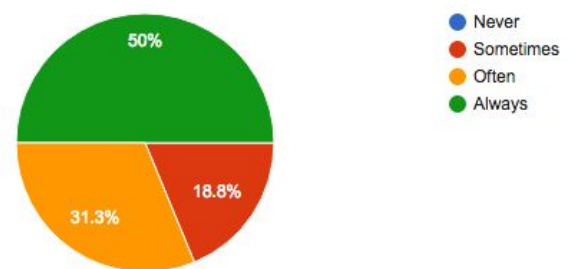


5. My school has clear rules for behavior.

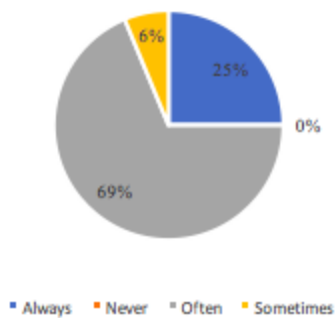


5. My school has clear rules for behavior.

16 responses

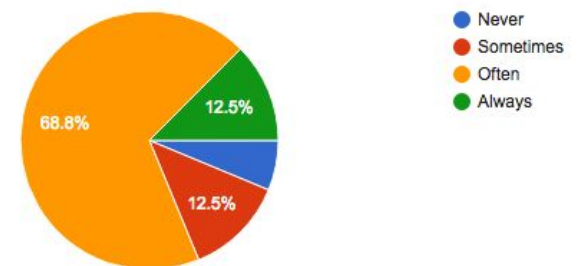


6. Students treat me with respect.

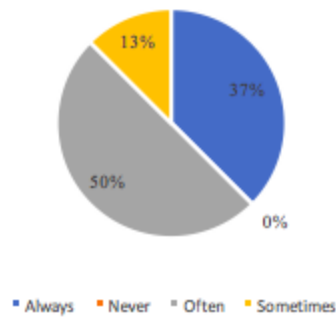


6. Students treat me with respect.

16 responses

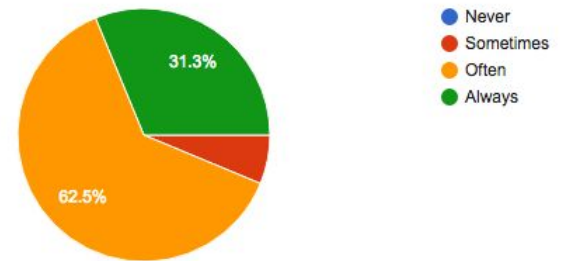


### 7. Coworkers treat me with respect.

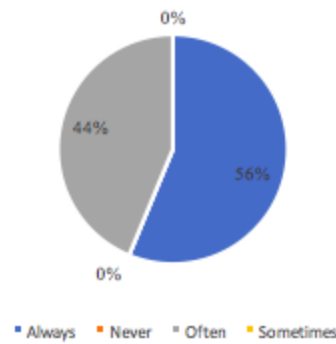


### 7. Coworkers treat me with respect.

16 responses

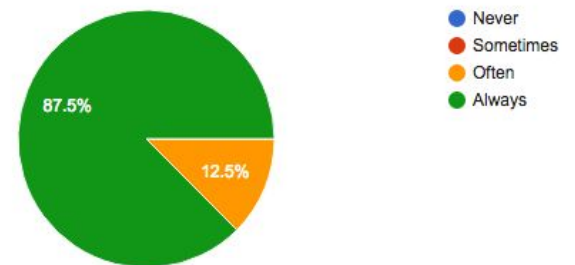


### 8. Administration treats me with respect.

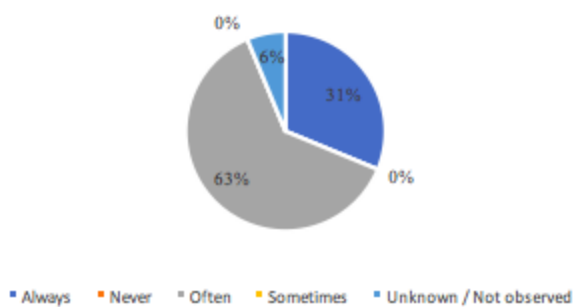


### 8. Administration treats me with respect.

16 responses

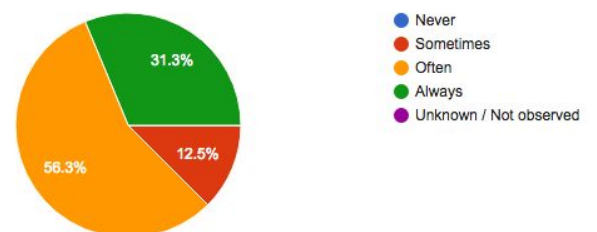


### 9. Student "good behavior" is noticed at my school.

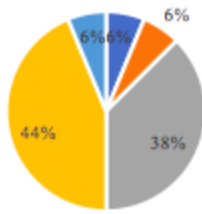


### 9. Student "good behavior" is noticed at my school.

16 responses



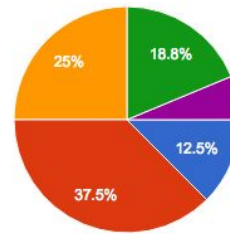
10. I am recognized for my accomplishments at school.



■ Always ■ Never ■ Often ■ Sometimes ■ Unknown / Not observed

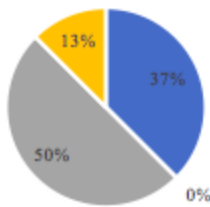
10. I am recognized for my accomplishments at school.

16 responses



● Never  
● Sometimes  
● Often  
● Always  
● Unknown / Not observed

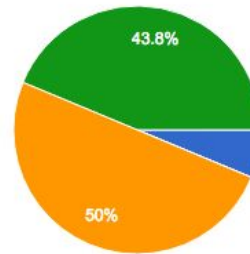
11. I have good working relationships with my colleagues.



■ Always ■ Never ■ Often ■ Sometimes

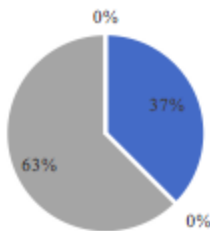
11. I have good working relationships with my colleagues.

16 responses



● Never  
● Sometimes  
● Often  
● Always

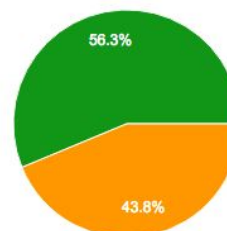
12. I have a good working relationship with my administrator(s).



■ Always ■ Never ■ Often ■ Sometimes

12. I have a good working relationship with my administrator(s).

16 responses



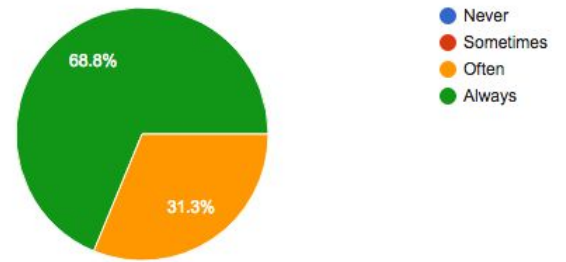
● Never  
● Sometimes  
● Often  
● Always

### 13. I feel safe at school.

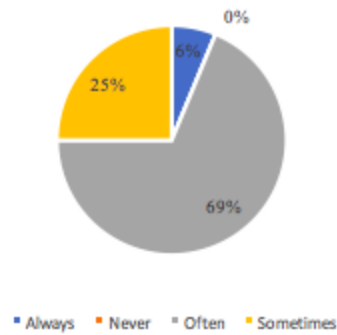


### 13. I feel safe at school.

16 responses

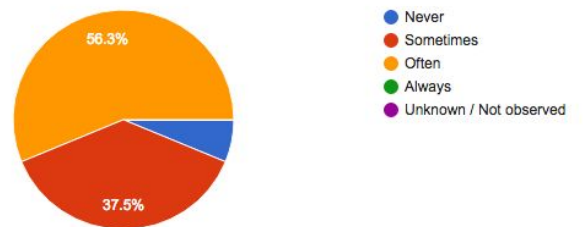


### 14. Students treat each other well.

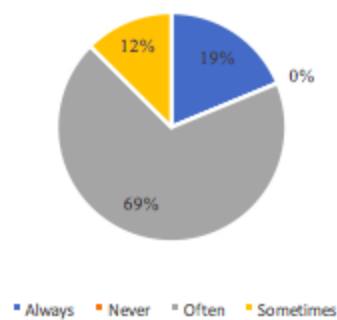


### 14. Students treat each other well.

16 responses

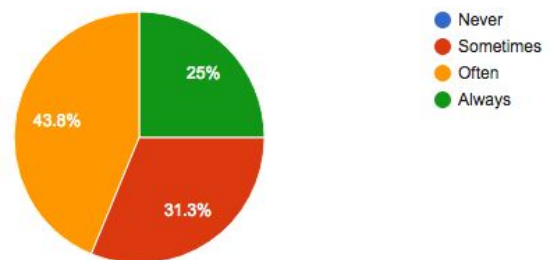


### 15. Staff members treat each other well.

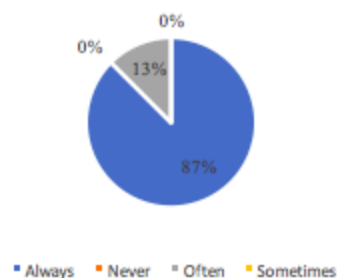


### 15. Staff members treat each other well.

16 responses

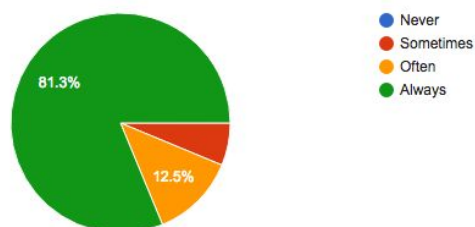


16. There is another staff member (non-administration) at my school who will help me if I need it.

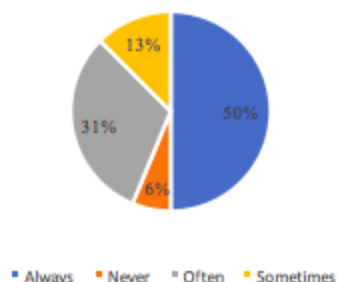


16. There is another staff member (non-administration) at my school who will help me if I need it.

16 responses

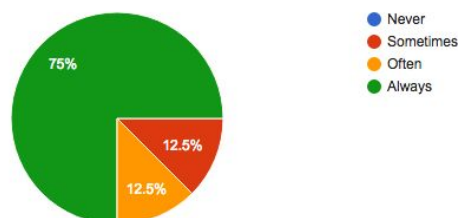


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

16 responses

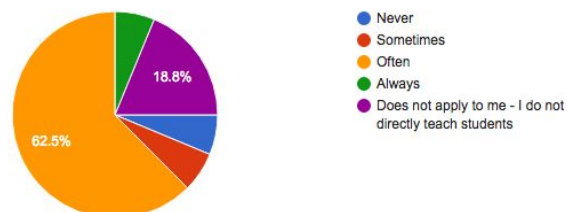


18. Students in my class behave so that I can do my job.

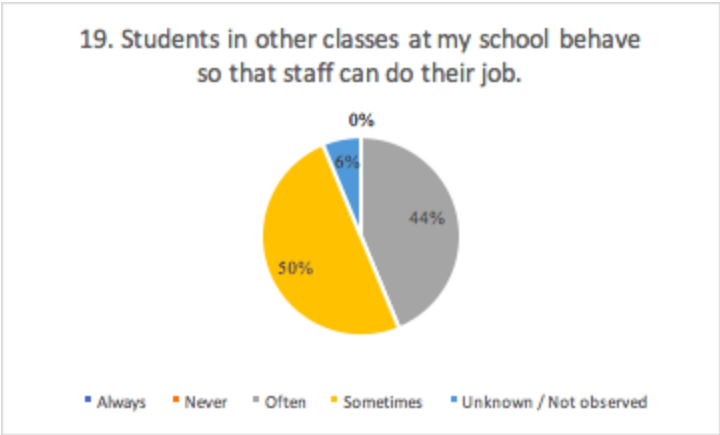


18. Students in my class behave so that I can do my job.

16 responses

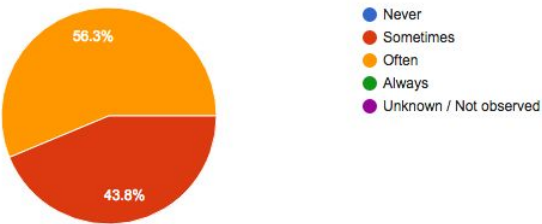


STAFF:



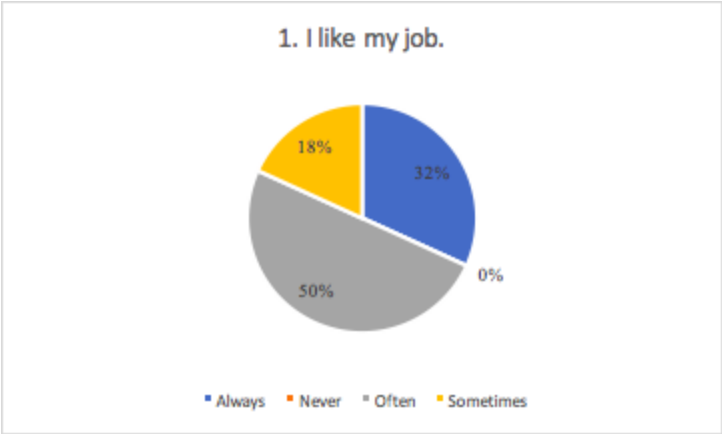
19. Students in other classes at my school behave so that staff can do their job.

16 responses





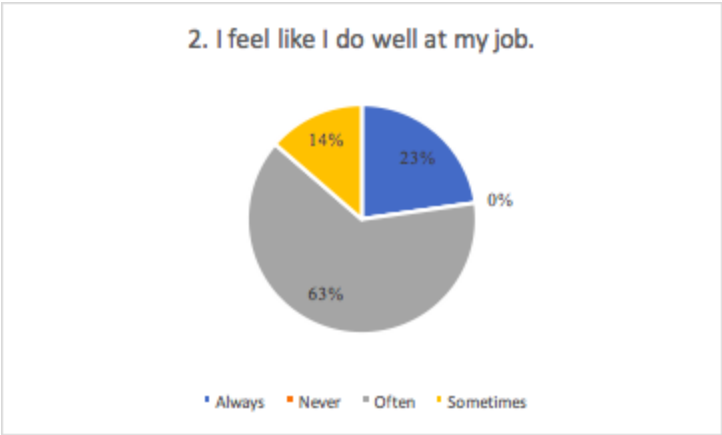
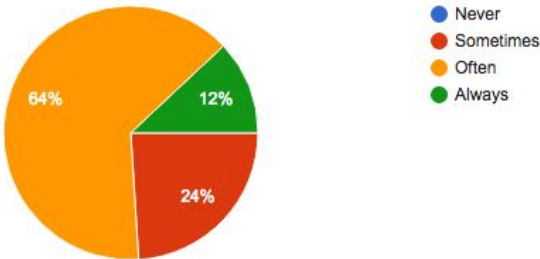
Merrill Fall PBIS Survey 2017  
STAFF: 24 responses out of 38 staff = 63%



Merrill Spring PBIS Survey 2018  
STAFF: 25 responses = 66%

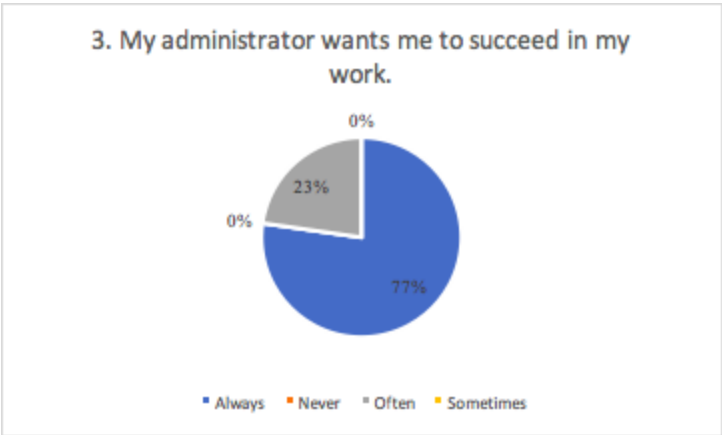
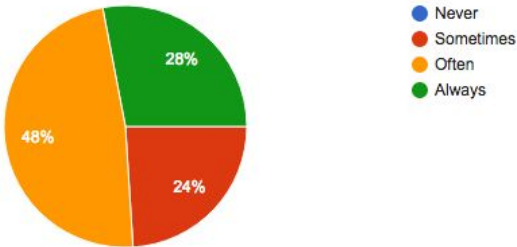
1. I like my job.

25 responses



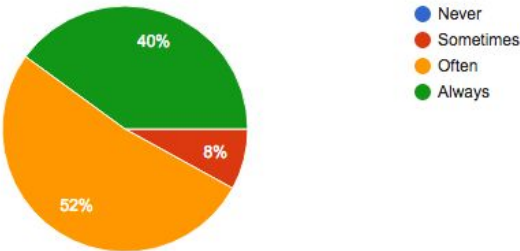
2. I feel like I do well at my job.

25 responses

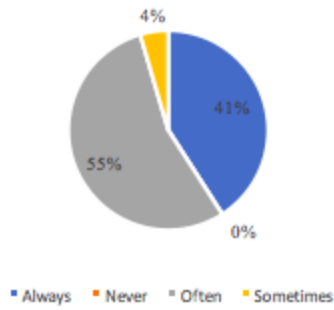


3. My administrator wants me to succeed in my work.

25 responses

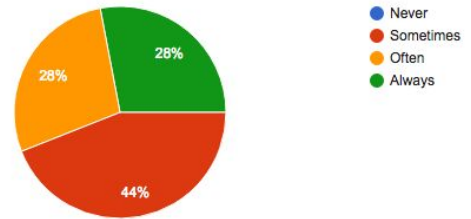


4. My administrator provides me the support I need to be successful at my job.

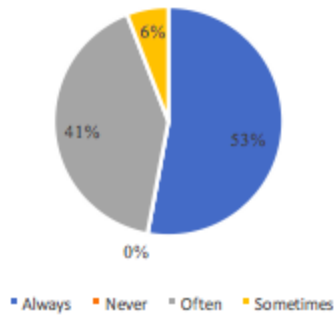


4. My administrator provides me the support I need to be successful at my job.

25 responses

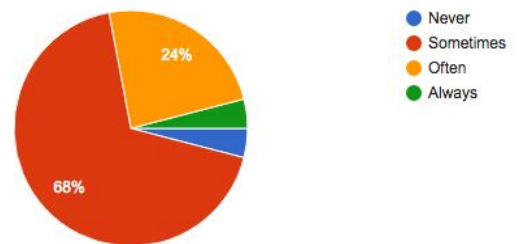


5. My school has clear rules for behavior.

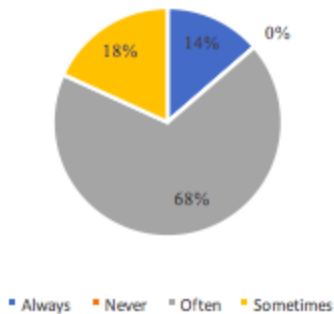


5. My school has clear rules for behavior.

25 responses

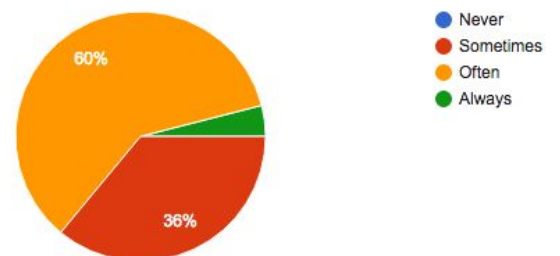


6. Students treat me with respect.

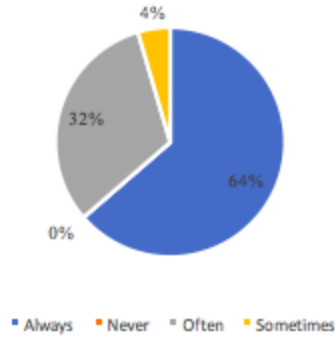


6. Students treat me with respect.

25 responses

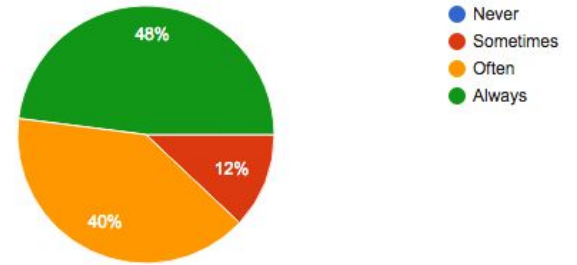


### 7. Coworkers treat me with respect.

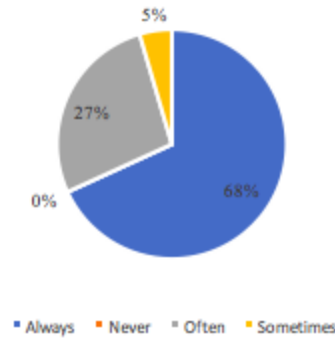


### 7. Coworkers treat me with respect.

25 responses

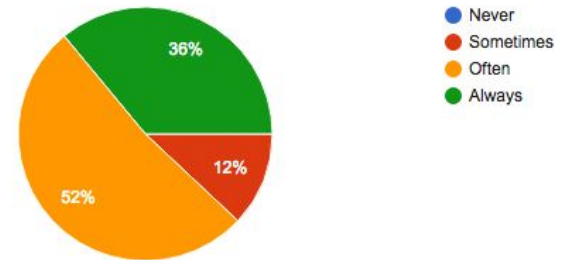


### 8. Administration treats me with respect.

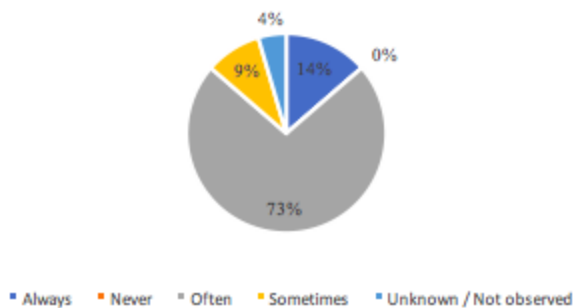


### 8. Administration treats me with respect.

25 responses

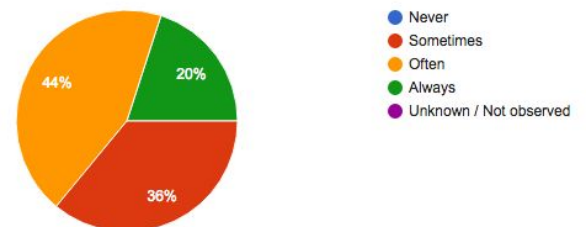


### 9. Student "good behavior" is noticed at my school.

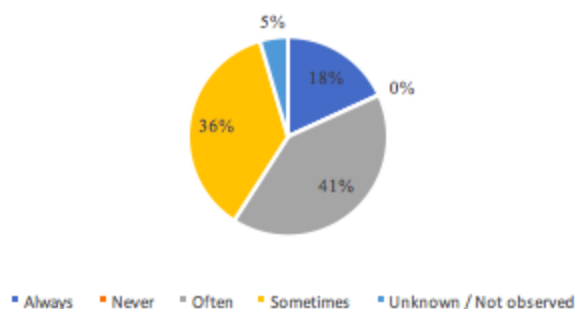


### 9. Student "good behavior" is noticed at my school.

25 responses

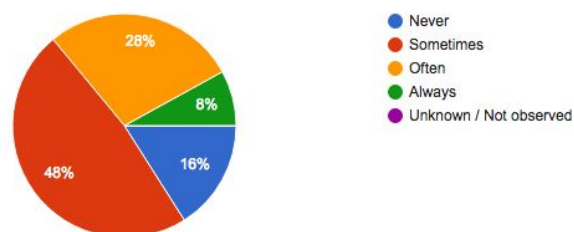


10. I am recognized for my accomplishments at school.

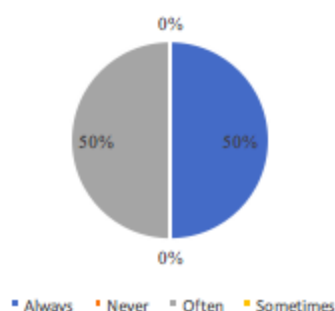


10. I am recognized for my accomplishments at school.

25 responses

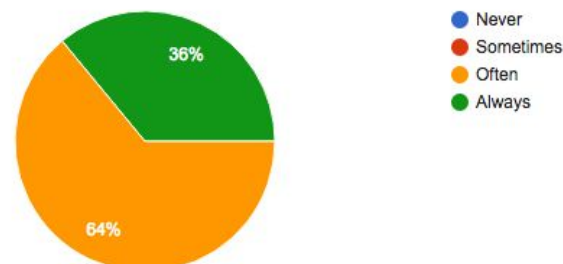


11. I have good working relationships with my colleagues.

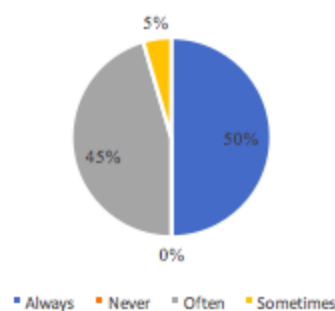


11. I have good working relationships with my colleagues.

25 responses

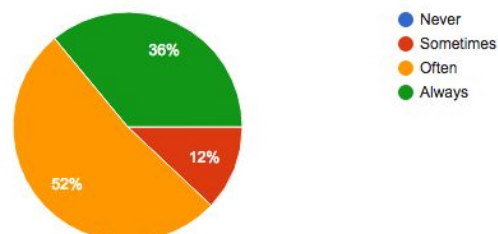


12. I have a good working relationship with my administrator(s).

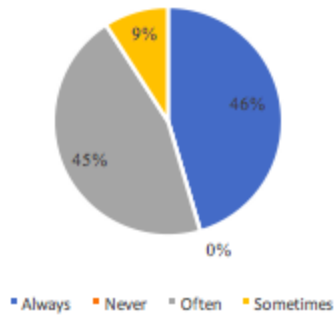


12. I have a good working relationship with my administrator(s).

25 responses

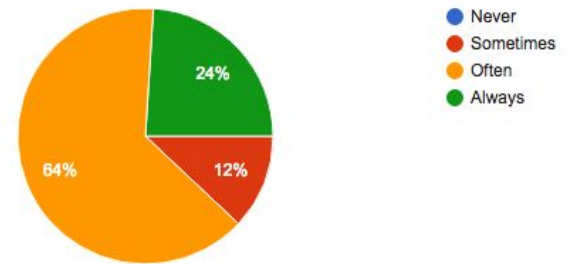


### 13. I feel safe at school.

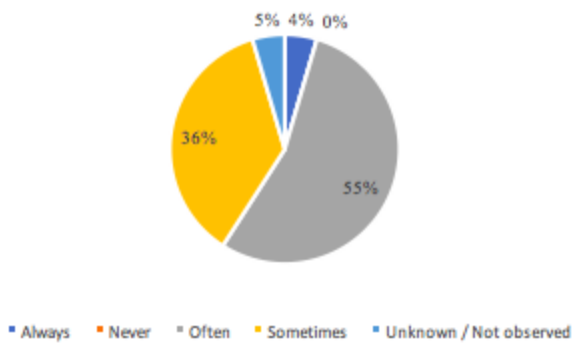


### 13. I feel safe at school.

25 responses

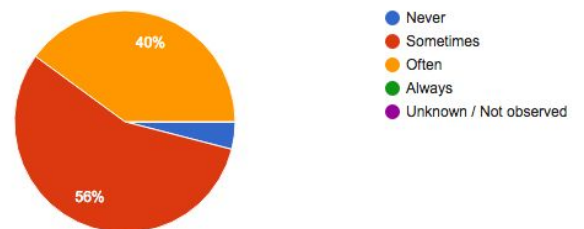


### 14. Students treat each other well.

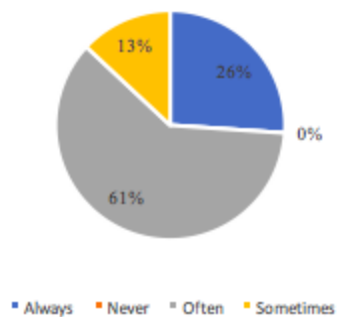


### 14. Students treat each other well.

25 responses

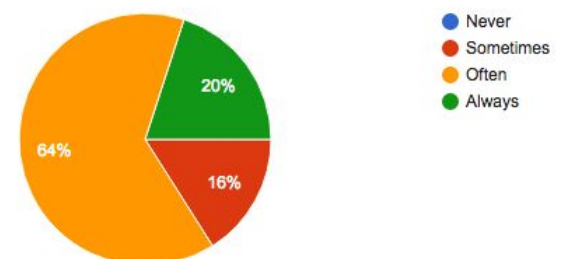


### 15. Staff members treat each other well.

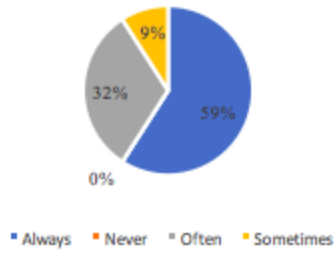


### 15. Staff members treat each other well.

25 responses

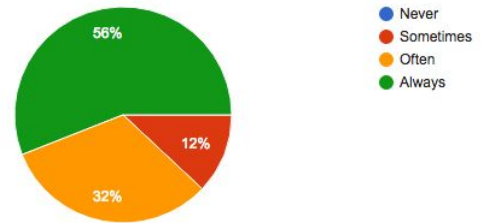


16. There is another staff member (non-administration) at my school who will help me if I need it.

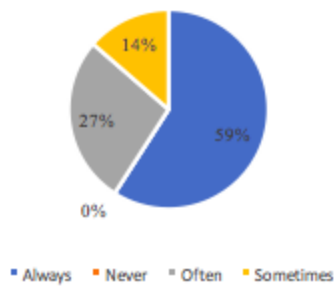


16. There is another staff member (non-administration) at my school who will help me if I need it.

25 responses

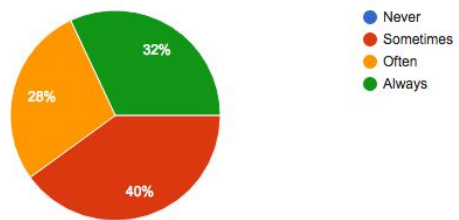


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

25 responses

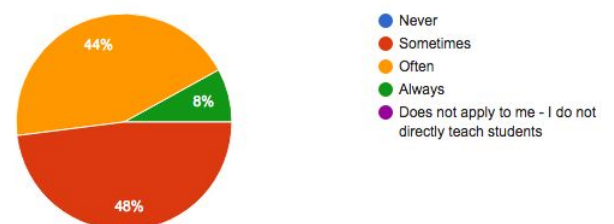


18. Students in my class behave so that I can do my job.

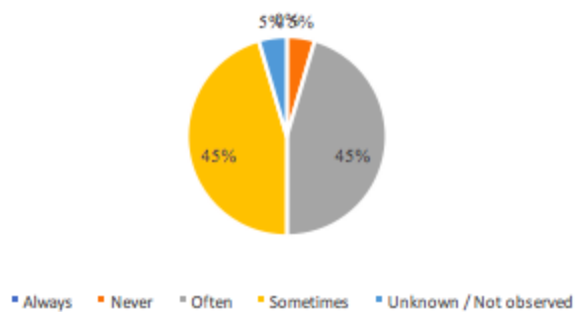


18. Students in my class behave so that I can do my job.

25 responses

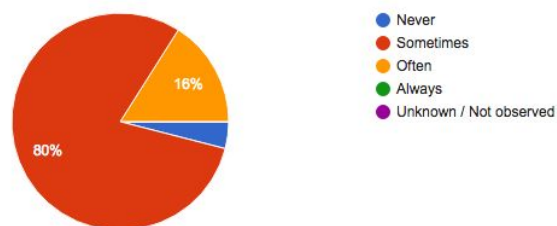


19. Students in other classes at my school behave so that staff can do their job.

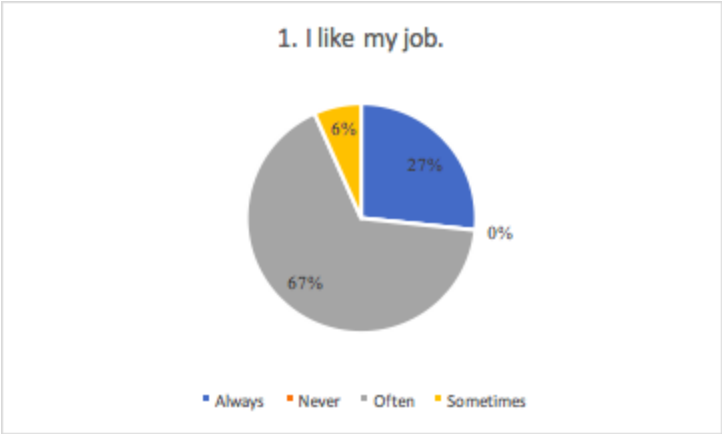


19. Students in other classes at my school behave so that staff can do their job.

25 responses

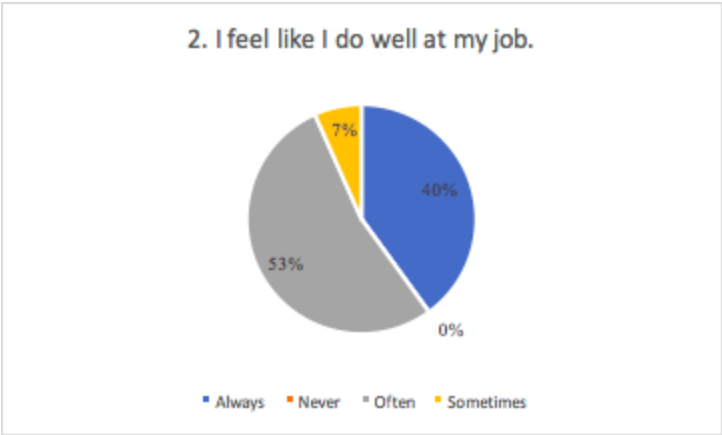
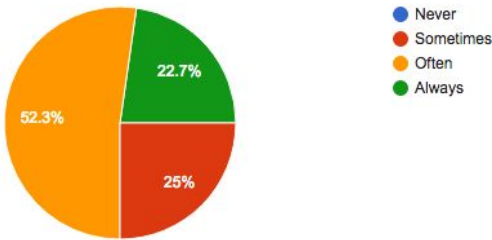


Robinson Fall PBIS Survey 2017  
STAFF: 17 responses out of 47 staff = 30%

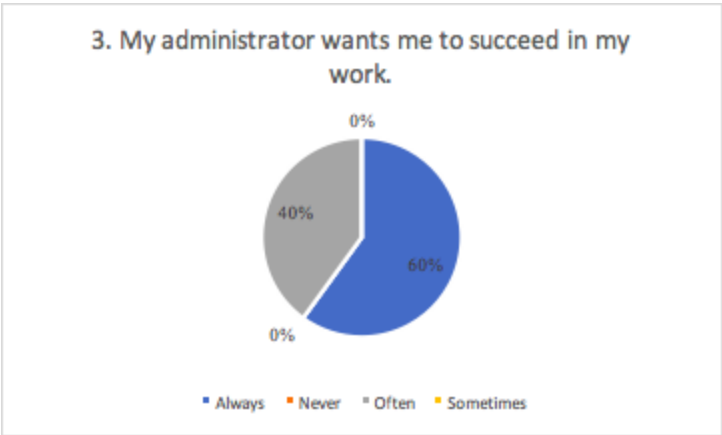
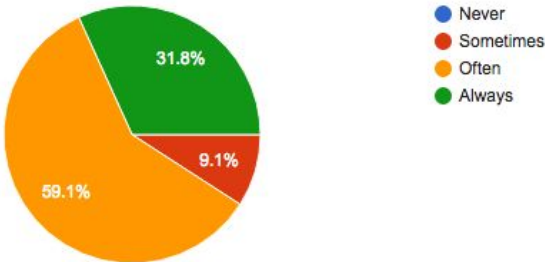


