



**Monday, August 23, 2021
Board of Education Meeting**

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

****Time: 4:00 PM - CLOSED SESSION**

****Time: APPROXIMATELY 4:45 PM - OPEN SESSION**

****Time: APPROXIMATELY 6:00 PM - PUBLIC INPUT / AASD MITIGATION PROTOCOLS / BOARD
VACANCY APPOINTMENT**

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 attendance (other than registered on-site public input) is suspended until further notice.

****Limited registration is available for on-site public input (additional information can be found on the District's website). Please visit the website at**

http://www.aasd.k12.wi.us/district/board_of_education/public_input for complete information regarding public input opportunities.**

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: 953 6557 9802

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	Aug 23, 2021 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

2. Closed Session

Subject	A. Motion to go into Closed Session
Meeting	Aug 23, 2021 - Board of Education Meeting
Category	2. Closed Session

Type Action

Subject B. Closed Session- Personnel Items - Pursuant to Wis. Stat. §19.85 (1)(c) - Compensation Increases - All Staff / Substitutes

Meeting Aug 23, 2021 - Board of Education Meeting

Category 2. Closed Session

Type Discussion, Information

Subject C. Motion to return to Open Session

Meeting Aug 23, 2021 - Board of Education Meeting

Category 2. Closed Session

Type Action

3. Return to Open Session - Approximately 4:45 PM

Subject A. Pledge of Allegiance

Meeting Aug 23, 2021 - Board of Education Meeting

Category 3. Return to Open Session - Approximately 4:45 PM

Type Procedural

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

Subject A. Board Member Request to Remove Consent Agenda Items(s) for Separate Consideration

Meeting Aug 23, 2021 - Board of Education Meeting

Category 4. Approval of Agenda (GC-2: Governing Commitments)

Type Procedural

Subject B. Approval of Agenda

Meeting Aug 23, 2021 - Board of Education Meeting

Category 4. Approval of Agenda (GC-2: Governing Commitments)

Type Action, Procedural

5. Department 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. Policy Review Report: Proposed Revision to OE-3 - Treatment of Community Stakeholders

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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, Report

Superintendent Judy Baseman will report on a proposed revision to OE-3 Treatment of Community Stakeholders.

File Attachments
[OE-3 Treatment of Community Stakeholders DRAFT.pdf \(139 KB\)](#)

Subject B. Personnel Services Report: Personnel Services Updates

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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, Report

Chief Human Resources Officer Julie King will report on Personnel Services updates.

Subject C. Superintendent's Report: None - See Item 12(A)

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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

Subject D. School Services Report: None

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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, Report

Subject E. Student Services Report: None

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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, Report

Subject F. Business Services Report: None

Meeting Aug 23, 2021 - Board of Education Meeting

Category 5. Department 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 Report

Chief Financial Officer Greg Hartjes will report on relevant Business Services updates.

6. Special Presentation

Subject A. None

Meeting Aug 23, 2021 - Board of Education Meeting

Category 6. Special Presentation

Type

7. Board Business - Coherent Governance Items

Subject A. Proposed Policy Revision to OE-3 - Treatment of Community Stakeholders

Meeting Aug 23, 2021 - Board of Education Meeting

Category 7. Board Business - Coherent Governance Items

Type Action, Discussion

File Attachments
[OE-3 Treatment of Community Stakeholders DRAFT.pdf \(139 KB\)](#)

Subject B. Proposed OE-5 Financial Planning - Interpretations and Indicators

Meeting Aug 23, 2021 - Board of Education Meeting

Category 7. Board Business - Coherent Governance Items

Type Action, Discussion, Report

File Attachments
[Final DRAFT OE-5 Financial Planning \(I\).pdf \(87 KB\)](#)

Subject C. Proposed OE-6 Financial Administration - Interpretations and Indicators

Meeting Aug 23, 2021 - Board of Education Meeting

Category 7. Board Business - Coherent Governance Items

Type Action, Discussion, Report

File Attachments
[Final DRAFT OE-6 Financial Administration \(I\).pdf \(117 KB\)](#)

Subject D. Proposed OE-7 Asset Protection - Interpretations and Indicators

Meeting Aug 23, 2021 - Board of Education Meeting
Category 7. Board Business - Coherent Governance Items
Type Action, Discussion, Report

File Attachments
[Final DRAFT OE-7 Asset Protection \(I\).pdf \(119 KB\)](#)
[UPDATED 8.22.21 - Final DRAFT OE-7 Asset Protection.pdf \(123 KB\)](#)

Subject E. Proposed OE-9 Communicating With the Public - Interpretation and Indicators

Meeting Aug 23, 2021 - Board of Education Meeting
Category 7. Board Business - Coherent Governance Items
Type Action, Discussion, Report

File Attachments
[Final DRAFT OE-9 Communicating with the Public \(I\).pdf \(55 KB\)](#)

8. 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. Board Meeting Minutes from August 9, 2021

Meeting Aug 23, 2021 - Board of Education Meeting
Category 8. 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 (Consent), Minutes

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

9. 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. 2021-2022 Grants

Meeting Aug 23, 2021 - Board of Education Meeting
Category 9. 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
Fiscal Impact Yes

File Attachments
[IFC - Grants -8-23-2021.pdf \(110 KB\)](#)
[2021-22 Grant Supporting Documentation.pdf \(220 KB\)](#)

Subject **B. Professional Educator New Hire(s)**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 9. 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 8-23-21.pdf \(128 KB\)](#)

Subject **C. Professional Educator Resignation(s)**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 9. 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 8-23-21.pdf \(7 KB\)](#)

Subject **D. Professional Educator Contract Change(s)**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 9. 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 8-23-21.pdf \(21 KB\)](#)

10. Scheduled Recess

Subject **A. Recess - The Board will take a brief, scheduled break for 15-minutes or until 6:00 PM, whichever is later**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 10. Scheduled Recess

Type Action

11. Public Input - Approximately 6:00 PM (GC-3.3: Initiate and maintain effective communication with the citizens.)

Subject **A. Public Input**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 11. Public Input - Approximately 6:00 PM (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](#)

Subject B. On-site Speakers (Registration Required)

Meeting Aug 23, 2021 - Board of Education Meeting

Category 11. Public Input - Approximately 6:00 PM (GC-3.3: Initiate and maintain effective communication with the citizens.)

