



**Monday, September 27, 2021  
Board of Education Meeting**

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

**Time: 6:00 PM**

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

In-person public 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).\*\*** 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-l09YGgt4uKnCWYvt8Pw>.

For remote attendance via telephone, please dial: 1-312-626-6799 Meeting ID: 957 3164 9737

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](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](mailto: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**

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<b>Subject</b>	<b>A. Roll Call</b>
Meeting	Sep 27, 2021 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

<b>Subject</b>	<b>B. Pledge of Allegiance</b>
Meeting	Sep 27, 2021 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

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

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<b>Subject</b>	<b>A. Board Member Request to Remove Consent Agenda Items(s) for Separate Consideration</b>
Meeting	Sep 27, 2021 - Board of Education Meeting
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Procedural

<b>Subject</b>	<b>B. Approval of Agenda</b>
Meeting	Sep 27, 2021 - Board of Education Meeting
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Action, Procedural

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

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**Subject A. Public Input**

Meeting Sep 27, 2021 - Board of Education Meeting

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

Type Procedural

**Public Input:**

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

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

**Policy References:**

[Board Policy and Rule 187 - Public Input at School Board and Board Subcommittee Meetings](#)

[Board Policy 189 - Virtual Board Meetings in Emergency Situations](#)

**Subject B. On-site Speakers (Registration Required)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 3. Public Input (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. For additional information or to register, please visit our website at [http://www.aasd.k12.wi.us/district/board\\_of\\_education/public\\_input](http://www.aasd.k12.wi.us/district/board_of_education/public_input).

**Subject C. Virtual Speakers (Registration Required)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 3. Public Input (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](http://www.aasd.k12.wi.us/district/board_of_education/public_input).

**Subject D. Written Comments (Posted as Attachment)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 3. Public Input (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](http://www.aasd.k12.wi.us/district/board_of_education/public_input).

**4. Special Presentation**

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**Subject A. Celebrations: Hispanic Heritage Month (OE-3.3.d: Create and maintain organizational commitment to open, responsive and welcoming conditions throughout the district.)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 4. Special Presentation

Type Discussion, Information, Presentation

Nora Lazcano, AASD Cultural Adviser, will present information on some of the ways the AASD is celebrating Hispanic Heritage Month.

## **5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)**

**Subject A. Board Member Report on Conference: 2021 Wisdom Sharing (Coherent Governance)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)

Type Discussion, Information, Report

Board Treasurer Jim Bowman will share information with and report to the Board regarding the Aspen Group Intl. Wisdom Sharing Conference he attended virtually this past weekend.

**Subject B. Presentation and Discussion: Distinguishing the Differences Between Critical Race Theory (CRT) vs. Culturally and Linguistically Responsive (CLR) Education Practices**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)

Type Discussion, Information, Presentation

## **6. Information for Board Decision Preparation (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 Update(s): OE-2 Emergency Superintendent Succession and OE-4 Personnel Administration - Interpretation and Indicators**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 6. Information for Board Decision Preparation (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 provide information related to the revisions in the proposed final drafts of the Interpretation and Indicators for OE-2 Emergency Superintendent Succession and OE-4 Personnel Administration.

File Attachments

[Final DRAFT OE-2 Emergency Superintendent Succession.pdf \(43 KB\)](#)

[Final DRAFT OE-4 Personnel Administration.pdf \(136 KB\)](#)

**Subject B. Personnel Services Update(s): Professional Educator Contract Change(s) and Professional Educator Resignation(s)**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 6. Information for Board Decision Preparation (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 update the Board on Personnel Services items for consideration.

**Subject C. School Services Update(s): Overnight Travel**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 6. Information for Board Decision Preparation (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

File Attachments

[Overnight Travel.pdf \(96 KB\)](#)

## 7. Board Business

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**Subject** **A. OE-2 Emergency Superintendent Succession - Interpretation and Indicators - for Consideration**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 7. Board Business

Type Action, Discussion, Information

File Attachments

[Final OE-2 Emergency Superintendent Succession.pdf \(43 KB\)](#)

**Subject** **B. OE-4 Personnel Administration - Interpretation and Indicators - for Consideration**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 7. Board Business

Type Action, Discussion, Information

File Attachments

[Final OE-4 Personnel Administration.pdf \(133 KB\)](#)

## 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.)

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**Subject** **A. Board Meeting Minutes from September 13, 2021**

Meeting Sep 27, 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, 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.)

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**Subject** **A. 2021 Gifts to the District**

Meeting Sep 27, 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 09-27-21.pdf \(558 KB\)](#)

[Gift List 9-27-21.xls.pdf \(102 KB\)](#)

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

Meeting Sep 27, 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.pdf (8 KB)

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

Meeting Sep 27, 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 Resignation.pdf (284 KB)

**Subject D. 2021-22 Approval of an Application for an Overnight Trip Within the Contiguous 48 States and DC**

Meeting Sep 27, 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  
Item for Consideration ~ 2021-22 Approval of an Application for an Overnight Trip Within the Contiguous 48 States and DC.pdf (314 KB)

**Subject E. 2021-22 Approval of an Application for an Overnight Multi-Year Trip**

Meeting Sep 27, 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  
Item for Consideration ~ 2021-22 Approval of an Application for an Overnight Multi-Year Trip.pdf (297 KB)

**10. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)**

**Subject A. Superintendent's Report: The District Leadership Team will provide a review/update related to the AASD COVID-19 Dashboard and an update related to District Health Insurance Benefits.**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 10. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)

Type Discussion, Information, Report

**11. Items of Information**

**Subject A. None**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 11. Items of Information

Type Information

**12. 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 Sep 27, 2021 - Board of Education Meeting

Category 12. Board Meeting Debrief (GC-2.2: The Board is responsible for its own performance and commits itself to continuous improvement.)

Type Discussion, Procedural

**13. Future Meetings**

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**Subject A. Board Work Session: Thursday, September 30, 2021, 7:30 AM**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 13. Future Meetings

Type Information

**Subject B. Next Board Meeting: Monday, October 11, 2021, 6:00 PM**

Meeting Sep 27, 2021 - Board of Education Meeting

Category 13. Future Meetings

Type Information

**14. Adjourn**

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

Meeting Sep 27, 2021 - Board of Education Meeting

Category 14. Adjourn

Type Action, Procedural

**Appleton Area School District**  
**Operational Expectations Interpretation & Indicators Document**  
**OE-2 Emergency Superintendent Succession**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, I certify the proceeding interpretations and indicators to be accurate and complete and reasonable.

