



**Monday, March 18, 2024  
Board of Education Meeting**

**APPLETON AREA SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
Scullen Leadership Center  
131 E. Washington Street, Suite 1A  
Appleton, WI 54911  
\*\*\*Time: 7:00 PM\*\*\***

**Student Success Awards event will be held at Einstein Middle School at 5:30 PM, before the start of the Board Meeting. The regular meeting will begin following this event at 7:00 PM. No official Board business will be conducted during the event.**

**The Board of Education will be meeting in the Scullen Leadership Center, 131 E. Washington Street, Suite 1A. Some individuals may be joining via remote technology and the meeting will be livestreamed on YouTube. Members of the media or general public may continue to access meetings in person or via a live stream broadcast on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>**

**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 in accordance with the procedures posted on the Districts 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 Kayla Malott, at [malottkayla@asd.k12.wi.us](mailto:malottkayla@asd.k12.wi.us) or (920) 852-5300 ext. 60111, at least 24-hours in advance of the meeting.**

## **1. Notice**

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<b>Subject</b>	<b>A. Celebrating Student Success Awards Event: Members of the Board of Education will be gathering at Einstein Middle School for the 15th Annual Student Success Awards presentation at 5:30 PM, prior to the start of the Board Meeting. No official Board business will be conducted during the event.</b>
Meeting	Mar 18, 2024 - Board of Education Meeting
Category	1. Notice
Type	Information, Recognition

AASD students will receive the Dunlap Student Success Award. Following this event, the Board of Education meeting will start at 7:00PM at the Scullen Leadership Center.

## **2. Meeting Opening**

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<b>Subject</b>	<b>A. Roll Call</b>
Meeting	Mar 18, 2024 - Board of Education Meeting
Category	2. Meeting Opening

Type Procedural

**Subject B. Pledge of Allegiance**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 2. Meeting Opening

Type Procedural

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

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

Meeting Mar 18, 2024 - Board of Education Meeting

Category 3. Approval of Agenda (GC-2: Governing Commitments)

Type Procedural

**Subject B. Approval of Agenda**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 3. Approval of Agenda (GC-2: Governing Commitments)

Type Action, Procedural

### **4. Special Presentation**

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**Subject A. Student School Board Representative Report**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 4. Special Presentation

Type Information, Recognition, Report

Student School Board Representative, Joshua Hartlep, will provide updates from West High School.

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

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**Subject A. Public Input**

Meeting Mar 18, 2024 - Board of Education Meeting

Category	5. 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 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](#)

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

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<b>Subject</b>	<b>A. None</b>
Meeting	Mar 18, 2024 - Board of Education Meeting
Category	6. 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

**7. 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.)**

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<b>Subject</b>	<b>A. Business Services Update(s): None</b>
Meeting	Mar 18, 2024 - Board of Education Meeting
Category	7. 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

**Subject B. School/Student Services Update(s): Summer School Courses 2024; Food Service Management Company Contract for 2024-25**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 7. 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

Assistant Superintendent, Sheree Garvey, will report on the Summer School Courses 2024 item for consideration.

Executive Director of Finance, Holly Burr, will report on the Food Service Management Company Contract for 2024-25 item for consideration.

File Attachments

[IFC Summer School Course Approval 2024.docx.pdf \(102 KB\)](#)  
[IFC - Food Service Company contract 2024-25 \(1\).pdf \(46 KB\)](#)

**Subject C. Personnel Services Update(s): Professional Educator New Hire(s), Contract Change(s), Contract Change(s) Based on Professional Growth, and Resignation(s)**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 7. 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 report on the Personnel Services items for consideration.

