



**Monday, July 26, 2021
Board of Education Meeting**

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

Time: 6:00 PM

The Board of Education will be meeting in the Scullen Leadership Center, 131 E. Washington Street, Suite 1A. Some individuals will be joining via zoom and the meeting will be livestreamed on YouTube.

In-person public appearances are suspended until further notice. Limited registration is available for on-site public input (additional information can be found on the District's website). Members of the media or general public may access the meeting via the live stream broadcast on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UChO-I09YGgt4uKnCWYvt8Pw>.

For remote attendance via telephone, please dial: 1-312-626-6799 Meeting ID: 919 0559 9126 This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. Members of the public wishing to address the Board may speak during public input or provide written comments in accordance with the procedures posted on the District's website (http://www.aasd.k12.wi.us/district/board_of_education/public_input) and state law. The Wisconsin Open Meetings Law allows only brief discussion of topics that are not listed on the agenda. Therefore, the Board may not be able to fully address comments made during public input. When appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have.

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

1. Meeting Opening

Subject	A. Roll Call
Meeting	Jul 26, 2021 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

Subject	B. Pledge of Allegiance
Meeting	Jul 26, 2021 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

2. Approval of Agenda (GC-2: Governing Commitments)

Subject	A. Board Member Request to Remove Consent Agenda Items(s) for Separate Consideration
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Meeting Jul 26, 2021 - Board of Education Meeting
Category 2. Approval of Agenda (GC-2: Governing Commitments)
Type Action, Procedural

Subject B. Approval of Agenda

Meeting Jul 26, 2021 - Board of Education Meeting
Category 2. Approval of Agenda (GC-2: Governing Commitments)
Type Action, Procedural

3. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)

Subject A. Public Input

Meeting Jul 26, 2021 - Board of Education Meeting
Category 3. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)
Type Procedural

Public Input:

Members of the public wishing to address the Board may speak during public input or provide written comments in accordance with the procedures posted on the District's website and state law. The Wisconsin Open Meetings Law requires that Board of Education members do not discuss topics or respond to questions that are not listed on the agenda. The practice of the Board is to not respond to public comments during the meeting; however, when appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have. Speakers will be bound by the guidelines and responsibilities outlined on the District's [website](#) and established in policy. The Board reserves the right to terminate remarks of any individual who does not adhere to established rules, whose comments are unduly repetitive of previous comments, who makes comments that are obscene, threatening, harassing, or defamatory, or whose conduct is otherwise disorderly. Comments that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students are not permissible.

The Board reserves the right to amend and adjust processes and procedures relating to public input as necessary to accomplish the business of the Board, which includes the ability of the Board to limit (in a viewpoint-neutral manner) the total time allotted for public input or the amount of time allotted to individual topics.

Policy References:

[Board Policy and Rule 187 - Public Input at School Board and Board Subcommittee Meetings](#)
[Board Policy 189 - Virtual Board Meetings in Emergency Situations](#)

4. Special Presentation

Subject A. None

Meeting Jul 26, 2021 - Board of Education Meeting
Category 4. Special Presentation
Type Information, Report

5. Reports (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Subject **A. Business Services Committee Report: School Fees; Student Meal Prices and Student Debt; Community Schools Funding; State Budget Update; 2021-2022 Authorized Depository Resolution**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 5. Reports (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Type Information, Report

Committee Chair Jim Bowman will report on the Business Services Committee Meeting held on Tuesday, June 29, 2021.

Subject **B. Superintendent's Report: 2021-2022 Recommended Mitigation Protocols Presentation**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 5. Reports (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Type Discussion, Information, Presentation

6. Board Business

Subject **A. 2021-2022 Recommended Mitigation Protocols**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action, Discussion

Subject **B. Annual Notice of Academic Standards (GC-1: The Appleton Area School District Board of Education represents, leads and serves the owners and holds itself accountable to them by committing to act in their best interests and by ensuring that all Board and district action is consistent with law and the Board's policies.)**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action

File Attachments
[IFC - Academic Standards July 26 2021.pdf \(271 KB\)](#)

Subject **C. Implementation of Board Policy 133 and 133-Rule, Filling Board Vacancies**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action

File Attachments
[IFC - Implementation of Policy and Rule 133.pdf \(38 KB\)](#)
[Filling Board Vacancies 133.pdf \(236 KB\)](#)

Subject **D. Proposed OE-1 Global Operational Expectation - Interpretation and Indicators**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action, Discussion, Report

File Attachments
[Final DRAFT \(I\) OE-1 Global Operational Expectation.pdf \(56 KB\)](#)

Subject **E. Proposed OE-5 Financial Planning - Interpretations and Indicators**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action, Discussion, Report

File Attachments
[Final DRAFT \(I\) OE-5 Financial Planning.pdf \(88 KB\)](#)

Subject **F. Proposed OE-6 Financial Administration - Interpretations and Indicators**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action, Discussion, Report

File Attachments
[Final DRAFT \(I\) OE-6 Financial Administration.pdf \(116 KB\)](#)

Subject **G. Proposed OE-7 Asset Protection - Interpretations and Indicators**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action, Discussion, Report

File Attachments
[Final DRAFT \(I\) OE-7 Asset Protection.pdf \(118 KB\)](#)

Subject **H. Consent Agenda Item(s) Removed for Separate Consideration**

Meeting Jul 26, 2021 - Board of Education Meeting

Category 6. Board Business

Type Action

7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Subject A. 2021-2022 Authorized Depository Resolution

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action

File Attachments
IFC 2021-2022 Authorized Depository Resolution.pdf (6 KB)
2021-2022 Authorized Depository Resolution.pdf (288 KB)

Subject B. Board Meeting Minutes from June 28, 2021

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Minutes

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

Subject C. Business Services Meeting Minutes from June 29, 2021

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Minutes

Subject D. Special Board Meeting Minutes from July 12, 2021

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Minutes

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

Subject E. Proposed Policy Update: OE-5 Financial Planning

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Discussion

File Attachments
[OE-5 Financial Planning .pdf \(226 KB\)](#)

Subject F. Proposed Policy Update: OE-6 Financial Administration

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Discussion

File Attachments
[OE-6 Financial Administration.pdf \(230 KB\)](#)

Subject G. Proposed Policy Update: OE-7 Asset Protection

Meeting Jul 26, 2021 - Board of Education Meeting

Category 7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Type Action, Discussion

File Attachments
[OE-7 Asset Protection.pdf \(221 KB\)](#)

8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Subject A. AP Check Register June 2021

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

Subject B. Professional Educator New Hires

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

File Attachments
[IFC Professional Educator New Hires 7-26-21.pdf \(26 KB\)](#)

Subject C. Professional Educator Contract Changes

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

File Attachments
[IFC Professional Educator Contract Changes 7-26-21.pdf \(10 KB\)](#)

Subject D. Professional Educator Resignations

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

File Attachments
[IFC Professional Educator Resignations 7-26-21.pdf \(12 KB\)](#)

Subject E. Administrative Hire

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

File Attachments
[IFC-Administrative Hires.pdf \(369 KB\)](#)

Subject F. Administrative Resignation

Meeting Jul 26, 2021 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board)

Type Action

File Attachments
[IFC-Administrative Resignation.pdf \(80 KB\)](#)

9. Items of Information

Subject A. None

Meeting Jul 26, 2021 - Board of Education Meeting

Category 9. Items of Information

Type

10. Board Meeting Debrief (GC-2.2: The Board is responsible for its own performance and commits itself to continuous improvement.)