**Executive Summary/Analysis:**

The interpretations and indicators, as submitted below, provide assurance that I have made sufficient arrangements to provide for the safety and well being of students and staff, should I be unavailable due to an emergency situation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

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**BOARD ACTION:**

With respect to Operational Expectations Policy OE-2, Emergency Superintendent Succession, 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:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

Document submitted: \_\_\_\_\_

Re-submitted: \_\_\_\_\_

OE –2 Emergency Superintendent Succession	Superintendent	
<p>The Superintendent shall designate at least one other executive staff member who is familiar with the Board’s governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <p>The board values having an administrator who can assume the Superintendent’s role on a temporary basis that is knowledgeable about the challenges to the district and knows and understands how the board governs.</p> <ul style="list-style-type: none"> <li>● An <b>executive staff member</b> shall mean a member of the District’s Leadership Team.</li> <li>● <b>Familiar with the Board’s governance process</b> shall mean understanding of how the board governs and the expectations related to the monitoring and reporting process as outlined in the Board’s Annual Work Plan.</li> <li>● <b>Emergency basis</b> shall mean a period of time when the Superintendent is not available by any means and a decision that normally falls under the Superintendent’s purview must be made to ensure the safety and welfare of students and District personnel, or should such a decision not be made during this period; the District’s interests will be substantially damaged. The emergency would end upon the reestablishment of communication with the Superintendent, or, if the Superintendent is deemed by the School Board as incapable of resuming responsibilities, until the School Board appoints an interim Superintendent.</li> </ul> <p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● The Superintendent prepares an <b>emergency</b> succession list with two positions with superintendent certification that will step in for the Superintendent on a <b>temporary</b> emergency basis and presents such a list to members of the Board and members of the District Leadership Team.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		





OE –4 Personnel Administration	Superintendent	
<p>The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its <b>Results</b> policies.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <p>The Board values all district employees and the contributions each one makes to achieving the Results. The Board also recognizes the importance of recruiting, employing, and retaining the best employees for our district. The Board values investing in employees, both financially and in their ongoing development, as a means to achieve our Results and maintain effective and high-quality personnel.</p> <ul style="list-style-type: none"> <li>● <b>Recruitment</b> shall mean to attract and select the most highly qualified candidates to contribute to a safe, welcoming, and inclusive work environment for the purpose of student success.</li> <li>● <b>Employment</b> shall mean work defined by the District for anyone who receives monetary compensation for services rendered excluding contracted services.</li> <li>● <b>Development</b> shall mean providing staff with orientation, mentoring, coaching, and/or professional development that enables employees to strengthen their knowledge, skills, and ability to perform their assigned position or advance within the organization.</li> <li>● <b>Evaluation</b> shall mean a fair, credible, effective, and consistent process that assesses the effectiveness of the employee’s performance that provides feedback, recognition, and applicable support to facilitate continuous improvement and growth.</li> <li>● <b>Compensation</b> shall mean salary or wages and benefits.</li> <li>● <b>District employee</b> means anyone who receives compensation in exchange for services.</li> <li>● <b>Results policies</b> shall mean outcomes as defined in R-01.</li> </ul>		
<p><b>OE – 4.1</b> The Superintendent will assure that no person is employed by the district without first clearing thorough background inquiries and checks.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Background checks</b> (for employees) shall mean utilizing a criminal background check vendor (Background Investigation Bureau - BIB) which includes county court records, state repository records, federal records, Criminal Records Database (CRD), national Sex Offender Registry, Security Watch list, and international records, CCAP, Wisconsin-Division of Law Enforcement Services (if applicable), and Department of Public Instruction (DPI) license verification.</li> </ul>		

<ul style="list-style-type: none"> <li>● <b>Inquiries</b> for employees shall mean reference checks and verification of employment eligibility prior to hiring.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● 100% of new employees hired have successfully cleared all applicable background checks prior to their start date as documented by HR records.</li> <li>● No fewer than 2 reference checks are conducted for all new professional and support staff hires prior to official offer of employment as documented by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.2</b> The Superintendent will assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Volunteer</b> shall mean an individual who provides a service without expectation of payment.</li> <li>● <b>Reasonable background checks</b> (for volunteers) shall mean utilizing a criminal background check vendor (Background Investigation Bureau - BIB) which includes county court records, state repository records, federal records, Criminal Records Database (CRD), national Sex Offender Registry, Security Watch list, and international records, CCAP, Wisconsin-Division of Law Enforcement Services (if applicable).</li> <li>● <b>Contact</b> shall mean any opportunity for which a volunteer has to be with students.</li> <li>● <b>Unsupervised contact</b> shall mean contact with a student without Appleton Area School District staff present to supervise or monitor activities.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p>		

<ul style="list-style-type: none"> <li>Satisfactory background checks are completed for all volunteers who have unsupervised contact with AASD students as documented by School Services records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.3</b> The Superintendent will select only highly qualified and the best-suited candidates for all positions.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Highly qualified</b> shall mean for those positions that require a credential that the individual holds a valid teaching license or certification in a specified area and have the necessary experience, skills, and competencies expressed in the job description validated through the selection process.</li> <li><b>Best-suited</b> shall mean the candidate selected for any position in the District meets the criteria of the position, and expectations of the hiring administrator, Chief HR Officer and/or Superintendent, is a good “fit” for the position, and who is also within the district’s salary range.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>The internal process for hiring includes the following performance data inputs: application, credentials (resume, letters of reference, or certifications), screening process, interview, and reference checks as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.4</b> The Superintendent will actively recruit employees who reflect the diversity of the student population.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p>		

<ul style="list-style-type: none"> <li>● <b>Actively recruit</b> shall mean advertising positions and outreach designed to attract diverse candidates.</li> <li>● <b>Diversity of student populations</b> shall mean the characteristics in terms of gender, sexual orientation, race, age, ability, socioeconomic status, and language represented in the Appleton Area School District student population.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● HR records show evidence of advertisements and outreach to diverse candidates.</li> <li>● The number of diverse candidates will increase to better reflect the AASD school community as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.5</b> The Superintendent will administer clear personnel rules and procedures for employees.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Administer</b> shall mean to supervise or oversee that personnel rules and procedures are followed.</li> <li>● <b>Clear</b> shall mean personnel rules and procedures are communicated, easily understood, and accessible to employees.</li> <li>● <b>Rules and procedures</b> shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● 95% of employees annually acknowledge their understanding and review of the Employee Handbook that details and communicates personnel rules and procedures as evidenced through HR records.</li> </ul>		

<ul style="list-style-type: none"> <li>100% of significant non-compliance of staff will be addressed, documented, and communicated to staff in writing as documented through HR records. The number of individual employees with incidents of non-compliance with personnel rules and procedures shall not exceed 3% of total employees as documented through employee discipline records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.6</b> The Superintendent will effectively handle formal complaints and concerns.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Effectively handle</b> shall mean investigate promptly, accurately with consideration and professionalism, with appropriate corrective action taken when warranted.</li> <li><b>Formal complaints and concerns</b> shall mean formal, written personnel complaints or grievances related to sexual harassment, discrimination claims, handbook violations, Board and District policies and procedures, and possible violations of state and federal laws.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>100% of formal written employee complaints and grievances are resolved or handled in accordance with District policy and associated Employee Handbook policies as documented in HR records.</li> <li>No administrative or judicial entity with the authority to make rulings in personnel cases finds the District in violation of the Equal Employment Opportunity Commission (EEOC) or the District’s personnel rules and procedures as evidenced by records kept by the Superintendent’s office.</li> <li>If the District is directed to take corrective action by the Office of Civil Rights, completion of the requirement(s) will be documented by the Human Resources Office.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		

<b>OE – 4.7</b> The Superintendent will maintain adequate job descriptions for all staff positions.	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Maintain</b> shall mean to keep current, accurate, and available.</li> <li>• <b>Adequate</b> shall mean job descriptions reflect the essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• All job descriptions are accessible internally via the intranet and externally attached to job postings as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<b>Board Comments:</b>		
<b>OE – 4.8</b> The Superintendent will protect confidential information.	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Protect</b> shall mean to secure, keep safe, and preserve employee confidential information. Access to employee information follows federal and state laws, including Health Insurance Portability and Accountability Act (HIPPA).</li> <li>• <b>Confidential</b> shall mean protected District or personal information related to staff not typically expected to be shared for any reason.</li> </ul>		