Robinson Spring PBIS Survey 2018  
44 responses = 94%

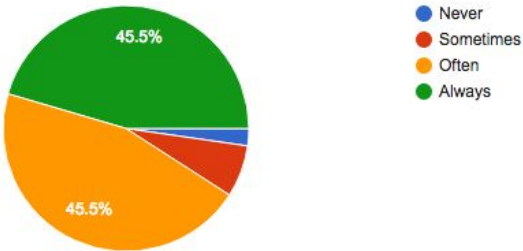
1. I like my job.  
44 responses



2. I feel like I do well at my job.  
44 responses

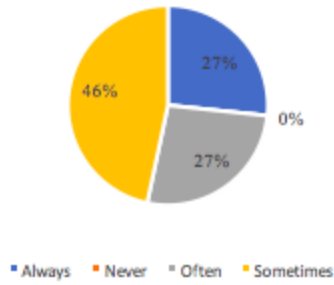


3. My administrator wants me to succeed in my work.  
44 responses



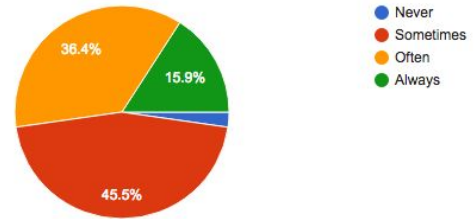


4. My administrator provides me the support I need to be successful at my job.

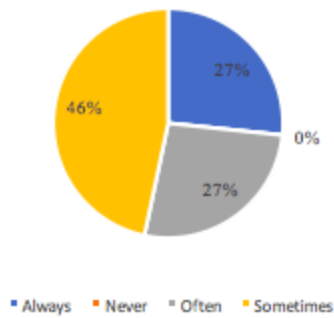


4. My administrator provides me the support I need to be successful at my job.

44 responses

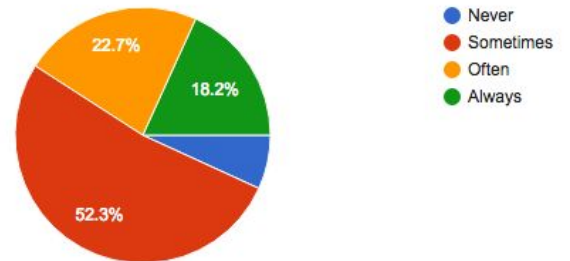


5. My school has clear rules for behavior.

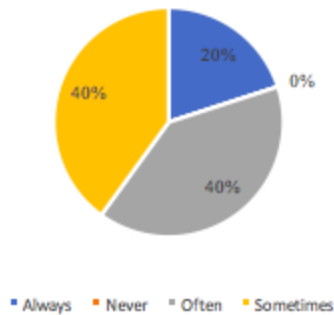


5. My school has clear rules for behavior.

44 responses

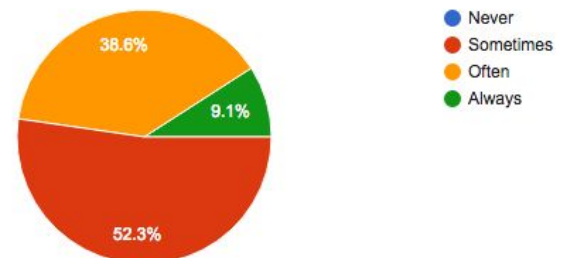


6. Students treat me with respect.

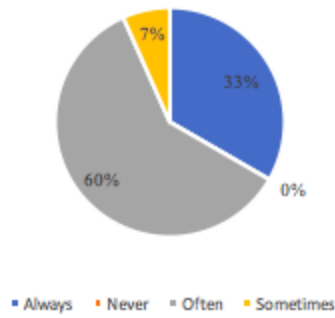


6. Students treat me with respect.

44 responses

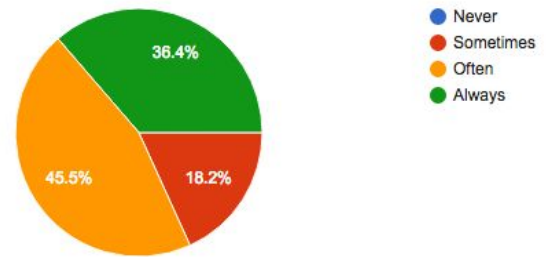


7. Coworkers treat me with respect.

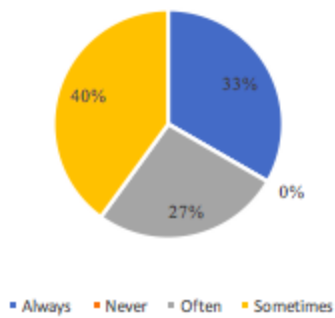


7. Coworkers treat me with respect.

44 responses

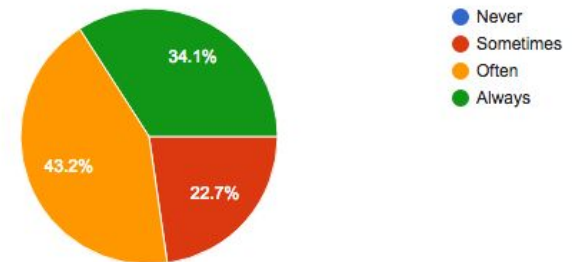


8. Administration treats me with respect.

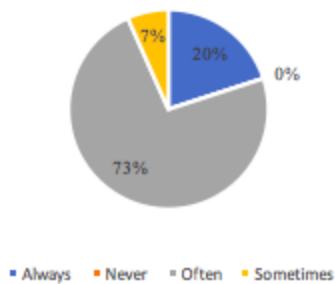


8. Administration treats me with respect.

44 responses

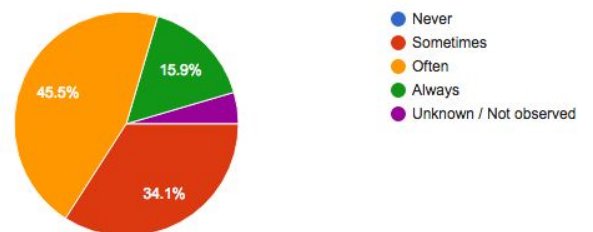


9. Student "good behavior" is noticed at my school.

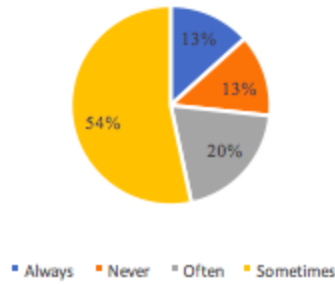


9. Student "good behavior" is noticed at my school.

44 responses

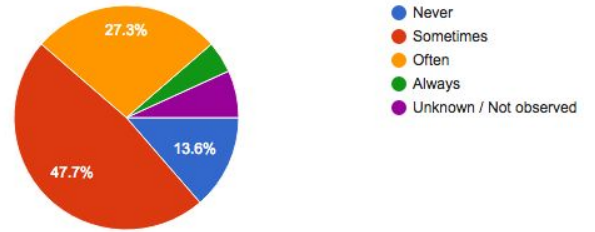


10. I am recognized for my accomplishments at school.

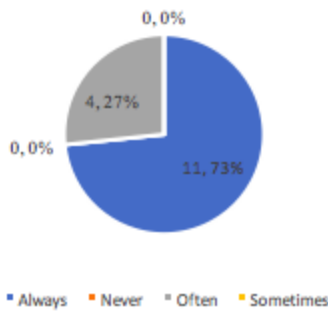


10. I am recognized for my accomplishments at school.

44 responses

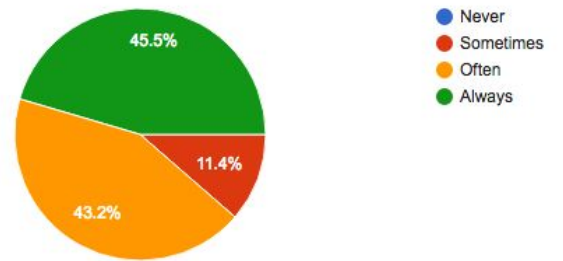


11. I have good working relationships with my colleagues.



11. I have good working relationships with my colleagues.

44 responses

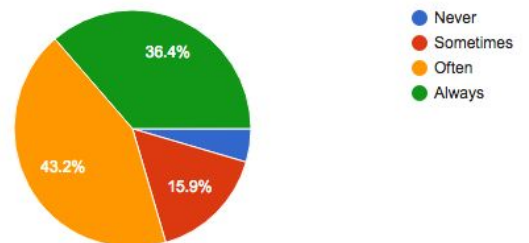


12. I have a good working relationship with my administrator(s).

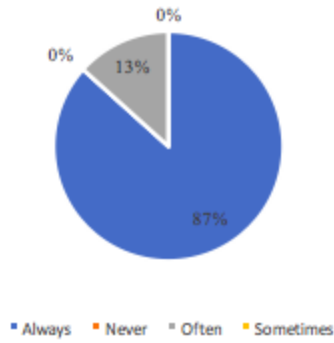


12. I have a good working relationship with my administrator(s).

44 responses

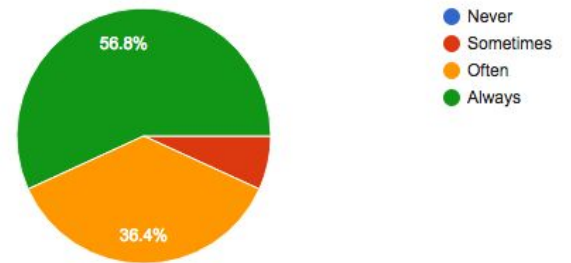


13. I feel safe at school.

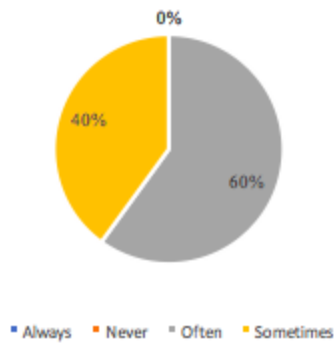


13. I feel safe at school.

44 responses

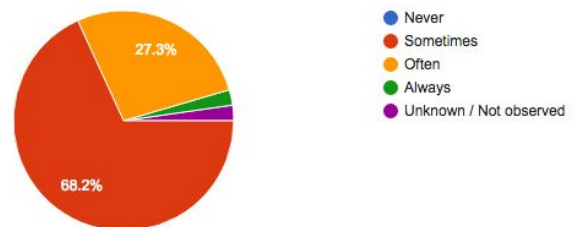


14. Students treat each other well.

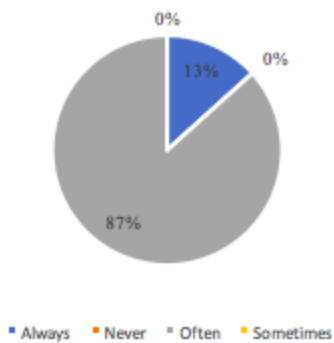


14. Students treat each other well.

44 responses

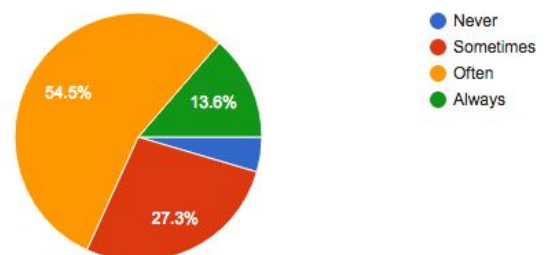


15. Staff members treat each other well.

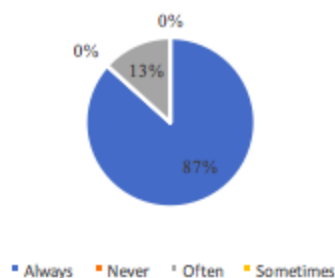


15. Staff members treat each other well.

44 responses

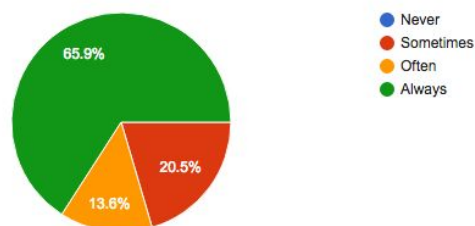


16. There is another staff member (non-administration) at my school who will help me if I need it.

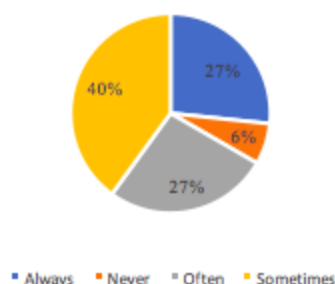


16. There is another staff member (non-administration) at my school who will help me if I need it.

44 responses

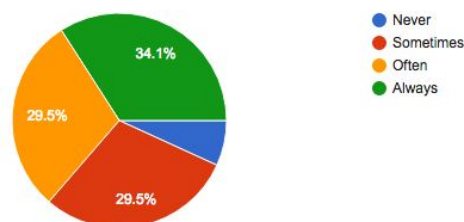


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

44 responses

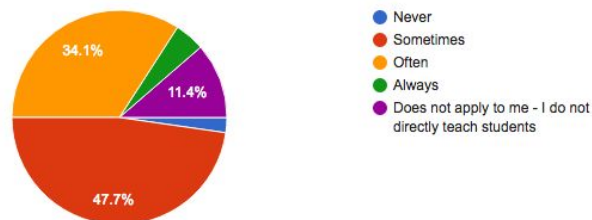


18. Students in my class behave so that I can do my job.

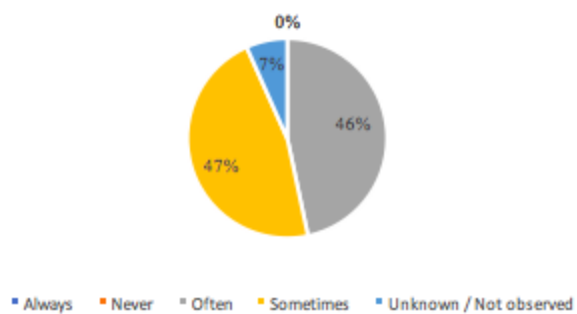


18. Students in my class behave so that I can do my job.

44 responses

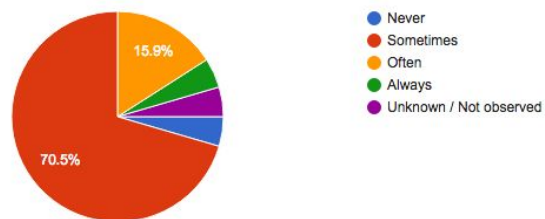


19. Students in other classes at my school behave so that staff can do their job.

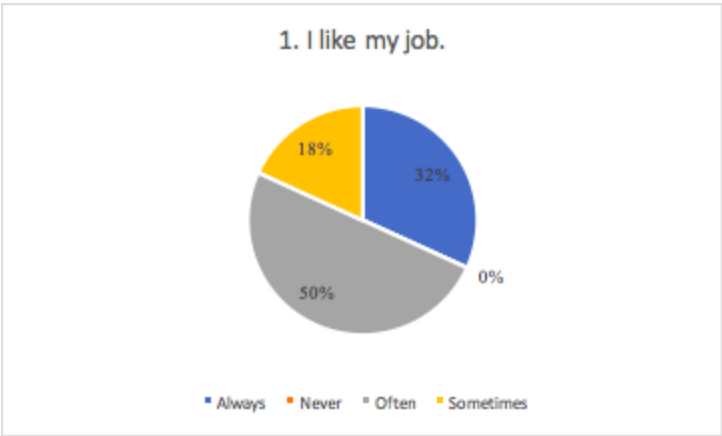


19. Students in other classes at my school behave so that staff can do their job.

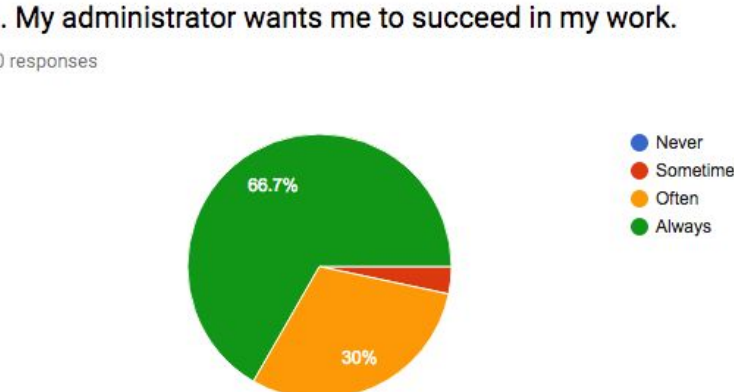
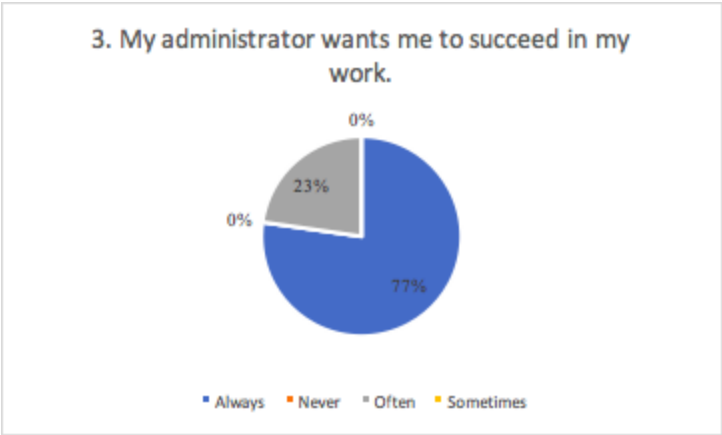
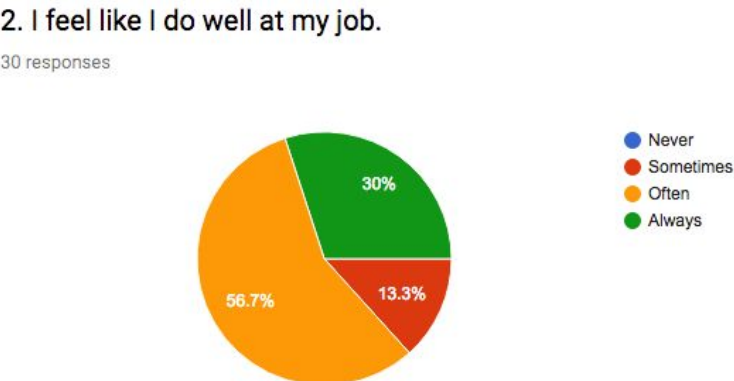
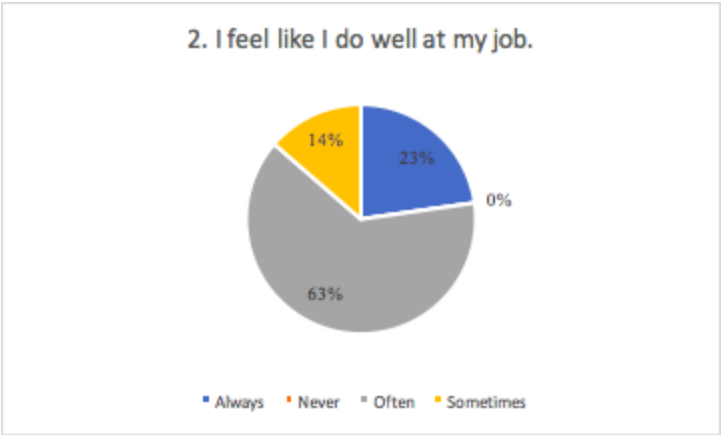
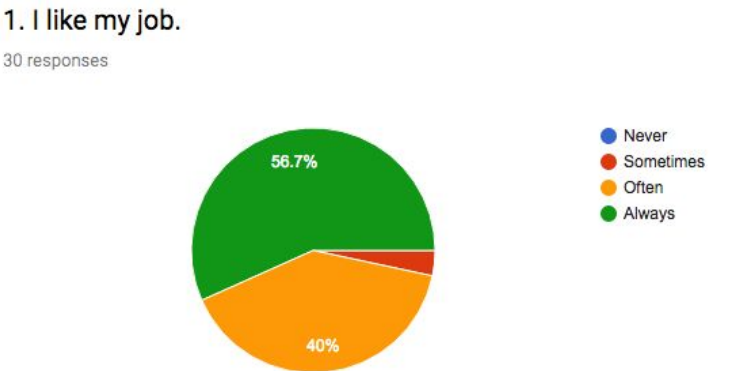
44 responses



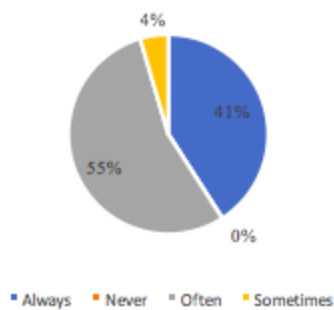
Todd Fall PBIS Survey 2017  
STAFF: 24 responses out of 60 staff = 40%



Todd Spring PBIS Survey 2018  
STAFF: 30 responses - 50%

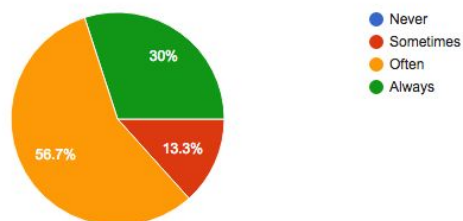


4. My administrator provides me the support I need to be successful at my job.

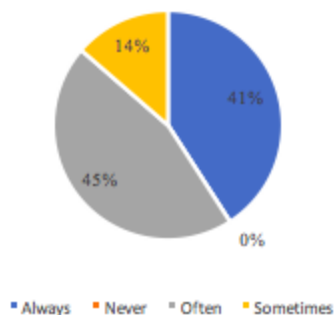


4. My administrator provides me the support I need to be successful at my job.

30 responses

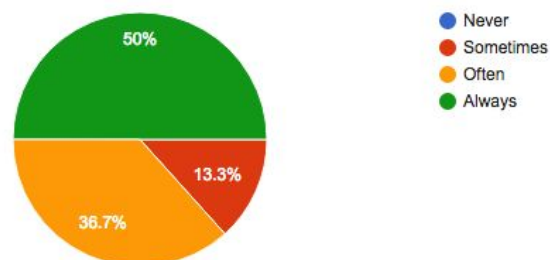


5. My school has clear rules for behavior.

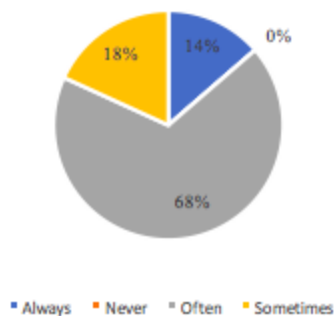


5. My school has clear rules for behavior.

30 responses

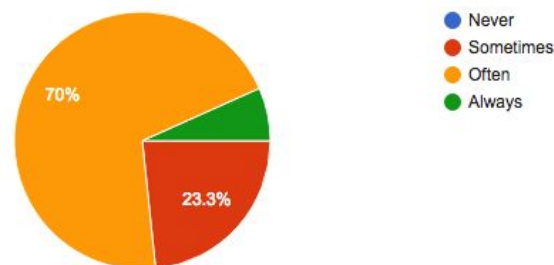


6. Students treat me with respect.



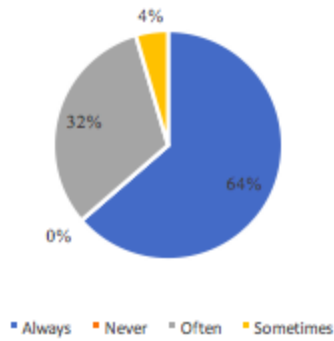
6. Students treat me with respect.

30 responses



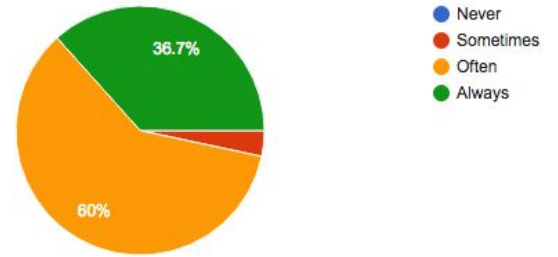


### 7. Coworkers treat me with respect.

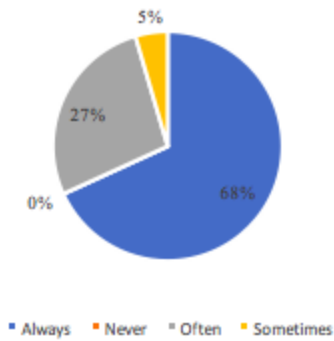


### 7. Coworkers treat me with respect.

30 responses

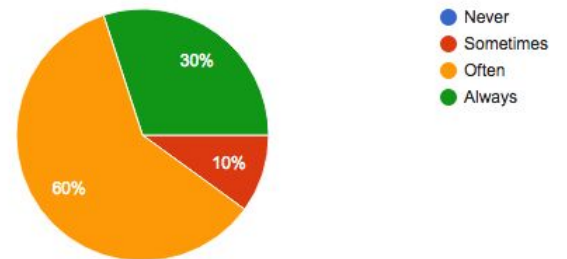


### 8. Administration treats me with respect.

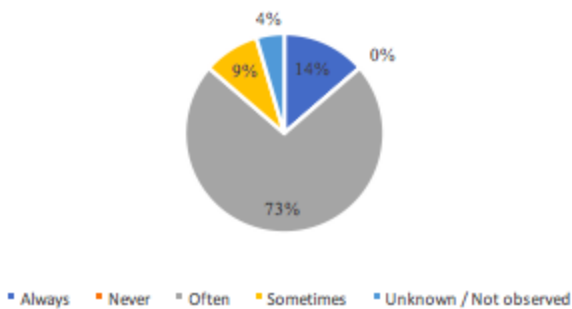


### 8. Administration treats me with respect.

30 responses

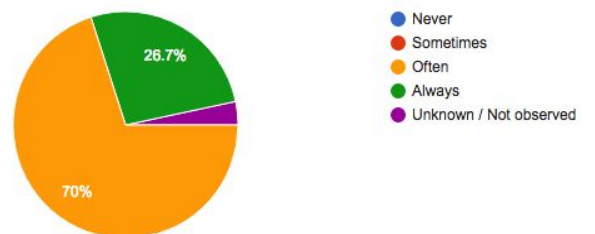


### 9. Student "good behavior" is noticed at my school.

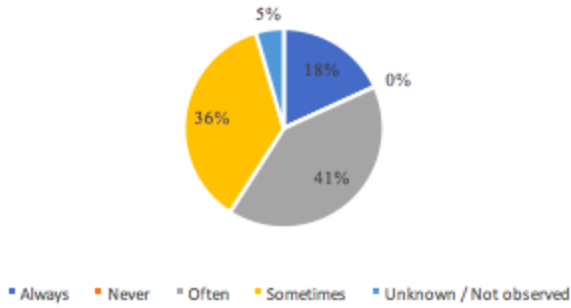


### 9. Student "good behavior" is noticed at my school.

30 responses

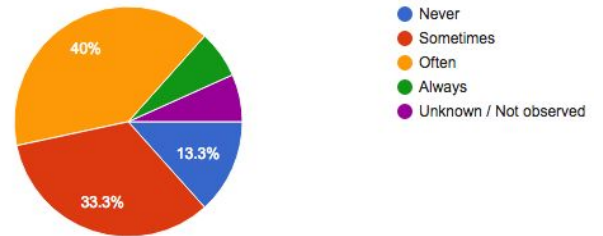


10. I am recognized for my accomplishments at school.

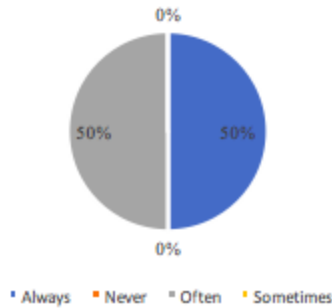


10. I am recognized for my accomplishments at school.

30 responses

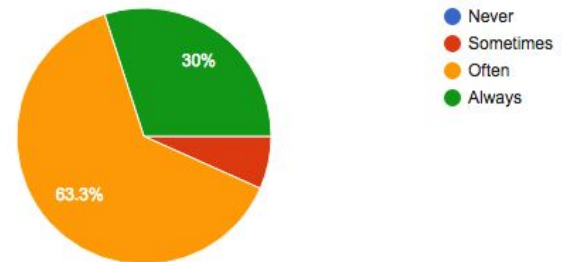


11. I have good working relationships with my colleagues.

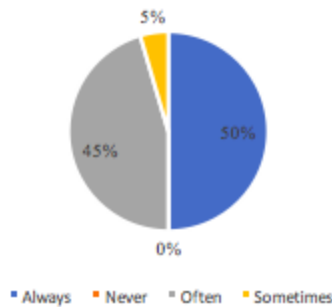


11. I have good working relationships with my colleagues.

30 responses

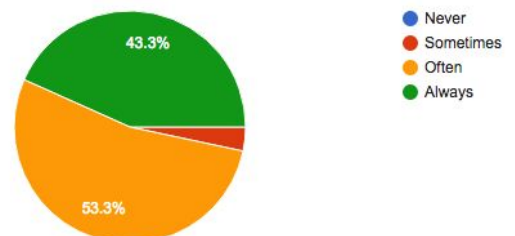


12. I have a good working relationship with my administrator(s).

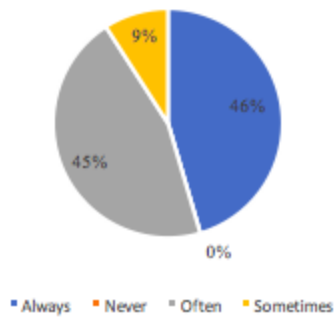


12. I have a good working relationship with my administrator(s).

30 responses

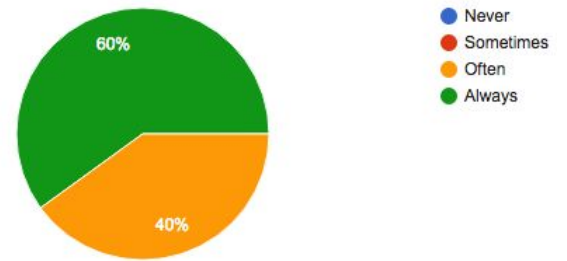


13. I feel safe at school.

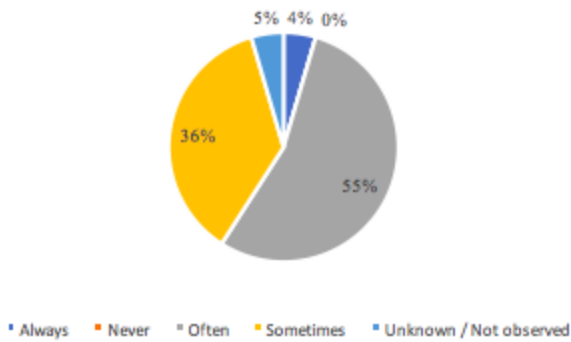


13. I feel safe at school.

30 responses

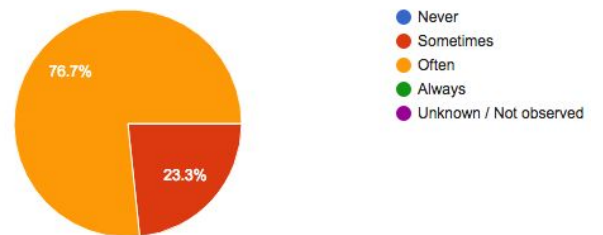


14. Students treat each other well.

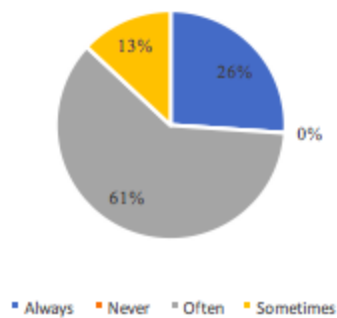


14. Students treat each other well.

30 responses

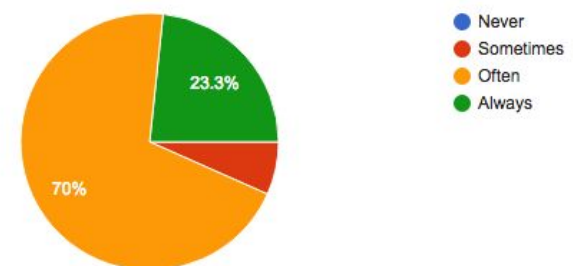


15. Staff members treat each other well.

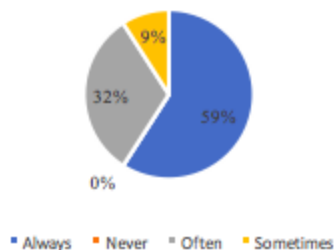


15. Staff members treat each other well.

30 responses

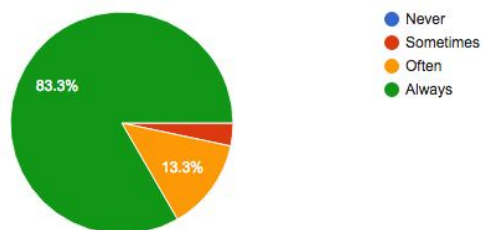


16. There is another staff member (non-administration) at my school who will help me if I need it.

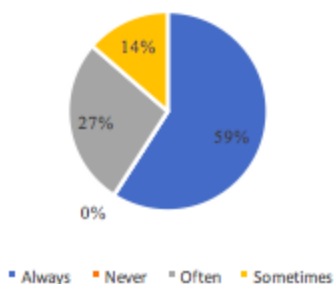


16. There is another staff member (non-administration) at my school who will help me if I need it.

30 responses

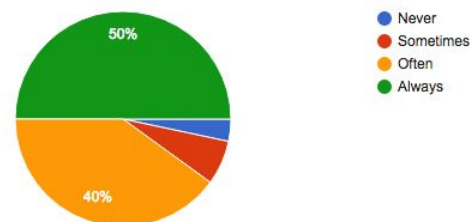


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

30 responses

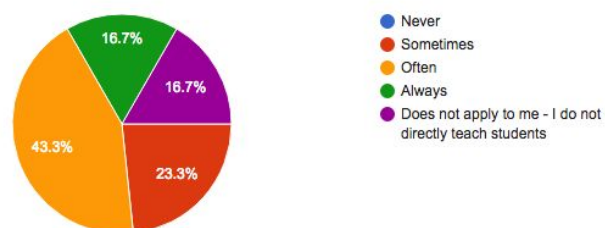


18. Students in my class behave so that I can do my job.

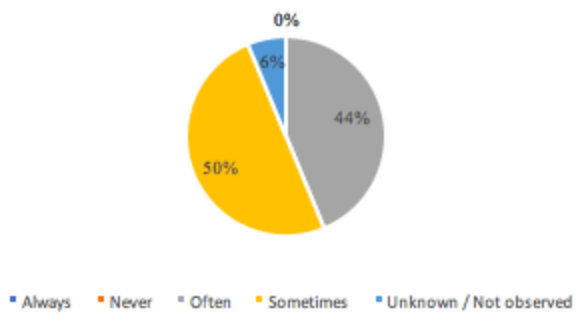


18. Students in my class behave so that I can do my job.

30 responses

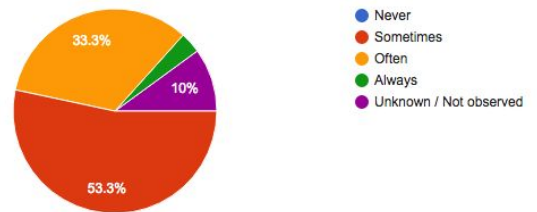


19. Students in other classes at my school behave so that staff can do their job.

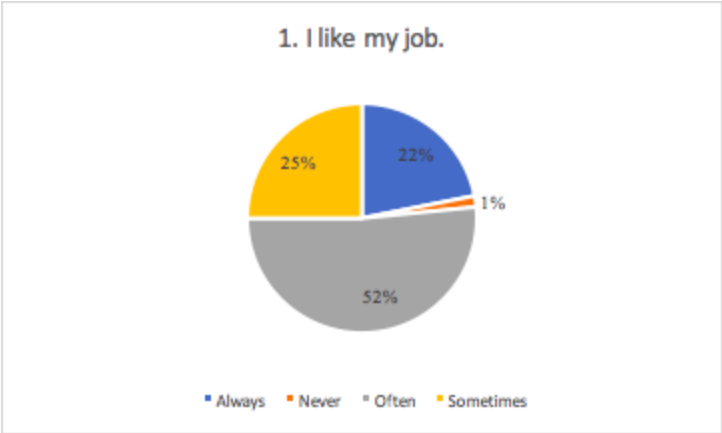


19. Students in other classes at my school behave so that staff can do their job.

30 responses



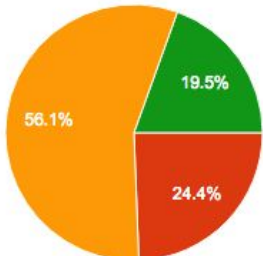
ALDRICH Fall PBIS Survey 2017  
STAFF: 65 responses out of 68 staff = 96%



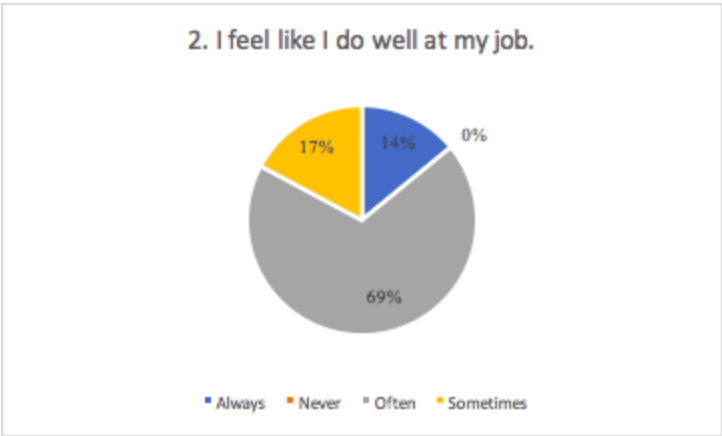
ALDRICH Spring PBIS Survey 2018  
STAFF: 41 responses = 60%

1. I like my job.

41 responses

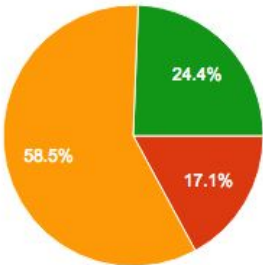


- Never
- Sometimes
- Often
- Always



2. I feel like I do well at my job.

41 responses

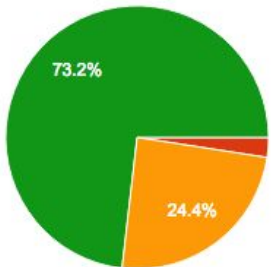


- Never
- Sometimes
- Often
- Always



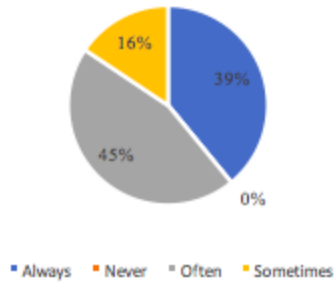
3. My administrator wants me to succeed in my work.

41 responses



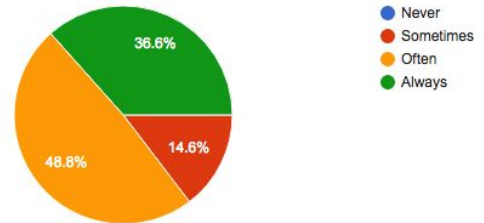
- Never
- Sometimes
- Often
- Always

4. My administrator provides me the support I need to be successful at my job.

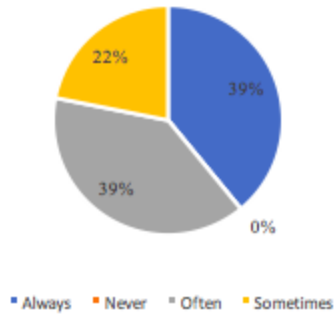


4. My administrator provides me the support I need to be successful at my job.

41 responses

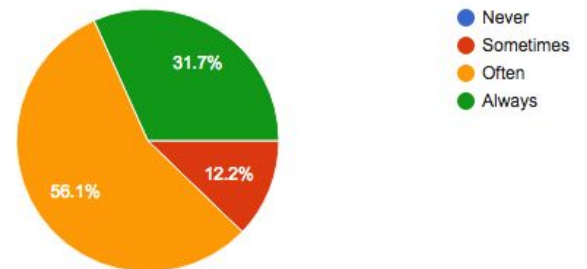


5. My school has clear rules for behavior.

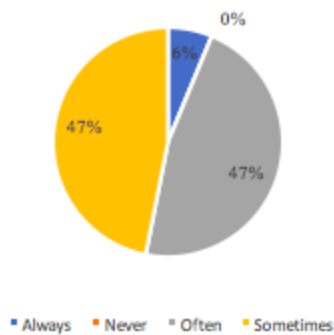


5. My school has clear rules for behavior.

41 responses

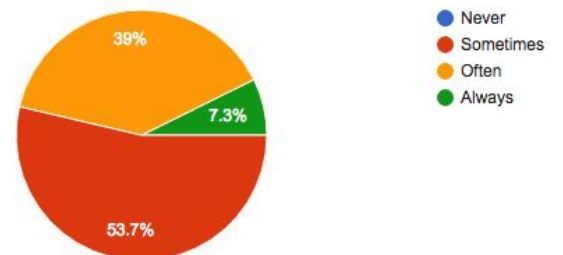


6. Students treat me with respect.

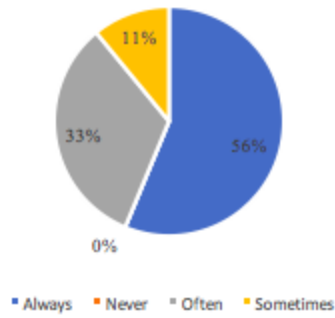


6. Students treat me with respect.

41 responses

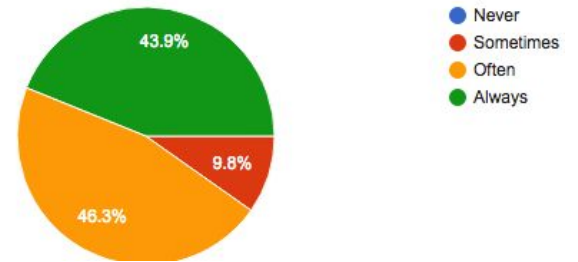


### 7. Coworkers treat me with respect.

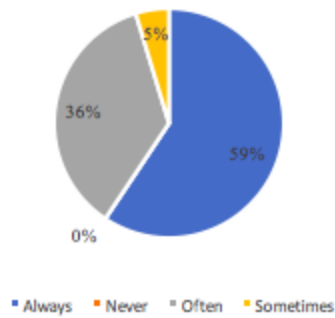


### 7. Coworkers treat me with respect.

41 responses

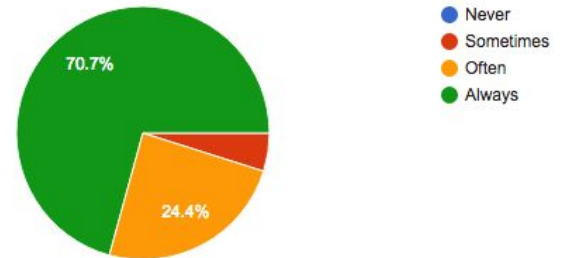


### 8. Administration treats me with respect.

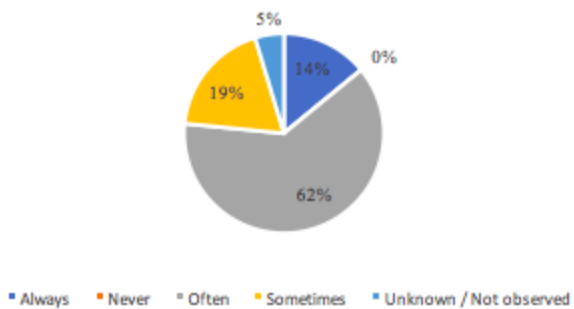


### 8. Administration treats me with respect.

41 responses

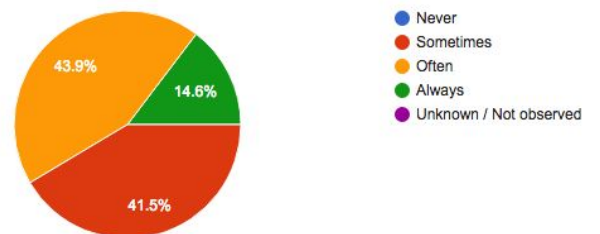


### 9. Student "good behavior" is noticed at my school.



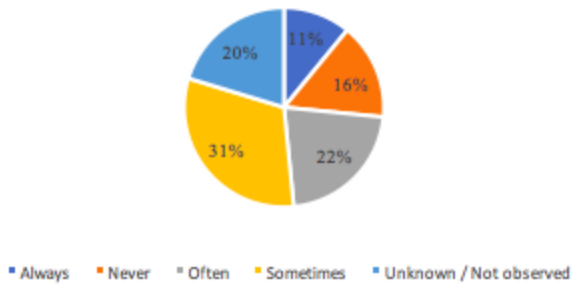
### 9. Student "good behavior" is noticed at my school.