Type Procedural

Individuals wishing to provide on-site public input are required to register in advance during the registration window. Registrations will be accepted beginning at 9:00 AM on the Friday before the meeting and closing at 12:00 PM on the Monday of. On-site speakers will be limited to the first 15 registrations in order to accommodate recommended distancing and room capacity. For additional information or to register, please visit our website at http://www.aasd.k12.wi.us/district/board_of_education/public_input.

File Attachments

[Public Input - On-site Speaker Registration - August 23, 2021.pdf \(5,269 KB\)](#)

Subject C. Virtual Speakers (Registration Required)

Meeting Aug 23, 2021 - Board of Education Meeting

Category 11. Public Input - Approximately 6:00 PM (GC-3.3: Initiate and maintain effective communication with the citizens.)

Type Procedural

Individuals wishing to provide virtual public input are required to register in advance during the registration window. Registrations will be accepted beginning at 9:00 AM on the Friday before the meeting and closing at 12:00 PM on the Monday of. For additional information or to register, please visit our website at http://www.aasd.k12.wi.us/district/board_of_education/public_input.

Subject D. Written Comments (Posted as Attachment)

Meeting Aug 23, 2021 - Board of Education Meeting

Category 11. Public Input - Approximately 6:00 PM (GC-3.3: Initiate and maintain effective communication with the citizens.)

Type Procedural

Written comments submitted as public input will not be read aloud during the meeting; rather, they will be shared publicly as a BoardDocs attachment prior to the meeting start time. Individuals wishing to provide written public input should submit their comments via the form available on the website. The comment form is available beginning at 9:00 AM on the Friday before the meeting and closing at 12:00 PM on the Monday of. Written comments received via email or outside of the comment window will still be shared with the Board; however, they may not be included in the published comments. For additional information or to submit your comments, please visit our website at http://www.aasd.k12.wi.us/district/board_of_education/public_input.

12. Board Business

Subject A. Updated AASD Mitigation Protocols Proposal - for Information

Meeting Aug 23, 2021 - Board of Education Meeting

Category 12. Board Business

Type Information, Report

Subject B. Updated AASD Mitigation Protocols - for Consideration

Meeting Aug 23, 2021 - Board of Education Meeting

Category 12. Board Business

Type Action, Discussion

File Attachments
[Item for Consideration - Updated Mitigation Protocols.pdf \(645 KB\)](#)

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

Meeting Aug 23, 2021 - Board of Education Meeting

Category 12. Board Business

Type Action

13. Board Vacancy Appointment

Subject A. Process Overview for Appointing AASD Residents to the Vacant School Board Member Positions

Meeting Aug 23, 2021 - Board of Education Meeting

Category 13. Board Vacancy Appointment

Type Action, Information, Procedural

File Attachments

Filling Board Vacancies 133.pdf (236 KB)

Board Member Appointment Process - Applicants.pdf (199 KB)

Subject **B. Interviews of Board Member Applicants and Selection of Board Appointees**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 13. Board Vacancy Appointment

Type Procedural

The following individuals submitted applications prior to the 4:00 PM deadline on Monday, August 16, 2021:

1. (Robert) Daniel Johnston
2. John Oakley
3. ~~Maude Gasman~~ - Application withdrawn
4. Michael Emery
5. Dr. Martin LaGrow
6. James Kowald
7. Nicole Landaiche
8. Pheng Thao
9. ~~Yvette Dunlap~~ - Application withdrawn
10. Thomas Morrissey
11. Jason Kolpack
12. James Bacon
13. Rahb Kattleson
14. Amanda Stuck
15. Blong Yang
16. John DeVantier
17. Sheila Sawyer
18. Oladimeji Tomori

14. Items of Information

Subject **A. None**

Meeting Aug 23, 2021 - Board of Education Meeting

Category 14. Items of Information

Type Information

15. 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 Aug 23, 2021 - Board of Education Meeting

Category 15. Board Meeting Debrief (GC-2.2: The Board is responsible for its own performance and commits itself to continuous improvement.)

Type Discussion

16. Adjourn

Subject **A. Motion to Adjourn the Meeting**

Meeting Aug 23, 2021 - Board of Education Meeting
Category 16. Adjourn
Type Action, Procedural

17. Future Meetings

Subject A. Special Board Meeting: Thursday, August 26, 2021, 7:30 AM

Meeting Aug 23, 2021 - Board of Education Meeting
Category 17. Future Meetings
Type Information

Subject B. Board Work Session: Thursday, August 26, 2021, 8:30 AM

Meeting Aug 23, 2021 - Board of Education Meeting
Category 17. Future Meetings
Type Information

Subject C. Regular Board Meeting: Monday, September 13, 2021, 6:00 PM

Meeting Aug 23, 2021 - Board of Education Meeting
Category 17. Future Meetings
Type Information

Policy Type: Operational Expectations**Treatment of Community Stakeholders**

The Superintendent shall maintain an organizational culture that treats parents/**guardians** and citizens with respect, dignity and courtesy.

The Superintendent will:

1. Protect confidential information.
2. Effectively handle complaints.
3. Create and maintain organizational commitment to:
 - a. Individual differences of opinion
 - b. Including people in decisions that affect them
 - c. Open and honest communication at all levels
 - d. Predominant focus on achieving the Board's **Results** policies
 - e. Open, responsive and welcoming conditions throughout the district.

Adopted: June 14, 2021

Revised: August 23, 2021

Monitoring Method: Internal Report

Monitoring Frequency: Annually

Appleton Area School District Board of Education

AGI Aspen Group International LLC©

**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 results priorities and operational expectations. Department and school budgets will be approved by assistant superintendents and reported to the Board. 		
<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>	In Compliance	Not In Compliance
<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 to address local and regional emergencies and minimize short-term borrowing. 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'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>	<p>In Compliance</p>	<p>Not In Compliance</p>
<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. 		
<p>Board Comments:</p>		

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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 goals 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% of 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>	In Compliance	Not In Compliance
<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 (non-student) 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 Board. • Uncollected student funds have been processed through collection efforts including reminder letters, phone calls, and individual conferences. A report will be generated, and reviewed by the Board, showing uncollected funds at the end of each year, and will indicate that reasonable efforts were made to collect funds. 		

<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 		

<p>or as amended by the Board of Education through supplemental appropriations.</p> <ul style="list-style-type: none"> • 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. 		