Subject A. Discussion of the Board's Work at the Meeting

Meeting Jul 26, 2021 - Board of Education Meeting

Category 10. Board Meeting Debrief (GC-2.2: The Board is responsible for its own performance and commits itself to continuous improvement.)

Type Discussion

11. Future Meetings

Subject A. Board Work Session: Monday, August 9, 2021, 4:00 PM

Meeting Jul 26, 2021 - Board of Education Meeting

Category 11. Future Meetings

Type Information

Subject B. Next Board Meeting: Monday, August 9, 2021, 6:00 PM

Meeting Jul 26, 2021 - Board of Education Meeting

Category 11. Future Meetings

Type Information

12. Adjourn

Subject A. Motion to Adjourn the Meeting

Meeting Jul 26, 2021 - Board of Education Meeting

Category 12. Adjourn

Type

Action, Procedural

ITEM FOR CONSIDERATION

Topic: Annual Notice of Academic Standards

**Background
Information:**

2015 Wisconsin Act 55 (the State 2015-2017 Biennial Budget) has a requirement for school boards to provide public notice of the academic standards adopted by the Board in specific subject areas for each school year. Under [section 120.12\(13\)](#) of the state statutes and prior to the beginning of the school term, each school district must annually notify parents and guardians of the academic standards that the school board has adopted under [section 118.30\(1g\)\(a\)1](#) of the state statutes and that will be in effect for the current school year. The specific content areas (i.e., academic subjects) covered by the annual notice requirement are mathematics, science, reading and writing, geography, and history. The district may provide the annual notice of academic standards electronically, including by posting the notice or a link to the specific academic standards on the school district's website.

Along with issuing the annual notice, state law also requires each school board to annually include, as an item on the agenda of the first school board meeting of the school year, a notice that identifies the academic standards that have been adopted by the school board and that will be in effect for the current school year.

Attached is the annual notice that will be electronically shared with AASD parents/guardians.

Fiscal Note: None.

**Administrative
Recommendation:** Approval of the notice of academic standards.

Instructional The AASD and Board of Education believe that identifying and implementing a set of District-wide academic standards in various content areas is highly beneficial to students, staff, and parents.

Impact:

Contact Person(s): Dr. Judith Baseman, 832.6126, basemanj@asd.k12.wi.us
Steve Harrison, 832.6157 ext 2177, harrisonstepha@asd.k12.wi.us

Appleton Area School District

NOTICE OF THE ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2021-2022 SCHOOL YEAR

What are academic standards?

The District's academic standards identify what students should know and be able to do within a given content area or subject. Standards serve as goals and guideposts for both classroom instruction and student learning. The standards also help parents and students gain a better understanding of the District's expectations for student learning.

Academic standards provide a critical foundation and framework for the District's sequential curriculum plans and for the District's student assessments in each content area. The District reviews Wisconsin state standards, other states' standards, and professional organization standards as it develops local standards for the District; the District develops standards locally to support our students' learning. The standards are not an actual classroom curriculum. The curriculum that the District's schools implement in the various content areas remains flexible and adaptable, and there are many different instructional techniques and activities that could all be consistent with the District's academic standards. Stated another way, academic standards attempt to identify and focus on the most essential and fundamental aspects of student learning, but they do not attempt to describe all that can or should be taught. A great deal is left to the discretion of curriculum developers and teachers. In addition, the District's adoption and use of academic standards should not be confused with standardized testing of students. While the District implements various state and federal testing mandates and also implements various locally-selected student assessments, the District's academic standards do not mandate the use of any specific standardized test or assessment.

Why does the District have academic standards?

State law requires all school districts, charter schools, and certain private schools to adopt academic standards in mathematics, science, reading and writing, geography, and history.

What is an example of an academic standard?

Below is an example of an academic standard for middle school mathematics.

AASD Mathematics Standard for Students in Grade Seven

III. Expressions and Equations

- a. Use properties of operations to generate equivalent expressions.*
- b. Solve real-life and mathematical problems involving angle measure, area, surface area, and volume.*

What are the academic standards that will be in effect during this school year?

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the School Board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specific content areas for this school year are listed below. Electronic links to the detailed version of the applicable standards are provided as well. To the extent a parent or guardian would like to review a copy of any of the standards in an alternative format, please contact: *Anne Caylor at 920-832-6157 ext. 2186.*

Content Area / Subject	The District's 2021-2022 Student Academic Standards
<p>English Language Arts (includes reading and writing)</p> <p>e.g. the AASD elementary standards were Board adopted in June 2012 and middle and high school standards were Board adopted in 2013</p>	<p>The District uses the Wisconsin Standards for English Language Arts as a foundation for its standards in English Language Arts (includes reading and writing). These District standards include:</p> <ul style="list-style-type: none"> • Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades K–5; • Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades 6–12; • Standards for Literacy in All Subjects for grades K-5; and • Standards for Literacy in All Subjects for grades 6-12 <p>A complete copy of these standards can be located and reviewed at this Internet address: http://www.aasd.k12.wi.us/ela-curriculum</p>
<p>Mathematics</p> <p>e.g. the AASD elementary standards were Board adopted in September 2009 and modified in September 2013; middle level in 2013; and high school in 2016</p>	<p>The District has adopted Wisconsin Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction (through the 2014-15 school year). These District standards include:</p> <ul style="list-style-type: none"> • Standards for mathematical content • Standards for mathematical practice <p>A complete copy of these standards can be located and reviewed at this Internet address: http://www.aasd.k12.wi.us/math-curriculum</p>
<p>Science</p> <p>e.g. the AASD elementary standards were Board adopted in January 2006; middle level in 2004; and high school began a review and revision process in 2016</p>	<p>The District has adopted the Wisconsin Model Academic Standards for Science in grades K-6 and is transitioning to the Next Generation Science Standards for courses in grades 7-12 as courses undergo review and updating.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address: http://www.aasd.k12.wi.us/science-curriculum</p>
<p>Social Studies (includes geography and history)</p> <p>e.g. the AASD elementary standards were Board adopted in May 2007; middle level in 2005 and revised in 2015; high school review and revision processes began in 2005-16</p>	<p>The District has adopted the Wisconsin Model Academic Standards for Social Studies for grades 7-12 and is transitioning to the Wisconsin Standards for Social Studies as courses undergo review and updating. The five strands of the social studies standards encompass history, geography, behavioral science, economics, and political science. The model standards include both content standards and performance standards.</p> <p>Through the development of inquiry modules, grades K-6 piloted the updated Wisconsin Standards for Social Studies in 1-2 classrooms per grade level for the 2019-2020 school year. Full implementation of the new standards for grades K-6 is anticipated for the 2022-2023 school year.</p> <p>A complete copy of these standards can be located and reviewed at this Internet address: http://www.aasd.k12.wi.us/social-studies-curriculum</p>

Has the District selected and implemented academic standards in other content areas?

The District reviews Wisconsin state standards, other state's standards, and professional organization standards as it develops local standards for the District; the District develops standards locally to support our students' learning. District standards are available electronically on the Assessment, Curriculum and Instruction (ACI) web-page within the District's web-site; http://www.aasd.k12.wi.us/district/district_departments_contacts/standards_curriculum/

Who can I contact for more information about the District's academic standards?

If you have any questions about this notice, please contact Steve Harrison at harrisonstepha@asd.k12.wi.us

This notice is issued pursuant to [section 120.12\(13\)](#) of the state statutes.