41 responses



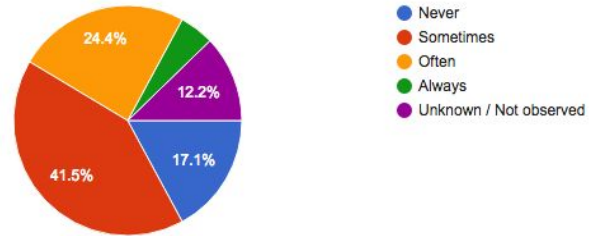


10. I am recognized for my accomplishments at school.

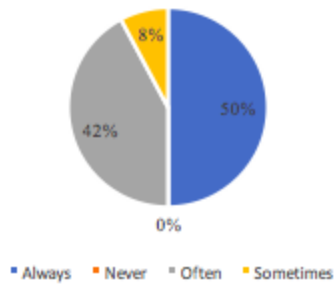


10. I am recognized for my accomplishments at school.

41 responses

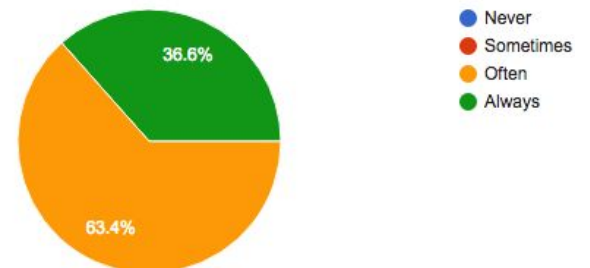


11. I have good working relationships with my colleagues.

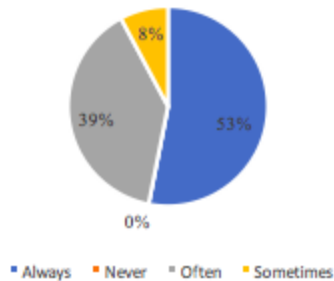


11. I have good working relationships with my colleagues.

41 responses

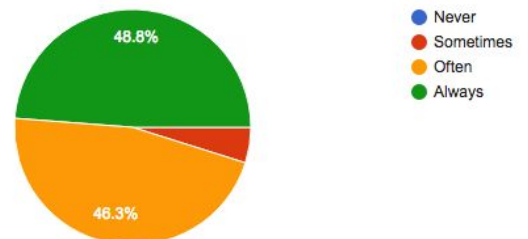


12. I have a good working relationship with my administrator(s).

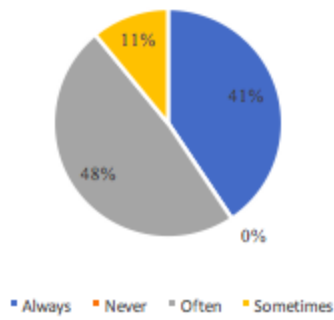


12. I have a good working relationship with my administrator(s).

41 responses

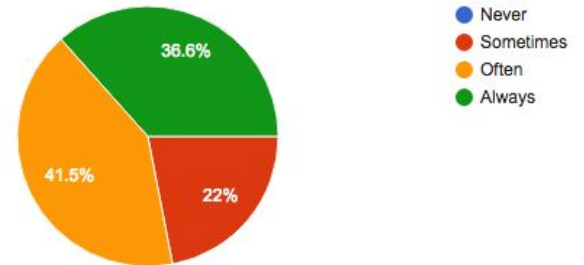


13. I feel safe at school.

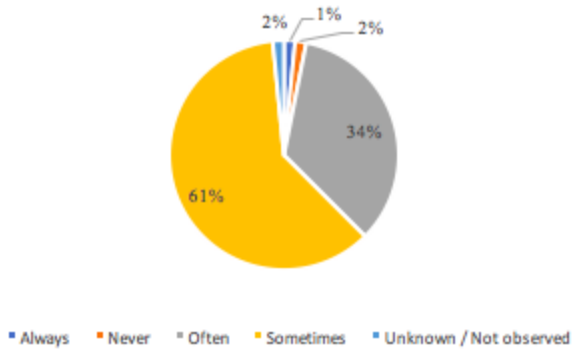


13. I feel safe at school.

41 responses

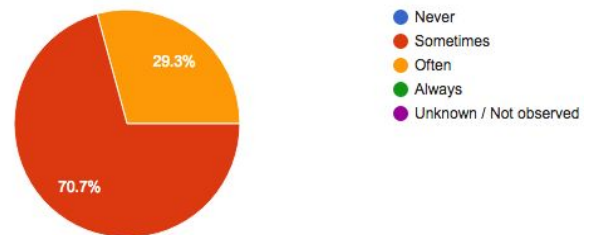


14. Students treat each other well.

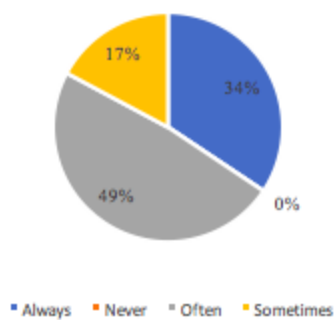


14. Students treat each other well.

41 responses

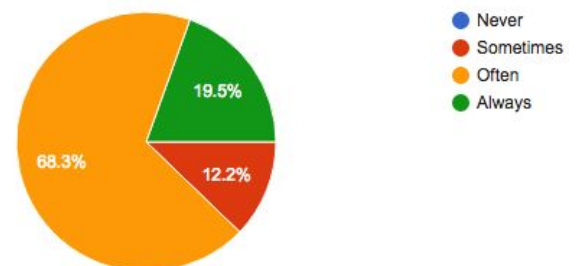


15. Staff members treat each other well.

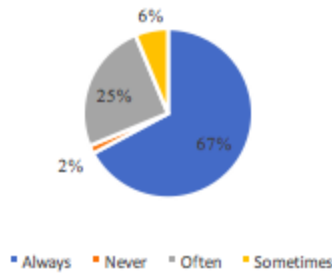


15. Staff members treat each other well.

41 responses

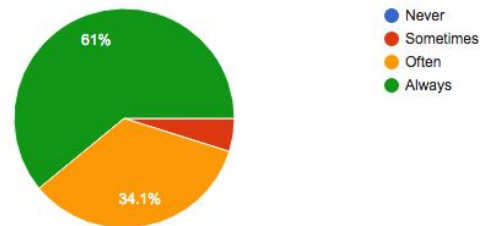


16. There is another staff member (non-administration) at my school who will help me if I need it.

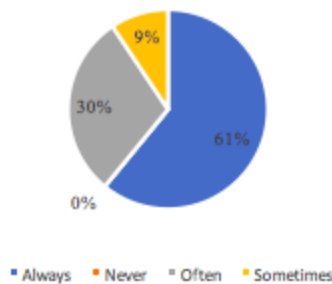


16. There is another staff member (non-administration) at my school who will help me if I need it.

41 responses

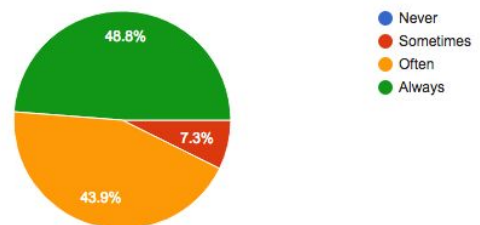


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

41 responses

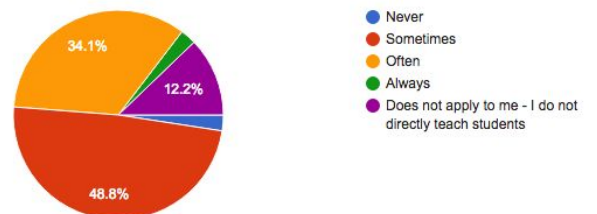


18. Students in my class behave so that I can do my job.



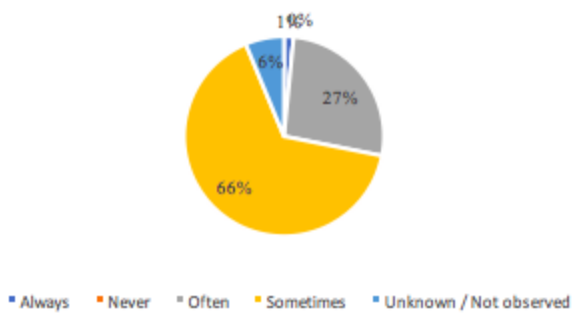
18. Students in my class behave so that I can do my job.

41 responses



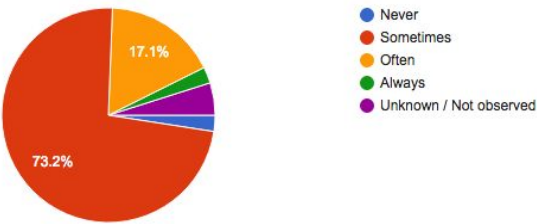
STAFF:

19. Students in other classes at my school behave so that staff can do their job.

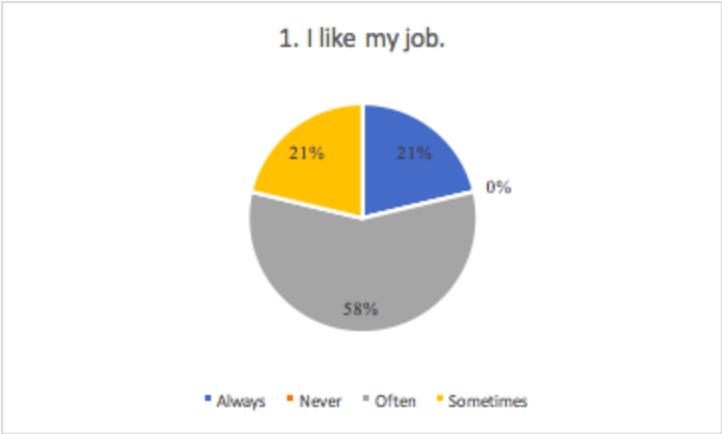


19. Students in other classes at my school behave so that staff can do their job.

41 responses

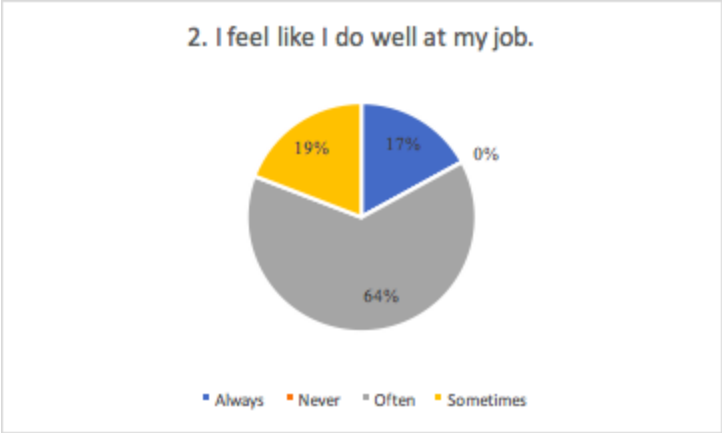
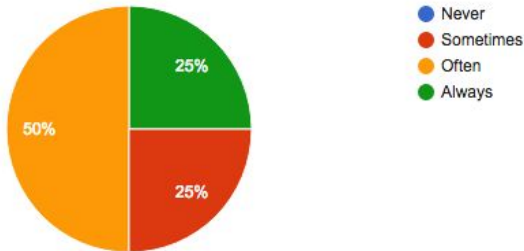


CUNNINGHAM Fall PBIS Survey 2017  
STAFF: 47 responses out of 64 staff = 73%

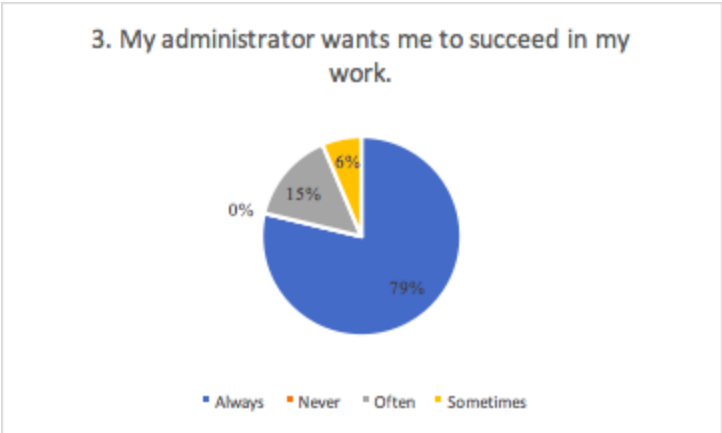
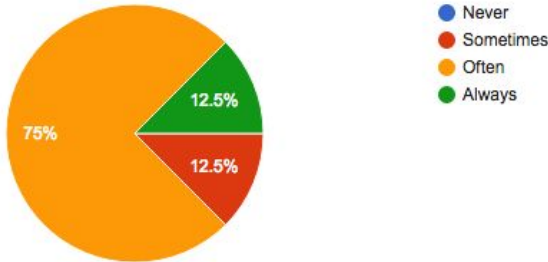


CUNNINGHAM Spring PBIS Survey 2018  
64 responses = 100%

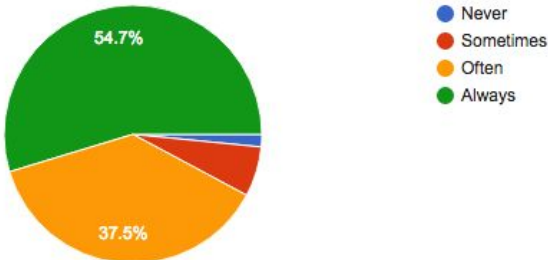
1. I like my job.  
64 responses



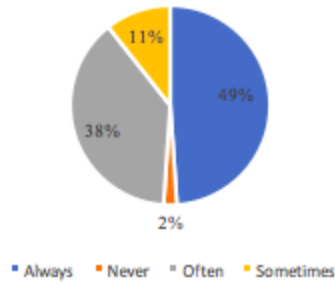
2. I feel like I do well at my job.  
64 responses



3. My administrator wants me to succeed in my work.  
64 responses

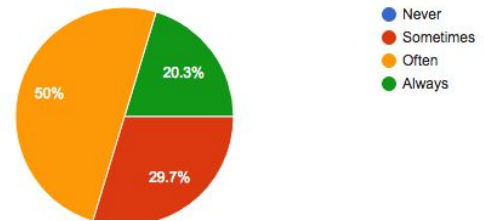


4. My administrator provides me the support I need to be successful at my job.

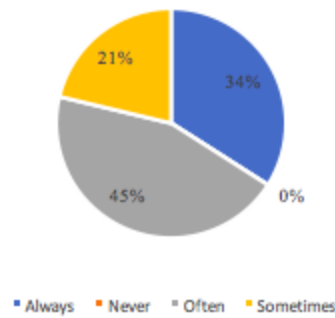


4. My administrator provides me the support I need to be successful at my job.

64 responses

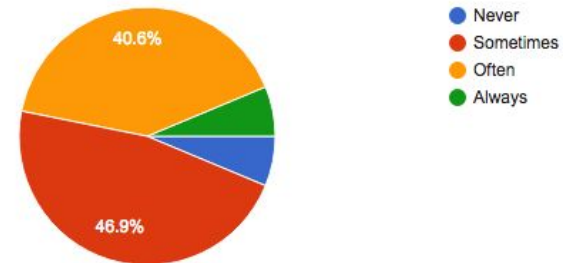


5. My school has clear rules for behavior.

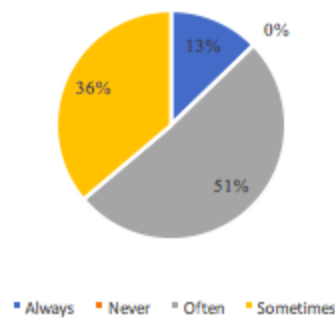


5. My school has clear rules for behavior.

64 responses

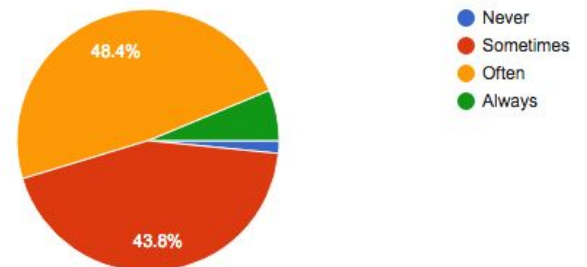


6. Students treat me with respect.

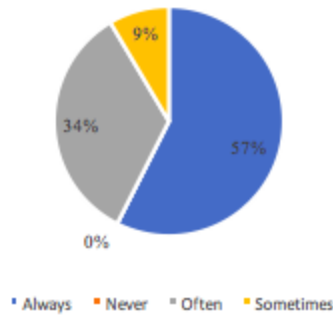


6. Students treat me with respect.

64 responses

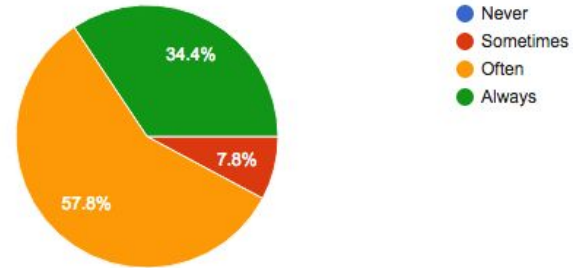


### 7. Coworkers treat me with respect.

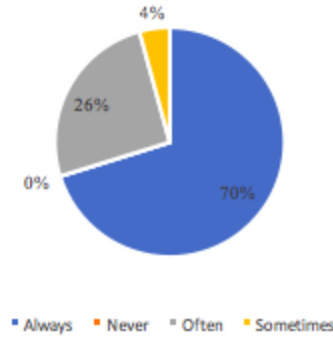


### 7. Coworkers treat me with respect.

64 responses

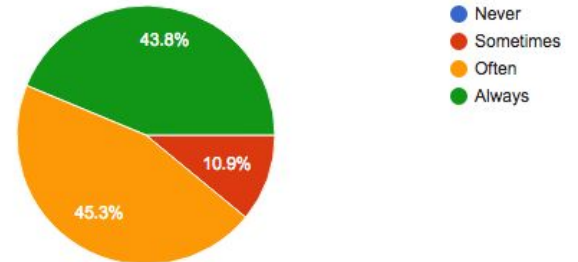


### 8. Administration treats me with respect.

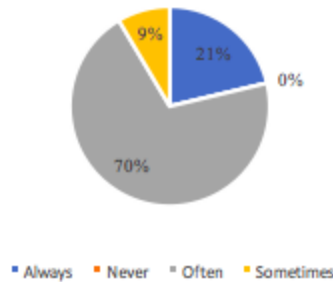


### 8. Administration treats me with respect.

64 responses

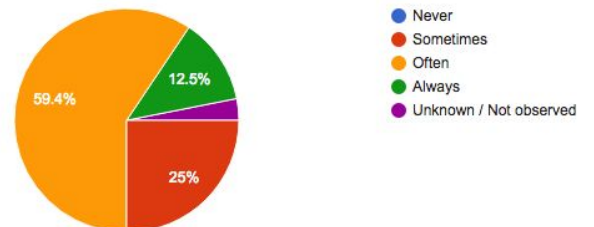


### 9. Student "good behavior" is noticed at my school.

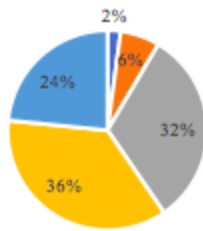


### 9. Student "good behavior" is noticed at my school.

64 responses



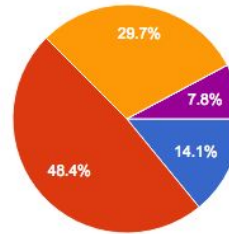
10. I am recognized for my accomplishments at school.



Always Never Often Sometimes Unknown / Not observed

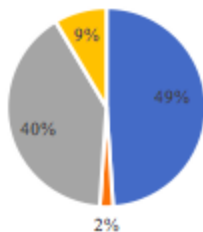
10. I am recognized for my accomplishments at school.

64 responses



Never  
Sometimes  
Often  
Always  
Unknown / Not observed

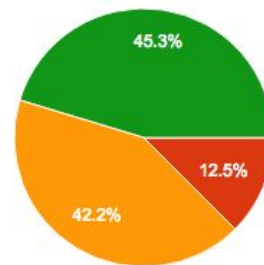
11. I have good working relationships with my colleagues.



Always Never Often Sometimes

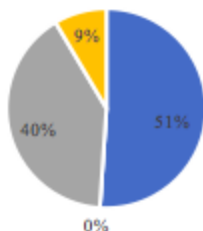
11. I have good working relationships with my colleagues.

64 responses



Never  
Sometimes  
Often  
Always

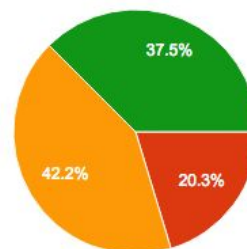
12. I have a good working relationship with my administrator(s).



Always Never Often Sometimes

12. I have a good working relationship with my administrator(s).

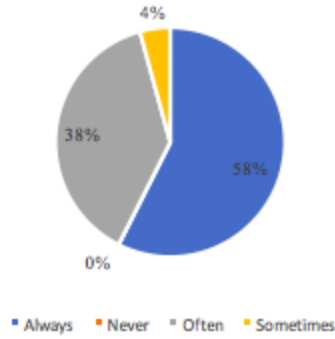
64 responses



Never  
Sometimes  
Often  
Always

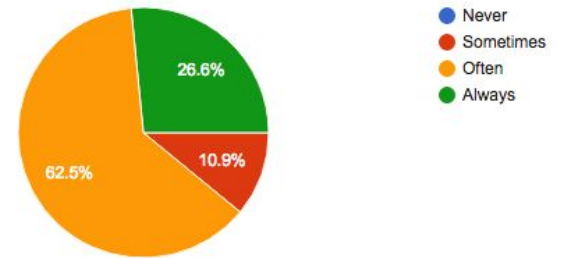


13. I feel safe at school.

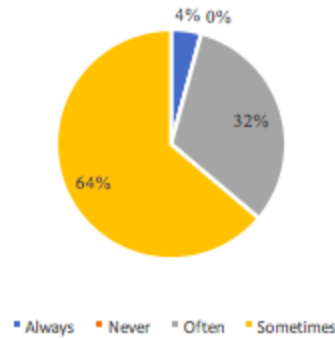


13. I feel safe at school.

64 responses

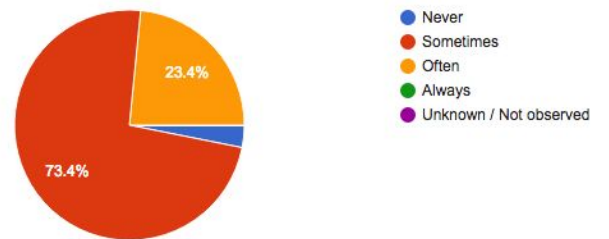


14. Students treat each other well.

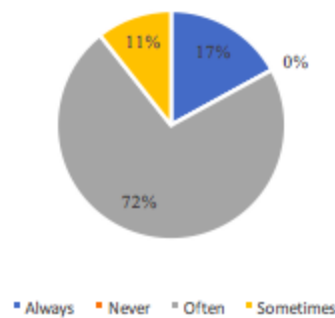


14. Students treat each other well.

64 responses

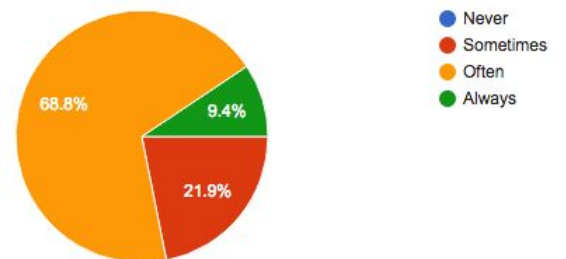


15. Staff members treat each other well.

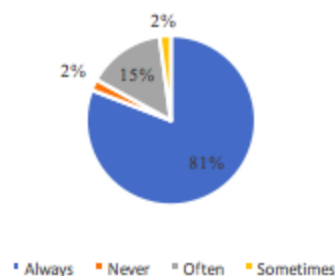


15. Staff members treat each other well.

64 responses

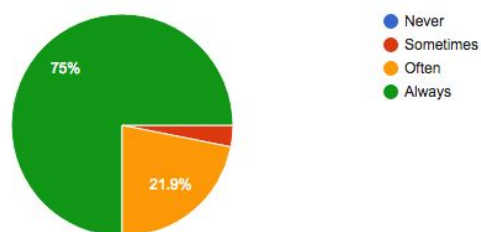


16. There is another staff member (non-administration) at my school who will help me if I need it.



16. There is another staff member (non-administration) at my school who will help me if I need it.

64 responses

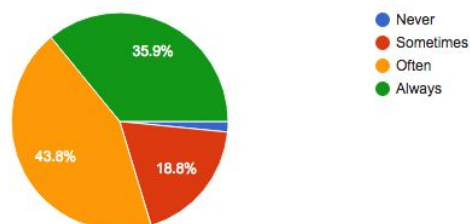


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

64 responses

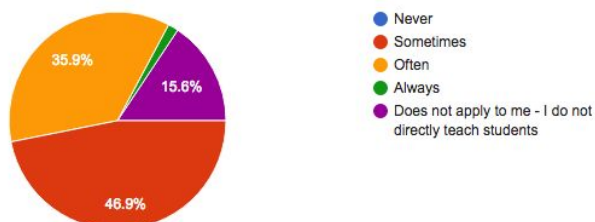


18. Students in my class behave so that I can do my job.

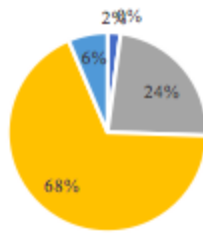


18. Students in my class behave so that I can do my job.

64 responses



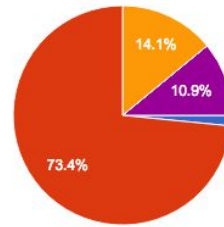
19. Students in other classes at my school behave so that staff can do their job.



Always Never Often Sometimes Unknown / Not observed

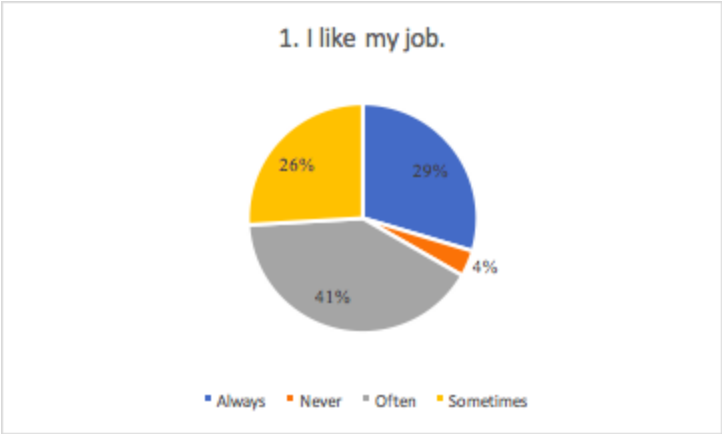
19. Students in other classes at my school behave so that staff can do their job.

64 responses



Never  
Sometimes  
Often  
Always  
Unknown / Not observed

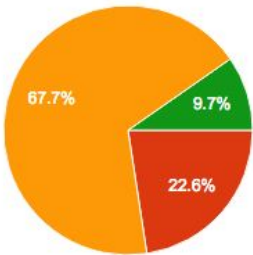
FRUZEN Fall PBIS Survey 2017  
STAFF: 27 responses out of 67 staff = 40%



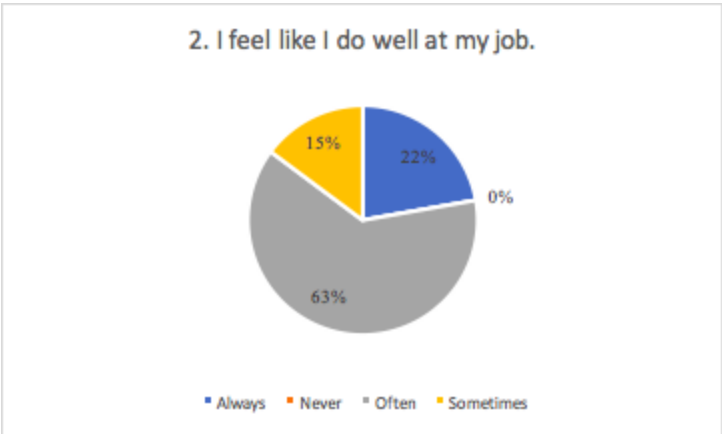
FRUZEN Spring PBIS Survey 2018  
STAFF: 31 responses = 46%

1. I like my job.

31 responses

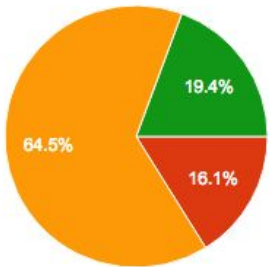


● Never  
● Sometimes  
● Often  
● Always

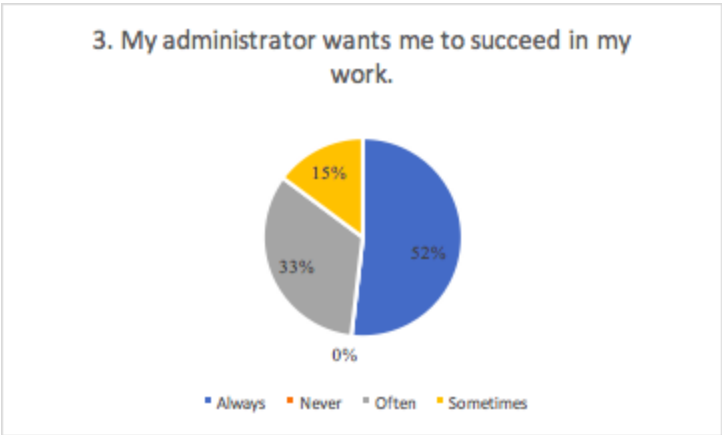


2. I feel like I do well at my job.

31 responses

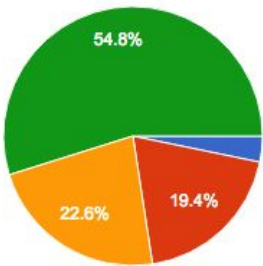


● Never  
● Sometimes  
● Often  
● Always



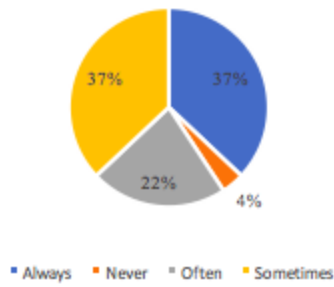
3. My administrator wants me to succeed in my work.

31 responses



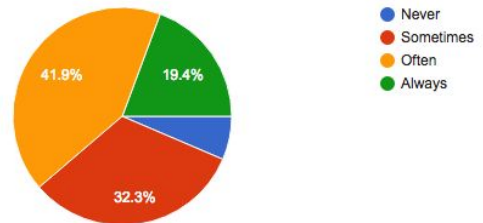
● Never  
● Sometimes  
● Often  
● Always

4. My administrator provides me the support I need to be successful at my job.

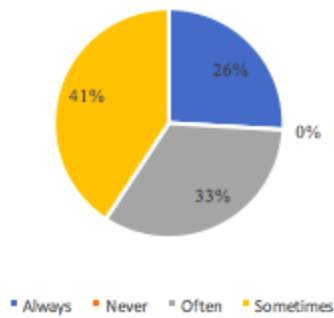


4. My administrator provides me the support I need to be successful at my job.

31 responses

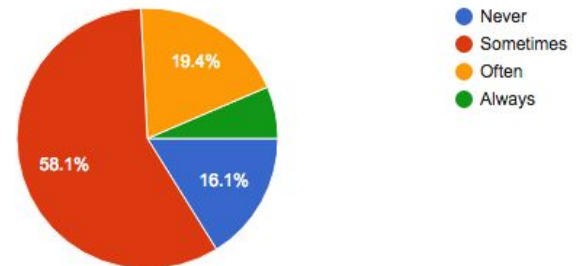


5. My school has clear rules for behavior.

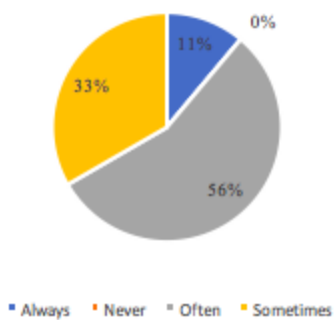


5. My school has clear rules for behavior.

31 responses

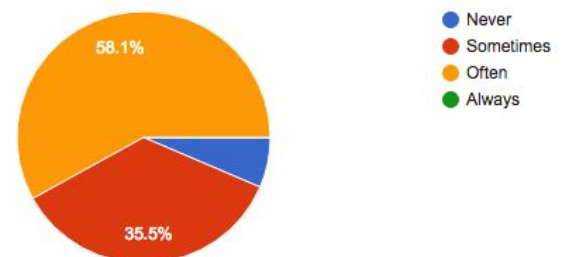


6. Students treat me with respect.

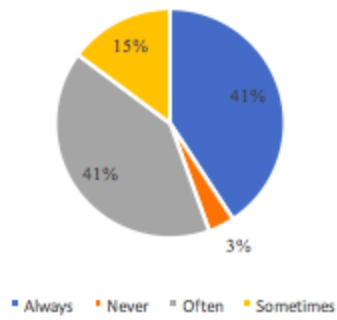


6. Students treat me with respect.

31 responses

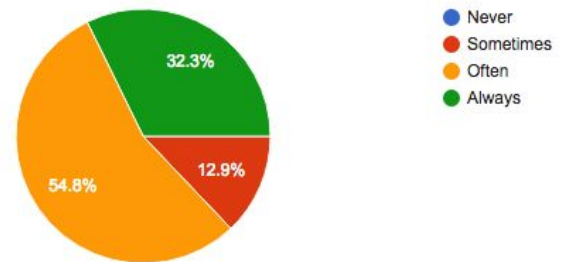


7. Coworkers treat me with respect.



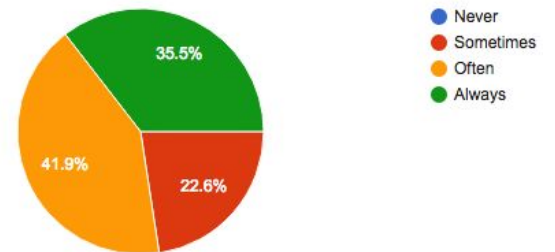
7. Coworkers treat me with respect.

31 responses



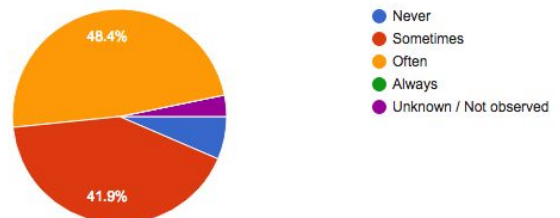
8. Administration treats me with respect.

31 responses

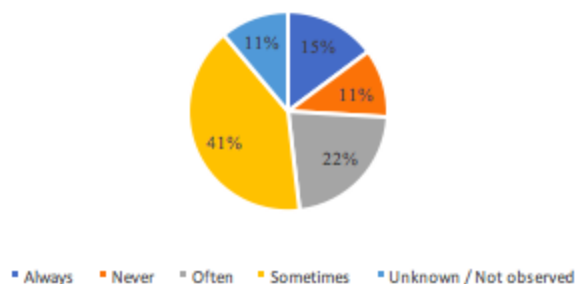


9. Student "good behavior" is noticed at my school.

31 responses

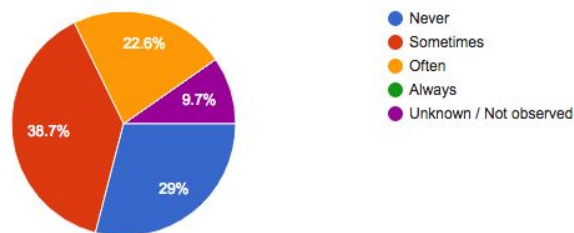


10. I am recognized for my accomplishments at school.

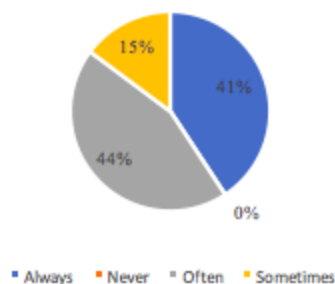


10. I am recognized for my accomplishments at school.

31 responses

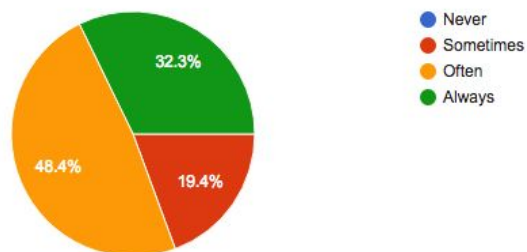


11. I have good working relationships with my colleagues.

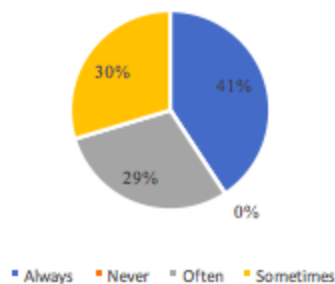


11. I have good working relationships with my colleagues.

31 responses

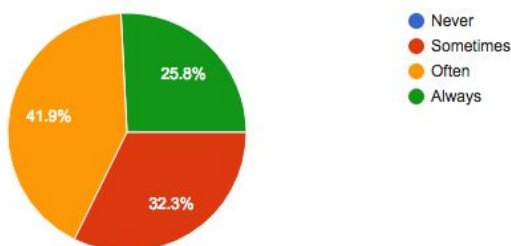


12. I have a good working relationship with my administrator(s).

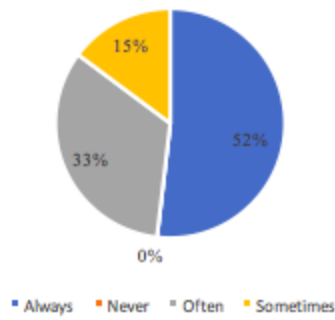


12. I have a good working relationship with my administrator(s).

31 responses

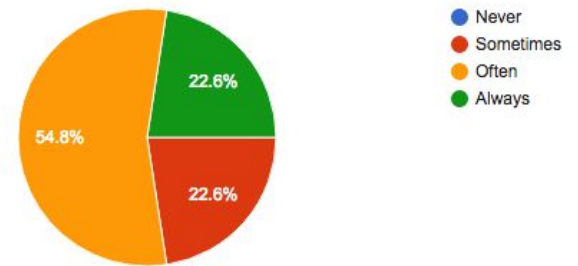


13. I feel safe at school.

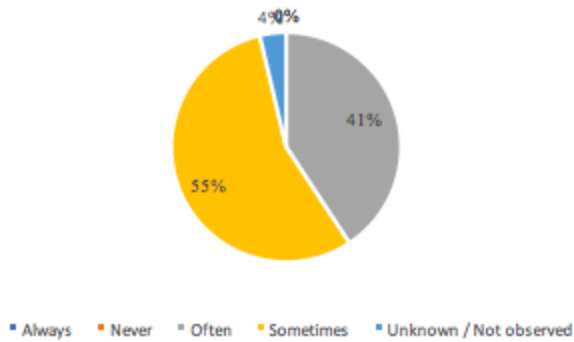


13. I feel safe at school.

31 responses

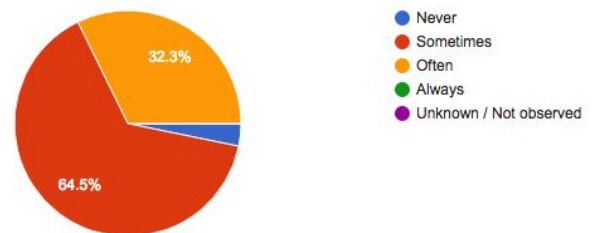


14. Students treat each other well.

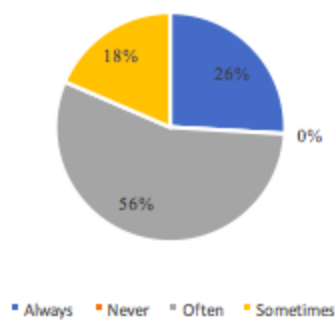


14. Students treat each other well.

31 responses

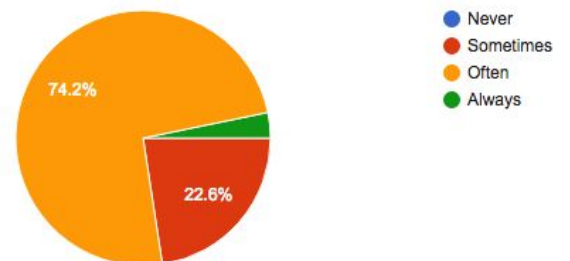


15. Staff members treat each other well.



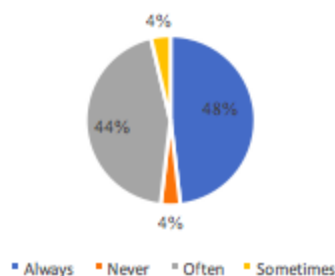
15. Staff members treat each other well.