<ul style="list-style-type: none"> All payment registers are approved by the Board within 60 days of the close of a month. 		
Board Comments:		
OE – 6.10 The Superintendent may not permanently transfer money from one dedicated fund to another.	In Compliance	Not In Compliance
SUPERINTENDENT Interpretation: <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. 		
SUPERINTENDENT Indicators of Compliance: We will know we are compliant when: <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. 		
Board Comments:		
OE – 6.11 The Superintendent may not allow any required reports to be overdue or inaccurately filed.	In Compliance	Not In Compliance
SUPERINTENDENT Interpretation: <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. 		
SUPERINTENDENT Indicators of Compliance: We will know we are compliant when:		

<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.		
Board Comments:		

**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 remain 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. 		
<p>Board Comments:</p>		
<p>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.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p>SUPERINTENDENT Interpretation:</p> <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. 		
<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 received the coverage declarations for Errors and Omissions and Comprehensive General Liability insurance coverage at the recommended levels. 		
<p>Board Comments:</p>		

<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>	In Compliance	Not In Compliance
<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>	In Compliance	Not In Compliance
<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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 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.
- Disaster recovery tests and network hacking tests will be administered annually, with a summary report of tests made available to the Board upon request.
- 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 for audit purposes and made available to the Board upon request.
- 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 and made available to the Board upon request.

Board Comments:

OE - 7.5 The Superintendent may not permit facilities and equipment to be subject to improper use or insufficient maintenance.

In Compliance

Not In Compliance

SUPERINTENDENT Interpretation:

- **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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 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 do not exceed five claims in the school year.
- The District has an active safety program for investigating accidents to identify insufficient maintenance or improper use of facilities and equipment. The District's Safety Coordinator documents any occurrences, as well as the corrections that were made to ensure further accidents do not occur. This documentation is made available to the Board upon request.
- The District maintains and adheres to a long-range capital preventative maintenance plan to help guide the prioritization of Capital Projects Fund appropriations. The District's AkitaBox system generates reports that were submitted to the Superintendent are made available to the Board upon request.

Board Comments:

OE - 7.6 The Superintendent may not recklessly expose the district, the Board or staff to legal liability.

In Compliance

Not In Compliance

SUPERINTENDENT Interpretation:

<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. ● 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>	<p>In Compliance</p>	<p>Not In Compliance</p>
<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>	In Compliance	Not In Compliance
<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 act or fail to act in any manner that damages the district's public image or credibility.</p>	In Compliance	Not In Compliance
<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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant 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 an~~ action, **or a failure to take action**, by the Superintendent.

Board Comments:

**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 remain 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. 		
<p>Board Comments:</p>		
<p>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.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <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. 		
<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 received the coverage declarations for Errors and Omissions and Comprehensive General Liability insurance coverage at the recommended levels. 		
<p>Board Comments:</p>		

<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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 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.
- Disaster recovery and network penetration testing will be performed annually. A summary report of tests showing that no security concerns were found will be made available to the Board upon request.
- 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 for audit purposes and made available to the Board upon request.
- 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 and made available to the Board upon request.

Board Comments:

<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>
<p>SUPERINTENDENT Interpretation:</p> <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. As shown in records kept by the District's Safety Coordinator, and made available to the Board upon request. ● Worker's compensation claims filed as a result of the improper use of equipment do not exceed five claims in the school year. As shown in records kept by the District's Safety Coordinator, and made available to the Board upon request. ● The District has an active safety program for investigating accidents to identify insufficient maintenance or improper use of facilities and equipment. The District's Safety Coordinator documents any occurrences, as well as the corrections that were made to ensure further accidents do not occur. This documentation is made available to the Board upon request. ● The District maintains and adheres to a long-range capital preventative maintenance plan to help guide the prioritization of Capital Reserve Projects Fund appropriations. The District's AkitaBox system generates reports that were submitted to the Superintendent are made available to the Board upon request. 		
<p>Board Comments:</p>		

<p>OE - 7.6 The Superintendent may not recklessly expose the district, the Board or staff to legal liability.</p>	In Compliance	Not In Compliance
<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. • 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 act or fail to act in any manner that damages the district's public image or credibility.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">In Compliance</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">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. Damages the District's public image or credibility shall mean overall positive perception of the District in the mind of the average citizen in the Appleton Area School District. shall mean placing at risk the reputation and trustworthiness 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"> 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 a reckless action by the Superintendent. 70% of respondents to our School Perception Survey express support for the direction of the District. 		
<p>Board Comments:</p>		

Appleton Area School District
Operational Expectations Interpretation & Indicators Document
OE-9 Communicating with the Public

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy OE-9, Communicating with the Public, 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 communications will assure that the public is aware of the current activities of the District and knows the plan for improvement moving into the future. Indicators are informed by best practice and align with other applicable OE and Results policies.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy OE-9, Communicating with the Public, 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 – 9 Communicating with the Public	Superintendent	
<p>The Superintendent shall assure that the public is adequately informed about the condition and direction of the district.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation: The Board values a public who is aware of the current activities of the District and knows the plan for improvement moving into the future.</p> <ul style="list-style-type: none"> ● The public shall mean the District’s families, students, staff, and community members. ● Adequately informed shall mean that the public has sufficient opportunities to receive important and strategic communications from the District. ● The condition shall mean information about the organization’s finances, operations, student results, climate, or honors (awards and recognition). ● Direction shall mean to include communication about the district’s strategic plan/scorecard, programs, changes, innovations, or initiatives. 		
<p>OE – 9.1 Assure the timely flow of information, appropriate input, and strategic two-way communications between the district and the public that builds understanding and support for district efforts.</p>	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Timely shall mean mechanisms are in place to inform the public and media on a regular basis for routine matters as well as for urgent, immediate issues that may arise and to gain appropriate input, as needed. ● Flow of information shall mean the distribution, availability, and accessibility of information. ● Appropriate input shall mean useful ideas, thoughts, questions, and concerns brought to the district through the established chain of command or another identified method. ● Strategic shall mean communications related to the vision, strategic plan/scorecard, and challenges facing the District. ● Two-way communications shall mean disseminating and listening. 		