ITEM FOR CONSIDERATION

TOPIC: Implementation of Board Policy 133 and 133-Rule, Filling Board Vacancies

BACKGROUND INFORMATION: Policy 133 and 133-Rule, Filling Board Vacancies, was adopted June 27, 2016. This policy outlines the process for filling a school board vacancy. Board Member Gary Jahnke has submitted a notice of resignation, effective July 31, 2021, resulting in a vacancy on the Board of Education. The vacancy shall be filled by appointment, with a qualified elector, by the remaining members of the Board in accordance with established procedures as outlined in Policy 133 and 133-Rule.

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

ADMINISTRATIVE RECOMMENDATION: Approval as submitted.

INSTRUCTIONAL IMPACT: Further clarity of roles and functions needed to govern the District.

CONTACT PERSON: Judy Baseman, 832-6126

BOE: July 26, 2021

FILLING BOARD VACANCIES

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

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

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

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

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

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

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

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

Cross References: Filling of School Board Vacancies 133-Rule

Legal References:

Wisconsin Statutes

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

Adoption Date: June 27, 2016

FILLING BOARD VACANCIES

Procedures

I. Vacancy Notice

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

II. Candidate Application

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

III. Candidate Orientation

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

IV. Appointment of an Active Candidate

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

V. Unfilled Appointment – After 60 days

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

VI. Selected Appointee

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

Legal References:

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

Adoption Date: June 27, 2016

Exhibit 1

APPLETON AREA SCHOOL DISTRICT

NOTICE OF SCHOOL BOARD VACANCY AND APPOINTMENT PROCESS

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

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

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

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

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

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

Date of Notice: [DD/MM/YYYY]

Exhibit 2

APPLETON AREA SCHOOL DISTRICT

DECLARATION OF ELIGIBILITY TO HOLD OFFICE

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

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

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

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

Town of _____ OR Village of _____ OR City of _____

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

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

STATE OF WISCONSIN }
County of _____ } ss.
(County of notarization)

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

(Signature of Notary) (Printed name of notary)

Notary Public
My commission expires _____ or is permanent.

NOTARY SEAL NOT REQUIRED

Exhibit 3

APPLETON AREA SCHOOL DISTRICT

CERTIFICATE OF APPOINTMENT TO THE SCHOOL BOARD

STATE OF WISCONSIN
APPLETON AREA SCHOOL DISTRICT } ss.

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

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

IN TESTIMONY WHEREOF,

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

(Clerk's Signature)

Clerk,
Appleton Area School District

**Appleton Area School District
Operational Expectations Interpretation & Indicators Document
OE-1 Global Operational Expectation**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy 1, Global Operational Expectation, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

Executive Summary/Analysis:

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy 1, Global Operational Expectation, the Board:

- ___ **Accepts the Superintendent's interpretation and indicators as reasonable**
- ___ **Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions**
- ___ **Finds the Superintendent's interpretation and indicators to be not reasonable**

Commendations and/or Recommendations, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____

Re-submitted: _____

OE – 1 Global Operational Expectation	Superintendent	
<p>The Superintendent shall not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision or organizational condition that is unlawful, unethical, unsafe, disrespectful, imprudent, inequitable, is in violation of Board policy or endangers the district’s public image or credibility.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation: The board values an organization that is well managed so that it generates goodwill, avoids any significant negative consequences, and continues operating to meet the needs of the students it serves. This expectation is broad in scope and holds the Superintendent accountable for following Board policy and State and Federal law, and for ensuring that the District operates in a legal, safe, and ethical manner.</p> <ul style="list-style-type: none"> ● Shall not cause shall mean the Superintendent will not take an action that could reasonably be foreseen to have a material negative consequence for the organization. ● Allow shall mean the Superintendent will not knowingly approve and will administer appropriate corrective action for any staff activity deemed to be in conflict with the Board’s policy values. ● Fail to take reasonable measures to prevent shall mean that the Superintendent will take preventative action to protect the District from any material negative consequence that can reasonably be foreseen. ● Practice shall mean actions that are a regularly occurring activity of district staff. ● Activity shall mean any action taken by staff, whether one time or many. ● Decision shall mean directives issued by the Superintendent or actions taken by staff. ● Organizational condition shall mean the legal standing of the District and the perception that stakeholders have of the District with regard to trustworthiness, including situations created by the actions or decisions of the Superintendent or staff, whether they are actively or passively being created. ● Unlawful shall mean in violation of federal, state, and local laws, and violation of the rules outlined in Wisconsin State Statutes. ● Unethical shall mean behavior that is improper or does not conform to accepted professional standards of conduct. ● Unsafe shall mean any condition that puts anyone involved with our District in danger (physical, emotional, financial, positional) that could be reasonably foreseen. ● Disrespectful shall mean responses or actions taken by staff that do not treat staff, parents, students, or community members as if they and their opinions are of value. ● Imprudent shall mean behaviors that are professionally reckless or irresponsible. 		

- **Inequitable** shall mean not treating people in a just and balanced manner.
- **In violation of board policy** shall mean to fail to adhere to policies or published guidelines that exist to establish expectations and parameters for staff.
- **Endangers the district's public image or credibility** shall mean placing at risk a respected and positive image of the District in the mind of the average citizen in the Appleton Area School District.

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The District submits 100% of the monitoring data per the Board's annual work plan for all OE Policies and Results and the Board finds 100% of them to be reasonably in compliance. ● The District is not found to be in violation of any law when any legal action is taken against the District. 		
<p>Board Comments:</p>		

**Appleton Area School District
Operational Expectations Interpretation & Indicators Document
OE-5 Financial Planning**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy 5, Financial Planning, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

Executive Summary/Analysis:

The interpretations and indicators, as submitted below, will provide evidence to the Board that the District's assets are maintained and protected. Indicators reflect legal and state department requirements, when appropriate. In other instances, indicators are informed by best practice. While monitoring will largely be accomplished through internal reporting, it will also incorporate external audits and board inspection.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy 5, Financial Planning, the Board:

- _____ **Accepts the Superintendent's interpretation and indicators as reasonable**
- _____ **Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions**
- _____ **Finds the Superintendent's interpretation and indicators to be not reasonable**

Commendations and/or Recommendations, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____

Re-submitted: _____

OE – 5 Financial Planning	Superintendent	
<p>The Superintendent shall develop and maintain a multi-year financial plan that is related directly to the Board’s Results priorities and Operational Expectations (OE) and that avoids long-term fiscal risk to the district.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation: The board values budgets that ensure reasonable progress in its Results Policies and compliance with its Operational Expectations Policies while maintaining a solid financial standing.</p> <ul style="list-style-type: none"> ● Multi-year financial plan shall mean a budget that balances revenues and expenditures over two years consisting of the current and subsequent year and maintains adequate fund balance. ● Related directly shall mean that the financial plan shall reflect the priorities and goals outlined in the Board’s Results and OE policies. ● Long-term shall mean a period of two years consisting of the current and subsequent year. ● Avoid fiscal risk means to mitigate potential situations that may result in the inability to meet financial obligations. 		
<p>OE – 5.1 The Superintendent will develop a budget that is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Results priorities and any Operational Expectations for the year.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Summary format understandable to the Board shall mean the budget will be presented to the Board prior to adoption in sections that are clear and laid out simply. The budget will include an executive summary that will outline the key aspects of the budget. It will also include a section that will outline the District goals and selected Operational Expectations and the expenditures related to each goal or Operational Expectation. This section will demonstrate how the budget is allocated to achieve the Board’s priorities for student achievement and how monies will address goals identified to be addressed in district operations. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p>		