File Attachments

[IFC Professional Educator New Hires 3-18-24.pdf \(164 KB\)](#)  
[IFC Professional Educator Contract Changes 3-18-24.pdf \(114 KB\)](#)  
[IFC Professional Educator Contract Changes Based on Professional Growth 3-18-24.pdf \(106 KB\)](#)  
[IFC Professional Educator Resignations 3-18-24.pdf \(102 KB\)](#)

**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 March 4, 2024**

Meeting Mar 18, 2024 - 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.)**

**Subject** **A. Summer School Courses 2024**

Meeting Mar 18, 2024 - 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 Summer School Course Approval 2024.docx.pdf \(102 KB\)](#)

**Subject** **B. Food Service Management Company Contract for 2024-25**

Meeting Mar 18, 2024 - 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 - Food Service Company contract 2024-25 \(1\).pdf \(46 KB\)](#)

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

Meeting Mar 18, 2024 - Board of Education Meeting

Category 9. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments  
[IFC Professional Educator New Hires 3-18-24.pdf \(164 KB\)](#)

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

Meeting Mar 18, 2024 - 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 3-18-24.pdf \(114 KB\)](#)

**Subject** **E. Professional Educator Contract Change(s) (Based on Professional Growth)**

Meeting Mar 18, 2024 - 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 Based on Professional Growth 3-18-24.pdf \(106 KB\)](#)

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

Meeting Mar 18, 2024 - Board of Education Meeting

Category 9. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments  
[IFC Professional Educator Resignations 3-18-24.pdf \(102 KB\)](#)

## **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. Business Services Report: None**

Meeting Mar 18, 2024 - 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

**Subject**

**B. School/Student Services Report: Biology Instructional Materials Adoption; 6th-Grade Science Instructional Materials Adoption; Elementary ELA Field Test Update**

Meeting Mar 18, 2024 - 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

Assistant Superintendent, Steve Harrison and Director-STEM Thai Xiong, will present the Biology Instructional Materials Adoption and 6th-Grade Science Instructional Materials.

Assistant Superintendent, Steve Harrison will present the Elementary ELA Field Testing update.

File Attachments

[IOI- Biology 4110.pdf \(47 KB\)](#)  
[KWKT Biology.pdf \(114 KB\)](#)  
[IOI Science 4640.pdf \(39 KB\)](#)  
[KWKT Science 6.pdf \(103 KB\)](#)

**Subject C. Personnel Services Report: None**

Meeting Mar 18, 2024 - 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. Board Business**

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**Subject A. Monitoring Report: OE-7 Asset Protection**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 11. Board Business

Type Action, Discussion, Information

File Attachments

[OE-7 Asset Protection - Monitoring report 2024.docx \(1\).pdf \(498 KB\)](#)

**Subject B. Virtual Participation for Closed Session**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 11. Board Business

Type Action

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

Meeting Mar 18, 2024 - Board of Education Meeting  
Category 11. Board Business  
Type Action, Discussion

## **12. Items of Information**

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**Subject A. None**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 12. Items of Information  
Type Information

## **13. Future Meetings**

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**Subject A. Board Work Session: Monday, April 8, 2024, 4:00PM**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 13. Future Meetings  
Type Information

**Subject B. Board Meeting: Monday, April 8, 2024, 6:00 PM**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 13. Future Meetings  
Type Information

**Subject C. Board Work Session: Wednesday, April 17, 2024, 7:30AM**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 13. Future Meetings  
Type Information

**Subject D. Board Meeting: Monday, April 22, 2024, 6:00PM**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 13. Future Meetings  
Type Information

## **14. Closed Session**

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**Subject A. Motion to go into Closed Session**  
Meeting Mar 18, 2024 - Board of Education Meeting  
Category 14. Closed Session



Type Action

**Subject** **B. Wisconsin State Statute 19.85 (1)(c)- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of discussing compensation for the following groups/individuals within said groups: Professional Educators, Administrators, Administrative Support, Maintenance, Secretaries and Paraprofessionals.**

Meeting Mar 18, 2024 - Board of Education Meeting

Category 14. Closed Session

Type Discussion, Information

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

Meeting Mar 18, 2024 - Board of Education Meeting

Category 14. Closed Session

Type Action, Procedural

## ITEM FOR CONSIDERATION

**Topic:** AASD Summer School Courses for 2024

### Background

**Information:** Each year the AASD Board of Education approves the course offerings for summer school. We will be offering academic support, credit recovery, enrichment and credit classes in 2024. As a part of the Fox Valley Summer School Consortium, students in any of the member school districts may attend summer school in any member school district.