<ul style="list-style-type: none"> ● Builds understanding and support shall mean that our communication efforts help the public become informed about the district’s direction and progress, and hold a positive perception of the District. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The number of visits to the District website will maintain or increase on an annual basis. ● The post engagement and follower count of the District Facebook page will maintain or increase on an annual basis. ● Results from a random annual survey sample of district residents, including questions that measure public support of the District and its two-way communication efforts, will indicate that a majority of respondents express support for the direction of the district and its two-way communication efforts. ● The District will publish community newsletters three times per year. The newsletters will share updates relevant to the District Scorecard and Results policies as shown in a record of communication dates kept by the Superintendent or designee. <p>SUPERINTENDENT Evidence of Compliance:</p>		
<p>Board Comments:</p>		
<p>OE – 9.2 Prepare and publish, on behalf of the Board, a community report to the public that includes the following items:</p> <ul style="list-style-type: none"> A. Data indicating student progress toward accomplishing the Board’s Results policies. B. Information about school district strategies, programs, and operations intended to accomplish the Board’s Results policies. C. Information about the district’s financial condition, including revenues, expenditures, and costs of major programs. 	In Compliance	Not In Compliance
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Publish shall mean available via print and/or online via the District website. ● Data shall mean quantifiable and qualitative assessments summarizing student achievement towards the Board’s stated Results. 		

<ul style="list-style-type: none"> ● Information shall mean the administrative and staff work plans to achieve Results, including a summary of the budget and financial administration of the district. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> ● The Board, families, community members and staff receive notification of the availability of the District’s annual Community Report to the public as documented in a record of communication dates kept by the Superintendent or designee. <p>SUPERINTENDENT Evidence of Compliance:</p>		
<p>Board Comments:</p>		

ITEMS FOR CONSIDERATION

Topic: 2021-2022 Grants

Background Information: The Appleton Area School District has been awarded various grants for the 21-22 fiscal year. The name and amount of each grant is listed below:

Fund 21

Valley New School Makerspace	\$ 2,000.00
Brewing Leaders	\$ 1,200.00
Audio Recording Technologies	\$ 2,000.00
David L. and Rita E. Nelson Family Fund	\$25,000.00

Administrative Recommendation: Approval

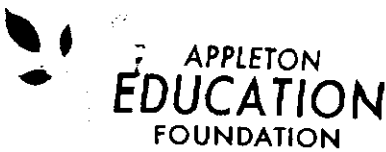
Valley New School Makerspace - This grant in the amount of \$2,000 has been awarded to the Appleton Area School District-Valley New School. The *Appleton Education Foundation* has approved the grant from the *Vira and Alan Stoner Fund* to renovate and remodel existing Valley New School spaces to provide a makerspace area in the school to meet student needs and provide a creative space to build and work on projects that are more detailed and in-depth.

Brewing Leaders – This grant in the amount of \$1,200 from the *Appleton Education Foundation* has been awarded to the Appleton Area School District – Kaleidoscope Academy for Brewing Leaders. Kaleidoscope will use the funds to start a coffee delivery business.

Audio Recording Technologies – This grant in the amount of \$2,000 from the *Appleton Education Foundation* has been awarded to the Appleton Area School District - Appleton East High School to purchase musical audio equipment for students and groups.

David L. and Rita E. Nelson Family Fund – This grant in the amount of \$25,000 was awarded to the Appleton Area School District from the *Community Foundation for the Fox Valley* on behalf of the *David L. and Rita E. Nelson Family Fund*. The grant is designated for non-personnel costs for a three-year period to expand the Community Schools Program.

Contact: Greg Hartjes, 997-1399 ext. 2029
Board Action: August 23, 2021



July 23, 2021

MISSION
To creatively enhance
education in our community.

Michael Frehlke
AASD-Valley New School
10 College Avenue #228
Appleton, WI 54911

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Kay Eggert

EXECUTIVE DIRECTOR

Julie Krause

Dear Mike:

The Appleton Education Foundation's board of directors has reviewed your grant application for *Valley New School Makerspace*. We are pleased to inform you that a grant has been approved from the Vira and Alan Stoner Fund as follows:

Grant Amount: \$2,000.00; check has been forwarded to the AASD Business Office per district policy

Grant Purpose: Renovate and remodel existing VNS spaces

Grant Start Date: July 1, 2021

Final Report Due: June 1, 2022

- **The funded program may be modified only with the Foundation's prior written approval.**
- Expenses charged to this grant may not be incurred prior to the start date or after the end date above.
- **The grantee shall return to the Foundation any unused funds at the grant end date.**

A final report is required as an additional condition of this grant. To complete, you may login to the AEF Grants Portal (apply.appletoneducationfoundation.org), click on Grant Applicant > My Awards. Open your proposal, click the Final Report link toward bottom of the page. The Foundation will send you a reminder with these instructions closer to the due date.

Consideration for future funding from AEF is conditional upon receipt and acceptance of the final report.

For your publications and correspondence, please refer to this award as a grant from the Appleton Education Foundation. If you would like assistance in publicizing your project to the local media and/or if there are opportunities for the AEF to photograph your project in progress, please contact me at 832-1517 or jkrause@appletoneducationfoundation.org.

Thank you for your application and interest. We wish you every success as you implement this project.

Sincerely,

Julie Krause
Executive Director

CC: Nicole Luedtke, Diane Wittman

67597

122 E. College Ave., Ste. 1B
Appleton, WI 54911
920-832-1517
AppletonEducationFoundation.org



July 23, 2021

MISSION
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education in our community.

Kathryn Parker
AASD-Kaleidoscope Academy
318 E. Brewster St.
Appleton, WI 54911-3702

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EX-OFFICIO DIRECTORS

Judy Baseman
Kay Eggert

EXECUTIVE DIRECTOR

Julie Krause

Dear Kathryn:

The Appleton Education Foundation's board of directors has reviewed your grant application for *Brewing Leaders*. We are pleased to inform you that a grant has been approved as follows:

Grant Amount: \$1,200.00; check has been forwarded to the AASD Business Office per district policy
Grant Purpose: Start a coffee delivery business at Kaleidoscope Academy
Grant Start Date: July 1, 2021
Final Report Due: June 1, 2022

- **The funded program may be modified only with the Foundation's prior written approval.**
- Expenses charged to this grant may not be incurred prior to the start date or after the end date above.
- **The grantee shall return to the Foundation any unused funds at the grant end date.**

A final report is required as an additional condition of this grant. To complete, you may login to the AEF Grants Portal (apply.appletoneducationfoundation.org), click on Grant Applicant > My Awards. Open your proposal, click the Final Report link toward bottom of the page. The Foundation will send you a reminder with these instructions closer to the due date. Consideration for future funding from AEF is conditional upon receipt and acceptance of the final report.