<ul style="list-style-type: none"> • The budget contains an executive summary that outlines the key aspects of the budget, and it includes a section that outlines the District goals and selected Operational Expectations and the expenditures related to each Operational Expectation. • The budget developed contains the Board’s Results priorities. • The Board demonstrates its understanding of this part of the budget through a positive response on a budget survey. 		
<p>Board Comments:</p>		
<p>OE – 5.2 The Superintendent will develop a budget that credibly describes revenues and expenditures.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Credibly describes revenue and expenditures shall mean in a manner that is accurate, verifiable, realistic and reliably accounts for all monies received and spent by the District. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • We have a Board adopted budget that is in compliance with Statute 65.90 (general state statute on budget requirements). • Revenue Limits have been verified by the Wisconsin Department of Public Instruction. • Budgeted expenditures include Board of Education approved salary and benefit adjustments, and include expected expenditures of departments and schools aligned with result priorities and operational expectations. 		
<p>Board Comments:</p>		

<p>OE – 5.3 The Superintendent will develop a budget that shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Budget shall mean planned revenues and expenditures over a two-year period of time and actual revenues over the most recently completed fiscal year. ● Category shall mean by fund, program and object as described by the Wisconsin Uniform Financial Accounting Requirements. ● Most recently completed fiscal year shall mean the period of time from 1 July to 30 June of the prior year. ● Current fiscal year shall mean the period of time from 1 July to 30 June of the current year. ● Next fiscal year shall mean the period of time from 1 July to 30 June of the following fiscal year. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● A preliminary budget is presented that includes the amount expended for the most recently completed fiscal year (audited), the amount budgeted for the current fiscal year, and the amount estimated to be expended for the current fiscal year and the amount budgeted for the next fiscal year. ● The budget is presented in a format that itemizes expenditures of the district by fund, location, and object. 		
<p>Board Comments:</p>		
<p>OE – 5.4 The Superintendent will develop a budget that discloses budget planning assumptions.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p>		

<ul style="list-style-type: none"> ● Budget planning assumptions shall mean factors considered and assumed in order to compile the budget. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The budget includes a presentation on budget assumptions and significant budget variances from prior year. These assumptions will include the official estimate of CPI, enrollment trends, staffing needs, and legislative actions that may impact the budget. 		
<p>Board Comments:</p>		
<p>OE – 5.5 The Superintendent will develop a budget that reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, framework increases and benefits.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Reflects anticipated changes shall consider fixed factors and variances concerning employee compensation and related benefits. ● Framework increases shall mean additional compensation as determined by the District’s Teacher Compensation Framework. For other staff, it shall mean additional compensation as determined by the District salary schedules. ● Benefits shall mean non-wage compensation provided to employees in addition to a salary, with the most significant benefit being health insurance. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The budget reflects anticipated employee compensation inclusive of all adjustments including benefits approved by the Board of Education. 		
<p>Board Comments:</p>		

<p>OE – 5.6 The Superintendent will develop a budget that includes such amounts as the Board determines to be necessary for its own governing function, including board member training, consultation, attendance at professional conferences and events, and other matters identified by the Board.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Own governing function shall mean the projected amount of money needed to carry out the Boards function. ● Board member training shall mean the projected amount of money needed for development of Board members. ● Consultation shall mean the projected amount of money needed to hire professional services as needed by the Board. ● Professional conferences and events shall mean the projected amount of money needed to attend conferences and events related to Board development and district related topics. ● Other matters identified by the Board shall mean the projected amount of money needed for needs not identified above that become a priority of the Board. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The Board president provides the Superintendent with estimated amounts to meet the needs of the Boards governing function. The Superintendent then submits to the Chief Financial Officer the requested amounts to be included in the budget. <p>SUPERINTENDENT Evidence of Compliance:</p>		
<p>Board Comments:</p>		
<p>OE – 5.7 The Superintendent will develop a budget that provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District’s bond rating.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p>		

<ul style="list-style-type: none"> ● Year-end fund balance means the net financial resources available to finance expenditures of future periods. ● Short-term borrowing means borrowing that is repaid during an annual operating cycle. ● Protects the District's bond rating means Moody's Investors Service will continue to rate the District at the Aa1 level. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The annual audit shows a year-end unassigned general fund balance with sufficient working capital and a margin of safety to address local and regional emergencies. A fund balance would be considered "safe" when available cash would be between 20 – 25% of the District's General Fund operating expenditures. ● The District does not borrow funds to meet operational cash-flow needs. ● The District's annual rating provided by Moody's Investor Services is Aa1. 		
<p>Board Comments:</p>		
<p>OE – 5.8 The Superintendent may not recommend a budget that plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● More funds than are conservatively projected to be available shall mean current year revenues and fund balance. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The Superintendent submits a budget with estimated expenditures that does not exceed current year revenues and fund balance. ● The Superintendent submits a budget with estimated expenditures totaling between 99% and 100% of revenues. 		

Board Comments:		
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**Appleton Area School District
Operational Expectations Interpretation & Indicators Document
OE-6 Financial Administration**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy 6, Financial Administration, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

Executive Summary/Analysis:

The interpretations and indicators, as submitted below, will provide evidence to the Board that the District's assets are maintained and protected. Indicators reflect legal and state department requirements, when appropriate. In other instances, indicators are informed by best practice. While monitoring will largely be accomplished through internal reporting, it will also incorporate external audits and board inspection.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy 6, Financial Administration, the Board:

- _____ **Accepts the Superintendent's interpretation and indicators as reasonable**
- _____ **Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions**
- _____ **Finds the Superintendent's interpretation and indicators to be not reasonable**

Commendations and/or Recommendations, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____

Re-submitted: _____

OE - 6: Financial Administration	Superintendent	
<p>The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board; cause or allow any fiscal condition that is inconsistent with achieving the Board’s results or meeting any operational expectations goals; or places the long-term financial health of the district in jeopardy.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation: The Board values a well-managed, balanced budget with expenditures that are consistent with District priorities and support the achievement of the Board’s Results policies and Operational Expectations policies.</p> <ul style="list-style-type: none"> ● Financial activity shall mean any action conducted by District employees that is conducted on behalf of the District and incurs a monetary cost. ● Materially deviates (greater than 5%) shall mean causing the District to expend more in a budget category than the annual appropriation resolution adopted by the Board of Education or as amended by the Board of Education through supplemental appropriations. ● Fiscal condition shall mean the cash flow position needed to meet financial obligations. ● Long-term financial health shall mean the ability of the District to meet its monetary obligations for the current fiscal year and preserving a fund balance that provides for monetary requirements for the ensuing fiscal year. 		
<p>OE – 6.1 The Superintendent will assure that payroll and legitimate debts of the district are promptly paid when due.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Payroll shall mean monies owed to employees as a result of contracts with the District or services rendered. ● Legitimate debts shall mean legal obligations due for goods or services performed in compliance with terms and conditions outlined in district policy, contracts or agreements. ● Promptly paid shall mean covering District financial obligations within the time period noted in contracts, district policy and financing arrangements, and within a time period that maintains or improves the District’s credit rating. 		