31 responses



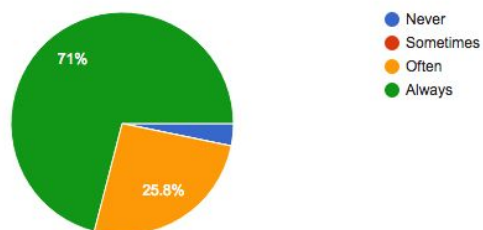


16. There is another staff member (non-administration) at my school who will help me if I need it.

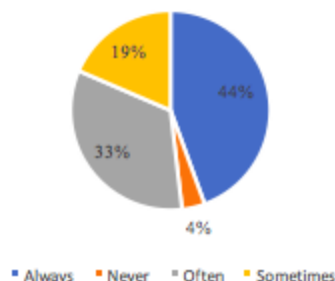


16. There is another staff member (non-administration) at my school who will help me if I need it.

31 responses

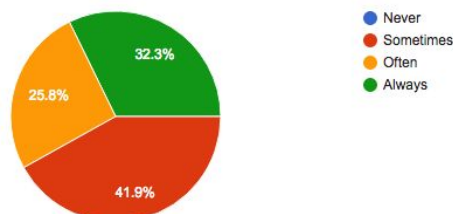


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

31 responses

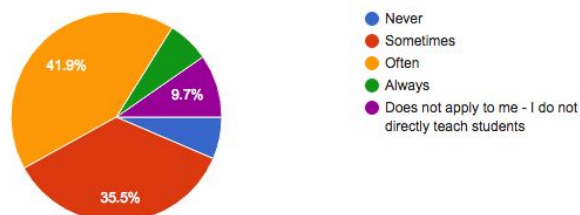


18. Students in my class behave so that I can do my job.

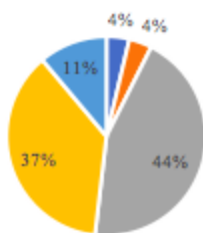


18. Students in my class behave so that I can do my job.

31 responses



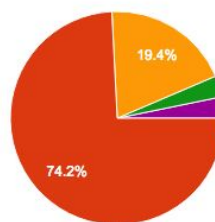
19. Students in other classes at my school behave so that staff can do their job.



■ Always ■ Never ■ Often ■ Sometimes ■ Unknown / Not observed

19. Students in other classes at my school behave so that staff can do their job.

31 responses



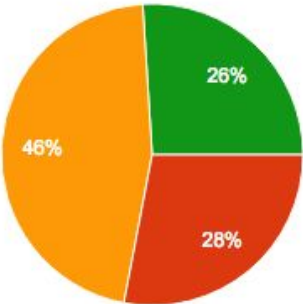
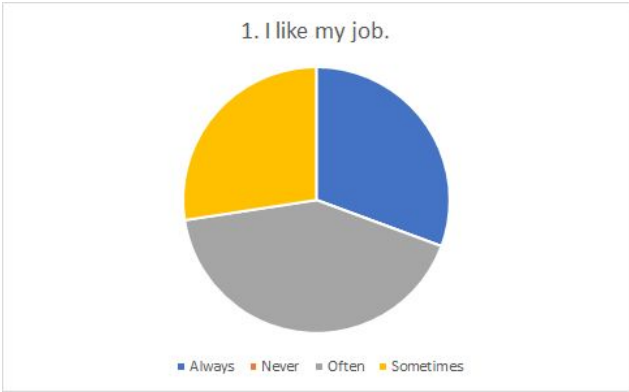
● Never  
● Sometimes  
● Often  
● Always  
● Unknown / Not observed

MCNEEL Fall PBIS Survey 2017  
STAFF: 63 Responses / 70 staff = 90% response

MCNEEL Spring PBIS Survey 2018  
50 responses = 71%

1. I like my job.

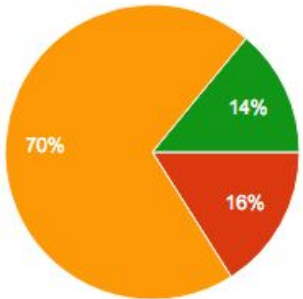
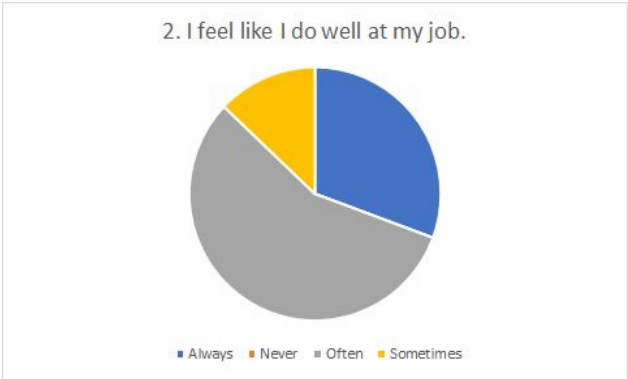
50 responses



Never  
Sometimes  
Often  
Always

2. I feel like I do well at my job.

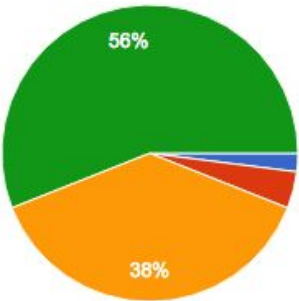
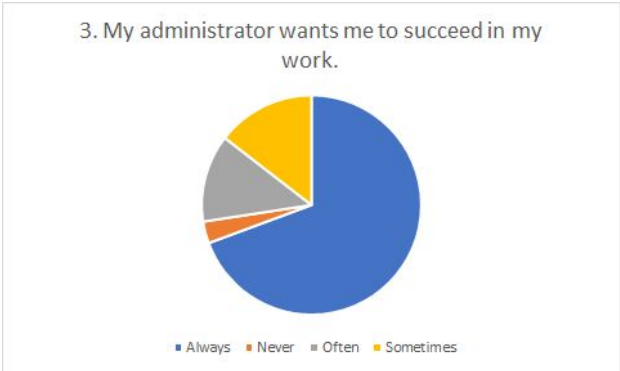
50 responses



Never  
Sometimes  
Often  
Always

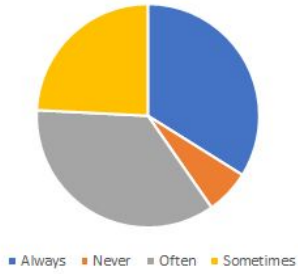
3. My administrator wants me to succeed in my work.

50 responses



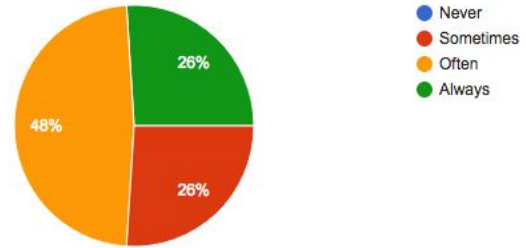
Never  
Sometimes  
Often  
Always

4. My administrator provides me the support I need to be successful at my job.

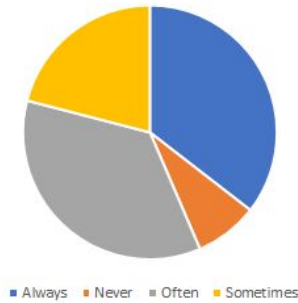


4. My administrator provides me the support I need to be successful at my job.

50 responses

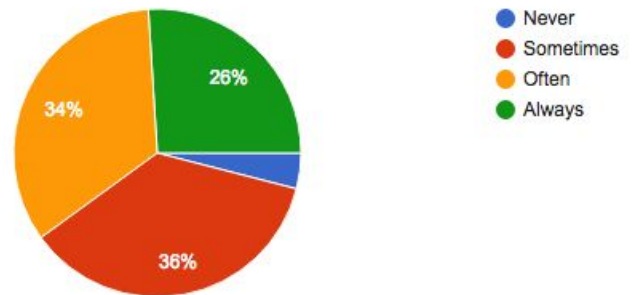


5. My school has clear rules for behavior.

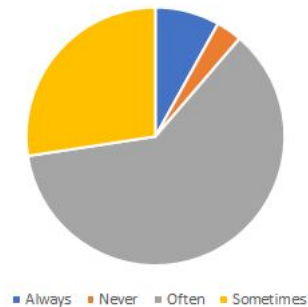


5. My school has clear rules for behavior.

50 responses

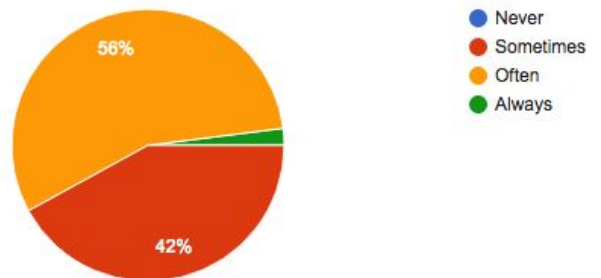


6. Students treat me with respect.

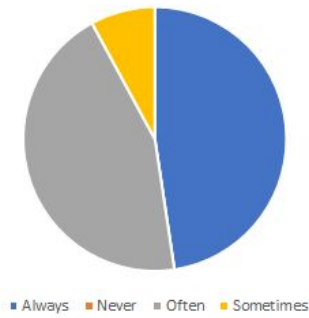


6. Students treat me with respect.

50 responses

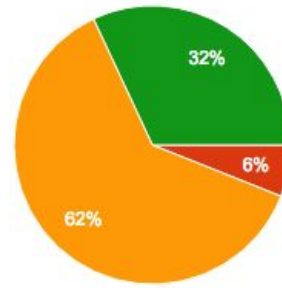


7. Coworkers treat me with respect.



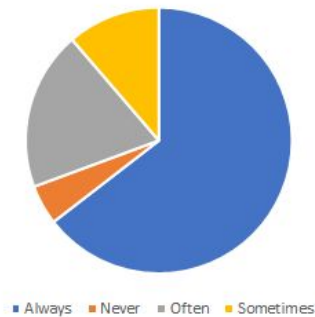
7. Coworkers treat me with respect.

50 responses



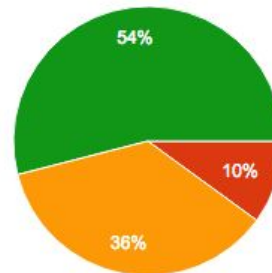
Never  
Sometimes  
Often  
Always

8. Administration treats me with respect.



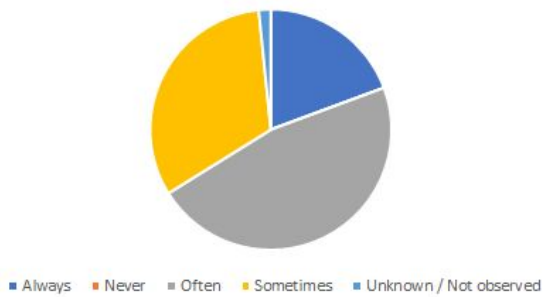
8. Administration treats me with respect.

50 responses



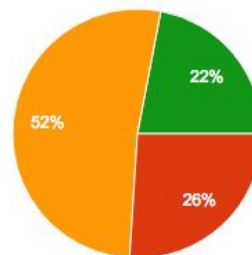
Never  
Sometimes  
Often  
Always

9. Student "good behavior" is noticed at my school.



9. Student "good behavior" is noticed at my school.

50 responses



Never  
Sometimes  
Often  
Always  
Unknown / Not observed

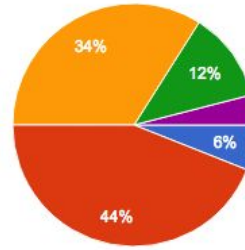
10. I am recognized for my accomplishments at school.



Always Never Often Sometime Unknown / Not observed

10. I am recognized for my accomplishments at school.

50 responses



Never  
Sometimes  
Often  
Always  
Unknown / Not observed

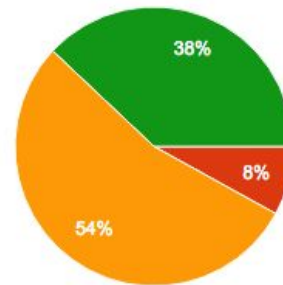
11. I have good working relationships with my colleagues.



Always Never Often Sometime

11. I have good working relationships with my colleagues.

50 responses



Never  
Sometimes  
Often  
Always

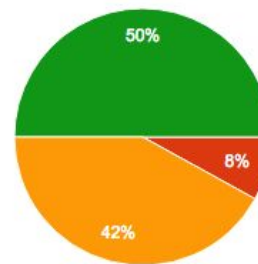
12. I have a good working relationship with my administrator(s).



Always Never Often Sometime

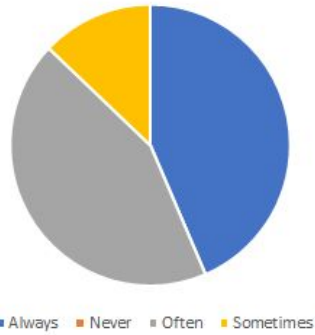
12. I have a good working relationship with my administrator(s).

50 responses



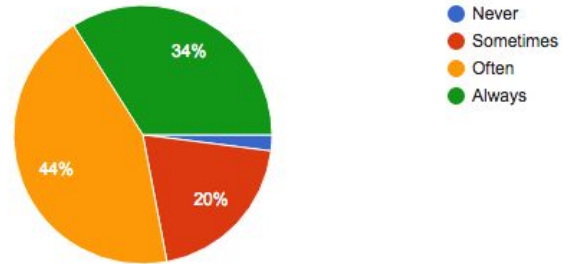
Never  
Sometimes  
Often  
Always

13. I feel safe at school.

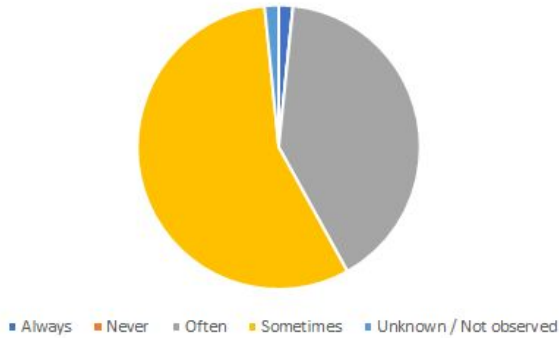


13. I feel safe at school.

50 responses

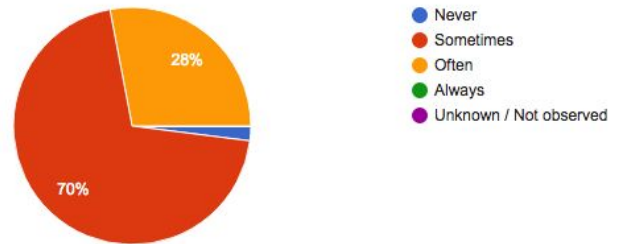


14. Students treat each other well.

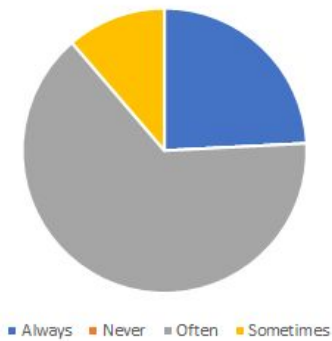


14. Students treat each other well.

50 responses

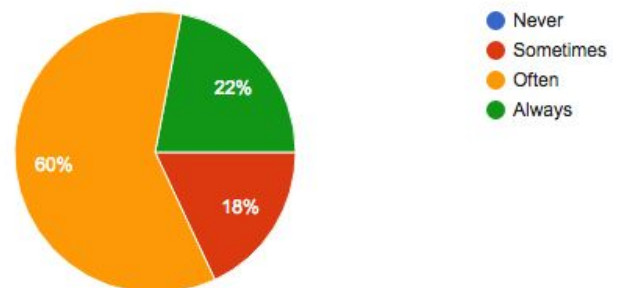


15. Staff members treat each other well.



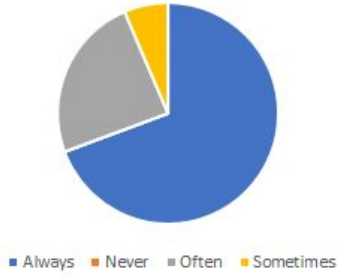
15. Staff members treat each other well.

50 responses



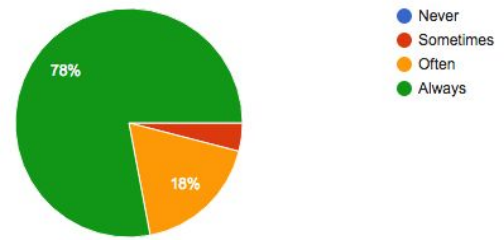


16. There is another staff member (non-administration) at my school who will help me if I need it.

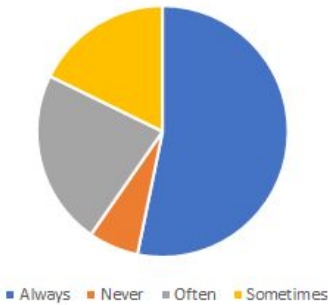


16. There is another staff member (non-administration) at my school who will help me if I need it.

50 responses

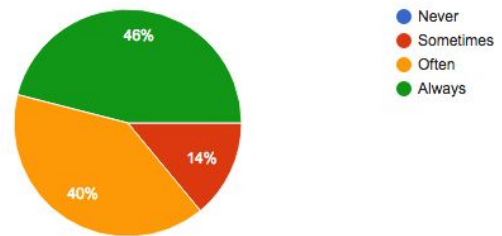


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

50 responses

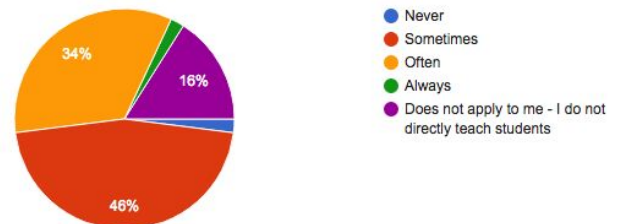


18. Students in my class behave so that I can do my job.



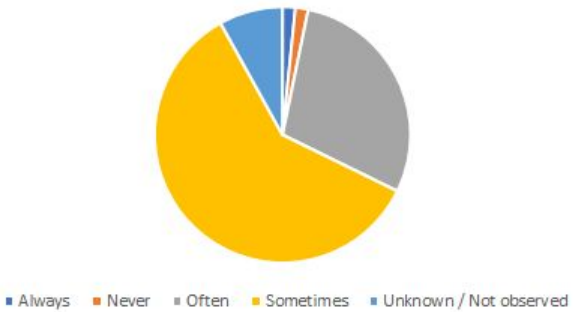
18. Students in my class behave so that I can do my job.

50 responses



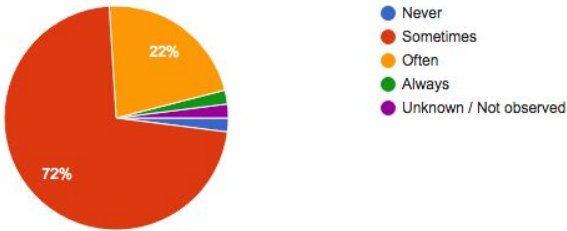


19. Students in other classes at my school behave so that staff can do their job.



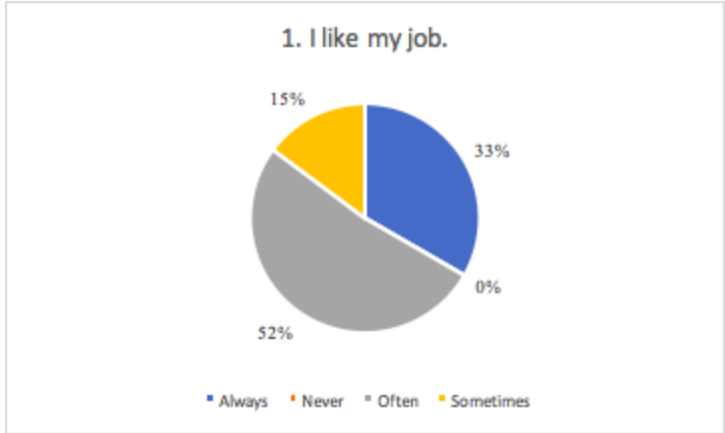
19. Students in other classes at my school behave so that staff can do their job.

50 responses



BLA Fall PBIS Surveys 2017  
STAFF: 27 responses out of 22 staff = 123%

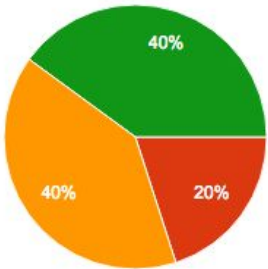
STAFF:



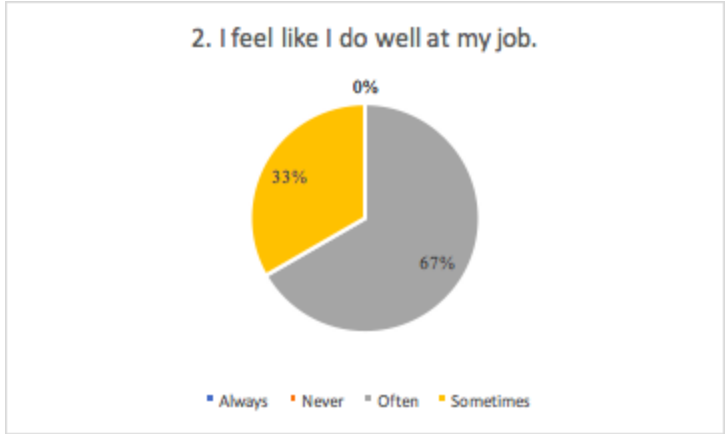
BLA Spring Survey 2018  
STAFF: 25 = 113%

1. I like my job.

25 responses

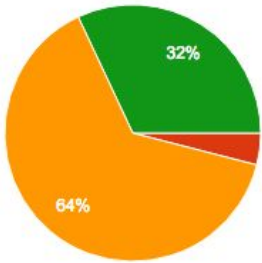


■ Never  
■ Sometimes  
■ Often  
■ Always

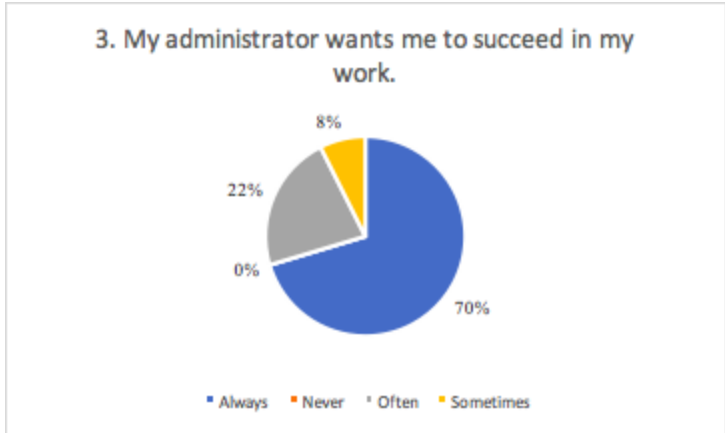


2. I feel like I do well at my job.

25 responses

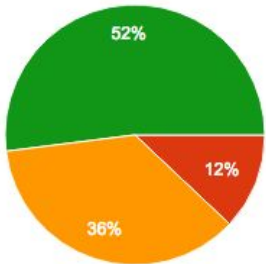


■ Never  
■ Sometimes  
■ Often  
■ Always



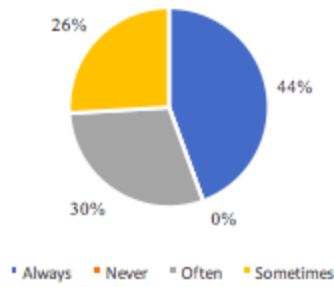
3. My administrator wants me to succeed in my work.

25 responses



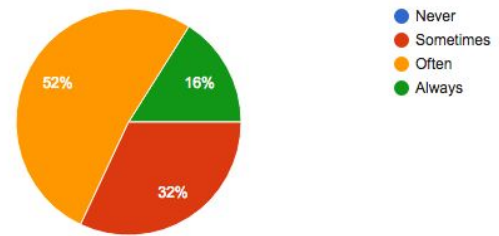
■ Never  
■ Sometimes  
■ Often  
■ Always

4. My administrator provides me the support I need to be successful at my job.

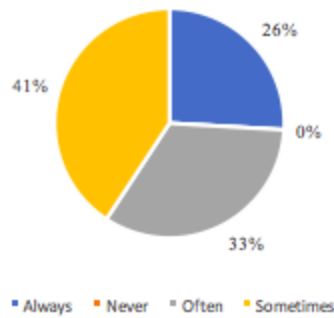


4. My administrator provides me the support I need to be successful at my job.

25 responses

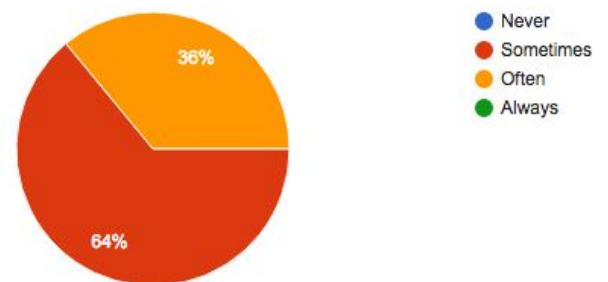


5. My school has clear rules for behavior.

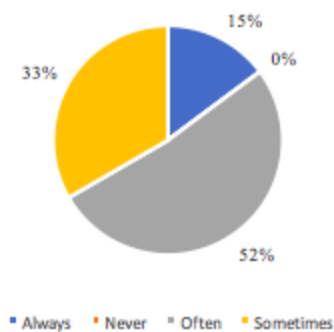


5. My school has clear rules for behavior.

25 responses

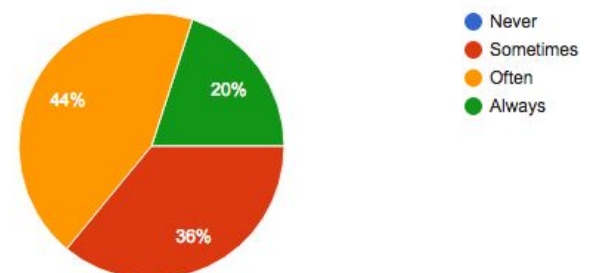


6. Students treat me with respect.

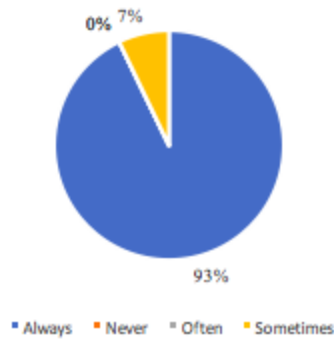


6. Students treat me with respect.

25 responses

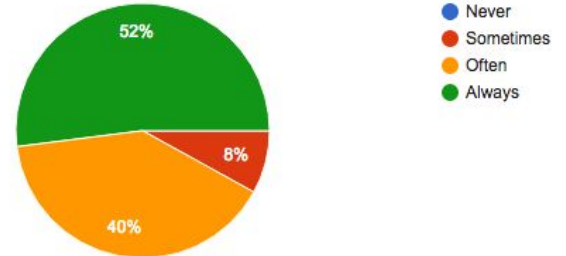


### 7. School staff treat me with respect.

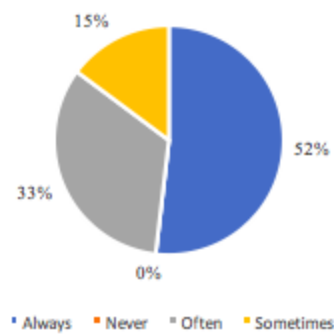


### 7. Coworkers treat me with respect.

25 responses

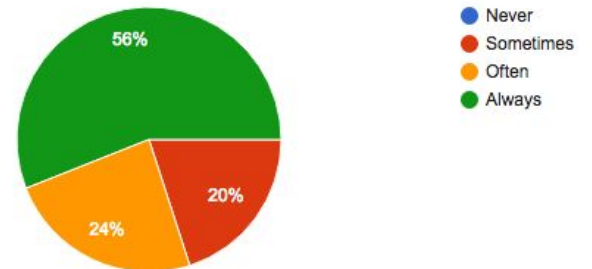


### 8. Administration treats me with respect.

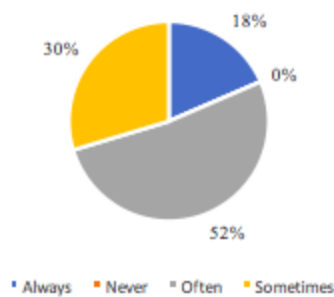


### 8. Administration treats me with respect.

25 responses

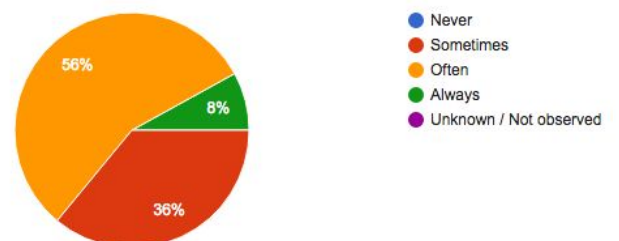


### 9. Student "good behavior" is noticed at my school.

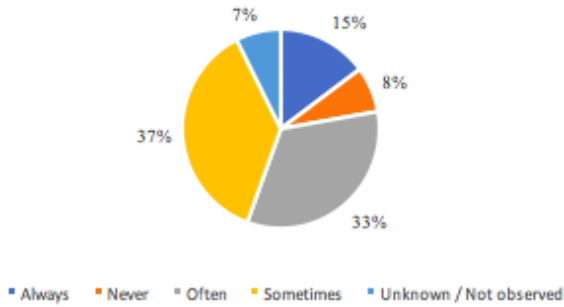


### 9. Student "good behavior" is noticed at my school.

25 responses

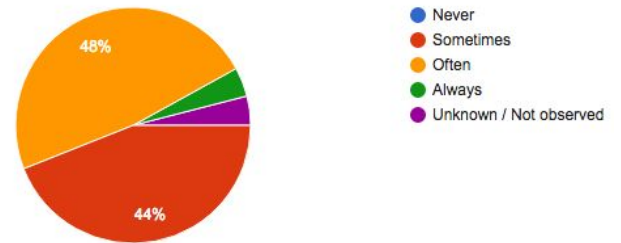


10. I am recognized for my accomplishments at school.

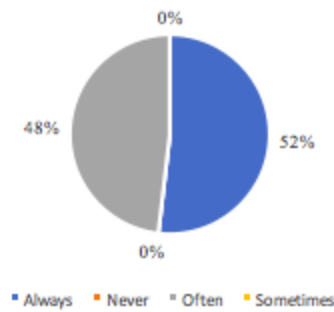


10. I am recognized for my accomplishments at school.

25 responses

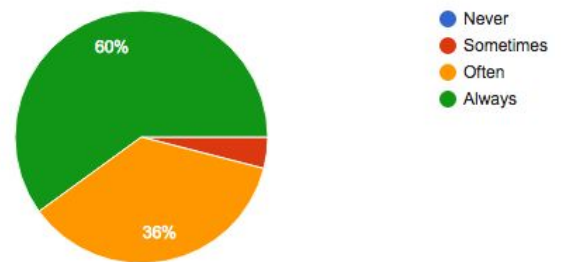


11. I have good working relationships with my colleagues.

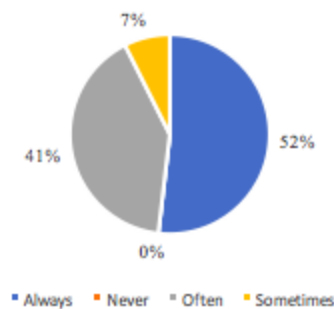


11. I have good working relationships with my colleagues.

25 responses

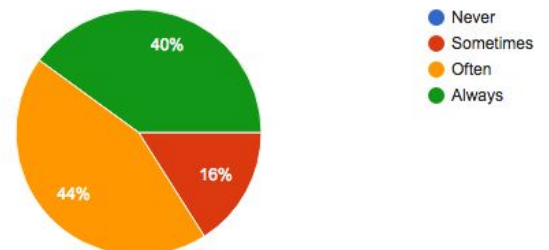


12. I have a good working relationship with my administrator(s).

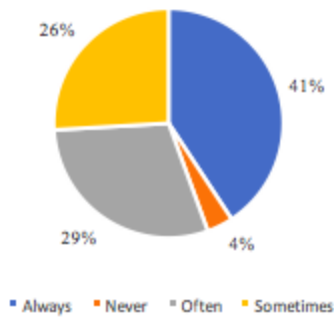


12. I have a good working relationship with my administrator(s).

25 responses

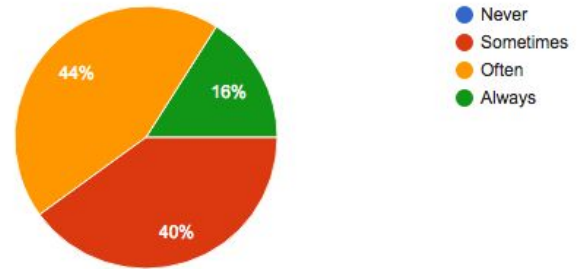


13. I feel safe at school.

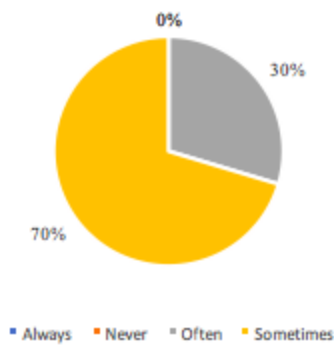


13. I feel safe at school.

25 responses

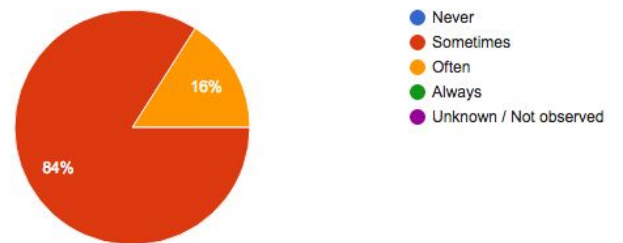


14. Students treat each other well.

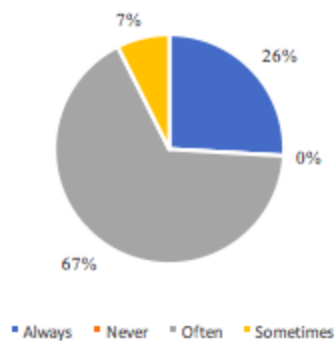


14. Students treat each other well.

25 responses

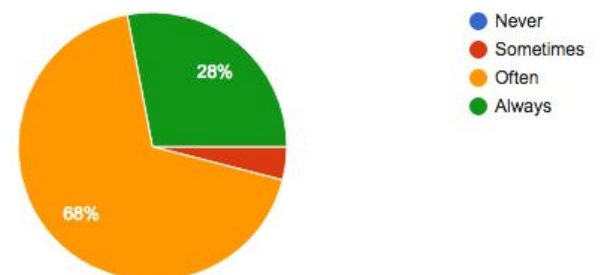


15. Staff members treat each other well.

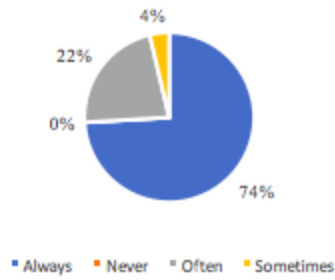


15. Staff members treat each other well.

25 responses

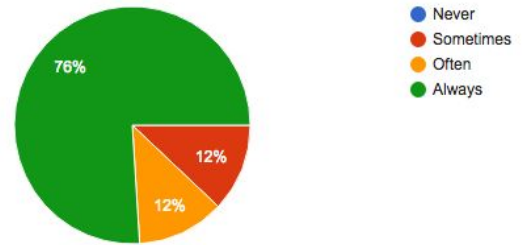


16. There is another staff member (non-administration) at my school who will help me if I need it.

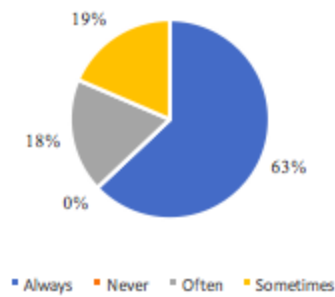


16. There is another staff member (non-administration) at my school who will help me if I need it.

25 responses

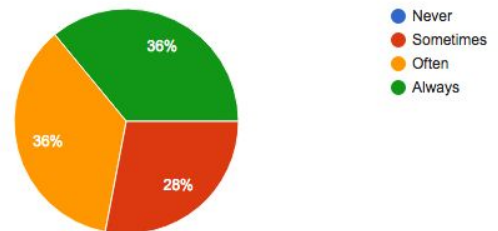


17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

25 responses

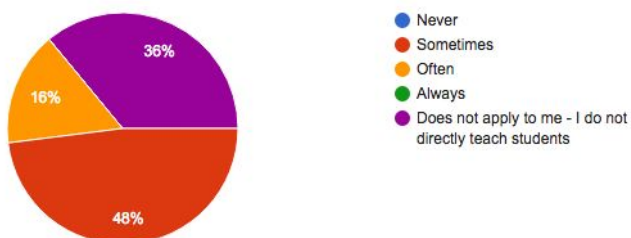


### 18. Students in my class behave so that I can do my job.

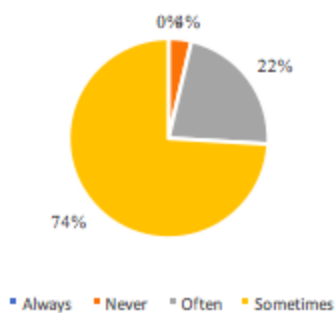


### 18. Students in my class behave so that I can do my job.

25 responses

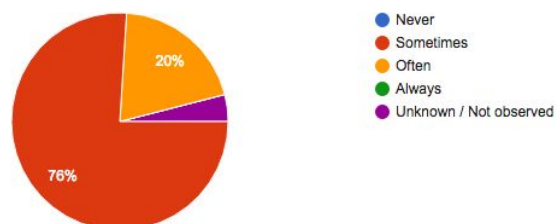


### 19. Students in other classes at my school behave so that staff can do their job.



### 19. Students in other classes at my school behave so that staff can do their job.

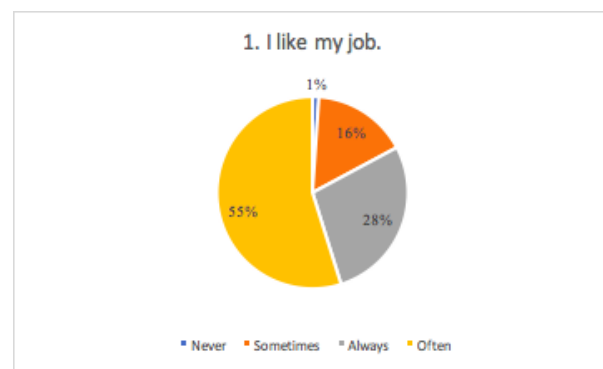
25 responses





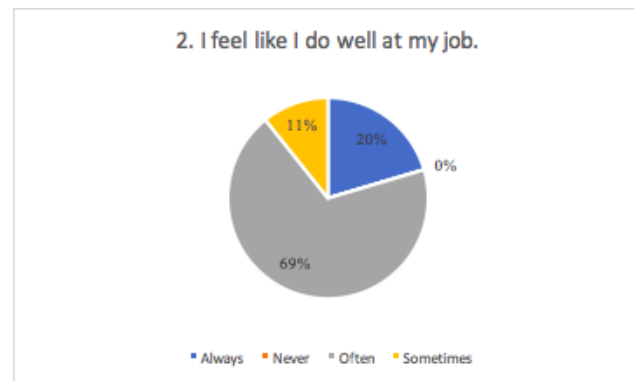
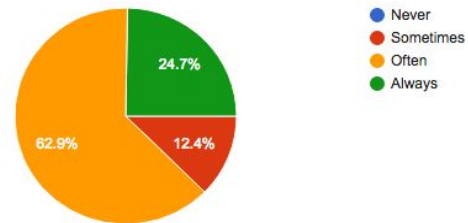
BMHS Fall PBIS Surveys 2017  
 STAFF: 94 responses out of 152 staff = 62%

BMHS Spring Survey 2018  
 97 responses = 64%



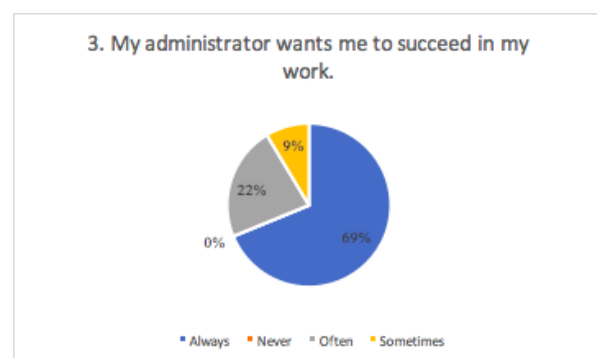
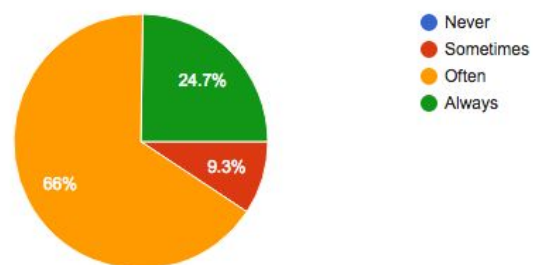
1. I like my job.