For your publications and correspondence, please refer to this award as a grant from the Appleton Education Foundation. If you would like assistance in publicizing your project to the local media and/or if there are opportunities for the AEF to photograph your project in progress, please contact me at 832-1517 or jkrause@appletoneducationfoundation.org.

Thank you for your application and interest. We wish you every success as you implement this project.

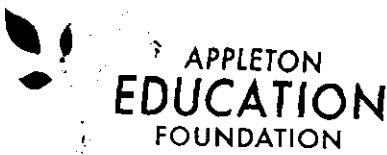
Sincerely,

Julie Krause
Executive Director

CC: Alexandra Molitor, Diane Wittman

67609

122 E. College Ave., Ste. 1B
Appleton, WI 54911
920-832-1517
AppletonEducationFoundation.org



July 23, 2021

Margaret LaFleur
AASD-Appleton East High School
2121 E. Emmers Dr.
Appleton, WI 54915-3802

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Zach Snell
Amy Van Straten

EX-OFFICIO DIRECTORS
Judy Baseman
Kay Eggert

EXECUTIVE DIRECTOR
Julie Krause

Dear Margaret:

The Appleton Education Foundation's board of directors has reviewed your grant application for *Audio Recording Technologies*. We are pleased to inform you that a grant has been approved as follows:

Grant Amount: \$2,000.00; check has been forwarded to the AASD Business Office per district policy
Grant Purpose: Purchase musical audio equipment for Sudents and groups
Grant Start Date: July 11, 2021
Final Report Due: June 1, 2022

- **The funded program may be modified only with the Foundation's prior written approval.**
- Expenses charged to this grant may not be incurred prior to the start date or after the end date above.
- **The grantee shall return to the Foundation any unused funds at the grant end date.**

A final report is required as an additional condition of this grant. To complete, you may login to the AEF Grants Portal (apply.appletoneducationfoundation.org), click on Grant Applicant > My Awards. Open your proposal, click the Final Report link toward bottom of the page. The Foundation will send you a reminder with these instructions closer to the due date. Consideration for future funding from AEF is conditional upon receipt and acceptance of the final report.

For your publications and correspondence, please refer to this award as a grant from the Appleton Education Foundation. If you would like assistance in publicizing your project to the local media and/or if there are opportunities for the AEF to photograph your project in progress, please contact me at 832-1517 or jkrause@appletoneducationfoundation.org.

Thank you for your application and interest. We wish you every success as you implement this project.

Sincerely,

Julie Krause
Executive Director

CC: Matthew Mineau, Diane Wittman

67593

122 E. College Ave., Ste. 1B
Appleton, WI 54911
920-832-1517
AppletonEducationFoundation.org



August 5, 2021

MISSION

We strengthen our community for current and future generations by helping people make a difference in the lives of others.

Leah Zwiars
Appleton Area School District
P.O. Box 2019
Appleton, WI 54912-2019

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Chair
- Beth Flaherty
Vice Chair
- Laura Meronk
Secretary & Vice Chair
- Melanie Miller
Treasurer & Vice Chair
- Greg Pawlak
Vice Chair
- Jim Prosser
Vice Chair
- Jon Stellmacher
Fest Chair
- Stephanie Vrabeo
Vice Chair

DIRECTORS

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- David Gross
- James Johnson
- Jeff Lang
- Mike Marder
- Pa Lee Moua
- Michelle Schuler
- Shipra Seefeldt
- Chuck Self
- Kathryn Sieman
- Reg Wydeven
- Manny Vasquez

PRESIDENT/CEO

Curt S. Detjen (Ex-Officio)

Dear Leah:

I am pleased to inform you that the Community Foundation has awarded a grant of \$25,000.00 to your organization from the *David L. and Rita E. Nelson Family Fund*, designated for non-personnel costs for a three-year period to expand Community Schools Program. A check for this amount is enclosed.

The IRS stipulates that in exchange for the grant, no tangible goods or benefits may be received by the donor who established the fund, or by an advisor or related party.

No tax receipt is required to be sent to the Community Foundation or the donor, donor advisor or related party who has recommended this grant. However, if you wish to express your appreciation, we will forward it promptly. If you plan to publicize your receipt of this award, please refer to it as a grant from the "*David L. and Rita E. Nelson Family Fund* within the Community Foundation for the Fox Valley Region," or call me to discuss any additional public references to this gift.

If you have any questions, please contact me at 920.702.7627 or aengelhard@cffoxvalley.org. Thank you for the difference your organization makes in the lives of others. Together, we are strengthening your community for current and future generations.

Cordially,

Annamarie Engelhard
Vice President
Donor Services and Gift Planning



Enclosure: check

4455 W. Lawrence St.
Appleton, WI 54914
920.830.1290
info@cffoxvalley.org
cffoxvalley.org

920.702.7627

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>
Jennifer L. Biese	Family & Consumer Science	East	100%	\$42,450
Jacob S. Coenen	Grade 3	Classical School	100%	\$46,600
Allison C. Glampe	English Language Arts	Madison	100%	\$42,450
Abby D. Honick	Title I Literacy Interventionist	Franklin	100%	\$56,500
Jennifer A. Kreps	Special Ed-EC/SLD	Columbus	100%	\$42,450
Molly G. Kuether	Library Media Specialist	Badger/Wilson	100%	\$43,700
Laura L. Miller	Grade 4	Classical School	100%	\$42,450
Kari E. Riehl	School Social Worker	Wilson	100%	\$54,800
Anna C. Rohde	Special Ed-AUT	Berry	100%	\$42,450
Hope H. Wreath	School Counselor	East	40%	\$16,980

Jennifer L. Biese received her Bachelor of Science degree from UW-Green Bay with a major in Human Development. Ms. Biese 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 District as a Special Education Paraprofessional at Huntley Elementary.

Jacob S. Coenen received his Bachelor of Science degree from Marian University with a major in Elementary Education. Most recently, he served the Green Bay Diocese as an Elementary/Middle School Teacher.

Allison C. Glampe received her Master of Arts degree from UW-Green Bay with a major in English. Most recently, she served the Manitowoc Public School District as an English Language Arts Teacher.

Abby D. Honick received her Master of Science degree from UW-Oshkosh with a major in Reading Education. Most recently, she served the Green Bay Area Public School District as a Bilingual Reading Interventionist.