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • 100 % of employees are accurately and timely paid. • 100% of payroll related liabilities are accurately and timely paid in accordance with timeframes established by the IRS, WRS and Wisconsin Department of Revenue. • 100% of invoices have been reviewed for completeness and appropriateness and judged to be accurate before a vendor is paid. Proof of receipt of materials or services is evident on the invoice. • 100% or the District long-term debt General Obligation bonds are paid in accordance with the bond debt service schedules. 		
<p>Board Comments:</p>		
<p>OE – 6.2 The Superintendent will assure that all non-bid purchases are based upon comparative prices of items of similar value, including consideration of both cost and long-term quality.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Non-bid purchases shall mean purchases costing less than \$100,000, but more than \$5,000. • Comparative prices shall mean three or more quotes are obtained. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • All purchases costing more than \$5,000, but less than \$100,000, will be comparatively priced with three or more quotes. Individual departments will track costing on a spreadsheet that will be submitted to the Chief Financial Officer for approval. 		
<p>Board Comments:</p>		

<p>OE – 6.3 The Superintendent will assure that all transactions in excess of \$100,000, including the purchase of supplies, materials and equipment, and any contracted services except professional services, are based on a competitive bid process.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Contracted services shall mean work that is completed by non-AASD vendors. ● Professional services shall mean architects, accountants, engineers, lawyers, and teachers, etc. ● Competitive bid process shall mean three or more bids were obtained. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● 95% of competitively bid purchases of supplies, materials, or equipment in the amount of \$100,000 or more are awarded to the most reasonable and responsible bid submitted by a qualified supplier, taking into consideration the needs of the District, the quality of materials (services) desired, and their contribution to the District program/school as documented by the Business Services Department. 		
<p>Board Comments:</p>		
<p>OE – 6.4 The Superintendent will coordinate and cooperate with the Board’s appointed financial auditor for an annual audit of all district funds and accounts.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Coordinate and cooperate with shall mean to provide all information to the auditors as requested to enable the auditors complete an annual Comprehensive Annual Financial Report following the end of each fiscal year. ● All district funds and accounts shall mean all financial information and records contained in the accounting financial software. 		

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> The Board appointed financial auditing firm completes the annual independent audit and presents an “Unqualified Opinion” report to the Board of Education prior to December 31st following the fiscal year end. 		
<p>Board Comments:</p>		
<p>OE – 6.5 The Superintendent will make all reasonable efforts to collect any funds due the district from any source.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> Reasonable efforts shall mean internal procedures and contracted external efforts to include a variety of methods depending on amounts of uncollected funds. Source shall mean funding mechanisms of state and federal government, students, employees, vendors and any other financially related party. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> Uncollected funds have been processed through collection efforts including reminder letters, phone calls, penalties for late payments, collection agencies, liens and attorney involvement. The cost (either monetarily and/or time resources) of collection efforts has been weighed against the amount to be collected and a purposeful decision has been made about whether or not to write off a receivable. The District’s Director of Auxiliary Services generates a report of outstanding balances for review by the Director of Business Services. 		
<p>Board Comments:</p>		

<p>OE – 6.6 The Superintendent will keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Keep complete and accurate financial records shall mean the District will account for all financial resources and expenditures per the Financial Policies and Procedures account structure and report to the public using Generally Accepted Accounting Principles. ● Generally Accepted Accounting Principles shall mean guidelines and standards for financial reporting promulgated by the Federal Accounting Standards Board. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The independent financial auditors express an <i>“unqualified opinion”</i> on the basic financial statements and conformity with accounting principles generally accepted in the United States of America. ● The audit report contains a fiscal year report of receipts and expenditures of each fund with designated program reports in accordance with the Financial Policies and Wisconsin Uniform Financial Accounting Requirements. The supplemental Schedules for each fund will be in the format prescribed by the Wisconsin Department of Public Instruction and shall be in agreement with the audited financial statements of the school district. ● The independent financial auditors confirm in the audit report that the District is in conformity with the Financial Accreditation audit process required by the Department of Education to ensure compliance with budgetary, accounting and reporting requirements. 		
<p>Board Comments:</p>		
<p>OE – 6.7 The Superintendent will publish a financial condition statement annually.</p>	In Compliance	Not In Compliance

<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Publish a financial condition statement annually shall mean publishing an easily read complete audit report statement of net assets, statement of activities, balance sheet and reconciliation of the governmental funds consistent with generally accepted accounting principles and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. ● Publishing shall mean producing hard copy print for the Board of Education and for review by the public, and available on the District website. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The District publishes within six months of the close of each fiscal year a complete set of financial statements and a report consistent with generally accepted accounting principles and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. ● The statements and reports are published in print for the Board and copies made available to the public, and are posted for download on the District’s website. 		
<p>Board Comments:</p>		
<p>OE – 6.8 The Superintendent may not expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds or from tax anticipation notes.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Expend more funds than made available shall mean spend more money at the fund level than was budgeted and originally adopted by the Board or as amended by the Board of Education through supplemental appropriations. ● Legal means shall mean the use of appropriation resolution authorizing expenditures, use of fund balance, and transfers of interfund borrowing. 		

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • As reported in the annual financial audit, expenditures at the fund level do not exceed appropriation amounts originally adopted, or as amended by the Board of Education through supplemental appropriations. • There is no violation of state law or notification of a violation in connection with expenditures exceeding appropriations as determined by external auditors. 		
<p>Board Comments:</p>		
<p>OE – 6.9 The Superintendent may not indebt the District.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Indebt the district shall mean incurring short (within the current fiscal year) or long term (beyond the current year) financial obligations that are not planned for and approved by the Board or, in the case of a bond election or mill levy override, by the community. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • As reported in the annual financial audit, there are no short or long term financial obligations or debts except those that have been approved by the Board. • The external auditors make no reference to unapproved material obligations remaining unpaid 60 days after the close of the fiscal year. • All payment registers are approved by the Board within 60 days of the close of a month. 		
<p>Board Comments:</p>		

<p>OE – 6.10 The Superintendent may not permanently transfer money from one dedicated fund to another.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Dedicated funds include the General fund, Grants fund, Trust/Special Revenue fund, Special Education fund, Non-Referendum Debt fund, Referendum Debt fund, Capital Projects fund, Food Service fund, and Community Service fund. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • As reported in the annual financial audit, no funds were permanently transferred from one dedicated fund to another without Board approval. 		
<p>Board Comments:</p>		
<p>OE – 6.11 The Superintendent may not allow any required reports to be overdue or inaccurately filed.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Overdue or inaccurately filed shall mean all deadlines will be met or an extension requested and reports will be filed as accurately as possible with the most current information and knowledge available. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • The external auditors find there to be no material internal control weaknesses inherent in the District's financial system. 		
<p>Board Comments:</p>		

**Appleton Area School District
Operational Expectations Interpretation & Indicators Document
OE-7 Asset Protection**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy 7, Asset Protection, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

Executive Summary/Analysis:

The interpretations and indicators, as submitted below, will provide evidence to the Board that the District's assets are maintained and protected. Indicators reflect legal and state department requirements, when appropriate. In other instances, indicators are informed by best practice. While monitoring will largely be accomplished through internal reporting, it will also incorporate external audits and board inspection.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy 7, Asset Protection, the Board:

- _____ **Accepts the Superintendent's interpretation and indicators as reasonable**
- _____ **Accepts the Superintendent's interpretation and indicators as reasonable, with noted exceptions**
- _____ **Finds the Superintendent's interpretation and indicators to be not reasonable**