<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>All documented reports of breach of confidentiality by any District staff member have been investigated and appropriate action taken as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.9</b> The Superintendent will assure that compensation and benefit plans attract and retain high quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Compensation</b> shall mean wages in the form of salary for exempt staff and hourly wages for non-exempt staff.</li> <li><b>Benefit plans</b> shall mean health and other insurance, employee leave, wellness and similar programs to support employees in their personal lives.</li> <li><b>High quality</b> shall mean those who are evaluated as effective or higher based on the District’s evaluation criteria.</li> <li><b>Within available resources</b> shall mean fiscally viable within the budget.</li> <li><b>In a manner consistent with the applicable marketplace means</b> wages are reflective of those received for similar work in other school districts and businesses (where applicable).</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>Maintain an employee turnover rate that is at or below 11% as evidenced by HR records.</li> <li>The District is competitive in the benefit package offered when compared to surrounding districts as evidenced by HR Benefits Study documents.</li> <li>The District maintains competitive compensation when compared to surrounding districts as evidenced by HR Benefits Study documents.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		



<b>Board Comments:</b>		
<b>OE – 4.10</b> The Superintendent will be consistent with their own evaluation, evaluating all employee performance according to their contribution toward achieving the Board’s Results policies and their compliance with the Board’s Operational Expectations policies.	In Compliance	Not In Compliance
<b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>● <b>Consistent with Superintendent Evaluation</b> shall mean that all employees are evaluated as aligned with the Results policies and in adherence to Operational Expectations.</li> <li>● <b>Evaluating</b> shall mean assessing employee performance through observations, goal setting, and progress monitoring.</li> <li>● <b>Compliance</b> shall mean district employees are assessed using appropriate evaluation instruments that include a focus on applicable Operational Expectations and Results.</li> </ul>		

<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• 100% of eligible educators are evaluated on cycle in accordance with the Department of Public Instruction Educator Effectiveness System on the Charlotte Danielson Instructional Framework.</li> <li>• 100% of all administrators are evaluated on cycle. Principals and assistant principals are evaluated as outlined by the Department of Public Instruction -Wisconsin Framework for Principal Leadership, District Leadership Team members are evaluated using the AASD Superintendent Evaluation, and all other administrators are evaluated on AASD Administrator Evaluation forms.</li> <li>• All support personnel are evaluated on cycle using the AASD Evaluation tool that aligns with Operational Expectations.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.11</b> The Superintendent will assure that all staff members are qualified and trained to perform the responsibilities assigned to them.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Qualified</b> shall mean that district employees will meet district-determined criteria and that employees maintain the license, certification, or skills required by the position.</li> <li>• <b>Trained</b> shall mean employees are prepared to accomplish work related tasks and that employees will work to continuously improve their knowledge, skills, and ability to perform their assigned position.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• All professional educators and administrators will be appropriately licensed by the Wisconsin Department of Public Instruction (DPI) as evidenced by HR records.</li> </ul>		

<b>SUPERINTENDENT Evidence of Compliance:</b>		
<b>Board Comments:</b>		
<p><b>OE – 4.12</b> The Superintendent will maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Maintain</b> shall mean faithfully encourage and foster.</li> <li>● <b>Organizational culture</b> shall mean the system of shared beliefs, values, and norms that influence employee behavior in the District.</li> <li>● <b>Responsibly perform their jobs</b> shall mean fulfill their obligations and responsibilities outlined in the job description and meet the expectations of their supervising administrator.</li> <li>● <b>Professional support and courtesy</b> shall mean a respectful workplace free of hostility and void of harassment and discrimination.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● <del>Employee Engagement Survey results show that 70% of staff respondents agree that their supervisor demonstrates a genuine concern for their welfare.</del></li> <li>● Employee Engagement Survey results show that 70% of staff respondents agree that their principal/supervisor provides them with good processes and resources to do their jobs.</li> <li>● Employee Engagement Survey results show that 70% of staff respondents agree that their principal/supervisor provides them with the support needed to accomplish their work objectives.</li> <li>● All formal written employee complaints of harassment/discrimination (including grievances) are addressed and resolved according to district policy as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<b>Board Comments:</b>		

<p><b>OE – 4.13</b> The Superintendent will reasonably include personnel in decisions that affect them.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonably</b> shall mean when feasibly possible either by survey, focus groups, workgroups, or through employee relations.</li> <li>• <b>Decisions that affect them</b> shall mean decisions that could impact people directly or indirectly.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• 70% of employees respond that they feel they have been included in decisions that affect them on the Employee Engagement Survey.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.14</b> The Superintendent will establish reduction in force procedures that provide for attrition as the first line of staff reduction, provided that essential programs are not negatively impacted.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Reduction in force</b> shall mean eliminating a position(s) without replacing the position resulting in a reduction of total Full Time Equivalencies (FTEs)</li> <li>• <b>Procedures</b> shall mean practices.</li> <li>• <b>Attrition</b> shall mean to not replace a vacancy that occurs from a resignation or retirement or dismissal of an employee.</li> </ul>		

<ul style="list-style-type: none"> <li>● <b>Essential Programs</b> shall mean courses, programs or services required through board/district/school policies, state statute, or federal law.</li> <li>● <b>Negatively impacted</b> shall mean eliminated or a reduction of services.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● There are written procedures that provide for attrition as the first line of staff reduction as documented in HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.15</b> The Superintendent may not retaliate against any employee for initiating a legitimate complaint based upon an alleged violation of Board governing policy.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Initiating</b> shall mean bringing a written complaint.</li> <li>● <b>Retaliate</b> shall mean to act in revenge.</li> <li>● <b>Legitimate complaint</b> shall mean a written statement of all claims that is neither fictitious nor false.</li> <li>● <b>Alleged violations</b> shall mean a claim of an infringement of policy or law that has not been confirmed or proven.</li> <li>● <b>Board governing policy</b> shall mean written Board/District/School policies</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● All formal written employee complaints reported (according to the district policies and procedures) to the Office of the Superintendent are investigated without any retaliation toward the reporting employee as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		

<b>Board Comments:</b>		
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## ITEM FOR CONSIDERATION

**Topic:** 2021-22 Approval of an Application for an Overnight Trip Within the Contiguous 48 States and DC

**Background Information:**

Overnight trips, excursions and other travel are considered logical extensions of the educational experiences provided for students. These trips will be planned and conducted in accordance with procedures listed in the Field Trips, Co-Curricular Trips, and Excursions policy 352 and 352-Rule.

School	Staff Member(s)	Class or Group	Destination	Dates of Trip	School Days Missed	Approx. Cost Per Student
East High School	Joe Lachapell	Girls Varsity Basketball	Minneapolis, MN	12/03/21 – 12/05/21	.5	\$0

**Fiscal**

**Note:** Fees for trips will vary from school-to-school. In most cases, parents, fundraising, grants, PTA, and scholarships will help pay for costs.

**Administrative**

**Recommendation:** Approval of the attached application for an overnight trip within the contiguous forty-eight states and DC.

**Instructional**

**Impact:** Trips must substantially contribute to the learning objectives of the curriculum or stated objectives of the group. The students will experience learning opportunities unavailable in the classroom.

**Contact**

**Person:** Mike Hernandez, [hernandezmicha@asds.k12.wi.us](mailto:hernandezmicha@asds.k12.wi.us), 997-1399 ext. 2027

## ITEM FOR CONSIDERATION

**Topic:** 2021-22 Approval of an Application for an Overnight Multi-Year Trip

**Background Information:**

Overnight trips, excursions and other travel are considered logical extensions of the educational experiences provided for students. These trips will be planned and conducted in accordance with procedures listed in the Field Trips, Co-Curricular Trips, and Excursions policy 352 and 352-Rule.