Jennifer A. Kreps received her Bachelor of Arts degree from the University of Northern Colorado with a dual major Regular and Special Education. Ms. Biese is being hired under a one-year license with stipulations as a “Temporary Employee” for the 2021-2022 school year. Most recently, she served as a Behavioral Specialist with Connections LLC.

Molly G. Kuether received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Secondary English Language Arts. Ms. Kuether 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 Fond du Lac School District as an English Language Arts Teacher.

Laura L. Miller received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Speech Communication. Ms. Biese is being hired under a one-year license with stipulations. Most recently, she served the District as a Paraprofessional at Classical School.

Kari E. Riehl received her Master of Social Work degree from UW-Oshkosh with a major in Social Work-Advanced Practice. Ms. Riehl 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 Boys & Girls Club of Greater Green Bay as a Graduation Specialist.

Anna C. Rohde received her Bachelor of Science degree from Saint Norbert College with a major in Sociology-Human Services Concentration. Ms. Rohde 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 District as a Paraprofessional at Berry Elementary.

Hope H. Wreath received her Bachelor of Science degree from UW-Stevens Point with a major in Sociology. Ms. Wreath 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 Special Education Paraprofessional.

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)

8/23/21

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.

Angela M. Carrel has been with the District for two years, most recently as a Math Teacher at North High School.

Rachel M. De La Cruz has been with the District for four years, most recently as a Kindergarten Teacher at Columbus Elementary School.

Byron B. Despres-Berry has been with the District for twenty years, most recently as a World Language-German Teacher at East, North and West High Schools.

FISCAL NOTE: Dependent upon replacements.

ADMINISTRATIVE RECOMMENDATION: Approval.

INSTRUCTIONAL IMPACT: Qualified replacements will be procured.

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

8/23/21

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Change

BACKGROUND INFORMATION: A contract change for the following individual is recommended for the 2021-2022 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Danielle G. Braun	Music-Choir/Exploratory	Einstein	100 to 117%	8/25/21
PaNihia Chang	Art	Johnston	80% to 100%	8/25/21
Katherine A. Chiquette	English Language Arts	Central Program	100% to 120%	8/25/21-1/14/22
Krista A. DeJarlais	World Language-French	Madison	100% to 117%	8/25/21
Laura K. Dickenson	School Counselor	Kaleidoscope	70% to 80%	8/25/21
Nicholas P. German	Technology Education	East	100% to 120%	8/25/21-1/14/22
Stephanie M. Hooyman	World Language-French	Odyssey	100% to 117%	8/25/21
Jeremy L. Kautz	Math	East	100% to 120%	8/25/21
Jake R. Larsh	Social Studies	Wisconsin Connections	100% to 120%	8/25/21
Pheng Moua	Physical Education	Einstein	100% to 108%	8/25/21
Lauren E. Ott	Family & Consumer Science	West	100% to 120%	8/25/21
Elizabeth A. Platten	World Language-French	North	100% to 120%	8/25/21
Suanne C. Rieckman	World Language-Spanish	Einstein	100% to 117%	8/25/21
Crystal M. Rivers	Physical Education	North	100% to 120%	8/25/21-1/14/22
Jane E. Ryder	Music	Badger	80% to 100%	8/25/21
Nicole M. Severing	World Language-French	East	50% to 90%	8/25/21
Daniel J. Shimek	Social Studies	Central Program	100% to 120%	8/25/21-1/14/22
Lexie R. Sleeter	Art	McKinley	70% to 80%	8/25/21
Christina A. Stickney	Computer Science	West	100% to 120%	1/18/22-6/3/22
Debbie J. Strick	SAPAR-Teen Parent Support	North	100% to 110%	8/25/21
Aaron J. Wegand	Technology Education	East	100% to 110%	1/18/22-6/3/22
Selena P. Xiong	English Learner	Kaleidoscope	80% to 100%	8/25/21

FISCAL NOTE: As indicated above.

ADMINISTRATIVE RECOMMENDATION: Approval.

INSTRUCTIONAL IMPACT: This assignment will meet the needs of students.

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

8/23/21

Public Input - On-site Speaker Registration - August 23, 2021

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Email *

amcclure@new.rr.com

First Name: *

Aimee

Last Name: *

McClure

Address: *

1143 Morgan Taylor Crt

City, State, Zip: *

Menasha, WI 54952

Telephone number: *

9204192702

Topic for Public Input: *

Masking Optional

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

Parents

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Over 600 and counting

Questions/Comments

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Email *

joe@mccleerlaw.com

First Name: *

Joseph

Last Name: *

McCleer

Address: *

171 River Dr.

City, State, Zip: *

Appleton, WI 54915

Telephone number: *

9207508923

Topic for Public Input: *

COVID safety and masks in schools

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

None

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Questions/Comments

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Email *

Agkolbe@me.com

First Name: *

Amy

Last Name: *

Kolbe

Address: *

26 Tracy ct

City, State, Zip: *

Appleton WI 54915

Telephone number: *

9202771875

Topic for Public Input: *

Keep masks optional

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/a

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Questions/Comments

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Email *

andreadklitzke@outlook.com

First Name: *

Andrea

Last Name: *

Klitzke

Address: *

925 W 4th street

City, State, Zip: *

Appleton WI 54914

Telephone number: *

9204705207

Topic for Public Input: *

The future of AASD

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/A

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

N/A

Questions/Comments

N/A

This form was created inside of AASD.