Commendations and/or Recommendations, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____

Re-submitted: _____

OE-7: Asset Protection	Superintendent	
<p>The Superintendent will assure that all district assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation: The Board values good stewardship including the care for, use of, and protection of district property and therefore expects the superintendent to proactively ensure that this occurs.</p> <ul style="list-style-type: none"> ● District assets shall mean all tangible personal property and intellectual property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000. ● Adequately protected shall mean insured for 100% replacement value. ● Properly maintained shall mean serviced and repaired on a regular basis to retain in good operating condition. ● Appropriately used shall mean in compliance with operating guidelines established by the manufacturer. ● Not placed at undue risk shall mean safe from actions that would cause District assets to be harmed or damaged or create an unsafe environment. 		
<p>OE – 7.1 The Superintendent will maintain property and casualty insurance coverage on district property with limits equal to 100% of replacement value.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Property shall mean facilities, vehicles, equipment, and materials with an insurable risk. ● Casualty insurance shall mean coverage to protect the District and its employees resulting from an accident, mishap, or disaster. ● 100% of replacement value shall mean the ability to replace and make whole property losses experienced by the District subject to any and all deductibles. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p>		

<ul style="list-style-type: none"> Copies of invoices and payments reflect that the District purchased and received the coverage declarations for property and casualty insurance equal to 100% of replacement value. 		
Board Comments:		
OE - 7.2 The Superintendent will maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for school districts of comparable size and character.	In Compliance	Not In Compliance
SUPERINTENDENT Interpretation: <ul style="list-style-type: none"> Errors and Omissions insurance shall mean protection for board members and staff who make a mistake in performing their duties in good faith and results in harm to the District. Comprehensive General Liability insurance shall mean protection for the district against claims by third parties. Amount that is reasonable shall mean in accordance with amounts recommended by insurance carrier and verified by a second carrier or consultant. Comparable size and character shall mean other school districts with a similar setting (urban/suburban), numbers of students, and demographics. 		
SUPERINTENDENT Indicators of Compliance: We will know we are compliant when: <ul style="list-style-type: none"> Copies of invoices and payments reflect that the district has purchased and received the coverage declarations for Errors and Omissions and Comprehensive General Liability insurance coverage at the recommended levels. 		
Board Comments:		

<p>OE - 7.3 The Superintendent will adequately protect the District against theft or misappropriation of funds by any personnel who have access to material amounts of district or school funds.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Misappropriation of funds shall mean the unauthorized, improper, or unlawful use of funds or other property for purposes other than that for which intended. ● Any personnel shall mean any district employee or volunteer. ● Material amounts shall mean more than \$1,000, which is equivalent to the deductible. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● Copies of invoices and payments reflect that the District has purchased and receives the coverage declarations for crime coverage and the policy has been received. 		
<p>Board Comments:</p>		
<p>OE - 7.4 The Superintendent will protect intellectual property, information, files, records and fixed assets from loss or significant damage.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Intellectual property shall mean creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. ● District intellectual property shall mean original curriculum, teaching materials, or other documents created by district employees as part of their job for use by the District or its employees. ● Information, files and records shall mean paper, and electronic data on district servers, deemed critical (Finance, Human Capital, Student Support and Data, Research & Accountability) to the operations of the District. 		

- **Fixed assets** shall mean property and equipment having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000.
- With regard to fixed assets, **significant damage** shall mean harm or destruction requiring more than \$5,000 or more of unplanned repair or maintenance including labor, material, and equipment rental costs.

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The District receives no legal complaints that any of its employees has violated intellectual property rights or that their intellectual property has been stolen. ● Information, files, and records are backed up each night by Tech Services and there was no loss of these files and records during this fiscal year. Records are backed up on a second server that functions independently to our main server. ● The District has no significant damage to fixed assets due to circumstances within its control during the school year. Damage to fixed assets is tracked and reported by the District's Director of Auxiliary Services. ● The District has offsite storage and a recovery plan for loss of information, files and records deemed to be critical to the operations of the District. A log of requests to retrieve information, files, or records is updated as needed by Tech Services staff. 		
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<p>Board Comments:</p>		
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<p>OE - 7.5 The Superintendent may not permit facilities and equipment to be subject to improper use or insufficient maintenance.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
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SUPERINTENDENT Interpretation:

<ul style="list-style-type: none"> ● Facilities and equipment shall mean assets having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000. ● Improper use shall mean inappropriate operation or treatment, or utilization in a manner or for a purpose contrary to what was intended. ● Insufficient maintenance shall mean inadequate repair, cleaning, inspection, or upkeep as recommended by manufacturer specifications. 				
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● No person is injured in a District facility, or when using District equipment, as a result of insufficient maintenance of the facility or equipment. The District’s Employee Benefits Coordinator documents and reports any occurrences to the Superintendent. ● Worker’s compensation claims filed as a result of the improper use of equipment did not exceed 5 claims in the school year. ● The District has an active safety program for investigating accidents to identify improper use or insufficient maintenance of facilities and equipment. The District’s Safety Coordinator documents and reports any occurrences to the Superintendent. ● The District maintains and adheres to a long-range capital preventative maintenance plan to help guide the prioritization of Capital Reserve Fund appropriations. The District’s AkitaBox system generated reports that were submitted to the Superintendent. 				
<p>Board Comments:</p>				
<p>OE - 7.6 The Superintendent may not recklessly expose the district, the Board or staff to legal liability.</p>			<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Recklessly expose shall mean to commit an offence that is grossly negligent putting the District in a legally untenable position which cost the District more than \$10,000. 				

<ul style="list-style-type: none"> • Legal liability shall mean litigation with another party where attorney fees are incurred. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • The District incurs no legal costs or damage awards as a result of careless and reckless acts by the Superintendent. 		
<p>Board Comments:</p>		
<p>OE - 7.7 The Superintendent may not invest funds in investments that are not secured or that are not authorized by law.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> • Funds shall mean money or capital. • Investments shall mean the commitment of district money or capital to the purchase of financial instruments or other assets so as to gain profitable returns in the form of interest, income, dividend, or appreciation of the value of the instrument. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> • All investments are in compliance with Wisconsin State Statutes and the auditor's management letter makes no comment in regards to investments. • The District has only deposited funds with entities governed by Public Depository Protection Act and included in the annual Authorized Depository Resolution. 		
<p>Board Comments:</p>		

<p>OE - 7.8 The Superintendent may not purchase or sell real estate, including land and buildings, or enter into a property lease without Board approval.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Purchase shall mean to obtain ownership of an asset in exchange for money or value. ● Sell shall mean to surrender ownership of an asset in exchange for money or value. ● Property Lease shall mean a contract outlining the terms under which the District agrees to rent property owned by another party. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● All dispositions and acquisitions of land and buildings are approved by board resolution. ● There is no finding by the independent external auditors in reference to disposition and acquisition of land and buildings. ● All property leases are approved by the Board. 		
<p>Board Comments:</p>		
<p>OE - 7.9 The Superintendent may not take any reckless action that damages the district’s public image or credibility.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Reckless action shall mean to commit an offence that is grossly negligent. ● Public image shall mean overall positive perception of the District in the mind of the average citizen in the Appleton Area School District. 		