Multi-Year Trips are those trips that recur annually or biannually. Upon approval, these trips do not need to be re-approved in subsequent years, unless the length of the time of the trip, or the destination of the trip changes, in which case application must be resubmitted. However, the Board reserves the right to rescind approval if conditions change or the value of the trip becomes questionable.

School	Staff Member(s)	Class or Group	Destination	Month of Trip	School Days Missed	Approx. Cost Per Student
North High School	Scott Clough	Wrestling Grades 9-12	UW-Whitewater	December	0	\$0

**Fiscal**

**Note:** Fees for trips will vary from school-to-school. In most cases, parents, fundraising, grants, PTA, and environmental scholarships will help pay for costs.

**Administrative**

**Recommendation:** Approval of the attached application for an overnight multi-year trip.

**Instructional**

**Impact:** Trips must substantially contribute to the learning objectives of the curriculum or stated objectives of the group. The students will experience learning opportunities unavailable in the classroom.

**Contact**

**Person:** Mike Hernandez, [hernandezmicha@asd.k12.wi.us](mailto:hernandezmicha@asd.k12.wi.us), 997-1399 ext. 2027



**Appleton Area School District  
Operational Expectations Interpretation & Indicators Document  
OE 4 Personnel Administration**

**SUPERINTENDENT CERTIFICATION:**

With respect to Operational Expectations Policy OE 4, Personnel 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 Superintendent assures the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its **Results** policies. Indicators are informed by best practice, follow all legal requirements, and align with other applicable OE and Results policies. While monitoring will largely be accomplished by internal reporting it will also incorporate board inspection, as appropriate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

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**BOARD ACTION:**

With respect to Operational Expectations Policy OE 4, Personnel 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:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

Document submitted: \_\_\_\_\_

Re-submitted: \_\_\_\_\_

OE –4 Personnel Administration	Superintendent	
<p>The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its <b>Results</b> policies.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <p>The Board values all district employees and the contributions each one makes to achieving the Results. The Board also recognizes the importance of recruiting, employing, and retaining the best employees for our district. The Board values investing in employees, both financially and in their ongoing development, as a means to achieve our Results and maintain effective and high-quality personnel.</p> <ul style="list-style-type: none"> <li>● <b>Recruitment</b> shall mean to attract and select the most highly qualified candidates to contribute to a safe, welcoming, and inclusive work environment for the purpose of student success.</li> <li>● <b>Employment</b> shall mean work defined by the District for anyone who receives monetary compensation for services rendered excluding contracted services.</li> <li>● <b>Development</b> shall mean providing staff with orientation, mentoring, coaching, and/or professional development that enables employees to strengthen their knowledge, skills, and ability to perform their assigned position or advance within the organization.</li> <li>● <b>Evaluation</b> shall mean a fair, credible, effective, and consistent process that assesses the effectiveness of the employee’s performance that provides feedback, recognition, and applicable support to facilitate continuous improvement and growth.</li> <li>● <b>Compensation</b> shall mean salary or wages and benefits.</li> <li>● <b>District employee</b> means anyone who receives compensation in exchange for services.</li> <li>● <b>Results policies</b> shall mean outcomes as defined in R-01.</li> </ul>		
<p><b>OE – 4.1</b> The Superintendent will assure that no person is employed by the district without first clearing thorough background inquiries and checks.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Background checks</b> (for employees) shall mean utilizing a criminal background check vendor (Background Investigation Bureau - BIB) which includes county court records, state repository records, federal records, Criminal Records Database (CRD), national Sex Offender Registry, Security Watch list, and international records, CCAP, Wisconsin-Division of Law Enforcement Services (if applicable), and Department of Public Instruction (DPI) license verification.</li> </ul>		

<ul style="list-style-type: none"> <li>● <b>Inquiries</b> for employees shall mean reference checks and verification of employment eligibility prior to hiring.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● 100% of new employees hired have successfully cleared all applicable background checks prior to their start date as documented by HR records.</li> <li>● No fewer than 2 reference checks are conducted for all new professional and support staff hires prior to official offer of employment as documented by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.2</b> The Superintendent will assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Volunteer</b> shall mean an individual who provides a service without expectation of payment.</li> <li>● <b>Reasonable background checks</b> (for volunteers) shall mean utilizing a criminal background check vendor (Background Investigation Bureau - BIB) which includes county court records, state repository records, federal records, Criminal Records Database (CRD), national Sex Offender Registry, Security Watch list, and international records, CCAP, Wisconsin-Division of Law Enforcement Services (if applicable).</li> <li>● <b>Contact</b> shall mean any opportunity for which a volunteer has to be with students.</li> <li>● <b>Unsupervised contact</b> shall mean contact with a student without Appleton Area School District staff present to supervise or monitor activities.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p>		

<ul style="list-style-type: none"> <li>Satisfactory background checks are completed for all volunteers who have unsupervised contact with AASD students as documented by School Services records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.3</b> The Superintendent will select only highly qualified and the best-suited candidates for all positions.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Highly qualified</b> shall mean for those positions that require a credential that the individual holds a valid teaching license or certification in a specified area and have the necessary experience, skills, and competencies expressed in the job description validated through the selection process.</li> <li><b>Best-suited</b> shall mean the candidate selected for any position in the District meets the criteria of the position, and expectations of the hiring administrator, Chief HR Officer and/or Superintendent, is a good “fit” for the position, and who is also within the district’s salary range.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>The internal process for hiring includes the following performance data inputs: application, credentials (resume, letters of reference, or certifications), screening process, interview, and reference checks as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.4</b> The Superintendent will actively recruit employees who reflect the diversity of the student population.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p>		

<ul style="list-style-type: none"> <li>● <b>Actively recruit</b> shall mean advertising positions and outreach designed to attract diverse candidates.</li> <li>● <b>Diversity of student populations</b> shall mean the characteristics in terms of gender, sexual orientation, race, age, ability, socioeconomic status, and language represented in the Appleton Area School District student population.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● HR records show evidence of advertisements and outreach to diverse candidates.</li> <li>● The number of diverse candidates will increase to better reflect the AASD school community as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.5</b> The Superintendent will administer clear personnel rules and procedures for employees.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Administer</b> shall mean to supervise or oversee that personnel rules and procedures are followed.</li> <li>● <b>Clear</b> shall mean personnel rules and procedures are communicated, easily understood, and accessible to employees.</li> <li>● <b>Rules and procedures</b> shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● 95% of employees annually acknowledge their understanding and review of the Employee Handbook that details and communicates personnel rules and procedures as evidenced through HR records.</li> </ul>		

<ul style="list-style-type: none"> <li>100% of significant non-compliance of staff will be addressed, documented, and communicated to staff in writing as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.6</b> The Superintendent will effectively handle formal complaints and concerns.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li><b>Effectively handle</b> shall mean investigate promptly, accurately with consideration and professionalism, with appropriate corrective action taken when warranted.</li> <li><b>Formal complaints and concerns</b> shall mean formal, written personnel complaints or grievances related to sexual harassment, discrimination claims, handbook violations, Board and District policies and procedures, and possible violations of state and federal laws.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>100% of formal written employee complaints and grievances are resolved or handled in accordance with District policy and associated Employee Handbook policies as documented in HR records.</li> <li>No administrative or judicial entity with the authority to make rulings in personnel cases finds the District in violation of the Equal Employment Opportunity Commission (EEOC) or the District’s personnel rules and procedures as evidenced by records kept by the Superintendent’s office.</li> <li>If the District is directed to take corrective action by the Office of Civil Rights, completion of the requirement(s) will be documented by the Human Resources Office.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		