Key points for the 2024 summer school program:

- A. Initial online registration using Infinite Campus for elementary and middle school students begins April 15<sup>th</sup>, 2024. High school registration also begins on April 15<sup>th</sup> through the guidance counselors.
- B. The basic dates are June 10<sup>th</sup> -July 3<sup>rd</sup>, (no school on June 19<sup>th</sup>) for elementary and middle school students. Credit recovery classes for high school students will run from June 10<sup>th</sup> - 28<sup>th</sup> (no school on June 19<sup>th</sup>) at East High School. Credit recovery will also be held throughout the summer at each High School utilizing a computer-based instruction platform, as well as an option to complete some of the credits from spring semester by working with current teachers. There are also various Camps scheduled throughout the summer, including A-Tech Camp, Band Camp, Choir Camp, Engineering Camps, Golf Camp, Music Lessons, and Hmong Culture classes.
- C. Boys and Girls Club of the Fox Valley will have programs at Badger Elementary, Columbus Elementary, Edison Elementary, Foster Elementary, Highlands Elementary, Madison Middle, and Kaleidoscope Academy. A grant-based collaboration between the AASD and Boys and Girls Club of the Fox Valley called Summer B.O.O.S.T. will offer transportation from some school sites to the Boys and Girls Club after care locations for additional programming during summer school and two weeks in July. The YMCA will offer programs at Janet Berry Elementary, Dunlap Elementary, Ferber Elementary, Franklin Elementary, Horizons Elementary, Jefferson Elementary, Johnston Elementary, McKinley Elementary and Richmond Elementary. The summer school aftercare information is available on the AASD website.
- D. A procedure is in place to match high school students wishing to volunteer, with summer school teachers that would like assistance in their classrooms.

**Fiscal Note:** The AASD receives FTE aid based on the Department of Public Instruction's established summer school aid formula. The aid received offsets the annual summer school program budget. Billable expenses for students attending any consortium school district have been established by the Fox Valley Summer School Consortium. The basic rates are \$24.00/hour of instruction for teachers, and \$12.90 per hour for paraprofessionals. The agreement allows rates for AASD contracted employees to be higher, at \$28.50/ hour for teachers and \$16.00/ hour for paraprofessionals.

### Administrative

**Recommendation:** Approve as submitted.

### Instructional

**Impact:** Summer school class offerings provide additional learning opportunities for students of all grade levels to succeed in the classroom during the regular school year. AASD curriculum is followed and enriched in the course offerings.

### Contact

**Person(s):** Sheree Garvey, 920-852-5300, [garveysheree@asds.k12.wi.us](mailto:garveysheree@asds.k12.wi.us) Todd Kadolph, 920-852-5332, [kadolphtodd@asds.k12.wi.us](mailto:kadolphtodd@asds.k12.wi.us) Karrie Kadolph, 920-852-5332, [kadolphkarrie@asds.k12.wi.us](mailto:kadolphkarrie@asds.k12.wi.us)

## ADDITIONAL INFORMATION FOR ITEM FOR CONSIDERATION

**Site Coordinators:** The site coordinators for the 2024 Summer School are:

### **Elementary Coordinators**

<b><u>SCHOOL</u></b>	<b><u>COORDINATOR</u></b>
Badger	Amber Cittadino
Berry	Abby Danforth
Classical	Stacey Foley
Columbus	Robert McInnes
Dunlap	Alissa Paul
Edison	Carly Verstegen
Ferber	Kaitlyn Behrmann
Foster	Jennifer Morales
Franklin	Lucy Turner
Highlands	Lisa Head
Horizons	Pam West
Houdini	Stephanie Malaney
Huntley	Catherine Harn
Jefferson	Cathy Porter
Johnston	Dawn Price
McKinley	Kris Sherry
Richmond	Brianna Tetzlaff
<b>EL Elem Coordinator</b>	Haley Schwanebeck