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● When we have no litigation regarding careless and reckless acts by the Superintendent. ● No media coverage (print, radio, TV, etc.), no police record, and no public comments at Board meetings reflect a negative impact to the District image or credibility which resulted from reckless action by the Superintendent. 		
<p>Board Comments:</p>		

ITEM FOR CONSIDERATION

Topic:	2021-2022 Authorized Depository Resolution
Background Information:	Annually the Authorized Depository Resolution is reviewed and updated, if necessary, to include financial institutions that the Appleton Area School District may conduct business with during the fiscal year. There are no additions of financial institutions to the list, nor are there deletions of financial institutions from the list for the 2021-2022 fiscal year.
Fiscal Note:	N/A
Administrative Recommendation:	Approval of the Authorized Depository Resolution.
Instructional Impact:	N/A
Contact Person:	Greg Hartjes, 997-1399 ext. 2029 Holly Burr, 997-1399 ext. 2034
Board Action:	July 26, 2021



Office of Business Services

131 E. Washington St., Suite 1A
Appleton, WI 54911
Phone: (920) 832-6128

AUTHORIZED DEPOSITORY RESOLUTION
July 26, 2021

WHEREAS, Section 120.12(7) provides for the designation by the school board of public depositories in which money belonging to the school district shall be deposited.

WHEREAS, it is impracticable for the President, Treasurer, and the Clerk of the Appleton Area School District to personally sign all checks issued by the school district on the various depositories of the school district,

NOW, THEREFORE, BE IT RESOLVED by the School Board of the Appleton Area School District that the following financial institutions be and hereby designated as public depositories on which funds of the Appleton Area School District for purposes of time deposits, demand deposits, and/or savings deposits, may be deposited from time to time:

Associated Bank
Associated Trust Corporation
Bancorp Bank
BMO Harris
Citizens Banking Corporation
Community First Credit Union
First Business Bank
Fox Communities Credit Union
Johnson Bank
JP Morgan – Chase Bank NA

Old National Bank
Piper Jaffray
PMA Securities, Inc.
Robert W. Baird & Co., Inc.
UBS Financial Services
US Bank
Wells Fargo Bank Wisconsin, NA
Wells Fargo Brokerage Services, LLC
Wisconsin Investment Series Cooperative

BE IT FURTHER RESOLVED by the Board of Education that the President, Treasurer, and the Clerk are hereby authorized and permitted to adopt a mechanical device for affixing a facsimile signature of their respective hands in all cases where they are required to sign district checks or district check orders, as provided in Section 66.042 of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that the following facsimile signatures adopted by the President, Treasurer and the Clerk are hereby recognized to be the proper signatures for use in signing school district checks or orders to wit:

SIGNATURES

FACSIMILE

PRESIDENT:

Kay S. Eggert

CLERK:

Deborah Truymen

TREASURER:

James R. Bowman

BE IT RESOLVED that a certified copy of this resolution shall be delivered to each of the above named depositories, and said depositories may rely on this resolution until changed by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above named depositories.

Introduced by: _____

Seconded by: _____

Date: July 26, 2021

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Appleton Area School District Board of Education at a legal meeting held on the 26th day of July 2021.

Date: July 26, 2021

Deborah Truymen
District Clerk

Policy Type: Operational Expectations**Financial Planning**

The Superintendent shall develop and present to the Board a multi-year financial plan that is related directly to the Board's Results priorities and Operational Expectations goals, and that avoids long-term fiscal jeopardy to the district.

The Superintendent will develop a budget that:

1. Is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the **Results** priorities and any **Operational Expectations** goals.
2. Credibly describes revenues and expenditures.
3. Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.
4. Discloses budget-planning assumptions.
5. Reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, **performance framework** increases and benefits.
6. Includes such amounts as the Board determines to be necessary for its own governing function, including board member training, consultation, attendance at professional conferences and events, and other matters identified by the Board.
7. Provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District's bond rating.

The Superintendent may not develop a budget that:

8. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.

Adopted: June 14, 2021

Monitoring Method: Internal report

Monitoring Frequency: Annually

Policy Type: Operational Expectations

Financial Administration

The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board, that cause or allow any fiscal condition that is inconsistent with achieving the Board's **Results** priorities or meeting any **Operational Expectations** goals; or that jeopardizes the financial health of the district.

The Superintendent will:

1. Assure that payroll and legitimate debts of the district are promptly paid when due.
2. Assure that all non-bid purchases are based upon comparative prices of items of similar value, including consideration of both cost and long-term quality.
3. Assure that all transactions in excess of \$100,000, including the purchase of supplies, materials and equipment, and any contracted services except professional services, are based on a competitive bid process.
4. Coordinate and cooperate with the Board's appointed financial auditor for an annual audit of all district funds and accounts.
5. Make all reasonable efforts to collect any funds due the district from any source.
6. Keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles.
7. Publish a financial condition statement annually.

The Superintendent may not:

8. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds or from tax anticipation notes.
9. Indebt the ~~organization~~ District.
10. Permanently transfer money from one dedicated fund to another.
11. Allow any required reports to be overdue or inaccurately filed.
12. Receive, process or disburse funds under controls that are insufficient under Generally Accepted Accounting Procedures.

Adopted: June 14, 2021

***Monitoring Method: External Report
Internal Report***

Monitoring Frequency: Annually

Appleton Area School District Board of Education

AGI Aspen Group International LLC©

Policy Type: Operational Expectations

Asset Protection

The Superintendent will assure that all district assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

The Superintendent will:

1. Maintain property and casualty insurance coverage on district property with limits equal to 100 percent of replacement value.
2. Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for school districts of comparable size and character.
3. Adequately protect the district against theft or misappropriation of funds by any personnel who have access to material amounts of district or school funds.
4. Protect intellectual property, information, files, records and fixed assets from loss or significant damage.

The Superintendent may not:

5. Permit facilities and equipment to be subject to improper use or insufficient maintenance.
6. Recklessly expose the district, the Board or staff to legal liability
7. Invest funds in investments that are not secured or that are not authorized by law.
8. Purchase or sell real estate, including land and buildings, **or enter into a property lease without Board approval.**
9. Act or fail to act in any manner that damages the district's public image or credibility.

Adopted: June 14, 2021

Monitoring Method: Internal report

Monitoring Frequency: Annually

Appleton Area School District Board of Education

AGI Aspen Group International LLC©

ITEM FOR CONSIDERATION

TOPIC: Professional Educator New Hires

BACKGROUND INFORMATION: The professional educators listed below are recommended for contractual positions for the 2021-2022 school year effective August 25, 2021:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Salary</u>
Brandon J. Behrendt	Art	Einstein/Magellan/Madison	20%	\$8,490
Jill P. Ellsworth	Special Ed-EBD	Badger	100%	\$42,450
Brett B. Harvath	ELA/ Social Studies	Madison	100%	\$43,700
Jessalynn E. Hietpas	School Nurse	Edison/Foster/Houdini/Richmond	100%	\$45,100
Kathryn J. Hopper	Math	West	100%	\$46,600
Shawna J. Janota	Family & Consumer Science	Kaleidoscope	33%	\$15,658
Seth B. Kemmeter	Science	North	100%	\$56,500
Molly R. Lessner	Math	North	100%	\$42,450
Heather K.M. Miller	Special Ed-SLD	North	100%	\$48,700
Lawren S. Olivanti	Family Consumer Science	Madison	100%	\$42,450
Mary K. Ott	Math/Science	Madison	100%	\$42,450
Brittany M. Schmidt	English Learner Coach	Houdini/Einstein	100%	\$56,500
Ashley E. Villagomez	School Nurse	Highlands/Huntley	100%	\$45,100
Sarah J. Vissers	Marketing/PFM	North	70%	\$33,705
Megan E. Willems	School Nurse	Madison/Horizons/Berry	100%	\$42,450

Brandon J. Behrendt received his Bachelor of Arts degree from UW-Stevens Point with a major in Studio Art. He continued his education to obtain his teaching certification from UW-Green Bay. Mr. Behrendt is being hired as a “Temporary Employee” for the 2021-2022 school year. Most recently, he completed his student teaching with the Green Bay Area School District. Other activities or sports that he might supervise, sponsor or assist: Track or cross-county.