97 responses



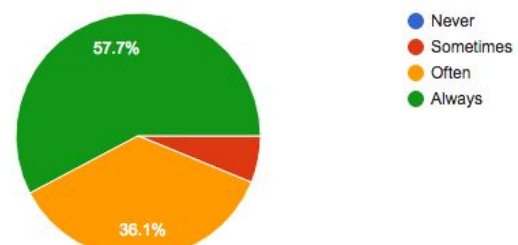
2. I feel like I do well at my job.

97 responses

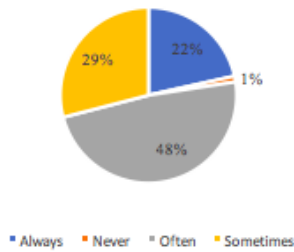


3. My administrator wants me to succeed in my work.

97 responses

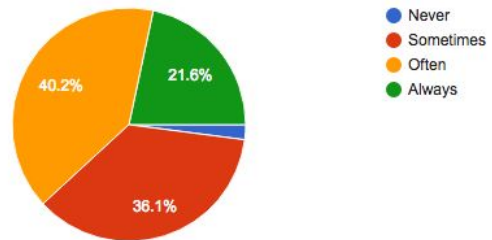


4. My administrator provides me the support I need to be successful at my job.

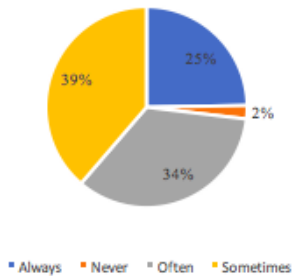


4. My administrator provides me the support I need to be successful at my job.

97 responses

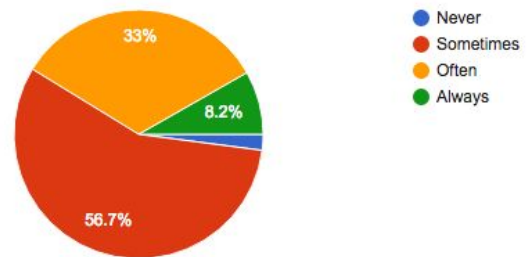


5. My school has clear rules for behavior.

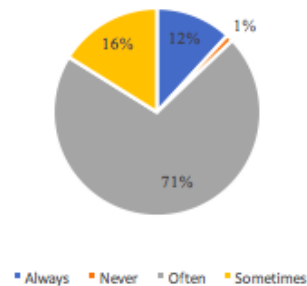


5. My school has clear rules for behavior.

97 responses

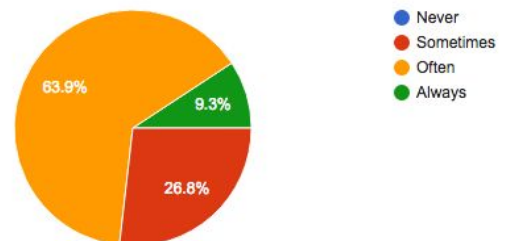


6. Students treat me with respect.

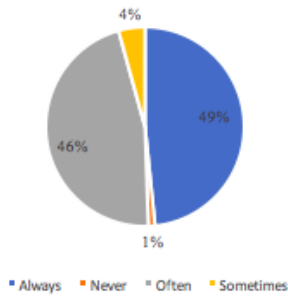


6. Students treat me with respect.

97 responses

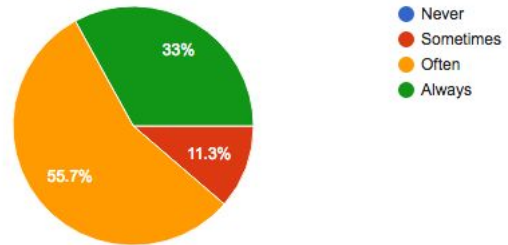


7. Coworkers treat me with respect.

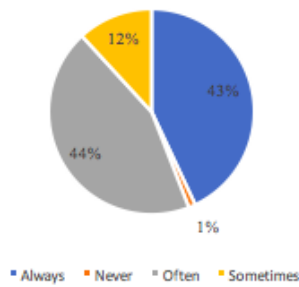


7. Coworkers treat me with respect.

97 responses

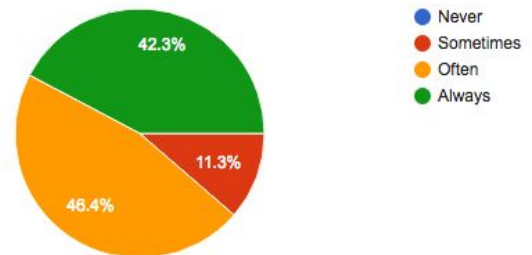


8. Administration treats me with respect.

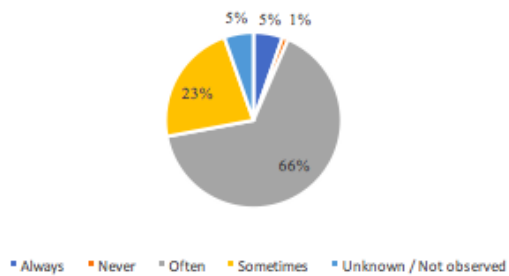


8. Administration treats me with respect.

97 responses

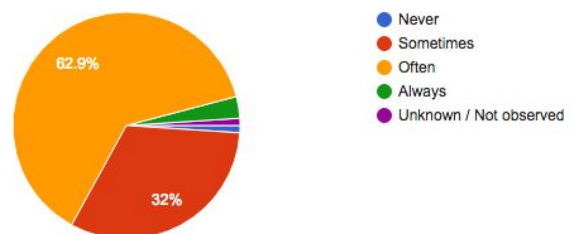


9. Student "good behavior" is noticed at my school.

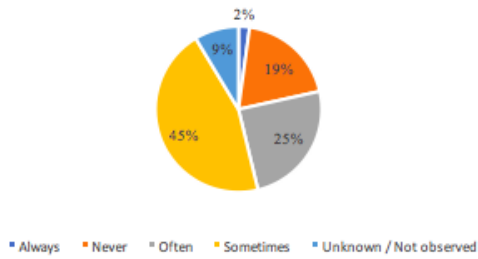


9. Student "good behavior" is noticed at my school.

97 responses

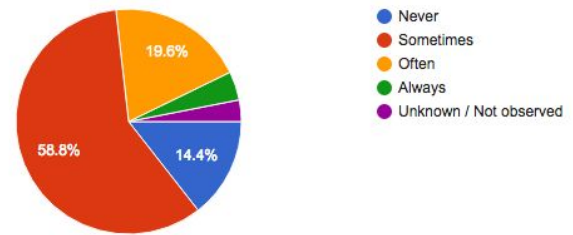


10. I am recognized for my accomplishments at school.

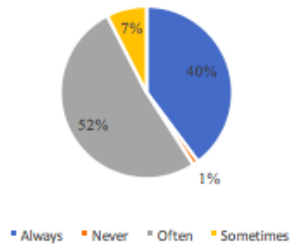


10. I am recognized for my accomplishments at school.

97 responses

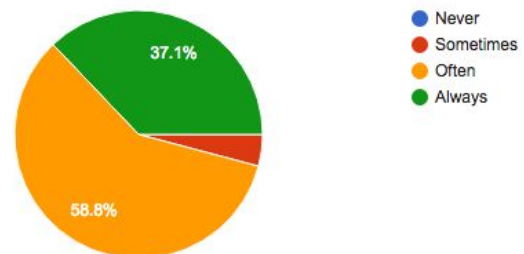


11. I have good working relationships with my colleagues.

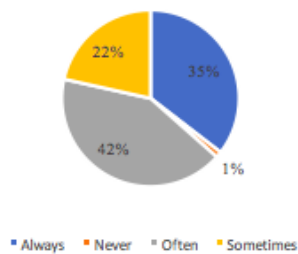


11. I have good working relationships with my colleagues.

97 responses

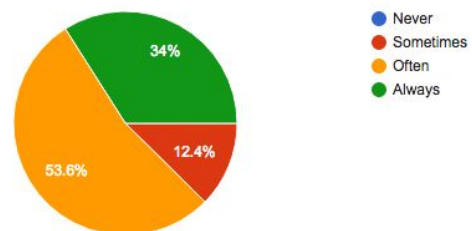


12. I have a good working relationship with my administrator(s).

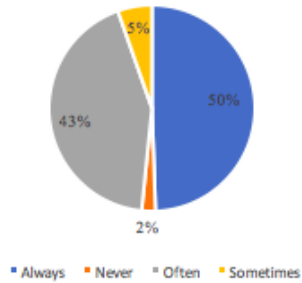


12. I have a good working relationship with my administrator(s).

97 responses

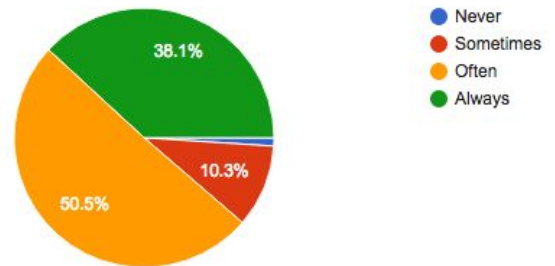


13. I feel safe at school.

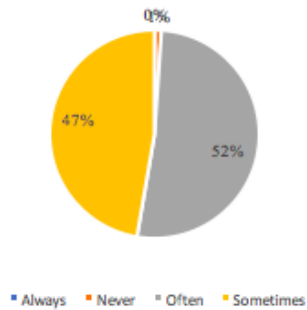


13. I feel safe at school.

97 responses

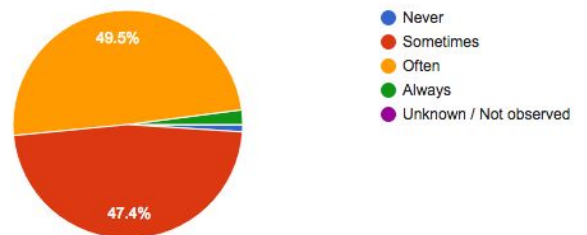


14. Students treat each other well.

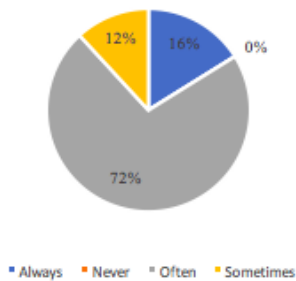


14. Students treat each other well.

97 responses

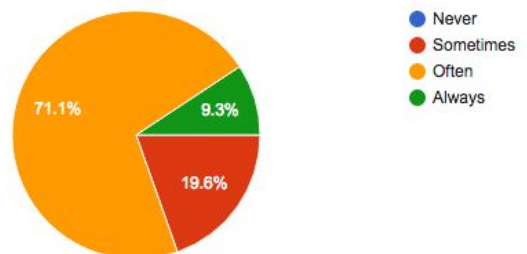


15. Staff members treat each other well.

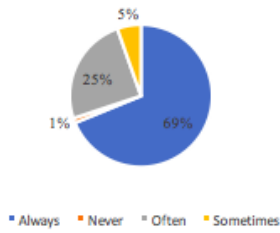


15. Staff members treat each other well.

97 responses

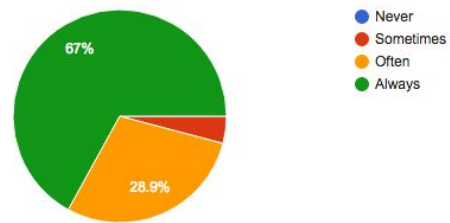


16. There is another staff member (non-administration) at my school who will help me if I need it.



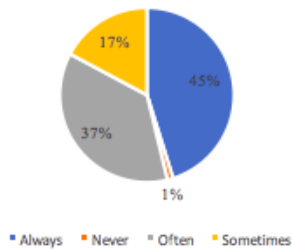
16. There is another staff member (non-administration) at my school who will help me if I need it.

97 responses



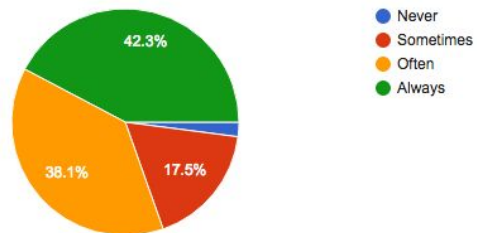
]

17. There is an administrator at my school who will help me if I need it.



17. There is an administrator at my school who will help me if I need it.

97 responses

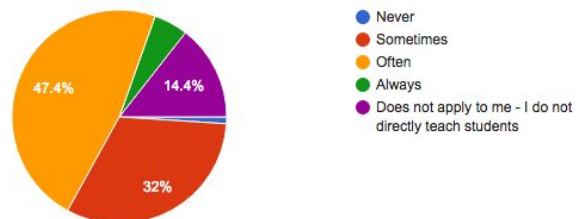


18. Students in my class behave so that I can do my job.

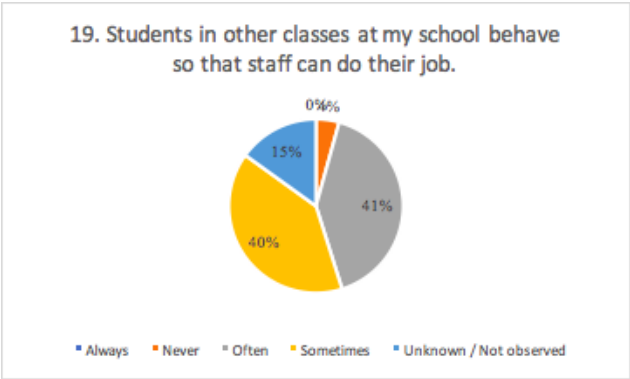


18. Students in my class behave so that I can do my job.

97 responses

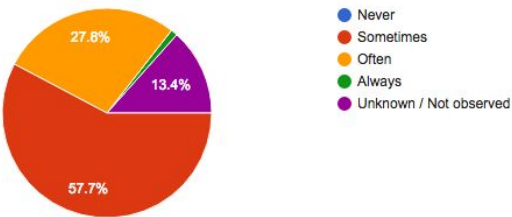


STAFF:



19. Students in other classes at my school behave so that staff can do their job.

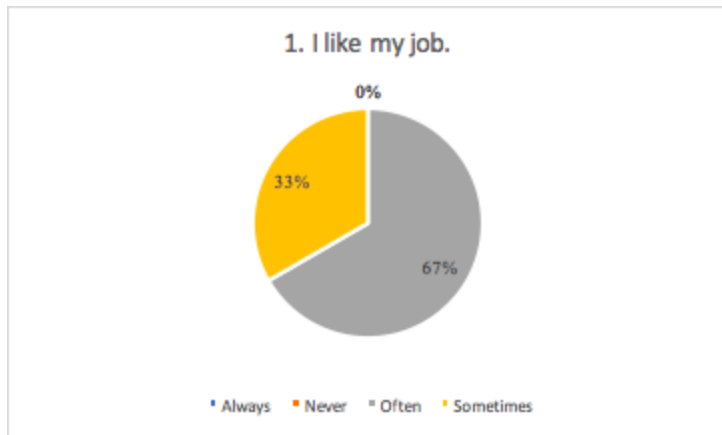
97 responses



## RCAA Fall PBIS Survey 2017

STAFF: 3 responses out of 3 staff = 100%

STAFF:

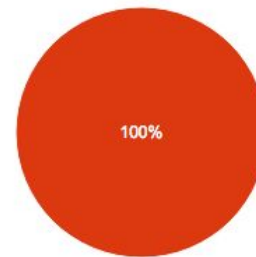


## RCAA Spring PBIS Survey 2018

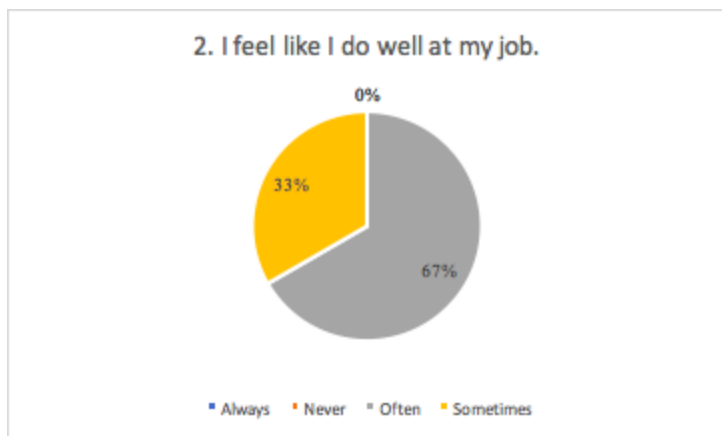
3 responses = 100%

1. I like my job.

3 responses

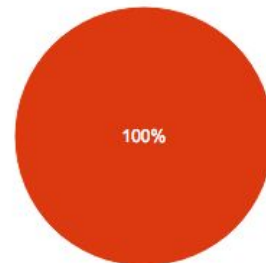


● Never  
● Sometimes  
● Often  
● Always

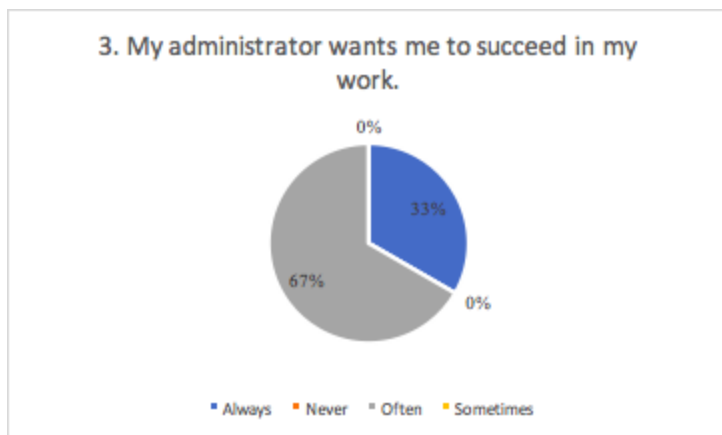


2. I feel like I do well at my job.

3 responses

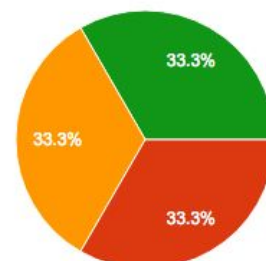


● Never  
● Sometimes  
● Often  
● Always



3. My administrator wants me to succeed in my work.

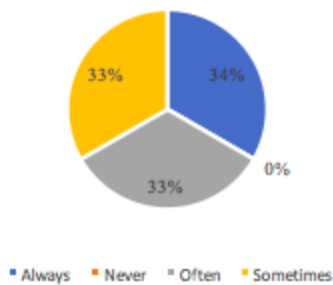
3 responses



● Never  
● Sometimes  
● Often  
● Always

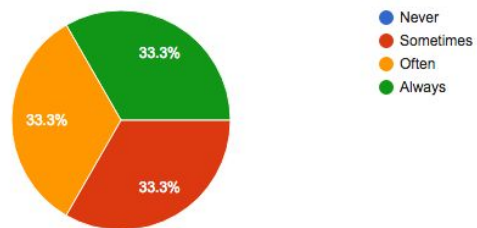


4. My administrator provides me the support I need to be successful at my job.

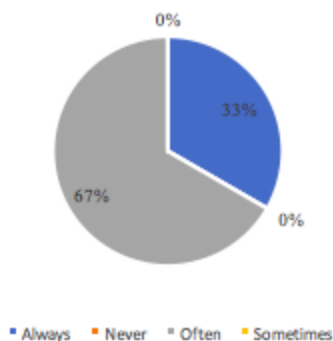


4. My administrator provides me the support I need to be successful at my job.

3 responses

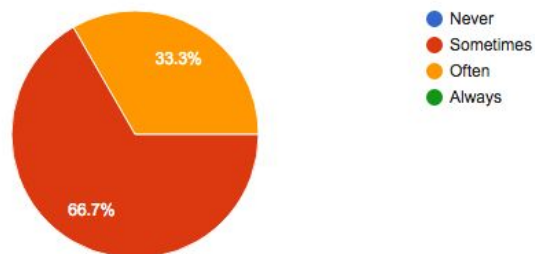


5. My school has clear rules for behavior.

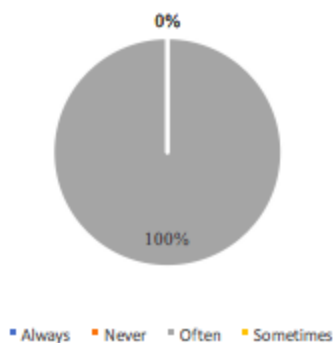


5. My school has clear rules for behavior.

3 responses

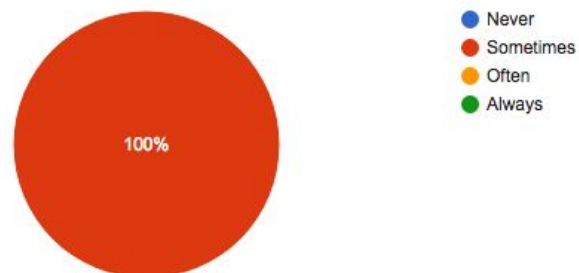


6. Students treat me with respect.

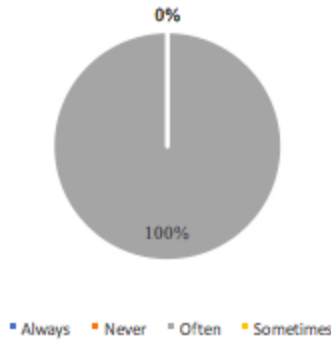


6. Students treat me with respect.

3 responses

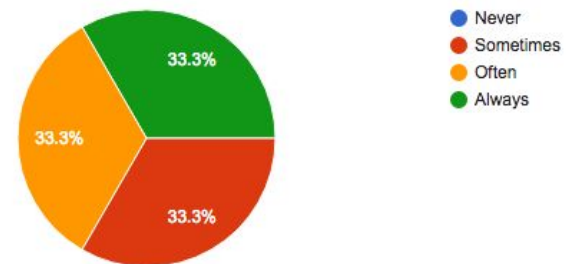


### 7. Coworkers treat me with respect.

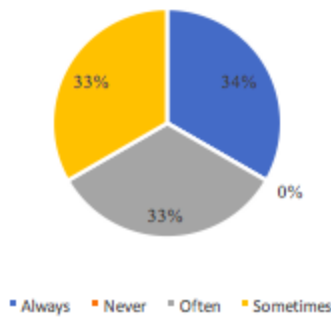


### 7. Coworkers treat me with respect.

3 responses

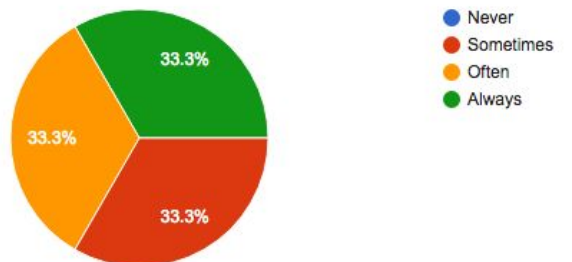


### 8. Administration treats me with respect.



### 8. Administration treats me with respect.

3 responses

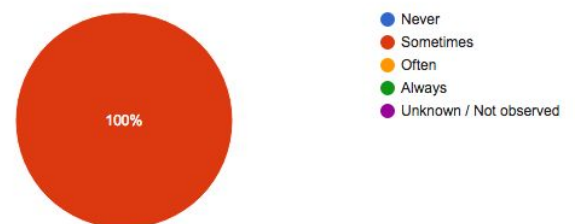


### 9. Student "good behavior" is noticed at my school.

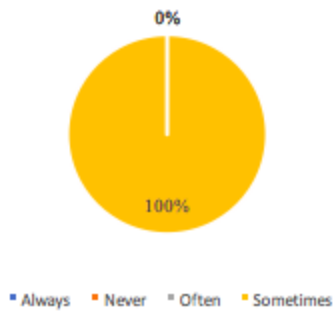


### 9. Student "good behavior" is noticed at my school.

3 responses

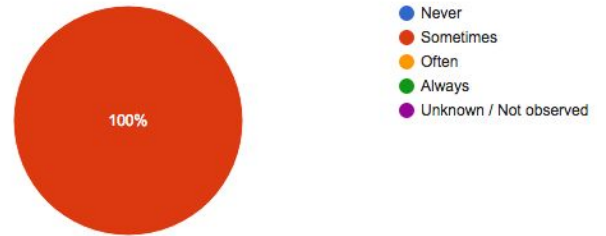


10. I am recognized for my accomplishments at school.

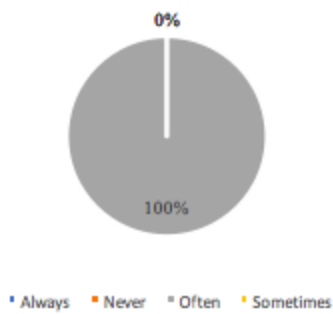


10. I am recognized for my accomplishments at school.

3 responses

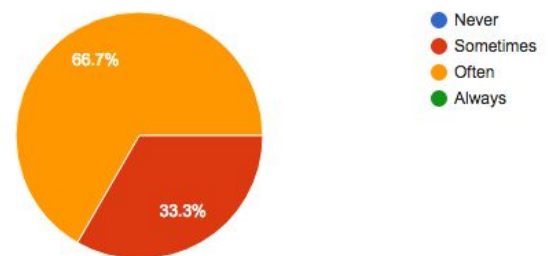


11. I have good working relationships with my colleagues.



11. I have good working relationships with my colleagues.

3 responses

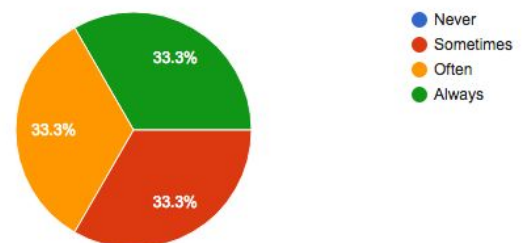


12. I have a good working relationship with my administrator(s).

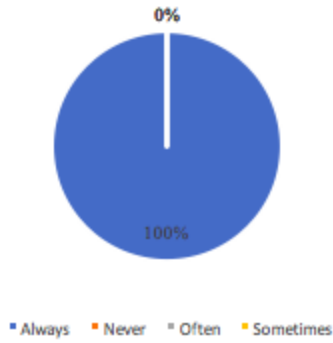


12. I have a good working relationship with my administrator(s).

3 responses

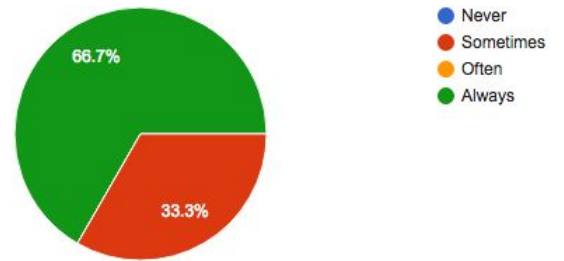


13. I feel safe at school.



13. I feel safe at school.

3 responses

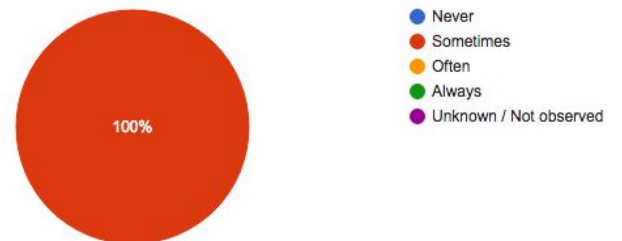


14. Students treat each other well.

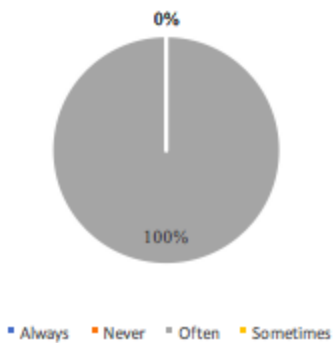


14. Students treat each other well.

3 responses

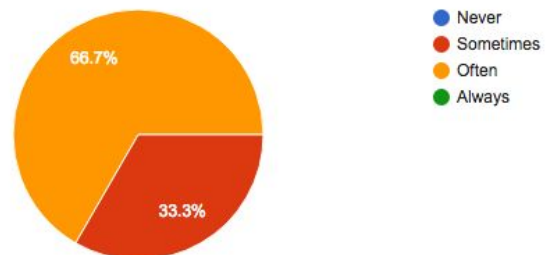


15. Staff members treat each other well.



15. Staff members treat each other well.

3 responses

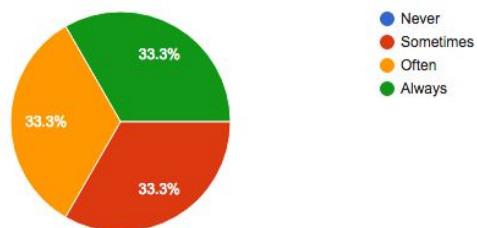


16. There is another staff member (non-administration) at my school who will help me if I need it.



16. There is another staff member (non-administration) at my school who will help me if I need it.

3 responses

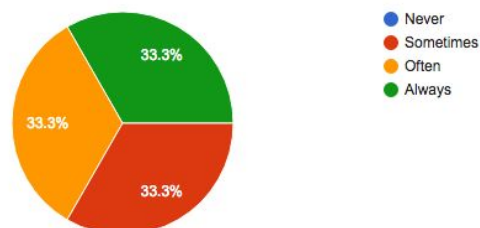


17. There is an administrator at my school who will help me if I need it.

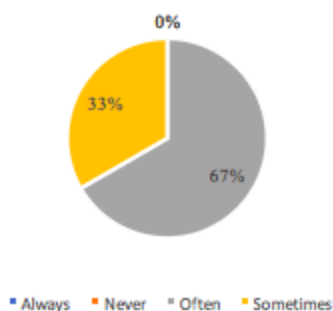


17. There is an administrator at my school who will help me if I need it.

3 responses

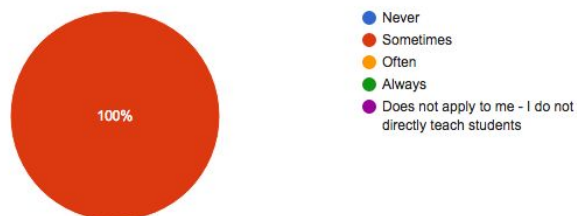


18. Students in my class behave so that I can do my job.

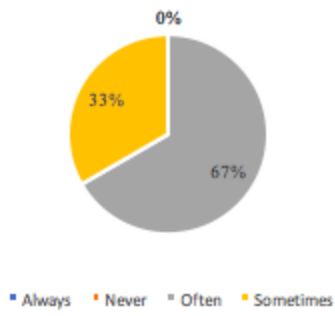


18. Students in my class behave so that I can do my job.

3 responses

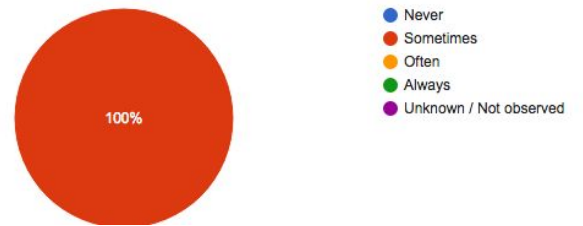


19. Students in other classes at my school behave so that staff can do their job.



19. Students in other classes at my school behave so that staff can do their job.

3 responses





## School District of Beloit Staff Committee Report

September 11, 2018

### ***I. BASIC INFORMATION***

**Topic or Concern:** Staffing Update

**Which area(s) of the Strategic Plan does this support?** Staff Committee

**Your Name and Title:** Kyle Larsen, Chair

**Others assisting you in the presentation:** Tracey Caradine, Executive Director of Human Resources

**My report is for:** Information

### ***II. TOPICAL INFORMATION***

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

Provide an update to the Staff Committee regarding filled and unfilled positions in the district.

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

NA

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

Policy 185.3 Section A, item 3 “Make recommendations to the Board on staffing needs, climate surveys, class sizes and support”.

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

**MOTION:** NA

**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 Staff Committee Report

September 11, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** Evaluation Update

**Which area(s) of the Strategic Plan does this support?** Staff Committee

**Your Name and Title:** Kyle Larsen, Chair

**Others assisting you in the presentation:** Tracey Caradine, Executive Director of Human Resources

**My report is for:** Information

## ***II. TOPICAL INFORMATION***

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

To outline the evaluation timeline and procedures for various levels of staff in the district. This presentation will lay the foundation for updates throughout the year.

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

NA

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

Policy 185.3 Section A, item 5 “Ensure that all employee evaluations are completed on a regular basis per policy, in a timely manner, and on file in the Human Resources Department”.

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

**MOTION:** NA

**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 Staff Committee Report

September 11, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** Third Party Exit Interviews and Climate Survey

**Which area(s) of the Strategic Plan does this support?** Staff Committee

**Your Name and Title:** Kyle Larsen, Chair

**Others assisting you in the presentation:** Tracey Caradine, Executive Director of Human Resources

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

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

To review the proposals received from an RFP process in 2017 and determine whether or not to hire one of them to conduct climate surveys and/or exit interviews.

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

Please see the attached RFP's received previously and the list of current exit interview questions.

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

Policy 185.3 Section A, item 3 "Make recommendations to the Board on staffing needs, climate surveys, class sizes and support".

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

**MOTION:** I move that the Staff Committee recommend to the Board hiring (insert company name here) to conduct exit interviews and climate surveys.

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

**Long Term Committed Funds?** To Be Determined

**BUDGET LOCATION:** To Be Determined

**FISCAL IMPACT:** To Be Determined

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PROPOSAL FOR  
EXIT INTERVIEW SERVICES  
RFP 2017-006

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PREPARED FOR  
SCHOOL DISTRICT OF БЕЛОIT

APRIL 7, 2017



PREPARED BY  
**HK PAYROLL SERVICES, INC.**  
LORI S. STEWART  
PARTNER  
[Lstewart@hkpayroll.com](mailto:Lstewart@hkpayroll.com)

April 7, 2017

School District of Beloit  
1633 Keeler Ave.  
Beloit, WI 53511

Thank you for the opportunity to submit our proposal to provide workforce management services to School District of Beloit. We are confident that HKP is the most qualified and cost-effective partner to serve your human capital management needs for these reasons:

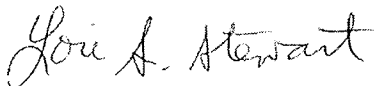
- HKP's team has extensive experience working with academia. We are familiar with the standards and best practices in education.
- You will have concise data indicating areas of strength, root cause drivers, turnover and best practice recommendations. This data will be held as strictly confidential unless otherwise authorized by individuals completing the survey.
- Minimize your risk of costly turnover, recruitment and negative organizational culture by collaborating and implementing a strategic employee engagement plan.
- You'll work with the same professionals consistently, saving you the training required to work with someone new. When you call us, you will talk to your professionals rather than a stranger.

We appreciate your consideration of our proposal and look forward to building a relationship with School District of Beloit through this engagement. Please contact us at 1-888-556-0123 or [lstewart@hkpayroll.com](mailto:lstewart@hkpayroll.com) if you need any additional information regarding this proposal or other aspects of our firm.

We appreciate your consideration of our proposal and look forward to building a relationship with School District of Beloit through this engagement.

Sincerely,

**HK PAYROLL SERVICES, INC.**



Lori S. Stewart  
Partner



# PROPOSAL CONTENTS

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## PROPOSAL FOR HR CONSULTING SERVICES: FOR EXIT INTERVIEW SERVICES RFP 2017-006

**HK PAYROLL SERVICES, INC. (HKP)**  
CONTACT: LORI S. STEWART, PARTNER  
2345 JFK ROAD  
DUBUQUE, IA 52002  
LSTEWART@HKPAYROLL.COM

### LETTER OF INTRODUCTION

Honkamp Payroll Services, Inc. (HKP) is an affiliated organization of Honkamp Krueger & Co., P.C. (HK), a Top 100 CPA and business consulting firm in the U.S. and the 3<sup>rd</sup> fastest-growing Midwest-based firm. (Accounting Today, 2017). As the largest Iowa-based CPA firm, we are one of the nation's largest and most respected professional service firms for client organizations in all 50 states and thousands of U.S. cities. Our clients number in the thousands and range from privately-held organizations, Fortune 500 multi-nationals, franchisor organizations across all industry sectors, government agencies, educational institutions, individuals and not-for-profits. In addition to our CPA firm, the HK Family of Companies includes HK Financial Services, HKP-Your Workforce Solution, and the HK Alliance.

### RESPONSE TO QUESTIONS

#### OBJECTIVE

THE OVERALL GOAL IS TO IDENTIFY WHAT AREAS THE SCHOOL DISTRICT OF BELOIT MAY NEED TO IMPROVE ON IN EMPLOYEE RELATIONS.

**RESPONDENTS MUST PROVIDE A PROPOSAL THAT INDICATES A GENERAL DESCRIPTION OF THE TECHNIQUES, APPROACHES AND METHODS TO BE USED TO SATISFY THE FOLLOWING SCOPE OF WORK:**

At HKP we believe that decisions must be made based on multiple data points and objective views of a situation or presenting problem. Our experience and data indicates that in order to achieve the overall objective of identifying what areas the school district needs to focus on to improve employee relations takes more than one approach and data point. HKP provides multiple services such as assessments at hire, onboarding survey, annual employee engagement, and exit interviews. The combination of services is dependent upon the outcome the client is seeking. In our experience, exit interviews on their own only provide one fragment of the story. We suggest that in order to meet the objective above that an employee engagement and onboarding survey is conducted along with exit interviews.