<p><b>OE – 4.7</b> The Superintendent will maintain adequate job descriptions for all staff positions.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Maintain</b> shall mean to keep current, accurate, and available.</li> <li>● <b>Adequate</b> shall mean job descriptions reflect the essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● All job descriptions are accessible internally via the intranet and externally attached to job postings as documented through HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.8</b> The Superintendent will protect confidential information.</p>	<p>In Compliance</p>	<p>Not In Compliance</p>
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Protect</b> shall mean to secure, keep safe, and preserve employee confidential information. Access to employee information follows federal and state laws, including Health Insurance Portability and Accountability Act (HIPPA).</li> <li>● <b>Confidential</b> shall mean protected District or personal information related to staff not typically expected to be shared for any reason.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● All documented reports of breach of confidentiality by any District staff member have been investigated and appropriate action taken as documented through HR records.</li> </ul>		

<b>SUPERINTENDENT Evidence of Compliance:</b>		
<b>Board Comments:</b>		
<b>OE – 4.9</b> The Superintendent will assure that compensation and benefit plans attract and retain high quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.	In Compliance	Not In Compliance
<b>SUPERINTENDENT Interpretation:</b> <ul style="list-style-type: none"> <li>● <b>Compensation</b> shall mean wages in the form of salary for exempt staff and hourly wages for non-exempt staff.</li> <li>● <b>Benefit plans</b> shall mean health and other insurance, employee leave, wellness and similar programs to support employees in their personal lives.</li> <li>● <b>High quality</b> shall mean those who are evaluated as effective or higher based on the District’s evaluation criteria.</li> <li>● <b>Within available resources</b> shall mean fiscally viable within the budget.</li> <li>● <b>In a manner consistent with the applicable marketplace means</b> wages are reflective of those received for similar work in other school districts and businesses (where applicable).</li> </ul>		
<b>SUPERINTENDENT Indicators of Compliance:</b>  We will know we are compliant when: <ul style="list-style-type: none"> <li>● Maintain an employee turnover rate that is at or below 11% as evidenced by HR records.</li> <li>● The District is competitive in the benefit package offered when compared to surrounding districts as evidenced by HR Benefits Study documents.</li> <li>● The District maintains competitive compensation when compared to surrounding districts as evidenced by HR Benefits Study documents.</li> </ul> <b>SUPERINTENDENT Evidence of Compliance:</b>		
<b>Board Comments:</b>		



<p><b>OE – 4.10</b> The Superintendent will be consistent with their own evaluation, evaluating all employee performance according to their contribution toward achieving the Board’s Results policies and their compliance with the Board’s Operational Expectations policies.</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><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Consistent with Superintendent Evaluation</b> shall mean that all employees are evaluated as aligned with the Results policies and in adherence to Operational Expectations.</li> <li>● <b>Evaluating</b> shall mean assessing employee performance through observations, goal setting, and progress monitoring.</li> <li>● <b>Compliance</b> shall mean district employees are assessed using appropriate evaluation instruments that include a focus on applicable Operational Expectations and Results.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● 100% of eligible educators are evaluated on cycle in accordance with the Department of Public Instruction Educator Effectiveness System on the Charlotte Danielson Instructional Framework.</li> <li>● 100% of all administrators are evaluated on cycle. Principals and assistant principals are evaluated as outlined by the Department of Public Instruction -Wisconsin Framework for Principal Leadership, District Leadership Team members are evaluated using the AASD Superintendent Evaluation, and all other administrators are evaluated on AASD Administrator Evaluation forms.</li> <li>● All support personnel are evaluated on cycle using the AASD Evaluation tool that aligns with Operational Expectations.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		

<p><b>OE – 4.11</b> The Superintendent will assure that all staff members are qualified and trained to perform the responsibilities assigned to them.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Qualified</b> shall mean that district employees will meet district-determined criteria and that employees maintain the license, certification, or skills required by the position.</li> <li>• <b>Trained</b> shall mean employees are prepared to accomplish work related tasks and that employees will work to continuously improve their knowledge, skills, and ability to perform their assigned position.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• All professional educators and administrators will be appropriately licensed by the Wisconsin Department of Public Instruction (DPI) as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.12</b> The Superintendent will maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Maintain</b> shall mean faithfully encourage and foster.</li> <li>• <b>Organizational culture</b> shall mean the system of shared beliefs, values, and norms that influence employee behavior in the District.</li> <li>• <b>Responsibly perform their jobs</b> shall mean fulfill their obligations and responsibilities outlined in the job description and meet the expectations of their supervising administrator.</li> <li>• <b>Professional support and courtesy</b> shall mean a respectful workplace free of hostility and void of harassment and discrimination.</li> </ul>		

<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• Employee Engagement Survey results show that 70% of staff respondents agree that their principal/supervisor provides them with good processes and resources to do their jobs.</li> <li>• Employee Engagement Survey results show that 70% of staff respondents agree that their principal/supervisor provides them with the support needed to accomplish their work objectives.</li> <li>• All formal written employee complaints of harrassment/discrimination (including grievances) are addressed and resolved according to district policy as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.13</b> The Superintendent will reasonably include personnel in decisions that affect them.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonably</b> shall mean when feasibly possible either by survey, focus groups, workgroups, or through employee relations.</li> <li>• <b>Decisions that affect them</b> shall mean decisions that could impact people directly or indirectly.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>• 70% of employees respond that they feel they have been included in decisions that affect them on the Employee Engagement Survey.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		

<p><b>OE – 4.14</b> The Superintendent will establish reduction in force procedures that provide for attrition as the first line of staff reduction, provided that essential programs are not negatively impacted.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Reduction in force</b> shall mean eliminating a position(s) without replacing the position resulting in a reduction of total Full Time Equivalencies (FTEs)</li> <li>● <b>Procedures</b> shall mean practices.</li> <li>● <b>Attrition</b> shall mean to not replace a vacancy that occurs from a resignation or retirement or dismissal of an employee.</li> <li>● <b>Essential Programs</b> shall mean courses, programs or services required through board/district/school policies, state statute, or federal law.</li> <li>● <b>Negatively impacted</b> shall mean eliminated or a reduction of services.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● There are written procedures that provide for attrition as the first line of staff reduction as documented in HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		
<p><b>OE – 4.15</b> The Superintendent may not retaliate against any employee for initiating a legitimate complaint based upon an alleged violation of Board governing policy.</p>	In Compliance	Not In Compliance
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>● <b>Initiating</b> shall mean bringing a written complaint.</li> <li>● <b>Retaliate</b> shall mean to act in revenge.</li> <li>● <b>Legitimate complaint</b> shall mean a written statement of all claims that is neither fictitious nor false.</li> </ul>		

<ul style="list-style-type: none"> <li>● <b>Alleged violations</b> shall mean a claim of an infringement of policy or law that has not been confirmed or proven.</li> <li>● <b>Board governing policy</b> shall mean written Board/District/School policies</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <ul style="list-style-type: none"> <li>● All formal written employee complaints reported (according to the district policies and procedures) to the Office of the Superintendent are investigated without any retaliation toward the reporting employee as evidenced by HR records.</li> </ul> <p><b>SUPERINTENDENT Evidence of Compliance:</b></p>		
<p><b>Board Comments:</b></p>		

## ITEM FOR CONSIDERATION

**TOPIC:** 2021 Gifts to the District

**BACKGROUND INFORMATION:** The attached list has been designated as Gifts/Grants to the District.

**FISCAL IMPACT:** Cash contributions totaling \$367,205.29; Goods/Services contributions totaling \$15,069.20; total contributions in the amount of \$382,274.49.