Jill P. Ellsworth received her Bachelor of Arts degree from Purdue University with a major in Communications. Ms. Ellsworth is being hired under a one-year license with stipulations. Most recently, she served the District as a Special Education Paraprofessional at Badger Elementary. Other activities or sports that she might supervise, sponsor, or assist: Any.

Brett B. Harvath received his Bachelor of Science in Education degree from UW-Madison with a major in Elementary Education. Most recently, he served the Madison Metropolitan School District as an English Language Arts/Social Studies Teacher. Other activities or sports that he might supervise, sponsor or assist: Basketball, baseball, or various clubs.

Jessalynn E. Hietpas received her Bachelor of Science degree from Viterbo University with a major in Nursing. Most recently, she served Primary Care Associates as a Registered Nurse.

Kathryn J. Hopper received her Bachelor of Science degree from UW-Whitewater with a major in Mathematics. Most recently, she served the District as a Paraprofessional at Houdini Elementary. Other activities or sports that she might supervise, sponsor or assist: Student Council, peer helpers, book club, or math team.

Shawna J. Janota received her Master of Education degree from South Dakota State University with a major in Human Sciences/Family and Consumer Sciences. Ms. Janota is being hired under a one-year license with stipulations as a “Temporary Employee” for the 2021-2022 school year. Most recently, she served the Kimberly Area School District as a Substitute Teacher. Other activities or sports that she might supervise, sponsor, or assist: Student council, PBIS, FCS cooking, or sewing clubs.

Seth B. Kemmeter received his Master of Education degree from American College of Education with a major in STEM Leadership. Most recently, he served the School District of Fort Atkinson as a Science Teacher. Other activities or sports that he might supervise, sponsor or assist: Science related activities or clubs.

Molly R. Lessner received her Bachelor of Science degree from UW-Oshkosh with a major in Mathematics. Most recently, she was a Graduate Assistant and served as a Math Tutor at UW-Oshkosh. Other activities or sports that she might supervise, sponsor or assist: Softball, volleyball, or math clubs.

Heather K.M. Miller received her Master of Education degree from the University of St. Mary with a major in Education. Ms. Miller is being hired under a one-year license with stipulations. Most recently, she served the Oshkosh Area School District as a Special Education Teacher. Other activities or sports that she might supervise, sponsor, or assist: Cross-country.

Lawren S. Olivanti received her Bachelor of Business Administration degree from Central Michigan University with a major in Corporate Finance. Ms. Olivanti is being hired under a one-year license with stipulations. Most recently, she served Children’s Wisconsin-Fox Valley as a Program Leader. Other activities or sports that she might supervise, sponsor, or assist: Cooking, crafts, life-skills, or social activities.

Mary K. Ott received her Bachelor of Science in Education degree from UW-Eau Claire with a major in Elementary Education. Most recently, she completed her student teaching with the Chippewa Falls Area Unified School District. Other activities or sports that she might supervise, sponsor or assist: Soccer, golf or volleyball.

Brittany M. Schmidt received her Master of Science in Education degree from UW-Oshkosh with a major in Educational Leadership. Most recently, she served the Hortonville Area School District a Language Arts Teacher. Other activities or sports that she might supervise, sponsor or assist: WEB or student council.

Ashley E. Villagomez received her Bachelor of Science degree from Western Governors University with a major in Nursing. Most recently, she served Primary Care Associates as a Triage Nurse.

Sarah J. Vissers received her Bachelor of Science degree from UW-Stout with a major in Marketing and Business Education. Most recently, she served the Luxemburg-Casco School District as a Marketing and Business Education Teacher. Other activities or sports that she might supervise, sponsor or assist: DECA, FBLA, or crochet/yarn-crafting group.

Megan E. Willems received her Bachelor of Science degree from UW-Oshkosh with a major in Nursing. Most recently, she served Outagamie County as a Psychiatric Nurse. Other activities or sports that she might supervise, sponsor or assist: Volleyball.

FISCAL NOTE: As indicated above.

ADMINISTRATIVE RECOMMENDATION: Approval.

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

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

7/26/21

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contracts Changes

BACKGROUND INFORMATION: Contract changes for the following individuals are recommended for the 2021-2022 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Rebecca Clifford	World Language-Spanish	Kaleidoscope	100% to 117%	8/25/2021
Amy L. Conway	School Social Worker	Wilson	80% to 100%	8/25/2021

FISCAL NOTE: As indicated above.

ADMINISTRATIVE RECOMMENDATION: Approval.

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

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

7/26/21

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Resignations

BACKGROUND INFORMATION: The following Professional Educators have submitted a letter of resignation effective the end of the 2020-2021 school year unless otherwise noted.

Melissa J. Behling has been with the District for eight years, most recently as a Special Education Teacher at McKinley Elementary School.

Kendra L. Johnson has been with the District for three years, most recently as a Grade 4 Teacher at Foster Elementary Charter School.

Joseph T. Moriarty has been with the District for six and one-half years, most recently as a Math Teacher at North High School.

Heather F. Roberts has been with the District for ten and one-half years, most recently as a Grade 1 Teacher at Huntley Elementary School.

Jennifer A. Van Groll has been with the District for nineteen years, most recently as a Title I Preschool Teacher at Johnston Elementary School.

BACKGROUND INFORMATION: The following Professional Educator has submitted a letter of resignation prior to the 2021-2022 school year.

Amber M. Westphal was recently hired by the Appleton Area School District as an Elementary Teacher position at Franklin Elementary School.

FISCAL NOTE: Dependent upon replacements.

ADMINISTRATIVE RECOMMENDATION: Approval.

INSTRUCTIONAL IMPACT: Qualified replacements will be procured.

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

7/26/21

ITEM FOR CONSIDERATION

TOPIC: Administrative Hire

BACKGROUND INFORMATION: The individual listed below has been recommended for a contractual position for the 2021-2022 school year:

Kristin Ruhsam Tegelman is recommended for the Wilson Principal position, effective August 1, 2021, under a 261-day contract. Ms. Ruhsam Tegelman most recently served the Fond du Lac School District as an Assistant Principal of Fond du Lac High School.

FISCAL NOTE: Salary will be commensurate with education and experience.

ADMINISTRATIVE RECOMMENDATION: It is recommended that this individual receive a contract for the 2021-2022 school year.

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

7/26/21

ITEM FOR CONSIDERATION

TOPIC: Administrative Resignation

BACKGROUND INFORMATION: The following administrator has submitted a letter of resignation effective July 30, 2021.

Kurtis D. Krizan has been with the District for two years as the Director of Science, Technology, Engineering and Mathematics (Early Childhood-6).

FISCAL NOTE: Dependent upon replacement.

INSTRUCTIONAL IMPACT: A qualified replacement will be procured.

ADMINISTRATIVE RECOMMENDATION: Approval.

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

7/26/21