### **Middle School Coordinators**

Einstein	Laurie Frisch
KA at Roosevelt	Megan Geffers
Madison	Anthony Sonetti
Wilson	Annette Schwalenberg

### **High School Coordinators**

East	Eric Toshner
East	Madeline Herrmann
Central	Andy Protheroe

### **Summer School Assistant Coordinators**

Shane Knudsen  
Nicole Nelson

### **Camp Coordinators**

ATech Camp	Paul Endter
Band Camp	Matt DiPietro
Choir Camp	Danielle Braun
Strings Lessons	Rachel Richards
Engineering Camp	Zachary Eckrose
Hmong Culture	Khang Vang

## ITEM FOR CONSIDERATION

**Topic:** Food Service Management Company Contract for 2024-2025

**Background  
Information:**

Districts that contract with food service management companies participating in the National School Lunch Program are required to bid out these services every five years. A request for proposal was sent out to 17 food service management companies. Five of these companies sent representatives to the required pre-bid conference and two followed through by submitting proposals. The two companies are Aramark and Chartwells.

The proposals were evaluated on the following DPI required criteria:

- Cost/financial
- Transparency in reporting rebates, discounts, and credits
- Guarantee to Food Service Account
- Experience, references, and service capability
- Financial condition/accounting reporting system
- On-site manager/overall staffing plan
- Professional development Promotion of the food service plan
- Involvement of students, staff, and patrons
- Menu selection and food quality

Based on these criteria, a committee of 2 Business Services staff and four principals selected the company they would like the district to offer a contract. The scoring, rubric, criteria, and summary of the proposals was then reviewed by DPI who approved the committee's recommendation.

**Instructional**

**Impact:** None.

**Fiscal**

**Impact:** Fiscal Impact to Fund 50 only. Guaranteed return for Fiscal 2024-25 \$100,000.00

**Administrative**

**Recommendation:** The administration recommends that the district award a one-year contract to the food service management company that received the highest total points as scored by the committee. This was Chartwells. The awarded contract may be renewed for up to four additional one-year terms.

**Contact**

**Person(s):** Holly Burr, Executive Director of Finance  
[burrholly@aasd.k12.wi.us](mailto:burrholly@aasd.k12.wi.us) 920-852-5305 x60061  
Diane Wittman, Lead Accountant  
[wittmandiane@aasd.k12.wi.us](mailto:wittmandiane@aasd.k12.wi.us), 920-852-5305 x60067

**BOE:** 03/18/2024

## ITEM FOR CONSIDERATION

**Topic:** Professional Educator New Hire(s)

**Background  
Information:**

The Professional Educators listed below are recommended for contractual position for the 2024-2025 school year (effective August 26, 2024):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>
Ean A. Aleson	Special Ed-IDS	Berry	100%
Aubree M. Bahr	Special Ed-4K/EC	4K	100%
Elizabeth W. Elrod	Special Ed-Cross Cat	Franklin	100%
Emma C. Fafnis	Special Ed-I4K	McKinley	100%
Sarah M. Gleason	Media Specialist	Franklin/Highlands	100%
Seth M. Hahnke	ELA/ACP	West	100%
Adrian N. Hansen	Physical Ed/Health	Madison	100%
Hayden M. Hanson	Tech Ed/ACP	Wilson	100%
Alexi L. Huntington	Math/Science	Wilson	100%
Nicole L. Jedwabny	STEM	Huntley	100%
Olivia P. Jenkinson	Math	North	100%
Amy R. Keyzer	Special Ed-Cross Cat	Madison	100%
Lilly J.J. Lillo	English Learner	North/APM	100%
Abbie K. Lindbom	ELA/Social Studies	Wilson	100%
Patrick A. McNerney	Tech Ed/STEM	Madison	100%
Dylan M. Meyer	Business/Marketing/ACP	Madison	100%
Danielle M. Miller	STEM	Berry/Horizons	100%
Jennifer A. Peterson	Health/SEL Dean	Wilson	100%
Luis D. Sanchez	Special Ed-Cros Cat	Wilson	100%
Trey T. Tennessen	Physical Education	Einstein	100%
Lily M. Wendland	Math/Science	Madison	100%
Emily J. Wiltzius	Special Ed-Cross Cat	Huntley	100%
Kailah B. Wolfrath	Special Ed-Cross Cat	East	100%
Samantha K. Zander	ELA	Wilson	100%

**Fiscal Note:** Salary will be commensurate with education and experience.

**Administrative**

**Recommendation:** Approval

**Instructional**

**Impact:** The candidates listed above are recommended by the administrator to whom they will report as the best candidates for the positions.