Multiple data points in analysis allows for trending of the data throughout the lifecycle of the employee. Onboarding surveys indicate the expectations that staff have coming into the organization, the promises that were made to them and the reason why they chose this district. The annual employee engagement survey provide data as to what is going well and not so well. Essentially an early warning system as to the reasons why people would leave and why they stay. Finally, the exit survey indicates why they left.



Our approach is one of determined interest and intentional questions that allow the trends and facts of the employee lifecycle to surface. We use mutually agreed upon questions in surveys that are linked in specific areas to determine root causes where actionable responses on behalf of the district can be taken in response to the trends. We will culminate the data as a whole and then separate out the data into those employees that stayed during the course of the year and those that left for the employee engagement survey.

**EXAMPLE:**

CATEGORY	TOTAL SCORE	RETAINED EMPLOYEES	SEPARATED EMPLOYEES	DIFFERENCE
Tools & Resources	3.5	3.7	3.4	-0.3
Management	3.0	3.5	3.0	-0.5
Salary & Benefits	4.0	3.8	4.3	0.5

**A FIRM THAT WILL REVIEW, ANALYZE AND REPORT TO THE DISTRICT THE RESPONSE(S) FROM EMPLOYEE EXIT INTERVIEWS.**

HKP will provide an analysis of the survey tools with specific actionable recommendations and areas of strength. Within the first year we propose conducting an engagement survey, onboarding surveys and exit surveys. However, we can do a single survey and share those results. We will include an option for the employee to indicate if they would like their response to stay confidential or not. If not, we will share that survey within two business days via email. If an employee chooses to respond confidentially, we will share culminated data once we have a minimum of 5 (five) survey responses.

HKP will provide reports that indicate driving causes of turnover along with the strengths of the district. Reporting will vary based on the types of surveys that the district chooses to engage in. We recommend onboarding, engagement and exit interview surveys. Staff are telling us through the onboarding survey what they want and giving us hints in the engagement survey as to why they would leave. This culminated data would be broken out by school, length of employment and job. We will share data that the employee has requested stay confidential as long as there is a minimum of 5 (five) survey results in each category to ensure anonymity of the individual responses.

**PLEASE PROVIDE DETAILS ON THE PROCESS USED TO COLLECT THIS INFORMATION. WILL THESE SURVEYS BE CONDUCTED FACE TO FACE, VIA EMAIL, VIA WEBSITE PORTAL?**

Surveys will be administered via e-mail to staff. There is an option on the survey for a follow up phone conversation to discuss items in more detail. In person exit interviews can be completed at an increased cost. Other options can be considered if you would prefer alternatives.



**PROVIDE THE EXIT INTERVIEW QUESTIONS THAT WILL BE ASKED TO STAFF THAT ARE PARTICIPATING IN THE EXIT INTERVIEW. WILL THESE QUESTIONS BE THE SAME FOR ALL EMPLOYEE GROUPS?**

Questions will be mutually agreed upon and are recommended to be a combination of 1-4 Likert scale and open ended so the employee has an opportunity to share in more detail.

**EXAMPLE OF CATEGORIES WE MAY USE INCLUDE:**

- TOOLS & RESOURCES
- CAREER DEVELOPMENT
- COMPENSATION AND BENEFITS
- ENGAGEMENT
- MISSION
- MANAGEMENT
- SAFETY & WORK ENVIRONMENT

**EXAMPLE OF QUESTIONS WE MAY USE INCLUDE:**

- I WAS HELD ACCOUNTABLE FOR THE WORK I WAS RESPONSIBLE FOR
- I HAD THE SUPPORT I NEEDED TO SERVE THE STUDENTS IN MY CLASSROOM
- MY NEXT LEVEL LEADER WAS AVAILABLE TO DISCUSS MY CONCERNS

**REASONS FOR LEAVING:**

- I DID NOT FEEL VALUED IN MY ROLE
- I AM LEAVING FOR A BETTER OPPORTUNITY WITH A DIFFERENT SCHOOL
  - OPTION TO ELABORATE ON WHAT CONSTITUTES "BETTER"
- DID NOT FEEL I HAD APPROPRIATE PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- LACK OF SUPPORT FROM MANAGEMENT AND ADMINISTRATION
  - OPTION TO ELABORATE
- I DID NOT FEEL I HAD THE TOOLS TO SERVE MY STUDENTS

**WILL THE FIRM BE ABLE TO PROVIDE COMPREHENSIVE REPORTS THAT IDENTIFY THE SURVEY BY EMPLOYEE GROUP AND BUILDING LOCATION THAT THE EMPLOYEE WORKED IN?**

Within the first year, depending on the timing of the surveys, we will provide a comprehensive report of the surveys. Most likely this would be August 2017 after the surveys from staff leaving for the 2016-2017 school year are complete. Going forward the firm will break the survey data down on an annual basis comparing various surveys to each other and those whom stayed or voluntarily left employment. This data will be analyzed by employee group, school, etc. We will set clear parameters and expectations up front to ensure that the data is not broken down to the degree that an employee loses their anonymity, if they so choose. A minimum of five survey responses is required to provide compiled data.

**THIS INFORMATION SHALL BE THE PROPERTY OF THE SCHOOL DISTRICT OF BELOIT, THEREFORE THE DISTRICT MAY ASK FOR THE FIRM TO PROVIDE EXIT INTERVIEW INFORMATION AT ANY TIME. THE DISTRICT ALSO HAS THE RIGHT TO EDIT THE EXIT INTERVIEW QUESTIONS.**

The firm will work with the school district to approve questions prior to starting the process. We discourage changing questions mid-year as the sample is then difficult to compare due to differing questions. We will also compare results each year to determine the effectiveness of the interventions.



**PLEASE PROVIDE THE DETAIL STEPS THAT WILL BE TAKEN TO PERFORM THE EXIT INTERVIEWS WITH STAFF THAT ARE LEAVING. ALSO PROVIDE DETAILS STEPS ON HOW THIS INFORMATION WILL BE SHARED WITH DISTRICT ADMINISTRATION. WILL THE FIRM MEET WITH ADMINISTRATION MONTHLY AND REVIEW EXIT INTERVIEW RESPONSES, WILL THE FIRM EMAIL THE SURVEY RESULTS TO ADMINISTRATION AFTER EACH RESPONSE. CLEARLY IDENTIFY HOW THIS INFORMATION WILL BE COMMUNICATED.**

The firm will share exit interview responses within two business days if the employee chooses not to be anonymous. We will share compiled data at such point when the anonymity of the staff leaving can be upheld, a minimum of five responses is required. We are looking for key trends and indicators of frustration or a mismatch of expectations from the onboarding, annual engagement and exit interview surveys. Specifically separating the group that stays vs. those that left during the year. Looking at composite data best identifies trends while upholding individual data increasing the trust between administration and staff.

Communication of survey data will be shared with the district both verbally and in writing. We will be in communication in a way that protects the anonymity of the teachers while ensuring that the district has the data available to make decisions and implement interventions to meet the objective of improving on employee relations. Communication will be mutually agreed upon within the scope of the contract.





## HKP PRICING

### HR CONSULTING SERVICES PRICING FOR SCHOOL DISTRICT OF BELOIT

THERE ARE SEVERAL OPTIONS TO ACHIEVE THE OBJECTIVE OF IDENTIFYING AREAS WHERE THE SCHOOL DISTRICT MAY NEED TO MAKE CHANGES TO IMPROVE EMPLOYEE RELATIONS. WE HAVE LAID OUT SEVERAL OPTIONS FOR YOUR CONSIDERATION.

#### OPTION 1: \$12,000 FIRST YEAR, \$10,000 SUBSEQUENT YEARS

- CREATION OF EMPLOYEE ENGAGEMENT AND EXIT INTERVIEW SURVEY THAT MEETS THE OBJECTIVES OF THE SCHOOL DISTRICT.
- IMPLEMENTATION OF THE SURVEYS THROUGH SURVEY MONKEY GIVING STAFF THE OPTION TO RESPONSE ANONYMOUSLY.
- ANALYSIS AND WRITTEN REPORT OF DATA BY TOP PRESENTING ISSUES AND COMPARED BY THOSE THAT CHOOSE TO CONTINUE THEIR EMPLOYMENT VS. THOSE THAT LEFT.
- RECOMMENDATIONS OF BEST PRACTICES THAT THE SCHOOL DISTRICT MAY ADOPT TO IMPROVE EMPLOYEE RELATIONS.
- ALLOWANCE OF UP TO 5 HOURS OF PHONE INTERVIEW TIME WITH STAFF THAT REQUEST ADDITIONAL FOLLOW UP.
- ATTENDANCE AND PRESENTATION AT 2 BOARD OR OTHER MEETINGS REQUESTED.

#### OPTION 2: \$15,000 FIRST YEAR, \$13,000 SUBSEQUENT YEARS

- ALL ITEMS INDICATED IN OPTION 1 WITH THE ADDITIONS INDICATED BELOW.
- INCLUSION OF AN ONBOARDING SURVEY FOR NEW STAFF.
- ALLOWANCE UP OF TO 10 HOURS OF PHONE INTERVIEW TIME WITH STAFF THAT REQUEST ADDITIONAL FOLLOW UP
- ATTENDANCE AND PRESENTATION AT 3 BOARD OR OTHER MEETINGS REQUESTED.

#### OPTION 3: \$20,000 FIRST YEAR, \$18,000 SUBSEQUENT YEARS

- ALL ITEMS INDICATED IN OPTION 2 WITH THE ADDITIONS INDICATED BELOW.
- COLLABORATE WITH THE DISTRICT TO DETERMINE THE SCHOOL THAT HAS THE HIGHEST TURNOVER AND THE CULTURE YOU ARE LOOKING TO DEVELOP. CHOICE OF ASSESSMENTS FOR NEW HIRES IN THAT SCHOOL. INCLUDES 25 NEW PRE-HIRE ASSESSMENTS. EACH ADDITIONAL ASSESSMENT IS \$200 EACH.
- UP TO 20 HOURS OF INTERVIEWS WITH TEACHERS. THIS MAY INCLUDE ANY COMBINATION OF ONBOARDING, ENGAGEMENT, STAY AND EXIT INTERVIEWS.
- ATTENDANCE AND PRESENTATION AT 4 BOARD OR OTHER MEETINGS AS REQUESTED.



## HKP REFERENCES:

Our Client list is highly confidential. Upon being selected as vendor of choice, references will be provided. While we do not have specific references reflecting a similar project of this size in a K-12 client, we do have experience in organizational scans, exit interviews and have academia expertise including surveys, employee relations and recommendations for best practices. Our deeply knowledgeable workforce management team provides this expertise on a daily basis.



## HKP TEAM

Lori Stewart, SPHR®, SHRM-SCP<sup>SM</sup>

Partner, Human Resources Consulting Services

Lori leads the human resource consulting services division at HKP and has more than 20 years of expansive knowledge in the human resource field. Lori partners with senior leadership in businesses to assist them with employee relations, compliance, performance management, recruiting, new hire orientation, workforce management, training, leadership development and coaching. Throughout her HR career she has worked in staff and management positions for Fortune 500 companies.

Lori is a certified Senior Professional in Human Resources and a Society of Human Resource Management Senior Certified Professional. She is an active member of the National Society for Human Resource Management and the Tri-State Human Resource Association and serves on the organization's Diversity Committee. She is also a past board member for the Camp Albrecht Acres Foundation and past co-chairperson of the McKesson Corporate Foundation Committee.



Gary Churnovic, SPHR®, SHRM-SCP<sup>SM</sup> Senior Human Resources Consultant

Gary has over 23 years of experience in the human resource field. He is responsible for identifying, evaluating and resolving HR-related projects and issues for clients. He specializes in talent acquisition, employee onboarding, employee relations, compensation, compliance, training and management coaching.

He is a Senior Professional in Human Resources and a Society for Human Resource Management Senior Certified Professional. Gary earned a B.S. in human services from the University of Oregon, Eugene, Ore.

He is a member of the National Society for Human Resource Management and the Tri-State Human Resource Association. Gary also actively volunteers at area small-business and community events.



Diana Moroney, SPHR® Senior Human Resources Consultant

Diana has 15 years of experience in the human resource field in a wide range of industries, including health, retail, hospitality and food service. She works with clients to identify, evaluation and resolve HR-related challenges.

Diana earned a B.A. in human resource management from Loras College in Dubuque, Iowa, and has also earned her Senior Professional in Human Resources® designation.

Diana is a member of the Tri-State Human Resources Association (TRIHRA) and the National Society for Human Resource Management (SHRM). She is a member of the personnel committee for Holy Family Catholic Schools and a volunteer for St. Columbkille and Nativity parishes.





## Stephanie Burkholder, SHRM-CP® Human Resources Consultant

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Stephanie began her career with the firm in 2014. She assists clients with all aspects of their HR needs and specializes in payroll, recruitment, employee onboarding and employee relations. Stephanie's expansive workforce management experience provides her the opportunity to work with diverse organizations across a wide variety of industries.

Stephanie is a Society for Human Resource Management Certified Professional. She earned her B.S. in business administration with a double emphasis in management and human resource management from the University of Wisconsin-Platteville, Platteville, Wis.

Stephanie is a member of the National Society of Human Resource Management, Tri-State Human Resource Association, and Human Resource Association for North Iowa.

For civic involvement, she is a member of the Mason City Jaycees, a volunteer camp counselor for the Children's Cancer Connection, an alumni member for the University of Iowa Dance Marathon, and fundraising committee co-chair for Newman Catholic Schools, Mason City, Iowa.



## Leslie Dague Human Resource Consultant/Trainer

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Leslie provides clients in various industries and locations with analysis of their current human resource and benefits processes and information tracking systems to assist with conversions to HKP's web-based workforce management solution, iSolved. She is also responsible for providing clients with full-service workforce management solutions including administration of benefits, workers' compensation and OSHA recordkeeping. Leslie has over 15 years of experience in developing, designing and implementing training programs, as well as facilitating training.

Leslie is a Certified Instructional Technologist from Mager Consortium, a Certified Instructor for People Skills and Teams that Work from the Effectiveness Institute, and a Certified Professional in Learning and Performance. She has a B.A. in communications from Clarke University, Dubuque, Iowa.

Leslie is currently a member of the National Association for Talent Development (ATD). She is a current member and former secretary and president of the local ATD Hawkeye Chapter. She is also a member of the National Society for Human Resource Management and the Tri-State Human Resource Association.





### Donald Gordon Human Resources Consultant

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Don has more than 15 years of human resources experience specializing in full-cycle recruitment including employee onboarding, employee relations, and learning and development. Don's broad-based human resources experience has spanned industries including health care, education, banking, manufacturing and retail.

Don's previous experience includes corporate store management for the number one company worldwide in the food service industry. He also supervised a team of quality analysts for the financial services division of a leading fortune 500 motor company.

Don earned a B.A. in journalism from Roosevelt University, Chicago, Ill. For civic involvement, he is an auxiliary board member for the ReVive Center for Housing and Healing in Chicago.



### Audrey Strothkamp Human Resources Consultant

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With more than 10 years of human resource experience, Audrey's experience ranges from developing and conducting bi-weekly orientation for a Fortune Global 500 company to defining, creating and implementing HR processes and policies for a start-up organization. She has managed staffing, career development, performance management and employee relations in both union and non-union environments and has successfully negotiated labor contracts and maintained cooperative labor relations.

Audrey earned a B.S. in business administration and an MBA from the University of Southern California, Los Angeles, Calif.

She is a member of the Society for Human Resource Management and the Great River Human Resource Association.





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**Jessica Eaton, CEBS Senior Benefits & HR Consultant**

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Jessica began her specialization in employee benefits in 1995 working as a national client relationship manager. She has held positions and built client and vendor relations as a pharmacy benefit account director with a PBM consulting firm and a life and health group benefits broker with a national risk management company. As a consultative professional, Jessica has advised small and large employers in multiple states regarding strategic benefit plan design, best marketplace options and compliance with the ACA, ERISA and related regulations. She has also advised employers on funding options, including fully and self-insured options, and other innovative and compliant funding vehicles to meet a client's overall objectives.



Jessica's specialties include ACA guidance for both small and large employers with a focus on government, retail, health care and manufacturing industries. She also specializes in self-funding and group cooperative purchasing of health, pharmacy and other benefits. Additionally, she is well versed in health and welfare plan regulations including ACA, ERISA, HIPAA, COBRA and H&W-specific IRS code.

With a Bachelor's degree from the University of Montana, Missoula, Mont., Jessica holds Health Insurance Associate and Certified Employee Benefit Specialist designations. She also holds Iowa and Illinois commercial and life and health insurance licenses. She is a member of the International Society of Certified Employee Benefit Specialists - Iowa Chapter, Iowa Public Employers Labor Relations Association and the Great River Human Resource Association.

For civic involvement, Jessica is a Sunday school teacher for St. Paul Lutheran Church in Bettendorf and a former member of the math advisory committee at the Bettendorf Community School District.

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**Traci Scherck, MPA, SPHR®, SHRM-SCP<sup>SM</sup>, NHA**  
Senior Human Resources Consultant

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Traci is masterful at partnering with business owners to uncover need behind the current breakdown that is creating pain within your organization. She listens to the concerns and creates a plan with you to further your business objectives.



Traci has over 10 years of human resources experience in for profit, non-profit, local government and union environments. In past roles she has been responsible for building an HR department including the creation and implementation of policy and procedure, safety and wellness initiatives, cultural competency, strategic planning, performance management, payroll and benefit administration and negotiation. She specializes in employee relations, training and development, nonprofit, and staffing in long-term care centers.

Traci earned a B.S. in management from the University of Wisconsin-LaCrosse, LaCrosse, Wis., and a Master of Public Administration from Northern Illinois University, Dekalb, Ill. She is a certified Senior Professional in Human Resources, Society of Human Resource Management Senior Certified Professional, and a licensed Nursing Home Administrator.

She is a member of the Society for Human Resource Management and the Blackhawk Human Resource Association. For civic involvement, Traci volunteers as a mentor and mock interview facilitator at Beloit Memorial High School in Beloit, Wis.



HONKKRU-01

KHESS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/9/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TRICOR, Inc. - Dubuque 500 Iowa Street Dubuque, IA 52001		<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (563) 556-5441 <b>E-MAIL</b> <b>ADDRESS:</b>		<b>FAX</b> (A/C, No): (608) 723-6440
<b>INSURED</b>  Honkamp Krueger & Co HK Payroll Services Co. 2345 JFK Rd Box 699 Dubuque, IA 52004-0699		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : CNA		20443
		INSURER B : National Fire Insurance Company of Hartford		
		INSURER C : Continental Casualty Co		20443
		INSURER D : Chubb Insurance		
		INSURER E :		
INSURER F :				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6016204885	12/10/2016	12/10/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		6016204868	12/10/2016	12/10/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6016204871	12/10/2016	12/10/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate \$ 5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		6016204854	12/10/2016	12/10/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Cyber		425293155	01/04/2016	01/04/2017	Aggregate 3,000,000
D	Crime (Includes Burg		8222-4752	07/28/2016	07/28/2017	1,000,000,retention 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
internal

## CERTIFICATE HOLDER

## CANCELLATION

Honkamp Krueger Payroll Services

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Aon Insurance Services  
159 East County Line Road  
Hatboro, PA 19040

CONTACT  
NAME:  
PHONE  
(A/C, No, Ext):  
E-MAIL:  
ADDRESS:  
FAX  
(A/C, No):

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Continental Casualty Company (CNA)

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
Honkamp Krueger & Co., P.C.  
2345 JFK Road  
Dubuque, IA 52002

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	POLICY						PRODUCTS - COM/PROP AGG \$
	PRO-JECT						\$
	LOC						\$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS						\$
	HIRED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Insurance			APL-275449631	12/27/16	12/27/17	\$1,000,000 per claim and in the annual aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Honkamp Krueger & Co., P.C.  
2345 JFK Road  
Dubuque, IA 52002

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## HKP Engagement Terms

We want you to understand the basis under which we offer our services to you and determine our fees, as well as to clarify the relationship and responsibilities between your organization and ours. These terms are part of our engagement letter and apply to all future services, unless a specific engagement letter is entered into for those services. Each of these terms shall survive and apply after termination of this agreement.

### School District of Beloit Support

We will require the support of your personnel to achieve timely completion of the project. Support includes, but is not limited to, the collection of all relevant documents (paper or electronic) and the scheduling and coordination of meetings. Failure to receive such support in a timely manner could negatively impact our ability to fulfill the scope requirements described above within the agreed-upon timeframe. If for any reason we do not receive the required support from your personnel, a revised fee to reflect the additional time or resources required by HKP will be mutually agreed upon, and you agree to hold us harmless against all matters that arise in whole or in part from any resulting delay.

### Reports

Any information, advice, recommendations or other content of any memoranda, reports, presentations, or other communications HKP provides under this Agreement ("Reports"), other than your original information, are for your internal use only, consistent with the purpose of the Services. You will not rely on any draft Report. Unless required by an audit or attestation professional standard, HKP will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

### Professional Standards

HKP must follow certain professional standards where applicable. Therefore, if circumstances arise that, in HKP's professional judgment, prevent it from completing this engagement, HKP retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product, or terminating the engagement.

### Third Party Provider

HKP may use a third-party service provider in providing services to you which may require HKP's sharing your confidential information with the provider. If HKP uses a third-party service provider, HKP will enter into a confidentiality agreement with the provider to require them to maintain the confidentiality of your confidential information, and HKP will be responsible to you for maintaining its confidentiality. The terms of HKP's engagement letter and these engagement terms will apply to any third party provider.

### Electronic Data Communication and Storage and Use of Third Party Administrative Services

In the interest of facilitating our services to your company, we may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third party vendors' secured portals or clouds. Your confidential electronic data may be transmitted or stored using these methods. We may use third party service providers to store or transmit this data, such as providers of tax return preparation software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We require our third party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third party service providers during this engagement.

#### Electronic Signatures

This engagement letter and any attachments hereto reflect the entire agreement between us relating to the services covered by this letter. You agree that signature on this agreement and any attachments delivered in an electronic format such as electronic facsimile, email transmission including a scanned electronic copy in Portable Document Format ("PDF"), or by using other medium such as DocuSign, an e-sign service shall be considered original signatures for purposes of effectiveness of this agreement and its attachments. No certification or other third party verification is necessary to validate such digital signatures and the lack of such validation will not affect the enforceability of digital signatures on this agreement or the terms of this agreement in any way. You further understand and agree that no hard copy document of this agreement shall be retained to prove the terms of this agreement.

#### Protected Health Information ("PHI")

In no event shall School District of Beloit directly or indirectly transmit, send, or distribute to HKP in any matter, whether orally, in writing, or by electronic transmission or otherwise, any protected health information ("PHI") of any person or persons, including but not limited to patients, clients, or any other persons related to School District of Beloit. For purposes of this paragraph, "PHI" shall mean any individually identifiable health information as described in Health Insurance Portability and Accountability Act of 1996; Pub. L. 104-191 ("HIPPA") or The Health Information Technology for Economic and Clinical Health Act; Pub. L. 111-5 (the "HITECH Act"). School District of Beloit agrees and acknowledges that any information which is PHI shall be de-identified in accordance with HIPPA and HITECH Act prior to transmittal (by any means) to HKP. In the event of an accidental (or other) transmittal of PHI to HKP by School District of Beloit, School District of Beloit shall indemnify and hold harmless HKP from and against any and all liabilities, obligations, claims, causes of action, fines, penalties, proceedings or other responsibilities arising out of or accruing from School District of Beloit's dissemination of such PHI to HKP. In no event shall HKP have any liability to School District of Beloit related to PHI which is transmitted to HKP by School District of Beloit.

#### Management Functions

We will not perform management functions or make management decisions on your behalf. However, we may provide advice and recommendations to assist management in performing its functions and making decisions.

#### Non-Solicitation of Our Employees

You agree that you will not, without our prior written consent, at any time during our engagement with you or for a period of two (2) years from the date of termination of our engagement with you, however caused, directly or indirectly solicit for employment, or attempt to employ or to retain as an independent contractor, or agent, any person who is an employee of ours as of the date of termination of our engagement or who was an employee of ours at any time during the two (2) year period prior to the termination of our engagement.

You further agree that, should you be approached by a person who is or has been an employee of ours during the period described above, you will not offer to employ or accept employment of or to employ or retain as an independent contractor or agent any such employee of ours for a period of two (2) years following termination of our engagement. If any such employee leaves our employ, directly or indirectly, due to solicitation from you or acceptance of employment by you in breach of this contract, you shall be responsible to us for a lump sum payment of fifty percent (50%) of the annual salary of such employee of ours as of his or her last day of employment with us. You shall make such payment to us within thirty (30) days of such termination of employment by the employee with us. You agree that this is reasonable compensation to us in such circumstance.

#### Legal Advice

HKP Human Resource Consulting Services are not a substitute for legal advice. If at any point you conclude it necessary to consult with counsel, you should do so and HKP will provide assistance as you deem necessary and appropriate.

#### Mediation

If a dispute arises out of or relates to this contract or engagement letter, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under the Dispute Resolution Rules for Professional Accounting and Related Services Disputes before resorting to arbitration, litigation, or some other dispute resolution procedure. The costs of any mediation proceedings shall be shared equally by all parties.

#### Arbitration

School District of Beloit and HKP both agree that any dispute over fees charged by HKP to the School District of Beloit will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by HKP, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

#### Indemnification for Third Party Claims

School District of Beloit agrees to indemnify, defend and hold HKP and any of its partners, principals, shareholders, officers, directors, members, employees, agents or assigns harmless with respect to any and all claims arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, but not to the extent caused by the gross negligence or intentional acts by HKP.

#### Limit of Liability

HKP's total liability to School District of Beloit for damages under this engagement letter shall not exceed two times the total amount of fees paid by School District of Beloit to HKP paid pursuant to this engagement letter. HKP shall not be liable to School District of Beloit for any loss of profits, or for any special, incidental, punitive, exemplary or consequential damages arising from or related to the services performed pursuant to this engagement letter, including but not limited to, any damages related to any software, internet or web-based software or equipment used by HKP in the performance of its services pursuant to this engagement letter.

#### Time Limit on Claims

No action, regardless of form, arising out of the services performed pursuant to this engagement letter may be brought by School District of Beloit more than one (1) year after the cause of action has occurred, regardless of any longer period of time for commencing such claim as may be set by law.

-----XXXXX-----



Jamie Merath &lt;jmerath@sdb.k12.wi.us&gt;

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## Proposal for Exit Interview Services RFP 2017-006

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Traci Scherck &lt;tscherck@hkpayroll.com&gt;

Fri, Apr 7, 2017 at 9:41 AM

To: "jmerath@sdb.k12.wi.us" &lt;jmerath@sdb.k12.wi.us&gt;

Cc: Lori Stewart &lt;lstewart@hkpayroll.com&gt;, Mallorie Petty &lt;mpetty@honkamp.com&gt;

Good morning Jamie,

Attaches is HK Payroll Services, Inc. proposal for exit interview services. We look forward to working with you.

Best,

Traci, on behalf of the HKP HR Consulting Team.

**Traci Scherck**

*Senior Human Resources Consultant*

HKP

251 Progress Way, Suite 200 | Waunakee, WI | 53597

608.850.6545 | 608.850.6545 | Fax: 608.850.6246

tscherck@hkpayroll.com | www.hkpayroll.com

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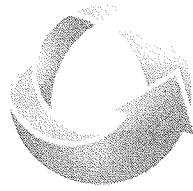
HKP HR Consulting Services are not a substitute for legal advice. Consultants will discuss employment laws and regulations with you as appropriate. If you conclude it necessary to consult with legal counsel, please do so. HKP will provide assistance as you deem necessary and appropriate.

NOTICE: This email and attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. The information is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you for your cooperation.



**RFP Beloit School District 4.7.17.pdf**  
1238K





**STRATEGIC  
PROGRAMS, LLC**  
*Workforce Intelligence Solutions & Analytics*

April 7, 2017

Jamie Merath  
Executive Director of Business Services  
The School District of Beloit  
1633 Keeler Ave  
Beloit, WI 53511

Dear Ms. Merath,

Thank you for the opportunity to respond to the RFP for Exit Interviews for The School District of Beloit. I would like to briefly introduce Strategic Programs in order to communicate the capabilities we provide for fulfilling the requirements of this RFP. We are the pioneering company for outsourced exit interviews, launching the Strategic TurnOver Program™ in 1995 and our company has focused on providing Workforce Intelligence solutions since 1988. We are based in Denver, CO.

Strategic Programs is a single source provider for all survey and assessment research for the entire employee lifecycle from pre-hire through exit. Our clients benefit from our service first philosophy where we provide the highest quality real-time reporting solutions for exit interviews while bringing to the table a consulting team of organizational development experts with backgrounds in Industrial and Organizational Psychology to partner with our clients to take action on their data. Our vision is to be the best at helping our clients achieve meaningful change through workforce intelligence with an easy to use platform and simplified process.

As the first company to market for outsourced exit interviews, we have been innovative in pioneering the following in the exit interview space:

- The first real-time analytics portal
- The first exit interview provider with phone data collection capabilities to offer action planning tools and a best practice library for uses to act on data
- A dedicated Client Success Team to partner with clients to drive change
- A Compliance Action Tool to not only track Red Flag comments but also help to track actions taken and prioritize those comments
- A Rehire Potential Tool to identify those willing to return to the organization while listing what it will take to bring them back
- A user friendly experience with an easy to use platform
- The most comprehensive drill down tools



# **STRATEGIC PROGRAMS, LLC**

*Workforce Intelligence Solutions & Analytics*

- The only provider to offer key driver analysis for exit data
- The first outsourced exit interview provider to gain E.U. and Swiss Safe Harbor Certification
- The first provider of phone based exit interviews with do it yourself ad-hoc survey capability access for clients

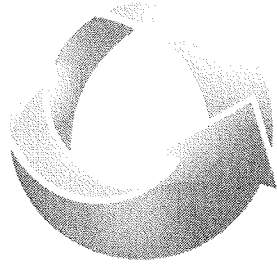
While you have many choices in exit interviews, we believe our client intimacy model, reporting tools, and consultative analysis will provide a partnership beyond what any other provider can offer. We hope you are willing to engage with us in meetings to demonstrate our superior capabilities, to help customize a solution, and learn how we can assist The School District of Beloit in better understanding the causative factors for voluntary turnover and how to mitigate them.

We look forward to the opportunity.

Thanks in advance,

Jay Green  
Business Development Consultant  
303-389-9032  
[jgreen@strategicprogramsinc.com](mailto:jgreen@strategicprogramsinc.com)

PROPOSAL FOR EXIT INTERVIEW SERVICES RFP 2017-2018

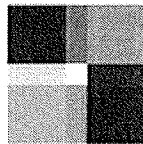


**STRATEGIC  
PROGRAMS, LLC**

*Workforce Intelligence Solutions & Analytics*

**Strategic TurnOver Program™ (STOP)**  
**Comprehensive Retention Strategy**  
**RESPONSE TO EXIT INTERVIEW RFP**

for



School District of  
**BELOIT**

Presented By:

Jay Green

303-389-9032

[jgreen@strategicprogramsinc.com](mailto:jgreen@strategicprogramsinc.com)

April 7, 2017

*This proposal format and the information herein are proprietary to Strategic Programs, LLC and are not to be disclosed in part or in whole to individuals or organizations who are not clients of Strategic Programs without the express written permission of Strategic Programs. To review this material implies that the reader consents to complying with the Strategic Programs expectation of confidentiality.*





Pursuant to the Master Services Agreement executed \_\_\_\_\_, 2017 between School District of Beloit ("Client") and Strategic Programs, LLC ("Strategic Programs"), Client selects the following data collection, reporting, and consulting options effective \_\_\_\_\_ 2017 through May 31, 2018. (Final dates TBD)

### **Executive Summary**

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#### **Preliminary Design**

Strategic Programs will customize the exit survey instrument, process and timeline around Client's goals and objectives to ensure the right items are being measured and critical information necessary to support engagement and retention efforts is available in an organization-specific, actionable format. Client may incorporate questions from their current exit survey along with historical data for any relevant comparisons.

#### **Data Collection**

Between 75-100 former Client employees will receive email invitations and up to 8 outbound calls from Strategic Programs inviting them to participate in the exit interview surveys. Each invited former employee will receive a unique username and password for online participation. All data will be collected confidentially by Strategic Programs.

#### **Strategic Insight<sup>SM</sup> and Compliance Action Tool**

Real-time data access for up to unlimited unique users and permissions based on location

Drag and drop chart building tool for in-depth analysis including up to 30 demographics (including employee group and building location)

User defined preferences for dashboards and alerts

Online tracking, notification, prioritization and assignment for follow up on compliance or integrity issues

Access to action planning and best practice library for executing action plans

#### **Analysis and Consultation**

Composite reports outlining findings in the data

Global normative data and benchmark comparisons

Onsite meeting with dedicated Client Success Team including analysis of findings

Or depending on option:

Web based meetings with dedicated Client Success Team including analysis of findings

#### **Option A: STOP Investment for up to 100 exits per year: \$5000**

- Standard exit survey and implementation process



- Invitation to participate and as much data collected as possible from up to 100 submitted exits per year (additional exits submitted beyond 100 will be \$22 each)
- Real-time reporting within Strategic Insight<sup>SM</sup> for up to 30 demographics, unlimited users, and permissions for the enterprise and each facility

**Option B: STOP Investment for up to 100 exits per year: \$6200**

- Customization of the exit survey instrument, process design, and implementation \$1200 (fee in first year only or spaced out on multiyear agreements)
- Invitation to participate and as much data collected as possible from up to 100 submitted exits per year (additional exits submitted beyond 100 per year will be \$22 each)
- Real-time reporting within Strategic Insight<sup>SM</sup> for up to 30 demographics, unlimited users, and permissions for the enterprise and each facility

**Option C: STOP Investment for up to 100 exits per year: \$7400**

- Customization of the exit survey instrument, process design, and implementation \$1200 (fee in first year only or spaced out on multiyear agreements)
- Invitation to participate and as much online data collected as possible from up to 100 submitted exits (additional exits submitted beyond 100 per year will be \$22 each)
- Real-time reporting within Strategic Insight<sup>SM</sup> for up to 30 demographics, unlimited users, and permissions for the enterprise and each facility
- Web based consultative analysis session – Given the number of exits, no more than one or two meetings per year will be needed. At least 25 respondents should complete before meetings. One web meeting included in this option.

**Option D: STOP Investment for up to 100 exits per year: \$9200**

- Customization of the exit survey instrument, process design, and implementation \$1200 (fee in first year only or spaced out on multiyear agreements)
- Invitation to participate and as much data collected as possible from up to 100 submitted exits (additional exits submitted beyond 100 per year will be \$22 each)
- Real-time reporting within Strategic Insight<sup>SM</sup> for up to 30 demographics, unlimited users, and permissions for the enterprise and each facility
- Onsite consultative analysis session – Given the number of exits, no more than one or two meetings per year will be needed. At least 25 respondents should complete before meetings. One onsite meeting included in this option.

All options come with ongoing support from the Client Success Team comprised of an Organizational Development Business Partner (ODBP), a Data Analyst, and a Business Development Consultant. Given the numbers of the exiting population, only one consultative analysis meeting is being proposed per year. Additional consultative meetings with the ODBP run at \$300 per hour, \$1200 per webinar meeting (under two hours), or \$3000 per day if onsite and can be requested at any time.



Face-to-face interviews may be provided at the daily rate of \$3000 per day. Client will need to coordinate scheduling with those exiting and the ODBP to conduct the face-to-face interviews. Interviews completed by phone will be with the Strategic Programs Interview department (an in-house call center), at Strategic Programs' corporate office in Denver, CO. While many clients utilize multiple methods of data collection, 98% of Strategic Programs' clientele utilize the in-house call center.

Strategic Programs provides multiyear discount pricing and discounts for combining services. Discounts begin on agreements over \$20,000 per year. The above investment options can be locked in on a multiyear agreement as well. The current investment levels do not qualify for a multiyear agreement discount.

### **The Strategic Programs' Process**

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Strategic Programs helps companies realize their goals and improve organizational performance, benefiting their employees, customers, and communities. For over 29 years we've designed customized surveys for some of the most respected companies in the world. Between our Interviewers conducting phone surveys to our OD Business Partners teaming with clients to understand their data, our team is dedicated to your success.

Strategic Programs uses a 6 step process to partner with clients of the Strategic TurnOver Program™ for development, implementation, reporting, sharing, acting on data, and client support. The six steps to assist the Client are the following:

Identify- Spend time meeting onsite or via web for a project kick-off meeting. Introduce the Client Success Team from Strategic Programs and meet the Client project team. Defining what success looks like to Client will be the key objective of the meeting. In this meeting we will discuss timelines, communication strategies, survey customization, a consultative expectations exchange, and other deliverables from Strategic Programs.

Prepare- During this step Client will share company lexicon, other previously used survey questions, and specific initiatives helpful for customizing the survey. Drafts will go back and forth with the OD Business Partner (ODBP) until the final model is approved by the Client.

The Prepare stage will also involve a communication strategy. This strategy will incorporate Strategic Programs' best practices for increased participation. Keeping updated contact information, notifying those leaving and other managers of the process will be important to success. This step will assign roles of who will be in charge of the Rehire Potential Tool and the Red Flags within the Compliance Action Tool.

The third step in the Prepare stage is to setup a secure data transfer. The idea of the data transfer is to get demographics and contact information for each possible



participant in an easy to use format. Most HRIS and payroll systems will provide a flat file of this information and Client can set an automated, weekly upload to ShareFile or can host an SFTP transfer, whichever method is preferred. The process for partnering Client's exited employees with Strategic Programs to achieve the targeted capture rate is defined. High capture rates are based upon receiving valid contact information for each participant, including updated phone number and email address.

Assess- This stage is when data is collected by phone with a live interviewer from our in-house call center, by web through email invitations, and/or mobile devices where SMS message invites are also available. Face-to face is an option while the other methods will yield the same results with a more cost effective approach.

The Strategic TurnOver Program™ (STOP) will include invitations sent via email and outbound calls by phone to up to 100 of Client's exited employees.



My initials indicate to continue to collect data if the targeted number of participants exceeds the contracted amount. Additional exits submitted over 100 per year will be invoiced at \$22 each.

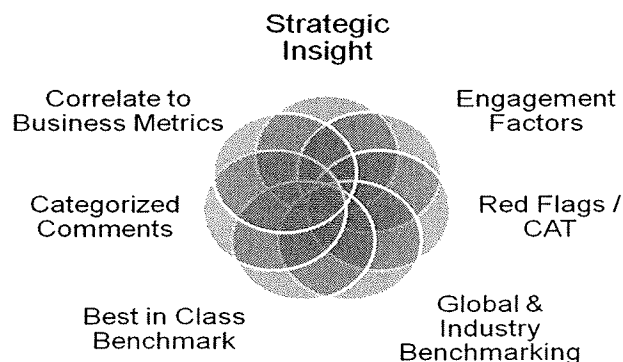
Share- This stage involves access to the real-time reporting portal, Strategic Insight<sup>SM</sup>. High level summaries, the ability to drill down, alerts, and levels of access as needed will be provided in this stage. The ODBP will meet with Client to provide a consultative analysis, best practices, and guidance for best results. As reporting is available 24/7/365 in real-time, Client may run reports at any time or set up push reports to have them emailed at customized dates.

Strategic Insight<sup>SM</sup> and Compliance Action Tool (CAT) (A few items listed below are updates launching for new clients in July 2017)

1. Client selects options for sorting the data (*including up to 30 breakouts; additional breakouts can be included for an additional fee*). Some examples include Age, Gender, Department, Location, Ethnicity, Manager, Exit Reason, Job Class, Performance Rating, and Tenure. These options are limited only by the need to protect anonymity of the source.
2. Strategic Insight<sup>SM</sup> is an online reporting solution that allows Client to generate reporting with flexibility and ease. Strategic Programs Insight access includes:



- 24/7 ability to view real-time participation, study management tools, Unreachables, and results
- Real-time full reports, which includes a report summary, demographic breakouts, historical comparisons, verbatim and categorized comments, charts, tables, and graphs illustrating results specific to Client's areas of interest
- Real-time one year rolling aggregate reports, which include everything listed above for a one year period
- Overview and Summary reports
- Key driver analysis of specific questions (assuming N is large enough)
- Reporting by safety, quality, performance, and other business metrics
- Benchmarks
- Drag and drop chart building tool for in-depth analysis
- Demographic reports (by department, location, age, etc.)
- Participation reports
- Re-hire potential reports
- Unreachable reports with capability to update contact information
- Executive Dashboards
- Comment Pulse – keyword trends in comments
- User defined alerts for new Unreachables
- User defined dashboards to track key data
- Access to best practice library to guide users on how to take action on the data
- Action planning access



3. The Compliance Action Tool (CAT) is a user-friendly online platform for organizations to record, track and manage compliance and integrity ("red flag") issues collected from exited employee surveys and other sources such as social media, integrity hotlines, employee relations, and human resources. Approved CAT users may also define when to receive alerts for new red flags based on assigned priority.