**ADMINISTRATIVE RECOMMENDATION:** Acceptance of the gifts with gratitude. Letters will be sent from the Board President expressing appreciation.

**CONTACT PERSON:** Judy Baseman, 832-6126

**BOE DATE:** *09/27/21*

# Appleton Area School District

Board Meeting Date: September 27, 2021

Contributor	Recipient	Use	Cash	Goods/ Services	Total
AAA Foundation for Traffic Safety	Johnston Elementary	Safety Patrol Program learning materials and equipment	\$ 500.00		\$ 500.00
Appleton Citywide Parent Network (SPEAK Grant)	Berry Elementary	Classroom library and mentor texts that are rich in diversity	\$ 400.79		\$ 400.79
Appleton Citywide Parent Network (SPEAK Grant)	McKinley Elementary	Books to enhance 3rd grade classroom library	\$ 400.00		\$ 400.00
Appleton Citywide Parent Network (SPEAK Grant)	McKinley Elementary	Books for Special Ed. classroom	\$ 412.50		\$ 412.50
Appleton Citywide Parent Network (SPEAK Grant)	Appleton Bilingual School	Writing materials to publish books for 3rd grade classroom	\$ 363.00		\$ 363.00
Appleton Education Foundation	AASD	Community Schools expansion	\$ 25,000.00		\$ 25,000.00
Appleton Education Foundation (VNS Fund)	Valley New School	Educational enhancements	\$ 2,179.00		\$ 2,179.00
Appleton Education Foundation (NEW Apple Corps Robotics and Tesla Engineering Funds)	East High School	Mills for East Manufacturing Lab	\$ 17,102.00		\$ 17,102.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Richmond Elementary	KP math tiles	\$ 2,050.00		\$ 2,050.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Johnston Elementary	Inclusive Playground	\$ 300.00		\$ 300.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Kaleidoscope Academy	Professional Development	\$ 700.00		\$ 700.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Badger Elementary	Post-high school exploration	\$ 1,300.00		\$ 1,300.00
Appleton Education Foundation (2021 Golf Knowledge Open)	West High School	Student Book Club	\$ 2,050.00		\$ 2,050.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Ferber Elementary School	Sensory room	\$ 2,550.00		\$ 2,550.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Einstein Middle School	Student clubs	\$ 1,025.00		\$ 1,025.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Jefferson Elementary	Fitness/Sensory Room and Fit-in 15 Program	\$ 1,175.00		\$ 1,175.00
Appleton Education Foundation (Donor Pass through)	Franklin Elementary	Tree in memory of former principal, Mr. Goree	\$ 275.00		\$ 275.00
Appleton Education Foundation	Ferber Elementary	Unrestricted use	\$ 200.00		\$ 200.00
Appleton Education Foundation (2021 Golf Knowledge Open)	Houdini Elementary	Active hallway paths	\$ 850.00		\$ 850.00
Appleton Education Foundation (2021 Golf Knowledge Open)	East High School	Professional Development	\$ 1,875.00		\$ 1,875.00
Appleton Education Foundation (Thatcher Fund)	AASD	Love Letters for Computers project	\$ 393.00		\$ 393.00
Appleton Education Foundation (Heffron Fund)	Jefferson Elementary	Social Learners are Leaders project	\$ 585.00		\$ 585.00
Appleton Education Foundation (Thatcher Fund)	Ferber Elementary	Virtual discovery class	\$ 516.00		\$ 516.00

Board Meeting Date: September 27, 2021

Contributor	Recipient	Use	Cash	Goods/ Services	Total
Appleton Education Foundation (Scheuerman Fund)	Huntley Elementary	Imaginative Play project	\$ 225.00		\$ 225.00
Appleton Education Foundation	East High School	After school meals for students recovering credits	\$ 300.00		\$ 300.00
Appleton Education Foundation	East High School	ACE Committee start-up	\$ 300.00		\$ 300.00
Appleton Education Foundation	Houdini Elementary	Make the Cut: tools for inclusive learning	\$ 300.00		\$ 300.00
Appleton Education Foundation	AASD	Frozen Jr. Show Kit for Summer Theater Camp	\$ 695.00		\$ 695.00
AstenJohnson	Appleton Technical Academy	A-Tech use	\$ 500.00		\$ 500.00
Bell Cosmetic & Restorative Dentistry SC	North High School	Girls' Tennis Supplies	\$ 250.00		\$ 250.00
Burmeister, Aaron (Burmeister Logging)	Johnston Elementary	Inclusive Playground	\$ 200.00		\$ 200.00
Crane Engineering	North High School	Scholarship	\$ 1,000.00		\$ 1,000.00
Cyra, Charles & Linda	Dunlap Elementary	Supplies for staff and lounge	\$ 1,200.00		\$ 1,200.00
Great Lakes Coca Cola Bottling	AASD Tough Kid Challenge	Sponsorship donation	\$ 500.00		\$ 500.00
Hein, Jerry	West High School	School needs and programs	\$ 25,000.00		\$ 25,000.00
Hunt, Alexander	AASD Music Dept.	Complete drum set to benefit AASD band and general music students		\$ 250.00	\$ 250.00
Jacklin, Brenda & Dan	Huntley Elementary	Playground to help with social skills	\$ 250.00		\$ 250.00
Krokosky, Henry	Johnston Elementary	Inclusive Playground	\$ 210.00		\$ 210.00
Martin, Ruvell	North High School	Girls' Volleyball expenses	\$ 500.00		\$ 500.00
Meijer	Badger Elementary	Library renovation	\$ 10,000.00		\$ 10,000.00
Rasmussen University	West High School	14 Wacom Tablets for Art Department -- technology used for graphic design		\$14,000.00	\$ 14,000.00
Ready Readers (subgroup of Leadership Fox Cities/Chamber)	AASD	Each student in 4K, Title I Preschool, Early Childhood, Even Start will receive one book	\$ 1,300.00		\$ 1,300.00
Ring, Karissa	Johnston Elementary	Inclusive Playground	\$ 500.00		\$ 500.00
Ring, Sue & Steve	Johnston Elementary	Inclusive Playground	\$ 500.00		\$ 500.00
Seidl, Casey	Johnston Elementary	Inclusive Playground	\$ 200.00		\$ 200.00
St. Bernadette Parish	AASD	School supplies for Homeless/Transitional Housing students	\$ 300.00		\$ 300.00
Tackman, John & Judith	Johnston Elementary	Inclusive Playground	\$ 200.00		\$ 200.00
The 10th Frame	Kaleidoscope Academy	Incentives for Running Program (Party Package and Gift Cards)	\$ 250.00		\$ 250.00
Thrivent	AASD	Annual Voluntary Contribution	\$ 252,824.00		\$ 252,824.00



