



Monday, July 25, 2022
Board of Education Work Session

APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION WORK SESSION
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: 4:00 PM

Any special needs or any requests for accommodations related to accessing the meeting should be sent to Clara Kopplinger, at kopplingerclar@asds.k12.wi.us or (920) 832-6126, at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	A. Roll Call
Meeting	Jul 25, 2022 - Board of Education Work Session
Category	1. Meeting Opening
Type	Procedural

2. Monitoring Reports

Subject	A. OE-2 Superintendent Succession - Monitoring
Meeting	Jul 25, 2022 - Board of Education Work Session
Category	2. Monitoring Reports
Type	Discussion, Information

File Attachments
[Internal monitoring of OE 2 & OE 3.pdf \(287 KB\)](#)

Subject	B. OE-3 Treatment of Community Stakeholders - Monitoring
Meeting	Jul 25, 2022 - Board of Education Work Session
Category	2. Monitoring Reports
Type	Discussion, Information

File Attachments
[Internal monitoring of OE 2 & OE 3.pdf \(287 KB\)](#)

3. Employee Handbook Updates

Subject **A. 2022-2023 Employee Handbook Revisions - for Discussion**

Meeting Jul 25, 2022 - Board of Education Work Session

Category 3. Employee Handbook Updates

Type Discussion, Information

4. Adjourn

Subject **A. Adjournment of Meeting**

Meeting Jul 25, 2022 - Board of Education Work Session

Category 4. Adjourn

Type Information, Procedural

Internal Monitoring of OE 2 & OE 3

BOE meeting - July 25, 2022

OE - 2 Emergency Superintendent Succession - 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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- The Superintendent prepares an emergency succession list with two positions with superintendent certification that will step in for the Superintendent on a temporary emergency basis and presents such a list to members of the Board and members of the District Leadership Team.

SUPERINTENDENT Evidence of Compliance:

- Emergency Succession List
1. **Assistant Superintendent for School Services - Nan Bunnow**
 2. **Assistant Superintendent for School Services - Mike Hernandez**

OE - 3 Treatment of Community Stakeholders - The Superintendent shall maintain an organizational culture that treats parents/guardians and citizens with respect and courtesy.

OE - 3.1 The Superintendent will protect confidential information.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- Internal reports generated by the Technology Services Department document that there are no breaches of our data systems that result in an outside entity gaining unauthorized access to confidential student information under the custody and control of the District.

Since the adoption of OE-3, The Technology Services Department has not witnessed any breach of our data systems. We have multiple layers of defense, including CrowdStrike, Taegis VDR, Palo Alto firewall, Fortimail, and traditional anti-virus on PC's. Even though we are being actively attacked daily, none of our defenses indicate that any outside entity gained unauthorized access to confidential student information.

Additionally, our Student Information System (Infinite Campus), including our database of student information, is stored and managed off-premise. "In the event Infinite Campus becomes aware of a data breach or inadvertent disclosure of PII, Infinite Campus shall take immediate steps to limit and mitigate such security breach to the extent possible. A senior executive of Infinite Campus will notify a senior

member of the affected EA's leadership team, ideally the Superintendent or similar chief executive. This typically will occur within 24 hours of confirmation of the event and would include the known relevant details. The EA and Infinite Campus will work cooperatively in determining an action plan, including any required notification of affected persons. In the event that Infinite Campus is at fault for the breach or disclosure, Infinite Campus carries at least a \$1,000,000 cyber-liability insurance policy that provides for a number of potential remedies, such as credit monitoring for affected parties, fraud coverage, crisis management communications coverage, business interruption coverage, and data restoration coverage, among others." - [FERPA Compliance and Student Data Privacy Policy](#).

- There is no unauthorized release of confidential student information in the District as evidenced by the lack of formal written complaints resulting from such release as documented through records kept by the Office of the Superintendent or designee.

No formal written complaints resulting from a release of student information were received during the 2021-2022 school year.

- There is no favorable (Claimant prevails over District) grievance or legal action for unauthorized release of confidential student information as documented through records kept by the Office of the Superintendent or designee.

No grievance or legal action for unauthorized release of confidential student information were filed against the Appleton Area School District during the 2021-2022 school year.

OE - 3.2 Effectively handle formal complaints

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- Formal complaints received from parents or guardians involving students are resolved appropriately as documented in records kept by the Student Services Office, per the requirements of the Wisconsin Department of Public Instruction's Pupil Nondiscrimination and Education Equity Report, which takes into account the nature of the complaint.

The District received no formal complaints based on pupil discrimination and/or harrasment during the 2020-2021 school year. This information was provided to the Department of Public Instruction in December of 2021.

- Formal complaints involving students received by the Wisconsin Department of Public Instruction or the Office of Civil Rights are resolved with no corrective action required by the District as documented by the Student Services Office.

We received one formal complaint from the Wisconsin Department of Public Instructin (DPI) that required corrective action. The formal complaint was received by our District on June 3, 2022.

- If the District is directed to take corrective action by the Department of Public Instruction or the Office of Civil Rights, completion of the requirement(s) will be documented by the Student Services Office.

We are currently in the process of taking the corrective action outlined by the DPI.

OE – 3.3 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. Open, responsive and welcoming conditions throughout the district.**

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- Family Engagement Survey results show that 70% of family respondents agree that their family is treated with respect.

Our Family Engagement Survey was administered to all parents/caregivers with a child in the district in March/April of 2022. 1,708 responses were received, with 1,501 (88%) respondents agreeing or strongly agreeing with the statement, "My family is treated with respect at this school".

- Results from a random annual survey sample of District residents will show that a majority of respondents who interacted with District staff indicated that they felt welcomed and were treated with respect.

No survey of District residents asking this question was administered.