Act – Strategic Insight<sup>SM</sup> offers links to a best practice library to help leaders and Strategic Insight<sup>SM</sup> users take action on their data. The ODBP can provide facilitated action planning sessions and support with change management as well.

A Strategic Programs OD Business Partner will meet with Client to train the organization for maximum understanding of how to use the results, discuss the report in detail, interpret or clarify implications or trends, and determine interventions. Suggested interventions are based on exit interview data, best practices, OD Business Partners' expertise, available resources, and organizational goals. If added on, an onsite visit will include at least two Strategic Programs Representatives.

E-reports will be provided during meetings with Strategic Programs' OD Business Partners. Strategic TurnOver Program<sup>TM</sup> reports include a report summary, categorized comments, verbatim comments, charts, tables, and graphs illustrating results specific to Client's areas of interest. In future reports, historical comparisons will measure the impact of interventions.

Additional reporting and deliverables for Client will include:

- Composite e-reports
- Web based consultative analysis sessions (if selected)
- One onsite consultative analysis session (if selected)
- Strategic Insight<sup>SM</sup> training

Support - The Client Success Team (ODBP, Data Analyst, and Business Development Consultant) provide a partnership for success. Service is a top priority at Strategic Programs and the team will respond quickly to emails, phone calls, questions, and offer trainings, consultative analyses, and project support.

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**Strategic TurnOver Program<sup>TM</sup> Investment:**                      **Option\_\_ Total \$\_\_\_\_\_\***

***\*Total of B-D includes first year design and implementation fee of \$1200, not to be billed in future STOP statements of work for projects under 100 exits per year.***

#### **Estimated High Level Timeline**

	<b>When</b>	<b>Who</b>
Approve SOW and schedule project checklist meeting.	Day 1	SP/SDB
Determine data breakouts, project logistics, timeline and correspondence.	Day 3	SP/SDB
Submit first draft of survey for review.	Day 10	SP
Finalize survey, data breakouts and reporting format.	Day 26	SP/SDB
Send names, contact, and demographic information of exits to Strategic Programs.	Day 27	SDB



Begin data collection.	Day 30	SP
Strategic Insight <sup>SM</sup> training (depends on how fast exits are submitted)	Day 60	SP/SDB
Conduct 1st analysis session, recommendations, and interventions.	TBD	SP/SDB
Continue data collection, Strategic Insight <sup>SM</sup> training, and analysis sessions as needed.	TBD	SP/SDB
Debrief project. Feedback is provided to Strategic Programs.	TBD	SP/SDB

### **References:**

As many of our clients are Fortune 1000 companies, we selected clients with similar numbers of exits in a year.

Chuck Olsson  
Chief Human Resources Officer  
First United Bank and Trust  
19 South Second St.  
Oakland, MD 21550  
301-533-2228  
[colsson@mybank4.com](mailto:colsson@mybank4.com)

Ron Thomas  
Vice President of Human Resources  
Eagle Transport Corporation  
300 S. Wesleyan Blvd.  
Rocky Mount, NC 27804  
252-937-2464 or 252-266-6611  
[ron.thomas@eagletransportcorp.com](mailto:ron.thomas@eagletransportcorp.com)

Jeff Hutchins  
Manager Employment & Employee Relations  
The Christ Hospital  
2139 Auburn Ave.  
Cincinnati, OH 45219  
513-263-1503  
[jeff.hutchins@thechristhospital.com](mailto:jeff.hutchins@thechristhospital.com)

**The timeline, terms, and conditions listed will be honored if authorized by: July 7, 2017**

*Strategic Programs, LLC, its employees, and any OD Business Partners or trainers referred by Strategic Programs, LLC are not responsible for the way in which the data in these reports may be used.*



**STRATEGIC**  
PROGRAMS, LLC

Submitted by:

Jay Green  
VP Business Development  
Strategic Programs, LLC  
April 7, 2017

Accepted by:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: School District of Beloit  
Date: \_\_\_\_\_  
Option Selected: \_\_\_\_\_

Approved by:

Chris Coberly  
CEO  
Strategic Programs, LLC  
April 7, 2017

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**Terms**

The terms of this agreement will continue for each subsequent quarter, until either party provides 60 days written notice to discontinue services. When the client requests a change in services, a Change Order, outlining the change and any related fees, will be sent for the client's approval before those services are added or invoiced.

*Invoicing\**: Design fee and 50% of estimated costs will be invoiced upon acceptance of this agreement, net 30 days. The remaining 50% of will be invoiced in six months, net 30. Any overages pursuant to this agreement will be invoiced upon completion of this agreement, net 30.

\*If a multiyear agreement is selected, the same terms will be effective the same dates in the following years.

*Travel*: In the event that Client requests Strategic Programs to travel to perform service obligations under this agreement, approved travel expenses will be invoiced at cost as incurred, net 30 days.

*Rush Orders*: Work requested within a deadline of 72 working hours will be invoiced at a Rush Fee calculated on 10% of the cost of the work, or \$500, whichever is greater.

*Late Fees*: Late fees will be applied at 1.5% interest beginning the month following the due date and each subsequent month until invoice is paid in full.





*Report Interpretation Rescheduling:* Any out-of-pocket travel expenses, including change fees, will be invoiced at cost.

*Cancellation Policy:* If at any time during the terms covered by this agreement Client chooses to discontinue services, they may do so with 60 days advanced written notice. In such case, Strategic Programs will be obligated to provide services, as agreed, for 60 days; Client will be obligated to provide participant information, as agreed. Based on Strategic Programs staffing commitments to this specific project, early termination of the contract will include a cancellation fee of 2% of the remaining estimated investment.

For 2-3 year agreements:

If at any time during the terms covered by this agreement Client chooses to discontinue services, they may do so with 60 days advanced written. In such case, Strategic Programs will be obligated to provide services, as agreed, for 60 days; Client will be obligated to provide participant information, as agreed. Based on Strategic Programs staffing commitments to this specific project, early termination of the contract will include a cancellation fee equal to the discount applied for the multiple year agreement shall be applied as follows.

1. If cancelled during calendar year 2017 or 2018, early termination fee shall total any remainder of the design fee.
2. If cancelled during calendar year 2019, early termination fee shall total any of the remainder of the design fee.



.....

*Client Project Point Person:*

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Fax Email

*Client Accounts Payable Contact:*

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Fax Email

*Client IT Contact:*

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Fax Email

*Client Mailing Address:*

\_\_\_\_\_  
P.O.Box / Street

\_\_\_\_\_  
City State Zip



## Sample STOP Survey Sample\*

No Answer/ Does not Apply	Strongly Disagree	Disagree	Somewhat Agree/Somewhat Disagree	Agree	Strongly Agree
NA	1	2	3	4	5

\*Questions are always customized for each client. Strategic Programs has a validated library of over 150 questions to choose from and will work with each client to use client-specific language, initiatives, and definitions in each survey.

### Orientation *(Answer if you've been with the company less than one year)*

1. My orientation provided the information and skills I needed to be successful
2. The reality of my job matched the expectations I had when I was hired

### Culture & Climate

3. I felt proud to work for [Company]
4. I would recommend [Company] as a good place to work
5. Overall, I was satisfied working at [Company]

### Job Satisfaction

6. I liked the type of work I did
7. My job made good use of my skills and abilities
8. I was motivated to go beyond what was normally expected of me to help [Company] be successful
9. My workload allowed me to maintain a good work/life balance

### Immediate Supervisor *(Refers to the person who conducts your performance reviews or the person who manages your day-to-day activities)*

10. My supervisor clearly communicated expectations for my performance
11. My supervisor gave me useful feedback on my performance
12. My supervisor supported my professional development
13. I trusted my supervisor

### Senior Leadership *(Refers to VPs and Executives)*

14. There was sufficient communication from Senior Leadership
15. Senior Leadership communicated a clear vision and plan for [Company]'s future
16. Senior Leadership was effective in solving key organizational issues

### Communication

17. I trusted the information I received from [Company]
18. I received important company information in a timely manner
19. Communication between departments was effective

### Employee Voice

20. I felt comfortable voicing my opinion and offering suggestions
21. My ideas and suggestions were given consideration
22. I believe changes will be made based on the survey feedback I provide

**Service & Quality**

23. Efficient procedures were in place to ensure quality work was delivered
24. [Company] emphasized the importance of safety
25. I would recommend [Company] to a friend or relative who needed care

**Staffing & Resource Management**

26. There was sufficient staff in my department to handle the workload
27. I was given flexibility in my schedule when I needed it
28. The amount of work I was expected to do was realistic
29. I had the resources and equipment I needed to be successful at my job

**Training & Career Development**

30. [Company] provided me with opportunities to grow professionally
31. Procedures for considering employees for job openings were fair
32. I received adequate training to be successful at my job

**Compensation & Benefits**

33. I was paid appropriately for my job responsibilities
34. Overall, the benefit package met my needs
35. My compensation was competitive with other healthcare organizations in the area

**Rehire Potential**

36. I would consider returning to [Company]
37. I would consider returning under the same manager/supervisor
38. What would it take for you to return to [Company]?

**Exit Factors**

39. Please rate the following factors in terms of how much impact they had on your decision to leave [Company].

No Answer/ Does Not Apply	No Impact	Some Impact	Strong Impact	Main Reason for Leaving	
N	1	2	3	4	
A. Compensation/pay	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
B. Benefits	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
C. Supervision	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
D. Management	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
E. Senior Leadership	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
F. The actual job/duties/conditions	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
G. Career development opportunities	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
H. Hours of work/schedule	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I. Workload/staffing	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
J. Coworkers/morale	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

K. Better job elsewhere	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
L. Personal reason (Continue education, moving, commute, retirement, health, career change)	N <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

**Comments** (Your responses in the following open-ended comment section will remain confidential, meaning that your name will not be associated with each comment; however, any identifiable information included in your comments will be reported as entered)

40. What were your most important reasons for leaving [Company]?
41. What could [Company] have done to prevent you from leaving?
42. What was the best thing about working at [Company]?
43. Do you know of any compliance or integrity issues that have not been addressed with [Company] (e.g., improper, unethical or unlawful behavior)? If yes, please explain.
44. (Answer only if you responded to the previous question) [Company] takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s to [Company]. As much information as you can share will be most helpful (i.e., department, location, job titles, etc). All your other answers to this survey remain confidential. Do you give permission to identify your name with this specific comment? If yes, this will give [Company] an opportunity to follow up and you may be contacted for more information. ☐ Yes ☐ No
45. Is there anything else you would like to add?





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
CALLAHAN INSURANCE AGENCY  
4 WEST DRY CREEK CIRCLE, SUITE 200

LITTLETON CO 80120

INSURED  
Strategic Programs Inc  
600 S Cherry St  
Ste 400  
Denver CO 80246

CONTACT NAME: JOHN CALLAHAN

PHONE (A/C, No, Ext): 303-350-5545

FAX (A/C, No): 303-785-1727

E-MAIL ADDRESS: jpcallahan1@comcast.net

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers Casualty & Surety of

19046

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: CL1733066576

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		6805E871030	5/23/2016	5/23/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 AIOI \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		6805E871030	05/23/2016	05/23/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	CUP6E598749	05/23/2016	05/23/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*John Callahan*

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STRAT-2 OP ID: DP

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RWR West & Pure Risk Solutions 500 Briggs St #200, POBox 1274 Erie, CO 80516 Anna J Perko	CONTACT NAME: Anna J Perko PHONE (A/C, No, Ext): 303-834-1001 E-MAIL: anna@rwrwestinsurance.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Pinnacle Assurance INSURER B: Beazley Group INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Strategic Programs, Inc. 600 S Cherry St Ste 400 Denver, CO 80246	NAIC #

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	4192368	05/13/2016	05/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab			V10F30160701	09/01/2016	09/01/2017	Each Claim 3,000,000 Aggregate 3,000,000

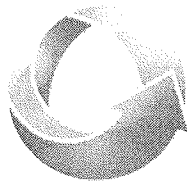
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Coverage	BLANK-0
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
AUTHORIZED REPRESENTATIVE 	

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**STRATEGIC**  
PROGRAMS, LLC

## **MASTER SERVICES AGREEMENT (MSA)**

### **Background**

This Agreement dated the \_\_\_ day of \_\_\_, 2017 ("Effective Date") describes the general terms and conditions under which Strategic Programs, LLC ("SP") will provide services to School District of Beloit ("Client"). The term of this MSA shall commence on the Effective Date of this agreement and continue for an initial term of one year, renewing for additional one year terms until written notice is supplied by one party to the other at least 30 days prior to the end of the then current term. Therefore, in consideration of the mutual covenants and promises contained herein, Client and SP (collectively the "Parties"), intending to be legally bound, agree as follows:

### **Services**

Statement(s) of Work. Under this Agreement, Client may request that Strategic Programs provide certain services, which could include deliverables and work product. Such requests for services and associated deliverables and work product shall (i) include a description of the requested services, and (ii) be substantially in the form of a SOW to this Agreement. Once a SOW is executed by both Parties it shall become a part of and subject to the terms and conditions of this Agreement. Strategic Programs shall not perform any services, including deliverables and work product, for Client until a SOW executed by Client is received by Strategic Programs

Change Order(s). Strategic Programs will provide the services as requested by Client in accordance with and pursuant to a SOW that is executed by the Parties. The Parties may change the scope of the services and other matters specified in a SOW only by a written amendment executed by authorized representatives of both Parties (a "Change Order"). Strategic Programs will not be obligated to deviate from a SOW until the Parties execute a corresponding Change Order.

Standard of Performance. Strategic Programs will be responsible for overall management and performance of the services according to the SOW and Strategic Programs' Service Level Agreement (Exhibit A). Strategic Programs employees and sub-contractors will perform the services in accordance with all standards for performance of the services established by Client in each SOW. All services and deliverables provided under any SOW will be subject to Client's review and approval in accordance with the terms contained herein. In addition to the warranty obligations contained herein, any claim made by Client regarding the deficiency of the services, shall be resolved by Strategic Programs as follows at Strategic Programs' discretion: (1) Strategic Programs repairs the deficiency of the services at no additional cost to Client; or (2) Strategic Programs issues to Client a credit not to exceed the service payment applicable to the deficient service.

Rates. Services will be provided on a time and materials basis and will be charged at the rates set out in the SOW. All rates, charges and/or fees for any and all work, deliverables and/or services performed by Strategic Programs must be listed in the SOW. Such rates, charges and fees may only be adjusted upon written modification of SOW, agreed upon in writing by an authorized agent of the Client. Any attempt to alter rates, charges, and other fees in any document other than an amendment to this Agreement signed by an authorized agent of Strategic Programs and an authorized agent of the Client, shall be void and non-binding.



### **Contract Administrator**

Client shall appoint a single point of contact that will be the Contract Administrator for this Agreement and will provide oversight of the activities conducted hereunder. The Contract Administrator will be the principal contact for Strategic Programs concerning business activities under this Agreement. Client is obligated to provide notice and updated contact information to Strategic Programs within 48 hours upon change in Contract Administrator. Additionally, an executive sponsor shall be determined by Client for each SOW executed.

### **Independent Contractor Status**

This Agreement is intended to create an independent contractor relationship between the Parties for purposes of federal, state and local law. Strategic Programs is engaged in the independent business of providing workforce intelligence to employers. Strategic Programs is, and will continue to be, an independent contractor, and not an employee, agent, or representative of Client.

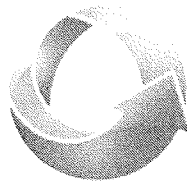
Client acknowledges that it does not require Strategic Programs to work exclusively for it, does not provide any equipment to Strategic Programs in conjunction with Strategic Programs' performance of services, and does not control, in any way, the methods or manner in which Strategic Programs performs its services. Nothing in this Agreement will be construed or implied to create a relationship of agency, partners, affiliates, joint employers, or joint ventures. Neither Party will have the power or authority to act for the other in any manner or to create obligations or debts which would be binding on the other. Neither Party will be responsible for any obligation of the other or be responsible for any act or omission of the other.

### **Confidential Respondent Information**

Strategic Programs will take measures to protect the identity of individuals who complete a survey or other interview ("Respondents") as well as Respondent-identifiable information from disclosure to third parties, including Client. Information received from Respondents will not be directly attributable to the source in any reports and Respondent names will not be submitted to Client in any reports, unless Respondent expressly requests or permits such disclosure.

Client agrees that Strategic Programs, its subcontractors, and consultants will undertake to maintain confidentiality regarding any information received from the Respondent, and that Client will not attempt to obtain the name of any Respondent who participates in the survey(s). Strategic Programs may provide Respondent-identifying information if qualified by the following three exceptions:

1. A minimal amount of Respondent-identifiable information may be disclosed to Client to permit Client to validate interviews. Prior to disclosing Respondent-identifiable information to Client for these purposes, Client agrees to avoid any use of the information for other than legitimate and ethical purposes.
2. Should Strategic Programs receive or become aware of Respondent information which suggests a serious threat of violence, written, oral, or implied threats or intimidation, theft



## **STRATEGIC PROGRAMS, LLC**

or sabotage of projects or equipment, alcohol or drug abuse in the workplace, or intention to hurt self or others, Strategic Programs will make reasonable effort to notify Client.

3. Communication between Strategic Programs and Client's employees is not privileged under Colorado law, Strategic Programs cannot guarantee to Client that names or information collected from any employee will never be subject to disclosure to a third party, e.g., pursuant to a subpoena or court order.

### **Non-Confidential Respondent Information**

Client agrees that Respondent information collected at the request of Client for any specific, non-confidential purposes is not subject to the agreement as stated in section *Confidential Respondent Information*. Client also agrees to hold Strategic Programs harmless from any and all actions or claims resulting from non-confidential Respondent data. This section refers to any questions on the survey that Client requests data to be non-confidential.

### **Data Protection**

Strategic Programs will take precautions to protect data in our possession from loss, misuse and unauthorized access, disclosure, alteration and destruction. These precautions shall not be less than those taken to protect Strategic Programs' own data.

Strategic Programs' database is housed in hosted in a cloud environment with industry standard security controls. All transactions are done over HTTP/s SSL secure channel encrypted. See Data Security document for more details.

### **Use of Data**

It shall be Strategic Programs' obligation to maintain and ensure the confidentiality and security of Client's data to which it has been provided access as part of this agreement or any applicable statement of work. All Client data shall be used as outlined in the applicable statement of work only for the benefit of Client.

### **Mutual Indemnification**

Client and Strategic Programs agree to mutually indemnify and hold each other harmless from any and all claims against Client or Strategic Programs, and any claims or liability imposed against Client or Strategic Programs, including all attorneys' fees and other costs incurred by Client or Strategic Programs, arising from any information or data that may be conveyed to Strategic Programs in any survey or one-on-one interview, or that may be contained in any reports generated or presented based on such information or data collected.

### **Disclaimer; Limitation**

In no event shall either Party be liable to the other entity for any special, consequential, punitive, incidental, or indirect damages however caused on any theory of liability, and whether or not that party has been advised of the possibility of such damages. These limitations shall apply notwithstanding any failure of essential purpose of any limited remedy. Strategic Programs' liability to Client for direct damages arising out of this agreement shall be limited to the lower of the amount paid by Client to Strategic Programs under the applicable SOW or five hundred thousand dollars (\$500,000).



## **STRATEGIC PROGRAMS, LLC**

The limitation described in this section will not apply to: claims arising out of, in connection with or resulting from Client's misuse or appropriation of Strategic Programs' proprietary systems (computer programs or otherwise); claims relating to property damage or personal injury; or either Party's intentional misconduct that is tortuous or criminal, or committed with the knowledge that such misconduct was reasonably certain to materially damage the other Party.

### **Insurance**

Strategic Programs shall, at its sole cost, maintain no less than the following insurance in full force and effect during the term of this Agreement with Client:

*Commercial General Liability.* Contractor's Protective Liability; Completed Operations; Product Liability; Contractual Liability; Personal Injury; and Property Damage caused by explosion, collapse and underground damage; and Broad-Form Property Damage Endorsement. The limits of such liability insurance shall be no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury (BI)-and property damage (PD) per occurrence;

*Automobile Liability.* Covering all owned, hired or non-owned vehicles, including the loading or unloading thereof, with limits no less than One Million Dollars (\$1,000,000) combined single limit of liability for Automobile Bodily Injury, Personal Liability and Automobile Property Damage for each occurrence;

*Worker's Compensation.* Statutory Benefits as required by state where work is being performed; and Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising from each accident or occupational disease;

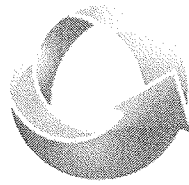
*Umbrella Excess Liability.* Coverage in an amount no less than One Million Dollars (\$1,000,000) for each occurrence; and

*Professional E&O Coverage.* In addition to the foregoing, if Strategic Programs is providing professional services utilizing consultants and similar professional services then, in addition to the above requirements, Strategic Programs shall also maintain a professional errors and omissions policy with a minimum limit of \$1,000,000 per occurrence.

All such insurance shall be carried with companies licensed to do business in the jurisdiction where the services are to be performed, and such policies shall name Client and its parents, affiliates and subsidiaries and its and their employees and agents as additional insured parties.

### **Proprietary Items**

In the course of performing its obligations under this Agreement, Strategic Programs may use materials, tools, design guides, reports, documents, templates, studies, software programs in both source code and object code, specifications, business methods, tools, methodologies, processes, techniques, solution construction aids, analytical frameworks, algorithms, know-how, processes, products, documentation, abstracts and summaries thereof, existing prior to the execution of this Agreement or developed outside the scope of this Agreement, including any derivative works based upon, or modifications, enhancements or improvements thereof, including all intellectual property rights therein, that are (a) proprietary to Strategic Programs or



## **STRATEGIC PROGRAMS, LLC**

to its third party providers or (b) proprietary to Client or its third party providers. As between Client and Strategic Programs, Strategic Programs Proprietary Items will be deemed Confidential Information of Strategic Programs Client will neither have nor obtain rights in Strategic Programs Proprietary Items other than Strategic Programs will grant Client a nonexclusive, nontransferable, royalty-free license during the Term to access, use and copy Strategic Programs Proprietary Items, as necessary for Client to use/receive the Services. As between Client and Strategic Programs, Client Proprietary Items will be deemed Confidential Information of Client. Strategic Programs will neither have nor obtain rights in such Client Proprietary Items other than to use them as authorized by Client for purposes of performing its responsibilities under this Agreement.

### **Knowledge Capital**

Strategic Programs shall not be precluded from independently developing or using for itself, or for others or licensing others to use, anything, whether in tangible or non-tangible form, which is competitive with, or similar to, the deliverables, except as set forth herein. Strategic Programs will be free to use the general knowledge, skills and experience and any ideas, concepts, know-how and generic techniques that are developed by Strategic Programs in the course of providing the services without use of Client's Confidential Information or Client Proprietary Items. Nothing in this section shall diminish Strategic Programs' obligations regarding Client's Confidential Information, grant Strategic Programs the right or license to utilize Client Proprietary Items, or otherwise limit any restrictions on Strategic Programs' ability to perform services for third parties specified in this Agreement or any SOW hereto.

### **Survivorship**

All transactions executed for products and services provided pursuant to the authority of this Agreement shall be bound by all of the terms, conditions, prices and price discounts set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

### **Force Majeure**

The term "force majeure" means an occurrence that causes a delay that is beyond the control of the Party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences.

Exceptions: Except for payment of sums due, neither Party shall be liable to the other or deemed in breach under this Agreement if, and to the extent that, such Party's performance of this Agreement is prevented by reason of force majeure.

Notification: If either Party is delayed by force majeure, said Party shall provide written notification within 48 hours. The notification shall provide evidence of the force majeure to the satisfaction of the other Party. Such delay shall cease as soon as practicable and written notification of same shall likewise be provided. The time of completion shall be extended by Agreement Amendment for a period of time equal to the time that the results or effects of such delay prevented the delayed Party from performing in accordance with this Agreement.



## **STRATEGIC PROGRAMS, LLC**

### **Disputed Charges**

If there is a good faith dispute with regard to a portion of an invoice, Client will endeavor to provide Strategic Programs with written notice detailing the dispute ("Dispute Notice") within thirty (30) days of receipt of the applicable invoice. If Client provides Strategic Programs with a Dispute Notice within thirty (30) days of receipt of an invoice, then Client will withhold the disputed amount and will pay the undisputed portion as provided in this Agreement. Strategic Programs will continue to perform the services under this Agreement pending final resolution of any dispute hereunder unless otherwise requested by Client. In no event nor for any reason shall Strategic Programs discontinue or suspend performance under any SOW, or portion thereof, or perform any action that prevents, slows down, or reduces in any way such performance or Client's ability to conduct its business or business activities, unless: (a) authority to do so is granted by Client or conferred by a court of competent jurisdiction; or (b) the Term of this Agreement has been terminated or expired and Strategic Programs has completed its obligations to provide termination assistance.

### **Problem Resolution and Disputes**

Problems arising out of the performance of this Agreement shall be resolved in a timely manner at the lowest possible level with authority to resolve such problem. If a problem persists and cannot be resolved, it may be escalated within each organization.

In the event a bona fide dispute concerning a question of fact arises between Client and Strategic Programs and it cannot be resolved between the Parties through the normal problem escalation processes, either Party may initiate the dispute resolution procedure provided herein.

The initiating Party shall reduce its description of the dispute to writing and deliver it to the responding Party. The responding Party shall respond in writing within three business days. The initiating Party shall have three business days to review the response. If after this review a resolution cannot be reached, both Parties shall have three business days to negotiate in good faith to resolve the dispute.

If the dispute cannot be resolved after three business days, a Dispute Resolution Panel may be requested in writing by either Party who shall also identify the first panel member. Within three business days of receipt of the request, the other Party will designate a panel member. Those two panel members will appoint a third individual to the Dispute Resolution Panel within the next three business days.

The Dispute Resolution Panel will review the written descriptions of the dispute, gather additional information as needed, and render a decision on the dispute in the shortest practical time. Both Parties agree to be bound by the determination of the Dispute Resolution Panel.

Each Party shall bear the cost for its panel member and share equally the cost of the third panel member.

Both Parties agree to exercise good faith in dispute resolution and to settle disputes prior to using a Dispute Resolution Panel whenever possible.



## **STRATEGIC PROGRAMS, LLC**

Client and Strategic Programs agree that, the existence of a dispute notwithstanding, they will continue without delay to carry out all their respective responsibilities under this Agreement that are not affected by the dispute.

If the subject of the dispute is the amount due and payable by Client for services being provided by Strategic Programs, Strategic Programs shall continue providing services pending resolution of the dispute provided Client pays Strategic Programs, Inc. the amount Client, in good faith, believes is due and payable, and places in escrow the difference between such amount and the amount Strategic Programs, in good faith, believes is due and payable.

### **Alternative Dispute Resolution Fees and Costs**

In the event that the Parties engage in arbitration, mediation or any other alternative dispute resolution forum to resolve a dispute in lieu of litigation, both parties shall share equally in the cost of the alternative dispute resolution method, including cost of mediator or arbitrator. In addition, each Party shall be responsible for its own attorneys' fees incurred as a result of the alternative dispute resolution method.

### **Order of Precedence**

In the event of any inconsistency in this Agreement, the inconsistency shall be resolved in the following order of precedence:

1. Applicable federal and state statutes, laws, and regulations
2. Mutually agreed written Amendments to this Agreement
3. This Agreement and all Schedules thereto
4. All Strategic Programs' publications, written materials and schedules, charts, diagrams, tables, descriptions, other written representations and any other supporting materials Strategic Programs made available to Client and used to affect the sale of services to Client.

### **Waiver**

Failure or delay of Strategic Programs to insist upon the strict performance of any term or condition of the Agreement or to exercise any right or remedy provided in the Agreement or by law; or Strategic Programs' acceptance of or payment for materials, supplies, services and/or equipment, shall not release Client from any responsibilities or obligations imposed by this Agreement by law, and shall not be deemed a waiver of any right of Strategic Programs to insist upon the strict performance of the entire agreement by Client. In the event of any claim for breach of Agreement against Client, no provision of this Agreement shall be construed, expressly or by implication, as a waiver by Strategic Programs any existing or future right and/or remedy available by law.

### **Governing Law/Venue**

This Agreement shall be construed and interpreted in accordance with the laws of the state of Colorado, and the venue of any action brought hereunder shall be in the Superior Court for Denver County.

### **Severability**





# STRATEGIC PROGRAMS, LLC

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

*Strategic Programs, its employees, and any consultants or trainers referred by Strategic Programs are not responsible for the way in which the data in these reports may be used.*

Submitted by:

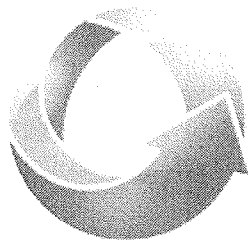
Accepted by:

Jay Green  
Business Development  
Strategic Programs  
April 7, 2017

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: School District of Beloit  
Date: \_\_\_\_\_

Approved by:

Chris Coberly  
CEO  
Strategic Programs  
April 7, 2017



# **STRATEGIC PROGRAMS, LLC**

## **Exhibit A: Service Level Agreement (SLA)**

From the Interviewers conducting phone surveys to the Consultants partnering with our clients to understand their data, we have developed a team dedicated to our clients' success. Strategic Programs is committed to serving every employee, every client, every project, every company, every time.

Strategic Programs is responsible for overall management and performance of the services as outlined in the Statement of Work (SOW). Strategic Programs employees and sub-contractors will perform the services in a professional manner, using the degree of skill, care, and judgment consistent with customarily accepted good business practices.

### **Hours of Operation (Mountain Time)**

Client Support Hours	7:00 AM to 9:00 PM (excluding holidays and weekends)
Business Hours	7:00 AM to 6:00 PM (excluding holidays and weekends)
System Maintenance Hours	8:00 PM to 5:00 AM Monday through Friday All day Saturday and Sunday

### **Corporate Holidays**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

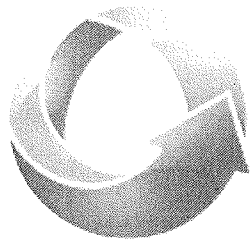
### **Project Team**

Your project team consists of a dedicated Data Analyst, Account Manager, and Consultant, unless otherwise noted in the Scope of Work (SOW).

**Data Analyst:** Oversees day to day project details and deliverables by ensuring accuracy of client data in real-time. Typically responds to technical and data requests about employee lists, coding, adding Strategic Insight reporting tool users, etc.

**Consultant:** Provides insight, analysis, and recommendations to clients based on employee related feedback data and workforce intelligence, tailoring organizational solutions, including action planning, coaching and training, to unique organizational needs.

**Account Manager:** Manages and supports client projects while being the main contact and responsible for client satisfaction. Additional reports, contract questions, and any other requests not mentioned above should be directed to the Account Manager.



# **STRATEGIC PROGRAMS, LLC**

## **Requests and Turnaround Time**

The standard turnaround time to respond to all requests received by Strategic Programs is 24 hours, excluding holidays and weekends. The response will include who the appropriate contact person for the specific request will be. The contact person will reply to the sender and provide an estimated time for resolution.

Strategic Insight™ support requests can be made to [insight@strategicprogramsinc.com](mailto:insight@strategicprogramsinc.com). All emails will be responded to within 90 minutes during business hours stated above. A reply will let the sender know who the contact person will be. Requests for login assistance and administrative access will be resolved within 24 hours, excluding holidays and weekends.

In the case of the Account Manager, Data Analyst, and/or Consultant being unavailable, Strategic Programs will notify you of their designated back up, including contact information.

All services and deliverables provided under any SOW will be subject to School District of Beloit's review and approval in accordance with the terms contained herein. In addition to the warranty obligations contained herein, any claim made by School District of Beloit regarding the deficiency of the services, shall be resolved by Strategic Programs as follows at Strategic Programs' discretion: (1) Strategic Programs repairs the deficiency of the services at no additional cost to School District of Beloit; or (2) Strategic Programs issues to School District of Beloit a credit not to exceed the service payment applicable to the deficient service.

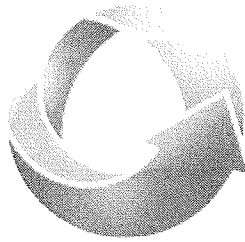
## **Dispute Resolution**

Problems arising out of the performance of this SLA shall be resolved in a timely manner at the lowest possible level with authority to resolve such problem. If a problem persists and cannot be resolved, it may be escalated within each organization. See section *Problem Resolution and Disputes* in School District of Beloit Master Services Agreement (MSA) for further details.

## **Planned Downtime**

Strategic Insight shall be available 24/7 (24 hours a day, 7 days a week), except for:

- planned down time, which shall be any period inside of the System Maintenance Hours for which SP gives eight (8) hours or more notice that the solution will be unavailable
- down time caused by circumstances beyond SP's reasonable control



# STRATEGIC PROGRAMS, LLC

## Emergency Procedures

Our Recovery Point Objective (RPO) is set to 4 hours currently across all our clients. We maintain a Recovery Time Objective (RTO) of 8 hours during which all associated business processes will be restored. Detailed Disaster Recovery Plan (DRP) available upon request

First Level Support (System down)	Both hardware and software critical failure resolution shall not impact system service level expectations. Minimum two servers required to support 24/7, one for active and one for passive. Failover could be done via a manual process. Backup of database should be stored offsite away from datacenter.
Second Level Support	Commercially reasonable efforts to investigate and resolve errors around <ul style="list-style-type: none"><li>• Clarification of functions and features of the SP Solution;</li><li>• Assistance in identifying and verifying the causes of suspected errors in the SP Solution;</li><li>• Advise on bypassing identified errors in the SP Solution, if reasonably possible</li></ul>





## Data Security

Strategic Programs utilizes a proprietary web-based application to host surveys and reporting tools. We are a Solution as a Service (SaaS) provider. There is no installation of software required to conduct surveys, receive reports, or access our Strategic Insight application. Strategic Insight is our cloud-based proprietary application hosted in Amazon Web Services (AWS) E2 services infrastructure. AWS delivers a scalable cloud computing platform with high availability and dependability.

We have a three tier architecture and disaster recovery capability is managed at all levels across three regions in US (Oregon, Northern California and Virginia). Database Backups are taken every 4 hours and DR Recovery time is 8 hours.

Strategic Programs also offers the additional benefits of EU and Swiss Safe Harbor Certification and we have a Disaster Recovery & Business Continuity Plan available upon request.

Additional security information:

1) SSL security - We use a secure connection. All transactions are done over HTTP/s SSL secure channel encrypted.

We are hosted on Amazon Web Services (AWS) and are compliant with PCI DSS Level 1, ISO 2700, FedRAMP, DoD CSM and ISO 9001. SOC reports and AWS Security Overview are available at <https://aws.amazon.com/whitepapers/overview-of-security-processes>.

2) Strong encryption - Our applications are secured by a secure socket layer using RSA 2048 bit RSA key. Certificate can be viewed under [https:// www.strategicprogramsinc.net/insight](https://www.strategicprogramsinc.net/insight)

The in transit data is encrypted using 128 bit encryption using TLS1.2 over HTTP/s. This is authenticate and encrypted using AES\_128\_GCM and DHE\_RSA as the key exchange mechanism.

3) Firewalls - The solution environment is protected behind a firewall and is monitored by both intrusion detection software and scanned for vulnerabilities through security software.

4) Systems monitoring - We use a combination of custom monitoring script; AWS based monitoring scripts, network sniffers to identify not only possible outages but also proactive capacity monitoring and performance. Confidential information such as social security numbers is not required for our solution. There are two software applications we use 1) OSSEC for intrusion detection and 2) Open VAS for vulnerability detection.

5) Secure File Transfer - We recommend that client data be transferred from the client organization to Strategic Programs utilizing encryption software such as PGP, or other industry standard methods. Strategic Programs works with our client's third party data security companies as needed, and can pull from client secure FTP sites, as well as set up a secure file transfer as part of the project launch process. Our systems are password protected, and we have a secure firewall in place.



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## **ShareFile**

### **Information**

Citrix ShareFile stores your files in secure, SSAE 16 audited datacenters. Our privately managed server farm is equipped with the latest firewalls and Internet security updates to help keep your data completely safe, and physical security measures from fingerprint scanners to ballistic-proof exteriors protect against theft and natural disaster. [Click here for additional information on ShareFile Security and Compliance.](#)

### **Encryption**

All file transfers through the ShareFile service are encrypted using 256-bit SSL (Secure Sockets Layer). This is the same security used by banks and many e-commerce sites such as Amazon.com. SSL works by establishing a private connection and each end of the connection is authenticated before transfer begins. Data traveling between these endpoints can only be decrypted by the intended recipient by using unique decryption keys. Files uploaded to ShareFile servers are saved with 256-bit AES encryption. Each file saved in our system has a unique encryption key. When a file is uploaded, it is encrypted before being copied to its permanent storage location. Downloaded files are decrypted before their contents are sent to your browser. The file encryption keys are not stored on the same server with the files themselves, ensuring that someone with physical access to our storage servers has no access to the files contained on their hard drives.

### **Secure Uploads and Downloads**

ShareFile supports TLS 1.0, 1.1 and 1.2. These are the same encryption protocols and algorithms used by e-commerce services and online banking. On Professional, Corporate, Enterprise, and VDR plans, files are stored at rest using the Advanced Encryption Standard (AES) with a 256 bit key. All uploaded files not pre-Internet encrypted, encrypted by the end user prior to upload, are scanned for known malware including viruses, Trojans, and worms. Files that reflect a known malware signature are flagged with a Red X and end users are subsequently prompted prior to downloading a suspicious file.

### **Secure User Access**

Each user on an account is given a unique username and password to login. Passwords are hashed so that not even ShareFile employees can access this information. If a user enters an incorrect password five times in a row, the system will lock that user account for five minutes before they can login again. ShareFile account users will only see folders where they have been granted permissions and are listed in the Folder Access list. Folders where they have not been granted permissions will be invisible to them in the folder view and on any reports that they can access. By default, client users do not have access to information about other users on the account. All activity in an account is logged and available to employee users who have access to the Reporting section. Reports can include activities (such as logins, downloads, deletions, etc.), storage contents and user access audits. The policy to save data



older than 90 days for Corporate and Corporate Gold accounts was put in place fall 2009. Activity before this time may not be available.

### **ShareFile Authentication**

When logging into the Citrix ShareFile web application, you provide your email address and password at your account landing page. After a period of time your session will timeout and you will be prompted to login again. ShareFile Enterprise customers can opt to integrate with Active Directory and redirect this login process. Apps built using the ShareFile API (ShareFile Desktop Apps, ShareFile Mobile Apps, and third-party apps) are not allowed to capture or store the user's credentials and typically only need limited access, so the ShareFile API leverages an industry standard protocol called OAuth 2.0. According to the OAuth community site, OAuth is "an open protocol to allow secure authorization in a simple and stand method from web, mobile and desktop apps." For more on OAuth see the community site and the IETF specification. ShareFile stores an OAuth token instead of your credentials and then uses that token to access the ShareFile API instead of your credentials. This allows a tool like ShareFile Sync to run in the background happily keeping all your files in sync without needing to prompt you for a password every time a change is made. This token has limited access to ShareFile only, so it is less of a security risk than storing your credentials. The way authenticating with OAuth tokens works is that ShareFile first prompts you for your email address and password using a secure web form that is similar to the one used when you login to the web application. If using AD integration, we redirect you to configured IdP for the initial authentication. Once you have successfully authenticated, the secure web form provides the application with an OAuth token that is securely stored in the application. All subsequent access is done using this token you will not be asked for your credentials again until the token expires. The expiration for this token can be set by ShareFile administrators in Advanced Preferences. If you lose access to the device where the ShareFile application was installed, you can manually expire the OAuth token in the ShareFile web application under My Settings. Administrators can also expire an OAuth token on behalf of a user in that user's profile page in Manage Users. Disabling a user will also expire all tokens for that user. Since these tokens act as a replacement for your password, they are not tied to the password expiration policy (either within ShareFile or to an AD password expiration). You will not need to reauthenticate with a tool when you change your password, but only when the OAuth token expires.