Board Meeting Date: September 27, 2021

Contributor	Recipient	Use	Cash	Goods/ Services	Total
US Venture/Schmidt Family Foundation	Appleton Even Start Family Literacy Program (AASD/FVTC)	New Chromebooks for families to use (adult classwork, virtual home visits, early childhood students/ families connecting with teachers, etc.)	\$ 5,000.00		\$ 5,000.00
Valley Mobil Mart (Van Zeeland Oil)	Johnston Elementary	Math and Science Programs	\$ 500.00		\$ 500.00
Vezina, Richard	North High School	Garbage receptacles for collection of trash at home athletic events		\$ 819.20	\$ 819.20
West, Patty & Doug	Huntley Elementary	Learning A-Z reading, Raz-Kids, Sensory items, etc. for Ms. Brockman's Autism program	\$ 1,000.00		\$ 1,000.00
Wisconsin State Golf Association (WSGA)	West High School	Supplies for Girls' Golf Team	\$ 1,000.00		\$ 1,000.00
<b>GRAND TOTAL:</b>			<b>\$ 367,205.29</b>	<b>\$15,069.20</b>	<b>\$ 382,274.49</b>

## ITEM FOR CONSIDERATION

**TOPIC:** Professional Educator Contract Changes

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Ryan P. Marx	Science	East	100% to 120%	8/25/21
Kathleen R. Smith	Alternative Education	West	100% to 120%	9/15/21
Sarah J. Struensee	Literacy Interventionist	Berry	50% to 60%	8/25/21

**FISCAL NOTE:** As indicated above.

**ADMINISTRATIVE RECOMMENDATION:** Approval.

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

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

9/27/21

## **ITEM FOR CONSIDERATION**

**TOPIC:** Professional Educator Resignation

**BACKGROUND INFORMATION:** The following Professional Educator has submitted a letter of resignation.

**Zachary R. Wallace** has been with the District for one year, most recently as Special Education Teacher at Highlands Elementary School. Mr. Wallace's resignation is effective at the end of the Friday, September 10, 2021.

**FISCAL NOTE:** Dependent upon replacement.

**ADMINISTRATIVE RECOMMENDATION:** Approval.

**INSTRUCTIONAL IMPACT:** A qualified replacement will be procured.

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

9/27/21

## ITEM FOR CONSIDERATION

**Topic:** 2021-22 Approval of an Application for an Overnight Trip Within the Contiguous 48 States and DC

**Background Information:** Overnight trips, excursions and other travel are considered logical extensions of the educational experiences provided for students. These trips will be planned and conducted in accordance with procedures listed in the Field Trips, Co-Curricular Trips, and Excursions policy 352 and 352-Rule.

School	Staff Member(s)	Class or Group	Destination	Dates of Trip	School Days Missed	Approx. Cost Per Student
East High School	Joe Lachapell	Girls Varsity Basketball	Minneapolis, MN	12/03/21 – 12/05/21	.5	\$0

**Fiscal Note:** Fees for trips will vary from school-to-school. In most cases, parents, fundraising, grants, PTA, and scholarships will help pay for costs.

**Administrative Recommendation:** Approval of the attached application for an overnight trip within the contiguous forty-eight states and DC.

**Instructional Impact:** Trips must substantially contribute to the learning objectives of the curriculum or stated objectives of the group. The students will experience learning opportunities unavailable in the classroom.

**Contact Person:** Mike Hernandez, [hernandezmicha@asds.k12.wi.us](mailto:hernandezmicha@asds.k12.wi.us), 997-1399 ext. 2027

# APPLETON AREA SCHOOL DISTRICT

## Application for

# OVERNIGHT TRIPS WITHIN CONTIGUOUS 48 STATES AND DC

*Insert answers in green shaded areas only.*

<b>School:</b>	Appleton East	
<b>Date of Application: (00/00/00)</b>	09/08/21	
<b>Staff member conducting the trip:</b>	Joe Lachapell	
<b>1. Name of class or group:</b>	Girls Varsity Basketball	
<b>2. Grade level(s):</b>	10th - 12th	
<b>3. Destination:</b>	Minneapolis, MN	
<b>4. AASD curriculum standards that are addressed:</b> <i>(please state clearly and specifically)</i>	The student will apply knowledge of concepts, principles, strategies, and tactics related to movement performance. 2. The student will recognize the value of physical activity for health, enjoyment, challenge, self-expression and social interaction.	
<b>5. Departure Date:</b> <i>(00/00/00)</i>	Friday December 3rd	
<i>Place of Departure:</i>	Appleton East	
<b>6. Return Date:</b> <i>(00/00/00)</i>	Sunday December 5th	
<i>Place of Return:</i>	Appleton East	
<b>7. Total number of school days to be missed, if any:</b>	<b>approximately .5 days (3 hours)</b>	
<b>8. Will any substitutes be required because of the trip?</b> <i>(Yes or No)</i>	No	
<i>If so, how many substitutes?</i>		
<i>How many days?</i>		
<b>9. PROGRAM FEES PER PARTICIPANT:</b>	List <b>total/actual</b> costs of each fee before factoring in donations, fundraising monies, etc.	List participant fee after factoring in donations, fundraising monies, etc.
(Please break down by category.)		
<i>Transportation</i>	<b>\$100.00</b>	<b>\$0.00</b>
<i>Lodging</i>	<b>\$80.00</b>	<b>\$0.00</b>
<i>Meals</i>	<b>\$50.00</b>	<b>\$0.00</b>
<i>Other expenses</i> <i>(explain below)</i>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Additional monies needed</i> <i>(explain below)</i>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PER PARTICIPANT:</b>	<b>\$230.00</b>	<b>\$0.00</b>

<b>10. Please list the names of those adults who will receive free transports, tickets, and/or meals:</b>	
<b>11. Will student fees subsidize adult expenses? (Yes or No)</b>	No
<i>If Yes, to what extent?</i>	
<b>12. Is fundraising being used? (Yes or No)</b>	Yes
<i>Explain:</i>	Calendar Raffle
<b>13. How are costs for needy students going to be addressed?</b>	There are no costs for the student athletes on this trip.
<b>14. Travel arrangements by (name of agency) :</b>	Lamers
<i>Regular Carrier (Yes or No)</i>	Yes
<i>Charter Carrier (Yes or No)</i>	
<b>15. Anticipated number of students participating in the trip:</b>	15
<b>16. Anticipated number of chaperones:</b>	
<i>Staff</i>	5
<i>Volunteers</i>	
<i>Total Male Chaperones:</i>	3
<i>Total Female Chaperones:</i>	2
<b>TOTAL CHAPERONES:</b>	<b>5</b>
<b>17. Attach complete itinerary of student time. Indicate any times students will be unsupervised.</b>	
<b>18. Attach any information you will use to communicate to parents and students to inform them of this trip.</b>	

A photocopy of each student's Student Health Certificate/Permission for Medical Care will be attached and taken on the trip.