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Email *

stephanie.zahnen@gmail.com

First Name: *

Stephanie

Last Name: *

Marshall

Address: *

1012 N.Sharon St

City, State, Zip: *

Appleton, WI 54914

Telephone number: *

9202139005

Topic for Public Input: *

Masking/crt

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

No

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Questions/Comments

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Email *

kkkklitzke0011@hotmail.com

First Name: *

Kyle

Last Name: *

Klitzke

Address: *

925 W 4th Street

City, State, Zip: *

Appleton Wi 54914

Telephone number: *

9204221775

Topic for Public Input: *

Masks

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/A

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

N/A

Questions/Comments

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Email *

sarahtro66@gmail.com

First Name: *

Sarah

Last Name: *

Trovato

Address: *

2805 E. Greenleaf Drive

City, State, Zip: *

Appleton, WI 54913

Telephone number: *

9202844160

Topic for Public Input: *

Mandated Mask School Policy for 2021-2022

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

I answered no

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Questions/Comments

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Email *

samuel.debruin@gmail.com

First Name: *

Samuel

Last Name: *

DeBruin

Address: *

1530 S Jefferson St

City, State, Zip: *

Appleton, WI, 54915

Telephone number: *

9207500725

Topic for Public Input: *

Masking

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

Myself

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Questions/Comments

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Email *

skaleka@yahoo.com

First Name: *

Gunmeet

Last Name: *

Kaleka

Address: *

2655 Oakridge Road

City, State, Zip: *

Neenah, WI 54956

Telephone number: *

9202683144

Topic for Public Input: *

Mandatory masking

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

n/a

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

n/a

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Email *

emilydtseffos@gmail.com

First Name: *

Emily

Last Name: *

Tseffos

Address: *

827 E. College Ave

City, State, Zip: *

Appleton

Telephone number: *

9208503010

Topic for Public Input: *

Mask Mandate

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/a

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

N/a

Questions/Comments

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Email *

earollmann@gmail.com

First Name: *

Beth

Last Name: *

Menzel

Address: *

3670 N Maple Edge Ct

City, State, Zip: *

Appleton, WI 54913

Telephone number: *

5072440953

Topic for Public Input: *

Masks in school

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/a

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

N/a

Questions/Comments

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Email *

s.kingcollector@gmail.com

First Name: *

Peter

Last Name: *

Fay

Address: *

1585 midway road

City, State, Zip: *

Menasha,wi 54952

Telephone number: *

920-903-0658

Topic for Public Input: *

Voicing concern over my child being masked.

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

No group

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Myself

Questions/Comments

If mask are mandatory I will be pulling my daughter out of Stephen foster and home schooling.

Public Input - On-site Speaker Registration - August 23, 2021

The Board of Education values the opportunity to receive input from our stakeholders, and safety remains a priority. The viewing room will be set up to accommodate recommended distancing and masks are encouraged. If you are not feeling well, please contact Clara Kopplinger (920-832-6126 or kopplingerclar@asds.k12.wi.us) to assist with changing your registration to virtual or for submission of written comments.

It is your responsibility to review the guidelines and responsibilities established by Board Policy and Rule 187 - Public Input at School Board Meetings, to ensure your comments are in compliance. Comments that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students are not permissible (such complaints or concerns should be channeled through the AASD Complaint Procedure as outlined in Policy 870 and 870-Rule). The Board reserves the right to exclude from publication any comment that does not adhere to established rules, is unduly repetitive of previous comments, is obscene, threatening, harassing, or defamatory, or otherwise disorderly.

Please review the information on our website for additional details:

http://www.asds.k12.wi.us/district/board_of_education/public_input

The meeting agenda can be found at:

<https://go.boarddocs.com/wi/asds/Board.nsf/Public>

****PLEASE NOTE**** The Board of Education meeting for August 23, 2021, will begin at 4:00 PM with a closed session. The open session portion of the meeting is scheduled to begin at approximately 4:45 PM. Individuals registered for Public Input may begin arriving at 4:30 PM; however, Public Input will not take place until approximately 6:00 PM. You are welcome to arrive early to observe the open session proceedings in the viewing room, but it is important to note that PUBLIC INPUT WILL NOT BEGIN PRIOR TO 6:00 PM.

Email *

loriberncich@gmail.com

First Name: *

Lori

Last Name: *

Augustine

Address: *

803 N BayRidge Rd

City, State, Zip: *

Appleton

Telephone number: *

19207401220

Topic for Public Input: *

In support of Optional Masking

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

None

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

None

Questions/Comments

Public Input - On-site Speaker Registration - August 23, 2021

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Email *

jen.a.boon@gmail.com

First Name: *

Jennifer

Last Name: *

Boon

Address: *

1 Pierce Ct.

City, State, Zip: *

Appleton, WI 54914

Telephone number: *

920-277-5587

Topic for Public Input: *

Masking recommendation

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

Answered "no" in previous question

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Answered "no" in previous question

Questions/Comments

Public Input - On-site Speaker Registration - August 23, 2021

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Email *

satishkumaratw@gmail.com

First Name: *

Satish

Last Name: *

Chintamani

Address: *

1609 Northridge ct

City, State, Zip: *

menasha,wi-54952

Telephone number: *

920-277-8856

Topic for Public Input: *

School reopening.Mask mandate & Virtual option

Are you speaking on behalf of a group/organization? (For purposes of public input, a group consists of three (3) or more individuals who have the same interests or aims, and who organize themselves to work or act together.) *

Yes

No

If yes, what group/organization are you representing? *

N/A

Please identify the members of your group on whose behalf you are speaking. (Please note: only one individual per group may register to speak at a given meeting. In order to accommodate recommended distancing and room capacity, only the registered speaker will be admitted.) *

Divyasree and Tejokrishna

Questions/Comments

Item for Consideration

Topic: Proposed Update to the Mitigation Protocols for the 2021-22 school year.

Background

Information: Our initial [Mitigation Protocols Proposal](#), approved by the Board of Education on July 26, included optional masking for Early Childhood (EC) through grade 12 to start the year.

Since that time, the following changes have occurred:

1. The state of the pandemic in our region has changed dramatically in recent weeks. The Delta Variant has become the predominant COVID-19 strain in our community, contributing to a surge in positive cases. Tri-county burden rates have increased from 17 for the week of June 20 to 157 for the week of August 16. City of Appleton burden rates have jumped from 20 for the week of June 20 to 291 for the week of August 16.
2. These rates are much higher than during our summer school sessions, when masks/face coverings were optional and we had minimal positive cases among students. The last time we had these high levels of community rates was during the months of February and March this past spring. During that time, we were successful in keeping our students, EC-12, in our classrooms for in-person learning. Requiring masks/face coverings for everyone across the district was a key component of our successful mitigation protocols.
3. New, updated guidance regarding masks/face coverings as a required mitigation strategy in schools has been released from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Wisconsin Department of Health Services (DHS), and Wisconsin Department of Public Instruction (DPI).

Due to the evolving nature of the COVID-19 pandemic in the last several weeks, including the rapid spread of the new Delta Variant, we are recommending a change to required masks/face coverings for all students, EC-12, all district staff, and all visitors while indoors within district facilities and while on district transportation.

If approved, these requirements would go into effect beginning August 25, 2021. Masks/face coverings outdoors would continue to be optional.

We anticipate a review of the recommended mask/face covering requirement with the Board at the regular Board of Education meeting on October 11 to determine if/when this mitigation protocol should be revised. We will continuously monitor and consider relevant data, conditions of the pandemic, and guidance from health officials to keep our students and staff as safe as possible in our classrooms, schools, programs and facilities.