### **Servers and Storage**

ShareFile accounts are stored on servers maintained by Amazon Web Services in multiple locations across the globe. An account's data is generally stored at the server location that is geographically nearest to the administrator. All data centers containing ShareFile servers are SSAE 16 certified, proving that they meet high standards for security. Physical access is tightly controlled, and double verification is required to proceed to any areas housing data. Our servers are firewall protected and regularly updated to ensure that all of the latest security patches and updates are in place. In case of disaster, ShareFile has multiple backup strategies in place to protect against loss of data. Files are frequently backed up to a disaster recovery data center, and mirrored in real time to a secondary server location to ensure that service can be quickly resumed in the case of a disruption at an account's primary server location.





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## **ShareFile Company Policies**

All ShareFile employees undergo full background checks and sign our handbook prior to beginning employment with the company. The handbook includes an agreement to maintain the privacy and security of account information. Account information and support functions are accessible only from the IP address of ShareFile's physical office locations. Company policy prohibits employees from accessing accounts or client data except where they have been expressly granted permission by an account administrator for the purpose of support. Any logins or activity by ShareFile Support will be logged in the account activity reports and available for review by account administrators.

## **ShareFile Cloud Storage Servers**

In order to upload or download from a ShareFile account, you must access data housed in ShareFile cloud storage. To view a list of servers that you are using to upload and download files, enter `yoursubdomain.sharefile.com` URL followed by `/servers.aspx`. You must be able to access the displayed server addresses in order to successfully use ShareFile. To confirm if you have access to a server, copy and paste the server address into your browser's URL bar. If you are given an error while connecting to this site, please contact your company's technical support.

## **Network Connections used by ShareFile**

ShareFile separates application traffic from file uploads and downloads. ShareFile client applications require access to the ShareFile.com SaaS application as well as access to the storage location for their account. The SaaS application is hosted by Citrix and accessed using a customer-specific URL such as `company.sharefile.com` or `company.sharefile.eu`. User account settings, business logic and file metadata are handled by the SaaS application—no files are stored within the SaaS application tier. Data Storage services (known as StorageZones) may be managed by Citrix or hosted and managed by customers. Files are stored securely within the data storage tier and accessible only by clients who have authenticated to the SaaS application tier. The ShareFile SaaS application authorizes file operations between authenticated users and the appropriate data storage service. Users must authenticate in order to use ShareFile. Authentication can be performed by ShareFile SaaS application or deferred to a 3rd-party enterprise identity provider using SAML. In this article we assume that SAML is used for enterprise authentication. To support accounts that use Citrix-managed storage zones, Citrix manages a variety of storage servers that execute in Amazon or Azure public cloud infrastructure. The list of public cloud servers used for Citrix-managed StorageZones is variable based on your account location, scalability requirements, and other factors, and is subject to change. After successfully authenticating with the SaaS application the client would upload and download files from one of the servers.

## **Current Exit Interview Questions**

1. Job title
2. School/Location
3. Last date of Employment
4. New Employee Orientation
5. Training Opportunities
6. Equipment and Facilities
7. Advancement Opportunities
8. Wages
9. Grievance/Complaint Procedures
10. Supervisory Relationships – Please indicate your level of agreement with the following statements
11. My Supervisor provides recognition
12. My Supervisor provides timely responses to questions
13. My supervisor understands their job duties
14. My Supervisor made me feel like my job was important
15. My Supervisor made decisions in a timely manner
16. What did you like best about working for the District?
17. What improvement(s) do you feel that District needs to make?
18. What additional comments would you like to make?
19. Thank you for taking the time to complete this survey. Please enter today's date
20. My supervisor demonstrates fair treatment.



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# NOTICE OF MEETING

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SCHOOL DISTRICT OF BELOIT  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING

**Date:** Tuesday, September 11, 2018  
**Time:** 6:00 p.m. OR Immediately Following the Staff Committee Meeting, Whichever is Later  
**Location:** KOLAK EDUCATION CENTER  
Boardroom  
1633 Keeler Avenue  
Beloit, WI 53511

***VISION: To be a school district of choice in the stateline community.***

## AGENDA

1. Call to Order
2. Roll call by Secretary
3. Approval of Agenda
4. Conflict of Interest Legal Presentation (25 minutes)
5. Possible Closed Session Items\* (should a closed session be necessary, there will be a motion for closed session to be held in Room 106, Superintendent's Conference Room following a 5 minute recess.)
  - 5.1. Personnel Recommendations (10 minutes)
  - 5.2. Discussion of Notice of Claim and Claim (10 minutes)

\*A motion **MAY** be made and a vote taken to convene the Board of Education into Closed Session pursuant to Section 19.85 (1)(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/or 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.
6. The Board of Education will reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session following a 5-minute recess to return to the boardroom.
7. Update of the 2018-19 Funds 10 and 27 Expense Budget (20 minutes)
8. Board Policies (15 minutes)
  - 8.1. 133 RULE 1 Board Appointment Procedures
  - 8.2. 187 Public Participation at Board Meetings
  - 8.3. Temporary Procedures for Managing Part-Time Open Enrollment under DPI Emergency Rule
9. Appointment of Board Members to Committees (1 minute)
10. Approval of WASB Resolutions (10 minutes)
11. Discussion of Board Meetings – Topics and Structure (10 minutes)
12. Adjournment

Posted: September 7, 2018



# School District of Beloit Board of Education Report

September 11, 2018

## *I. BASIC INFORMATION*

**Topic or Concern:** Employment Actions - Exhibit A & B– September 11, 2018

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

**Your Name and Title:** Tracey Caradine, Executive Director Human Resources

**Others assisting you in the presentation:** Dr. Donald Childs, Interim Superintendent

**My report is for:** Action

## *II. TOPICAL INFORMATION*

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

Employment recommendations.

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

Information to support legal action as required by Wisconsin Statutes.

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

Comply with legal requirements and Wisconsin Statutes.

**D. What are your conclusions?**

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

**MOTION:** The administration recommends that the Board of Education approve the Employment Recommendations – Exhibit A & B as requested.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes, indefinite


**BUDGET LOCATION:** all areas - payroll

**FISCAL IMPACT:** As indicated on report sheet.

EMPLOYEE TRANSFER OF ASSIGNMENT 2018-2019							
Name	Location	Assignment	Effective Date	FTE	Salary	Other salary info	Notes
<b>Professional Educators</b>							
Alyson Ryan	Merrill	Math Interventionist	8/23/2018	100%	44,120.00		1-year granted funded; was Grade 1 at Merrill
Jennifer Short	Merrill	Behavior Support Teacher	8/23/2018	100%	49,454.00		Displaced employee; was Grade 3 at Merrill
<b>Substitutes</b>							
<b>NEW EMPLOYMENT</b>							
Name	Location	Assignment	Effective Date	FTE	Salary	Other salary info	Notes
<b>Professional Educators</b>							
Jessica Breidenstein	McNeel	ELL	9/4/2018	100%	35,271.00	Base salary of 36,606	1-year due to license status
Emily Fuentes	Memorial	Credit Recovery	9/12/2018	100%	34,127.00	Base salary of 36,606	1-year due to license status
Karen Vedra	Merrill	ESL Support	9/4/2018	80%	22,890.00	Base salary of 61,041	Filing in for Sabbatical leave for 1 semester
Michal VanDyke	Memorial	Special Ed	9/17/2018	100%	33,931.00	Base salary of 37,016	1-year due to license status
<b>Support</b>							
Kelly Denu	Todd	Special Ed Para	8/29/2018	100%	12.10	per hour	
Tulio Duran	Kolak	Bilingual Family Support Specialist	9/12/2018	100%	15.00	per hour	1-year grant funded
Chad Engebretson	Kolak	Electrician/Maintenance	10/1/2018	100%	30.00	per hour	
Larnell Fair	Aldrich	In-School Academic Behavior Sup	8/30/2018	100%	20.30	per hour	
Jessica Hart	Memorial	Special Ed Para	9/10/2018	100%	12.10	per hour	
Alexis Schultz	Aldrich	Para ID Room	8/28/2018	100%	12.85	per hour	rate includes MF pay
Pamela Smithson	Todd	Special Ed Para	9/5/2018	100%	12.10	per hour	
Gwendolyn Turner	Hackett	4K Para	9/4/2018	100%	12.37	per hour	
<b>Substitutes</b>							
Martrius Hyler	Memorial	Building Sub	9/13/2018	100%	110.00	per day	
Joylyn Weibel	Varies	Substitute Teacher	9/12/2018	Varies	105.00	per day	was a contracted teacher
<b>Non-Contractual Other</b>							
Hanna Barlow	Memorial	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Priya Heinen	Cunningham	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Noel Jones	Cunningham	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Stephanie King	Memorial	AVID Tutor	9/25/2018	Timecarded	25.00	per hour	
Isabella Prixler	Cunningham	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Katherine Severson	Memorial	AVID Tutor	9/25/2018	Timecarded	25.00	per hour	
Jacob Sysstma	Fruzen/Memo	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Gabrielle Watson	Memorial	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
Rose Williams	Memorial	AVID Tutor	9/25/2018	Timecarded	11.00	per hour	
<b>REHIRE</b>							
<b>Professional Educators</b>							
Carmen Fluker	Aldrich	Reading Interventionist	9/30/2018	40%	28,910.20	base of \$28,910.20	rehire for 1 yr grant

September 11, 2018

RETIREMENTS / RESIGNATIONS / LAYOFFS						
Name	Location	Assignment	Effective Contractu	FTE	Years of Service	Notes
<b>Administrators</b>						
<b>Professional Educators</b>						
Elena Evans	Kolak	Math Coach	6/8/2018	100%	1	Resignation-HR notified 8/7/18, charged \$3500 penalty fee
Christine Grimm	McNeel	ESL Teacher	8/24/2018	100%	0	Resignation-no penalty fee
Kristopher Hopper	Memorial	Tech Ed Teacher	8/23/2018	100%	2	Resignation-HR notified 8/24/18, charged \$3500 penalty fee
<b>Support Staff</b>						
Christina Bickford	Gaston	Special Ed Para	9/7/2018	100%	5	Resignation
<b>After School / Other / Coaches</b>						
<b>Substitutes</b>						



Dr Donald Childs, Interim Superintendent



Tracey Caradine, Executive Director Human Resources

## Exhibit B

9-11-2018	Name	Location	Assignment	Effective Date	Salary	Other salary info	Notes
<b>COACHES</b>							
	Escalera, Rosario	McNeel	Intermediate Cross Country Coach	09-05-2018	871.00		
	Hendrix, Marque	McNeel	Intermediate Football Coach	09-05-2018	1,103.00		
	Morris, Kyle	McNeel	Athletic Supervisor	08-23-2018	1,500.00		
	Morwood, Mitchell	Fruzen	Intermediate Football Coach	09-05-2018	1,103.00		
	Vogel, Richard	BMHS	Girls Varsity Assistant Swim Ciach	08-07-2018	2,926.00		Per J. Beard, additional position due to large participation numbers.
<b>EXTRA-CURRICULAR</b>							
	Bailey, Sara	Converse	Noon Supervision	09-04-2018	1,050.00	Shared Position	
	Birk, Barbara	Converse	MEO	08-23-2018	500.00		
	Capozziello, Renee	Converse	Just Say No	08-23-2018	300.00		
	Capozziello, Renee	Converse	PBIS Support	08-23-2018	400.00		
	Dominguez, Heather	Converse	Art Club	08-23-2018	250.00		
	Dominguez, Heather	Converse	Yearbook	08-23-2018	500.00		
	Garner, Renita	Converse	student of the Week	08-23-2018	500.00		
	Garner, Renita	Converse	Lead Professional Educator	08-23-2018	1,000.00	Shared Positon	
	Horvath, Kelsey	Converse	Student Council	08-23-2018	500.00		
	Klett, Benji	Converse	Intramurals-Soccer	09-04-2018	533.00	Fall	
	Klett, Benji	Converse	Intramurals-Soccer		533.00	Winterr	
	Klett, Benji	Converse	Intramurals-Soccer		533.00	Spring	
	Klett, Benji	Converse	Noon Supervision	09-04-2018	1,050.00	Shared Position	
	Lucas, Lisa	Converse	Lead Professional Educator	08-23-2018	1,000.00	Shared Position	
	Lucas, Lisa	Converse	Noon Supervision	09-04-2018	1,050.00	Shared Position	
	Sanchez, Dulce	Converse	Latino Club	08-23-2018	500.00		
	Sarvis-Brandt, Staci	Converse	PBIS Support	08-23-2018	400.00		




2018 - 2019 Addendums							
Exhibit B							
9-11-2018	Name	Location	Assignment	Effective Date	Salary	Other salary info	Notes
	Sarvis-Brandt, Staci	Converse	Noon Supervision	09-04-2018	1,050.00	Shared Position	
	Buchanan, Kathy	Gaston	Art Club	08-23-2018	250.00		
	Daher, Mary	Gaston	Lead Professional Educator	08-23-2018	2,000.00		
	Koenitzer, Tiffany	Gaston	Just Say No	08-23-2018	300.00		
	Moore, Chamari	Gaston	PBIS Support	08-23-2018	400.00	Shared Position	
	Moore, Chamari	Gaston	Yearbook	08-23-2018	400.00		
	Otter, Beatrice	Gaston	Student Council	08-23-2018	500.00		
	Roman, Kenda	Gaston	MEO	08-23-2018	500.00		
	Roman, Kenda	Gaston	PBIS Support	08-23-2018	400.00	Shared Position	
	Cary, Sarah	Hackett	PBIS Support	08-23-2018	400.00		
	Cary, Sarah	Hackett	Intramurals-Hackett Hikers	09-04-2018	533.00	Fall	
	Cary, Sarah	Hackett	Intramurals-Hackett Hikers	09-04-2018	533.00	Spring	
	Glosmeyer, Meredith	Hackett	Spanish Club	08-23-2018	500.00		
	Hall, Jolene	Hackett	Morning Show	09-04-2018	250.00	Shared Position	
	Hall, Lori	Hackett	PBIS Support	08-23-2018	400.00		
	Hall, Lori	Hackett	Lead Professional Educator	8-23-2018	2,000.00		
	Johnson, Jamie	Hackett	Student Council	8-23-2018	250.00	Shared Position	
	Krause, Tim	Hackett	Morning Show	09-04-2018	250.00	Shared Position	
	Post, Devin	Hackett	Student Council	08-23-2018	250.00	Shared Position	
	Post, Devin	Hackett	PTO Liaison	08-23-2018	500.00		
	Riese, Lori	Hackett	Yearbook	08-23-2018	500.00		
	Ruch, JoAnne	Hackett	Just Say No	08-23-2018	300.00		
	Soto Mendoza, Angeli	Hackett	MEO	08-23-2018	500.00		
	Alter, Kerry	Robinson	PBIS Support	08-23-2018	400.00		
	Ball, Amber	Robinson	MEO	08-23-2018	500.00		
	Belongi, Jessica	Robinson	PBIS Tier 2	08-23-2018	500.00		
	Bennett, Amanda	Robinson	PBIS Tier 2	08-23-2018	500.00		
	Blondin, Danielle	Robinson	Just Say No	08-23-2018	300.00		
	Curtis, Gina	Robinson	Lead Professional Educator	08-23-2018	2,000.00		
	Curtis, Gina	Robinson	PBIS Tier 2	08-23-2018	500.00		
	Giunta, Amy	Robinson	Student Council	08-23-2018	500.00		
	Krueger, Ann	Robinson	Noon Supervision	09-04-2018	2,100.00		
	Steurer, Holli	Robinson	Noon Supervision	09-04-2018	525.00	.25 Position	
	Wachholder, Melani	Robinson	Destination Imagination	08-23-2018	1,000.00		



2018 - 2019 Addendums							
Exhibit B							
9-11-2018	Name	Location	Assignment	Effective Date	Salary	Other salary info	Notes
	Wachholder, Melani	Robinson	Noon Supervision	09-04-2018	1,575.00	.75 Position	
	Williams, Amber	Robinson	PBIS Support	08-23-2018	400.00		
	Wyels, Jennifer	Robinson	Art Club	08-23-2018	250.00		
	Fuentes, Mary Ellen	Todd	Noon Supervision	09-04-2018	2,100.00		
	Fuhrer, Amanda	Aldrich	PBIS Coach	08-23-2018	400.00	Shared Position	
	Handrich, Kurt	Aldrich	PBIS Support	08-23-2018	400.00		
	Hanson, Yvette	Aldrich	Noon Supervision	09-04-2018	966.00	Shared Position	
	Lobrano, Kaileigh	Aldrich	PBIS Coach	08-23-2018	400.00	Shared Position	
	Lathrop, Dan	Aldrich	Noon Supervision	09-04-2018	966.00	Shared Position	
	Livingston, Tamara	Aldrich	Special Education Leadership	08-23-2018	1,500.00		Funded by Curriculum
	Raufman, Dawn	Aldrich	Reading Specialist Leadership	08-23-2018	1,500.00		Funded by Curriculum
	Rusmisl, Gwen	Aldrich	PBIS Support	08-23-2018	400.00		
	Champeny-Johns, Carie	Cunningham	Reading Specialist Leadership	08-23-2018	1,500.00		Funded by Curriculum
	Peterson, Jennifer	Cunningham	Special Education Leadership	08-23-2018	1,500.00		Funded by Curriculum
	Anderson, Samantha	McNeel	Musical	08-23-2018	1,000.00		
	Brockwell, Elizabeth	McNeel	Choir	08-23-2018	400.00		
	Eden, Christy	McNeel	Junior Honor Society	08-23-2018	1,000.00		
	Henke, Janet	McNeel	Math Team (Math 24)	08-23-2018	800.00		
	Henke, Janet	McNeel	PBIS Support	08-23-2018	400.00		
	Henke, Janet	McNeel	Grade Level Leader	08-23-2018	1,500.00		
	Jacobson, Stephen	McNeel	Grade Level Leader	08-23-2018	1,500.00		
	Jeffers, Jackie	McNeel	Exploratory Leadership	08-23-2018	1,500.00		
	Meyers, Kassandra	McNeel	Destination Imagination	08-23-2018	1,000.00		
	Meyers, Kassandra	McNeel	PBIS Support	08-23-2018	400.00		
	Murry, Jennifer	McNeel	Just Say No	08-23-2018	500.00		
	Murry, Jennifer	McNeel	Lancer Mentor	08-23-2018	500.00		
	Murry, Jennifer	McNeel	PBIS Leadership	08-23-2018	1,500.00		
	Murry, Jennifer	McNeel	Noon Supervision	09-04-2018	966.00	Shared Position	
	Perez, Kimberly	McNeel	Concert Band	08-23-2018	400.00		
	Perez, Kimberly	McNeel	Jazz Band	08-23-2018	400.00		
	Perez, Kimberly	McNeel	Orchestra	08-23-2018	400.00		
	Potter, Steve	McNeel	GSA	08-23-2018	500.00		
	Prado, Jennifer	McNeel	Grade Level Leader	08-23-2018	1,500.00		

## Exhibit B

  
Dr. Donald Childs, Interim Superintendent

Tracey Caradine

Tracey Caradine, Executive of Human Resources



***I. BASIC INFORMATION***

**Topic or Concern:** Update of the 2018-19 Funds 10 and 27 Expense Budget

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

**Your Name and Title:** Bob Thom, Executive Director of Business Services

**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?**

Update of the 2018-19 Funds 10 and 27 expense budget.

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

The proposed budget has been updated with actual employees hired to fill positions, health insurance rates, and special education expenses.

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

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

We have updated the expense budget given everything we know as of September 5, 2018. Still pending are the open enrollment ins and outs and the revenue mix between State Aid and Local Tax Levy.

**MOTION:**

**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:** Various

**FISCAL IMPACT:**



# School District of Beloit Board of Education Report

September 11, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** Policy Policy 133 RULE 1 Board Appointment Procedures (Second Reading)

**Which area of the Strategic Plan does this support?** all

**Your Name and Title:** Pam Charles, Board President

**Others assisting you in the presentation:**

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

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

The Board of Education approves all policy revisions.

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

Please see the attached policy with proposed revisions. This policy was tabled at the board business meeting in August for some additional revisions to help clarify the requirements from ACT 63.

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

To align policy with current state statutes.

To comply with statutes

“120.12

(28) SCHOOL BOARD VACANCIES.

By July 1, 2016, adopt a policy on how the school board will fill a vacancy on the school board if the remaining school board members do not fill the vacancy under s. 17.26 (1g) (a) within 60 days of the date on which the vacancy first exists.”

“17.26 (1g) (a) (1m)

If the remaining members of a school board do not appoint an individual to fill a vacancy under sub. (1g) (a) within 60 days of the date on which the vacancy first exists, the remaining members of the school board may fill the vacancy in accordance with the school board's policy under s. 120.12 (28).“

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

**MOTION:** The Board of Education approves the revisions of Policy 133 RULE 1 Board Appointment Procedures for final reading.

**I propose using** n/a

**Long Term Committed Funds?** No

**BUDGET LOCATION:** n/a

**FISCAL IMPACT:** n/a

## BOARD APPOINTMENT PROCEDURES FOR VACANCIES DUE TO RESIGNATION

1. A public notice of the vacancy shall be published in the district's official newspaper and the district website. The closing date for applicants will be included in the posting, a minimum of two times. A notice of vacancy will be available for up to 20 days. ~~must be available for a minimum of 20 days.~~ This can be done as soon as the Board receives the resignation and prior to an effective date if one is specified.
2. Candidates shall file the School Board Applicant's Resume and a Declaration of Candidacy by an Elector available in the Superintendent's Office. The School Board application form will be provided at least seven days prior to the candidate interview. It shall be the responsibility of the Board Secretary to provide copies of all application materials to candidates. Candidates shall complete and return the forms to the Board Secretary by the deadline established by the Board of Education.
3. It shall be the responsibility of the Board Secretary to notify candidates of the interview.
4. Within three days of the closing of the application ~~nomination~~ period, the names of the candidates and the content of the application materials will be made available to the Board by the Board Secretary. ~~Board members will be provided with copies of the candidate list and all application materials submitted by the candidates.~~ In the event that less than two prospective candidates file the application materials by the closing of the nomination period, that nomination period may be extended. ~~for up to two weeks.~~
5. The Board shall interview and deliberate over ~~prospective~~ candidates in open session at a regular or special Board meeting, unless special circumstances justify convening in closed session for a portion of this process<sup>1</sup>. The candidates will be asked to respond to the prepared questions as well as any follow-up questions as are deemed appropriate by any Board member. All eligible candidates will be given an equal opportunity for appointment to the Board. The district does not discriminate against candidates on the basis of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, sex change, gender identity, gender expression, gender non-conformity, or physical, mental, emotional or learning disability.
6. At the conclusion of the interview process, the names of all persons who have properly filed the specified application materials for the position shall be placed on paper ballots. The remaining Board shall vote ~~elect a person~~ to fill the vacancy. Voting shall continue until a candidate receives a majority of votes. Discussion may occur between ballots. The individual Board member voting must legibly sign each paper ballot cast.

After counting the votes, the Board Secretary shall:

- a. Report the vote tally to the presiding officer, and
- b. Record the numerical round of balloting on the ballots and enter them into the public record. All ballots cast shall be preserved and open to public inspection.

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<sup>1</sup> Candidate interviews or Board deliberations that require a discussion of financial, medical, social or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons may only be held in closed session if a member of the board has actual knowledge of information that will 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.

7. In the event that no candidate receives a majority of votes through the above process within 60 days from the first day of the vacancy, the board will appoint a new member through the following process:
- Each board member will write his or her name on a slip of paper.
  - The board secretary will randomly draw ~~three board member~~ name(s) to get to the highest odd number of remaining board members.
  - Remaining board members will vote on the candidates to fill the vacancy.
  - A candidate will be selected by a majority vote of the ~~three~~ voting board members ~~whose names were drawn.~~
  - The candidate selected shall be appointed by the board.
  - If a candidate is not selected by majority vote, steps a-d will be repeated until a candidate is selected by majority vote.
  - In the case of more than one vacancy of 60 days, steps ~~1-4~~ a-d will be repeated for each candidate to be appointed.
8. The appointee shall receive confirmation in writing. Unsuccessful applicants shall also be notified in writing of the Board's decision. These written notifications will occur promptly.
9. Any individual who has been notified of his/her appointment shall be deemed to have accepted the same unless within five days thereafter he/she has filed with the Board Clerk a written refusal to serve.
10. Length of Appointment - When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the appointment shall be until the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the appointment shall be until the second following spring election.

LEGAL REF.: s.s. 17.26(1g)(a) (1m) (3)  
19.85(1)(f)  
19.88(2)  
120.12(28)  
ACT 63

APPROVED: May 27, 1980

REVISED: July 24, 2001  
July 9, 2013  
September 22, 2015

REPRINTED: September, 1996  
September, 1997





# School District of Beloit Board of Education Report

September 11, 2018

## *I. BASIC INFORMATION*

**Topic or Concern:** Policy 187 Public Participation at Board Meetings (Second Reading)

**Which area of the Strategic Plan does this support?** all

**Your Name and Title:** Pam Charles, Board President

**Others assisting you in the presentation:**

**My report is for:** Action

## *II. TOPICAL INFORMATION*

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

The Board of Education approves all policy revisions.

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

Please see the attached policies with proposed revisions. This policy was tabled at the August business meeting for further discussion and clarification.

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

To update and clarify the expectations of the board and the public in regards to public participation and comments at board meetings.

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

**MOTION:** The Board of Education approves the revisions of Policy 187 Public Participation at Board Meetings for final reading.

**I propose using** n/a

**Long Term Committed Funds?** No

**BUDGET LOCATION:** n/a

**FISCAL IMPACT:** n/a

## PUBLIC PARTICIPATION AT BOARD MEETINGS

Board of Education meetings are conducted for the purpose of carrying on the business of the schools. The Board as a representative body of the School District of Beloit wishes to provide an avenue for any individual to express interest in and concern for the schools. Accordingly, the public is invited to attend any sessions of the Board or any meetings of Board committees.

At every business meeting of the Board, time is set aside for the personal presentation of individual or group comments. **Time for public comment is not set aside during other board/committee meetings but may be allowed at the discretion of the presiding chair.** Areas of interest or concern that are on the agenda, shall be addressed at the time they are called on the agenda.

Each person wishing to speak ~~during this time~~, shall complete the Public Comment Card with their first and last name, home address including city, and state, if other than Wisconsin. The Comment Card shall then be given to the Board Secretary for entering into the public record. Each person will be given up to three minutes to speak on their topic of interest or concern. Should the individual require translation assistance, a translator may be of the individual's choosing or one provided by the district. Public comments requiring translation will be given six minutes.

~~Areas of interest or concern that are on the agenda, shall be addressed at the time they are called on the agenda.~~ The Board of Education asks that individuals complete the Public Comment Card, give it to the Board Secretary and approach the microphone when called upon.

An individual's three minutes may be yielded to another individual, however, each person must complete a Public Comment Card, indicate if speaking or yielding time, give the Public Comment Card to the Board Secretary and approach the microphone to state first name, last name, home address including city, and state, if other than Wisconsin and that the three minutes is being yielded to another individual.

Provisions of the Open Meetings Law shall govern the procedures for the conduct of the Board meetings.

**The board will not take action on public comment topics that are not on the agenda but may, if appropriate, respond.**

The Board of Education endorses the following statement made by the chair at the business meeting of the Board:

"While the Board and District welcome public comment, we ask that you exercise care in your comments that relate specifically to District employees or persons connected with the school system. In order to protect rights of these individuals, ~~and in the interest of complying with Open Meetings Law on prior posting of items for consideration at this meeting~~, the Board reserves the right to end comment on such topics. The use of specific names or references of district personnel may lead to legal liability on the part of the speaker. The Board ~~would also remind the public that the Board~~ has existing policies and procedures in place to ~~dispose of legitimate~~ address legitimate complaints against staff members and persons related to the system."

LEGAL REF.: s.s. Subchapter IV of Chapter 19

REPRINT: September, 1996  
September, 1997

CROSS REF.: 171.1 Notification of Board  
Meetings

REVIEWED: June 11, 2013

APPROVED: November 25, 1980

REVISED: March 22, 1995  
November 23, 2004  
November 28, 2017



**DRAFT**

**TEMPORARY PROCEDURES FOR MANAGING PART-TIME  
OPEN ENROLLMENT UNDER DPI EMERGENCY RULE,  
2018-19: BELOIT SCHOOL DISTRICT**

*The following procedures apply only to students seeking to enroll in a nonresident school district under the part-time open enrollment program for the purpose of taking a course in the nonresident school district. A student may attend no more than two courses at any time in nonresident school districts under the part-time open enrollment program.*

1. The District will participate in the Wisconsin Public School Part-Time Open Enrollment Program in accordance with applicable law and implementing rules and the relevant policies, procedures, and rules of the District, all as amended from time to time.
2. The term “resident school district” refers to the school district in which a student resides, or, in the case of a student attending pursuant to a whole grade sharing agreement or full-time open enrollment, the school district of attendance.
3. The term “nonresident school district” refers to the school district, other than a student’s resident school district, that the student is attending or has applied to attend under the part-time open enrollment program.
4. The High School Principal shall establish a starting date for each course for purposes of part-time open enrollment and will provide the course starting date and deadline date to apply for the course to a parent or student upon request.
5. For each course, the High School Principal will determine the number, if any, of seats available for part-time open enrollment students.
6. The District will provide an application form to a parent or student upon request.
7. All part-time open enrollment applications received shall be forwarded to the High School Principal, who will be responsible for processing and acting on part-time open enrollment applications, except where otherwise noted in these procedures.
8. Nonresident applications must be received not later than 6 weeks prior to the course starting date. An application will be considered timely only if actually received by the District no later than 4:00 p.m. on the deadline date to apply for the course.
9. Upon receipt of a nonresident application, the District shall send a copy of the application to the resident school district within three working days and request from the resident school district the student’s disciplinary records pursuant to Section 118.52(10) of the Wisconsin Statutes and any other student records necessary to determine whether the student meets entrance criteria for the course. In the case of resident applications, the District will provide to the nonresident school district to which the student has applied, upon request by that school district, a copy of any student records necessary to determine whether the student meets the entrance criteria for the course, a copy of any expulsion findings and orders, a copy of records of any pending disciplinary proceeding involving that student, a written explanation of the reasons for the expulsion or pending disciplinary

proceeding, and the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

10. In the event that a course has more part-time open enrollment applicants than it has seats available, the District will conduct a lottery by using \_\_\_\_\_ to fill the available spaces on a random basis.
11. The District may deny a nonresident application: a) if space is not available in a course; b) if the student does not meet the District's policies or criteria for entrance into the course; or c) if the application is ineligible because it was submitted less than six weeks before the start of the course, the student is not enrolled in a public school in Wisconsin, or the student is not in a high school grade.
12. The District will deny a resident application if the District determines that the course conflicts with the student's IEP. The District may also deny a resident application a) if the Superintendent, on referral from the High School Principal, determines that the cost of the course would impose upon the District an undue financial burden in light of the District's total economic circumstances, including its revenue limit under Subchapter VII of Chapter 121 of the Wisconsin Statutes, its ability to pay tuition costs for the student, and the per student cost for children continuing to be served by the District; or b) if the application is ineligible because it was submitted less than six weeks before the start of the course, the student is not enrolled in a public school in Wisconsin, or the student is not in a high school grade.
13. An application containing false or misleading information may be denied at any time, including after the student's participation in part-time open enrollment has commenced.
14. For nonresident applications, written notice of acceptance or denial will be delivered to the applicant and resident school district no later than one week before the course starting date. If a nonresident application is accepted, the notice of acceptance will include the name of the school at which the student may attend. If a nonresident application is denied, the District will also send a copy of the application including the notice of denial, to the resident school district. If the District denies a resident application, no later than one week before the course starting date, it will send a written notice of denial to the applicant and the nonresident school district. All notice of denials for resident and nonresident applications will include the reason(s) for denial and the right to appeal within thirty (30) days to DPI.
15. For resident applications, the High School Principal will determine whether the course meets the District's high school graduation requirements, and if not, will notify the applicant no later than one week before the course starting date.
16. Parents/guardians of students with approved applications must notify the resident and nonresident school districts confirming the student's intent to attend the specific course(s) no later than the last weekday preceding the course starting date, excluding state holidays. After a parent/guardian has notified the District that the student will attend the course, or after the parent/guardian notifies the District that the student will not attend the course, or if a student fails to attend the course, the District will promptly notify the resident school district.

17. The resident school district shall pay to the nonresident school district the cost of providing the course to the student, calculated in a manner determined by DPI rule.
18. Except as provided otherwise by law, nonresident students attending courses in the District under the part-time open enrollment program have all of the rights and privileges of students residing in the District and are subject to the same rules and regulations as students residing in the District.
19. Except where otherwise required by law for certain students with disabilities, parents/guardians of part-time open enrollment students are solely responsible for transportation to and from the nonresident school. Parents/guardians may apply to the DPI for reimbursement of the transportation costs incurred if the student and parent are unable to pay.
20. The High School Principal shall provide lists of all accepted and denied applications to the Superintendent and Assistant Superintendent prior to the start of each term. Additionally, (s)he will send notice of all accepted part-time open enrollment applicants with IEPs and/or 504 plans to the Director of Student Services.



# School District of Beloit Board of Education Report

September 11, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** WASB Resolutions

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

**Your Name and Title:** Pam Charles, Board President

**Others assisting you in the presentation:**

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

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

The Board determines whether it wants to submit resolutions to WASB.

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

Last year the board submitted a resolution for consideration. This year there are three resolutions for consideration surrounding board vacancies.

Board members need to determine if they would like to submit the resolutions to WASB. All resolutions are due to WASB by September 15<sup>th</sup>.

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

The rationale for the recommendation is included in the resolutions which are attached.

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

N/A

**MOTION:** N/A

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

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

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** NA



## 2019 WASB DELEGATE ASSEMBLY

Date: September 11, 2018

Subject of Resolution: Quorum for the Specific Purpose of Filling Vacant Board Seats

Submitted by the School Board of: Beloit

**RESOLUTION:** The WASB supports legislation to clarify that in the event of the resignation or removal of a board member or multiple board members a quorum for the specific purpose of filling the vacant board seats in a district other than the Milwaukee Public Schools (MPS) will be defined as a majority of remaining actively serving members.

**RATIONALE:** The Beloit School Board, which recently experienced the nearly simultaneous resignation of several board members, sees a clear need for a legislative change/clarification regarding the method of determining quorum in such circumstances. Current law, in section 120.11, Wisconsin Statutes, states: "A majority of the school board members constitute a quorum at a regular or special school board meeting." This suggests that one-half of members plus one is a quorum, but it leaves open the question of how "members" are defined? The need for further clarification is evident given that another definition of quorum found in section 990.001(8m), Wisconsin Statutes, states: "Quorum. A quorum of a public body is a majority of the number of members fixed by law." Under that latter definition, in the event that several board members resign or are removed, a board could either be left permanently without a quorum or board actions could be delayed if one or more actively serving members is not available to meet, thus preventing a quorum. For example, if four of seven board members resign, it would be impossible to have a quorum to meet and appoint new members. This clarification would enable a board to convene and reconstitute itself through the appointment of new members except in the very extreme (and so far unprecedented) case where all members of a board resign.

☐ Checking the box (at left) confirms that this submitted resolution was duly approved by the School Board.

☐ Checking the box (at left) and typing in the name of the board president (below) confirms that the board president signed this resolution.

Board President: Pam Charles

Date of Approved Resolution: September 11, 2018



## 2019 WASB DELEGATE ASSEMBLY

Date: September 11, 2018

Subject of Resolution:

Quorum Clarification when Multiple Vacancies Exist on a School Board and State Statutes Impose Special Voting Requirements

Submitted by the School Board of:

Beloit

RESOLUTION:

The WASB supports legislation to clarify when there are multiple vacancies on a school board and state statutes impose special voting requirements (such as a "majority vote of the full membership of the board" or "a vote of two-thirds of the entire membership of the governing body" to make budget changes), a quorum is a majority of the number of seats authorized for that board.

RATIONALE:

The Beloit School Board, which recently experienced the nearly simultaneous resignation of several board members, recommends that the statutes be clarified to provide that when the statutes provide for special voting requirements (like "two-thirds of the entire membership" for a budget amendment) the general rule should be that for purposes of determining a quorum, you look to the number of seats authorized for a board, essentially ignoring any vacancies. This is consistent with most interpretations of current law, including the WASB's interpretation. This clarification should not pose practical problems for a board so long as the number of actively serving board members is equal to or greater than a majority of the number of seats authorized for that board. We recognize that in certain cases, this could put the remaining active members of the board in the position of having to fill open spots before a vote on certain matters can be taken. This interpretation encourages the timely filling of vacancies.

☐ Checking the box (at left) confirms that this submitted resolution was duly approved by the School Board.

☐ Checking the box (at left) and typing in the name of the board president (below) confirms that the board president signed this resolution.

Board President: Pam Charles

Date of Approved Resolution: September 11, 2018



## 2019 WASB DELEGATE ASSEMBLY

Date: September 11, 2018

Subject of Resolution: Filling Board Vacancies: Clarification of Remaining Board Members & Cannot Vote on Own Vacancy

Submitted by the School Board of: Beloit

**RESOLUTION:** The WASB supports legislation to clarify that:

- a) Vacant school board seats in a district other than the Milwaukee Public Schools (MPS) are to be filled by appointment by a majority of the remaining members actively serving at the time of the appointment, and this may include the vote of a newly appointed member who has taken the oath of office; and
- b) No board member may vote on the appointment of an individual to fill a vacant board seat created by his or her departure.

**RATIONALE:**

Part A) Current statutes provide that vacancies in a school board (except MPS) are filled by appointment by the "remaining" members. (A limited statutory exception applies in the case where the remaining members of a school board do not appoint an individual to fill a vacancy within 60 days). This wording leads people to believe that if members are replaced one at a time, the new appointees cannot participate in the subsequent appointments. This resolution would make it clear that a board member who is newly appointed to fill a vacancy and who has taken the oath of office is a "remaining" member of the board who is entitled to vote on filling any additional vacancy or vacancies on the board.

While the situation of having several board members resign at the same time (or nearly the same time) is unusual, a more common situation might be that a board would have a member resign in July, and another resign in August and another third resign in September. If the board appointed a replacement for the July vacancy in September, he or she could vote in October on the August vacancy, and both could vote in November on the September vacancy.

Part B) Current statutes provide that vacancies in a school board (except MPS) are filled by appointment by the "remaining" members. We think it would be unseemly for a board member to vote on a replacement for his or her seat before the actual vacancy occurs, that is, before he or she (the departing board member) has, in fact, stepped down. While a board member who plans to resign from his or her seat may encourage other individuals to step forward to seek to fill the vacancy once it occurs, allowing that board member to effectively hand-pick their successor and vote them into office is un-democratic and is likely to lead to mistrust on the part of the public. When the vote to fill a vacancy takes place after the departing board member has stepped down, we think that departed member is not entitled to vote on the question of a replacement. Only the valid members of a school board may vote (and have their vote counted) and a member who has resigned from the board is no longer a valid member and should not be considered a "remaining" member.

☐ Checking the box (at left) confirms that this submitted resolution was duly approved by the School Board.

☐ Checking the box (at left) and typing in the name of the board president (below) confirms that the board president signed this resolution.

Board President: Pam Charles

Date of Approved Resolution: September 11, 2018



# School District of Beloit Board of Education Report

September 11, 2018

## *I. BASIC INFORMATION*

**Topic or Concern:** Discussion of Board Meetings – Topics and Structure

**Which area of the Strategic Plan does this support?** all

**Your Name and Title:** Pam Charles, Board President

**Others assisting you in the presentation:**

**My report is for:** Discussion/Possible Action

## *II. TOPICAL INFORMATION*

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

The Board of Education determines its meeting schedule.

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

In an effort to become even more transparent, the Board of Education will be placing more items on the board business meeting (televised meeting) each month, however, there may still be a need for special meetings or workshops to discuss policies or other topics in more detail on the second Tuesday of each month.

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

To clarify the expectations of meetings and type of items at each meeting of the Board of Education.

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

**MOTION:** To Be Determined, if needed.

**I propose using** n/a

**Long Term Committed Funds?** No

**BUDGET LOCATION:** n/a

**FISCAL IMPACT:** n/a