**The foregoing information is correct and I have read and agree to follow the Appleton Area School District Guidelines and Procedures for Overnight Trips, Policy 352.**

### SIGNATURES:

<b>Staff Member Conducting Trip</b> <i>(electronic signature)</i>	Joe Lachapell
<i>Date of application</i>	09/08/21
<b>Principal</b> <i>(electronic signature)</i>	Matt Mineau
<i>Date of approval</i>	09/20/21
<b>Assistant Superintendent</b>	Mike Hernandez
<i>Date of approval</i>	9/21/2021

**Date of School Board Action (office use only)**

**Appleton East Girls Basketball Itinerary**  
**December 3<sup>rd</sup> – December 5<sup>th</sup>**

**Friday December 3<sup>rd</sup>**

- 1:00 p.m. Leave Appleton for Minneapolis
- 4:30 p.m. Arrive at hotel and check in
- 5:45 p.m. Leave for game
- 7:00 p.m. Game vs. Hopkins, MN
- 9:15 p.m. Arrive back at hotel. Order pizzas for late supper
- 10:15 p.m. Quiet time/Bed time

**Saturday December 4<sup>th</sup>**

- 9:00 a.m. Wake up and have breakfast
- 11:15 a.m. Leave for afternoon game
- 1:00 p.m. Game vs MN team
- 4:00 p.m. Dinner on way back to hotel
- 5:00 p.m. to 10:00 p.m. Team bonding. (This may include board games, cards, swimming, etc.)
- 10:00 p.m. Quiet time/Bedtime

**Sunday December 5<sup>th</sup>**

- 9:00 a.m. Wake up and have breakfast
- 10:00 a.m. Leave for trip back to Appleton
- 2:30 p.m. Arrive back at Appleton East High School

## ITEM FOR CONSIDERATION

**Topic:** 2021-22 Approval of an Application for an Overnight Multi-Year Trip

**Background Information:**

Overnight trips, excursions and other travel are considered logical extensions of the educational experiences provided for students. These trips will be planned and conducted in accordance with procedures listed in the Field Trips, Co-Curricular Trips, and Excursions policy 352 and 352-Rule.

Multi-Year Trips are those trips that recur annually or biannually. Upon approval, these trips do not need to be re-approved in subsequent years, unless the length of the time of the trip, or the destination of the trip changes, in which case application must be resubmitted. However, the Board reserves the right to rescind approval if conditions change or the value of the trip becomes questionable.

School	Staff Member(s)	Class or Group	Destination	Month of Trip	School Days Missed	Approx. Cost Per Student
North High School	Scott Clough	Wrestling Grades 9-12	UW-Whitewater	December	0	\$0

**Fiscal**

**Note:** Fees for trips will vary from school-to-school. In most cases, parents, fundraising, grants, PTA, and environmental scholarships will help pay for costs.

**Administrative**

**Recommendation:** Approval of the attached application for an overnight multi-year trip.

**Instructional**

**Impact:** Trips must substantially contribute to the learning objectives of the curriculum or stated objectives of the group. The students will experience learning opportunities unavailable in the classroom.

**Contact**

**Person:** Mike Hernandez, [hernandezmicha@asds.k12.wi.us](mailto:hernandezmicha@asds.k12.wi.us), 997-1399 ext. 2027



# APPLETON AREA SCHOOL DISTRICT

## Application for MULTI-YEAR TRIPS

*Insert answers in blue shaded areas only.*

<b>School:</b>	Appleton North High School	
<b>Date of Application: (00/00/00)</b>	09/10/21	
<b>Staff member conducting the trip:</b>	Scott Clough	
<b>1. Name of class or group:</b>	Appleton North Wrestling	
<b>2. Grade level(s):</b>	9-12	
<b>3. Destination:</b>	UW-Whitewater (Mid States Wrestling Tour)	
<b>4. AASD curriculum standards that are addressed:</b> <i>(May need attachment)</i>	Wisconsin Standards for PE and Sport: A.12.1, A.12.2, A.12.3, B.12.1, B.12.2, C.12.2, C.12.3, D.12.1, D.12.2, D.12.3, D.12.4, E.12.1, E.12.2, F.12.1, F.12.2, F.12.3, F.12.4, F.12.5, F.12.6, F.12.7, G.12.1, G.12.2, G.12.3, G.12.4, G.12.5	
<b>5. Month of Departure Date:</b>	December	
<i>Place of Departure:</i>	Appleton North High School	
<b>6. Month of Return Date:</b>	December	
<i>Place of Return:</i>	Appleton North High School	
<b>7. Total number of school days to be missed, if any:</b>	<b>0.0</b>	
<b>8. Will any substitutes be required because of the trip?</b> <i>(Yes or No)</i>	No	
<i>If so, how many substitutes?</i>		
<i>How many days?</i>		
<b>9. PROGRAM FEES PER PARTICIPANT:</b>	List <b>total/actual</b> costs of each fee before factoring in donations, fundraising monies, etc.	List participant fee after factoring in donations, fundraising monies, etc.
<i>(Please break down by category.)</i>		
<i>Transportation</i>	<b>\$24.00</b>	<b>\$0.00</b>
<i>Lodging</i>	<b>\$2.50</b>	<b>\$0.00</b>
<i>Meals</i>	<b>\$1.00</b>	<b>\$0.00</b>
<i>Other expenses</i> <i>(explain below)</i>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Additional monies needed</i> <i>(explain below)</i>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PER PARTICIPANT:</b>	<b>\$27.50</b>	<b>\$0 (fundraising)</b>

<b>10. Will any adults receive free transports, tickets, and/or meals?</b> (Yes or No) If so, how many?	No
<b>11. Will student fees subsidize adult expenses?</b> (Yes or No) If Yes, to what extent?	No
<b>12. How will funding be obtained for this trip?</b> Describe any fundraising activities that are generally used:	Fundraising We run a youth and middle school wrestling tournament in March. Partial profits are used for any necessary funds.
<b>13. How are costs for needy students going to be addressed?</b>	No costs to students
<b>14. Travel arrangements by</b> (name of agency) : Regular Carrier (Yes or No) Charter Carrier (Yes or No)	Les Stumpf Ford (van rental)
<b>15. Anticipated number of students participating in the trips:</b>	20
<b>16. Anticipated number of chaperones:</b>	
Staff	2
Volunteers	2
Total Male Chaperones:	4
Total Female Chaperones:	0
<b>TOTAL CHAPERONES:</b>	<b>4</b>
<b>17. Include a typical itinerary for this field trip.</b>	
<b>18. Attach any information you will use to communicate to parents and students to inform them of this trip.</b>	

A photocopy of each student's Student Health Certificate/Permission for Medical Care will be attached and taken on the trip.

The foregoing information is correct and I have read and agree to follow the Appleton Area School District Guidelines and Procedures for Overnight Trips, Policy 352.

## SIGNATURES:

<b>Staff Member Conducting Trip</b> (electronic signature)	Scott Clough
Date of application	09/10/21
<b>Principal</b> (electronic signature)	Duane Hartkopf
Date of approval	09/14/21
<b>Assistant Superintendent</b>	Mike Hernandez
Date of approval	9/21/2021

Date of School Board Action (office use only)

# **Appleton North High School Wrestling Itinerary for Mid States Wrestling Tournament**

## **December 27**

<b>5:30 AM</b>	<b>Meet at Appleton North</b>
<b>5:45 AM</b>	<b>Depart from Appleton North at 5:45 AM</b>
<b>8:00 AM</b>	<b>Arrive at UW-Whitewater</b>
<b>8:30 AM</b>	<b>Weigh-ins</b>
<b>10:30 AM</b>	<b>Wrestling begins</b>
<b>6:00 PM</b>	<b>Wrestling ends (approx.)</b>
<b>6:00-7:00 PM</b>	<b>Check into hotel</b>
<b>7:30 PM</b>	<b>Team meeting</b>
<b>10:00 PM</b>	<b>Room check / lights out</b>

## **December 28**

<b>7:30 AM</b>	<b>Depart from hotel to UW-Whitewater</b>
<b>8:30 AM</b>	<b>Weigh-ins</b>
<b>10:30 AM</b>	<b>Wrestling begins</b>
<b>4:00 PM</b>	<b>Wrestling ends (approx.)</b>
<b>4:00-5:00 PM</b>	<b>Awards</b>
	<b>Team meal</b>
	<b>Depart Whitewater to Appleton North</b>
<b>8:00-9:00 PM</b>	<b>Return time (approx.)</b>