Fiscal Note: No cost. Sufficient Personal Protective Equipment (PPE) is on hand in all of our buildings for staff or students who need a face covering/mask to meet this requirement.

Administrative

Recommendation: Board approval for required masks/face coverings for all students, EC-12, all district staff, and all visitors while indoors within district facilities and while on district transportation.

Instructional

Impact: Using all of the layers of mitigation tools and strategies that were proven to be effective last year while continuing to keep all students fully in-person, gives us the best chance of success for students.

Contact

Person: Judy Baseman, 920-832-6126
Polly Vanden Boogaard,

Board Date: *August 23, 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

Board of Education Meeting

Monday, August 23, 2021 , 6:00 PM

School Board Vacancy: Applicant Interview and Selection

- Board Policy 133, Filling Board Vacancies – governs this process.
- Please turn off your microphone and video feed when you are not speaking.

Opening:

1. The entire Board Member Appointment process will be held in open session.
2. Board President Kay Eggert introduces applicants to fill vacant seats through **April 24, 2022**.
3. 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. The Board is responsible for establishing policies that will enable the AASD to achieve our stated vision: **Working together, students, families, staff, and community will ensure that each graduate is academically, socially, and emotionally prepared for success in life. Every Student, Every Day.**
4. There will be two rounds to the interview process.
5. Round 1 will proceed as follows and reduce the candidate pool from seventeen (17) to five (5).

Round 1.

1. All candidates will be provided with the opportunity to make a brief introductory statement (no more than 2 minutes in length).
 - a. **Please tell us a little about yourself and why you are seeking a position to serve on the Appleton Area School District Board of Education?**
2. Candidates will provide their introductory statements in the following order, randomly selected by a computerized random list generator:

List Randomizer

There were 17 items in your list. Here they are in random order:

1. John Oakley
2. Maude Gasman
3. James Kowald
4. Amanda Stuck
5. John DeVantier
6. Dr. Martin LaGrow
7. Oladimeji Tomori
8. Jason Kolpack
9. James Bacon
10. Pheng Thao
11. (Robert) Daniel Johnston
12. Michael Emery
13. Thomas Morrissey
14. Sheila Sawyer
15. Nicole Landaiche
16. Rahb Kattleson
17. Blong Yang

IP: 198.150.101.230

Timestamp: 2021-08-20 17:41:12 UTC

3. In **Round 1** each candidate will respond to the same two, predetermined question from the Board of Education. (All will answer question #1 and then all will answer question#2.)
4. Predetermined order for candidates to respond to the question is as follows:

Question 1-

List Randomizer

There were 17 items in your list. Here they are in random order:

1. Jason Kolpack
2. Dr. Martin LaGrow
3. Rahb Kettleson
4. James Bacon
5. Thomas Morrissey
6. Sheila Sawyer
7. Amanda Stuck
8. Pheng Thao
9. Michael Emery
10. John DeVantier
11. (Robert) Daniel Johnston
12. Blong Yang
13. Oladimeji Tomori
14. Maude Gasman
15. James Kowald
16. Nicole Landaiche
17. John Oakley

IP: 198.150.101.230

Timestamp: 2021-08-20 17:42:00 UTC

Question 2-

List Randomizer

There were 17 items in your list. Here they are in random order:

1. John Oakley
2. Sheila Sawyer
3. James Kowald
4. Amanda Stuck
5. Pheng Thao
6. James Bacon
7. Michael Emery
8. Oladimeji Tomori
9. John DeVantier
10. Blong Yang
11. Dr. Martin LaGrow
12. Maude Gasman
13. Jason Kolpack
14. Nicole Landaiche
15. Thomas Morrissey
16. Rahb Kettleson
17. (Robert) Daniel Johnston

IP: 198.150.101.230

Timestamp: 2021-08-20 17:42:45 UTC

5. In **Round 1** all responses will be no longer than **3 minutes** and there will **not be** any follow-up questions from Board members, with the exception of questions necessary to clarify information.
6. After all candidates have had the opportunity to respond, the Board President will offer the opportunity for any discussion from Board members.
7. When discussion is complete the Board Members will vote via a signed paper ballot.
8. Each Board member will complete the ballot by selecting their top EIGHT candidates, with their **top candidate** receiving a score of 8, the next a 7, and so on down to 1 point.
9. Once all forms have been submitted/collected, the ballots will then be read aloud (including the name of the Board member that completed the ballot). Responses will be compiled onto a spreadsheet, which will then be shared on screen.
10. The top **FIVE** candidates with the **highest point totals** will then advance to **Round 2** of the appointment process.
11. Tie breaker process:
 - a. If there is a tie between two or more candidates for the **Round 2** spots, the tie breaker will be to look for the candidate with the most 8-point votes on Board member ballots. If a candidate has more 8-point votes than the other candidates, that candidate will move forward to **Round 2**. If the tie remains, this process will be repeated looking at 7-point votes (on down) and repeated until the tie is broken.
 - b. If we can't break a tie, the Board has the right to move more candidates into **Round 2**.
12. The Board has the right to change/suspend the process as needed through a majority vote of the Board members.

Candidates who are not moving on to Round 2 will exit the meeting.

Round 2.

1. Each remaining candidate will now be asked 2 additional questions. A computerized random selection will determine the order of responses.
2. Up to one follow-up question will be allowed per board member, per candidate.
3. The Board President will again allow time for discussion at the conclusion of questions.
4. Board members will be provided a paper ballot listing the names of the five (5) final candidates for consideration, as a means to conduct a **NON-BINDING PREFERENCE VOTE**, where Board members will cast their vote for the top two candidates of their choice. Ballots will be signed before being submitted.
 - a. The ballots will be read (including the name of the Board member that completed the ballot) with the vote tally posted on the shared screen.
 - b. Following the non-binding preference vote, the Board will proceed with one of the following options:
 - i. Entertain a motion to further narrow the field of candidates;
 - ii. Entertain a motion to seek an appointment of one or more persons receiving at least three (3) votes;
 - iii. Entertain a motion to determine an alternate process.
5. A candidate must receive at least a majority vote of the Board (3 votes) in a confirmation vote to be appointed to one of the vacant seats.
6. If a majority vote cannot be reached for one or both seats, the Board retains the right to change and/or suspend the process as needed through a majority vote of the Board members.