**Contact**

**Person:** Julie King, (920) 852-5302

## ITEM FOR CONSIDERATION

**Topic:** Professional Educator Contract Change(s)

**Background Information:** The following contract changes are recommended for the 2024-2025 school year (effective August 26, 2024):

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>
Hayley C. Bold	Instructional Coach	Columbus	80% to 75%
Kristin M. Burdeau	Physical Education	Madison	92% to 100%
PaNihia Chang	Art	Columbus	80% to 100%
Sonja R. Ferguson	Counselor	Fox River	100% to 50%
Jennifer L. Flannery Bosin	Family & Consumer Sci.	East	80% to 100%
Nathan M. Ghiglieri	STEM	Highlands	90% to 100%
Anne M. Luedtke	Special Ed-Cross Cat	North	80% to 100%
Shannon I. Schindel	Counselor	Madison	70% to 100%
Jeremy D. Sparks	Social Studies	West	100% to 40%
Kathryn E. Stanley	STEM	Jefferson	100% to 90%
Emily C. Walters	Music-Strings	Foster	80% to 100%

**Fiscal Note:** As indicated above.

**Administrative Recommendation:** Approval

**Instructional Impact:** These assignment adjustments will meet student needs.

**Contact Person:** Julie King, (920) 852-5302

## ITEM FOR CONSIDERATION

**Topic:** Professional Educator Contract Change(s) (Based on Professional Growth)

### **Background**

**Information:** The District recognizes the importance of continued professional development of staff to positively impact instruction and student success. Through Master's degree coursework, educators learn new strategies and best practices to incorporate in their classrooms. They also have the opportunity to collaborate with other professionals to connect theory, practice, and student outcomes. As a result, educators gain knowledge and experience to enhance their teaching skills and provide high quality educational experiences for students.

The Employee Handbook outlines additional compensation for educators who have completed a pre-approved Master's degree program.

**Fiscal Impact:** The total budget impact for the two second semester contract changes is \$5,000 for the 2023-2024 fiscal year.

### **Administrative**

**Recommendation:** Approval

### **Instructional**

**Impact:** None

### **Contact**

**Person:** Julie King, (920) 852-5302

## ITEM FOR CONSIDERATION

**Topic:** Professional Educator Resignation(s)

**Background Information:** The following Professional Educators have submitted a letter of resignation effective at the end of the 2023-2024 school year, unless otherwise noted:

**Molly R. Lessner** has been with the District for three years, most recently as a Math Teacher at North High School.

**Wesley C. Powell** has been with the District for four years, most recently as a Special Education Teacher at Madison Middle School.

**Fiscal Note:** Dependent upon replacements.

**Administrative Recommendation:** Approval

**Instructional Impact:** Qualified replacements will be procured.

**Contact Person:** Julie King, (920) 852-5302



## ITEM OF INFORMATION

**Topic:** Biology 4110: Text and Materials Adoption

### Background

**Information:** The Director of STEM (7-12) has been conducting secondary AASD science teacher input sessions to gather feedback that supports updating and implementing standards-based science curriculum for Biology. Based on teacher input, the high school biology curriculum and materials were reviewed and a new instructional material was recommended to support and better align with the updated standards-based Biology curriculum. The request is for the adoption of the updated instructional materials.

### Fiscal

**Note:** Instructional material recommendations include student edition textbook and e-book, online digital resources, teacher edition textbook and online planning resources, and Vernier Biology Go-Direct Lab sensors to support student learning.

Miller, K. R., and Levine, J. S. (2023). *Biology*. Savvas Learning Company. [Updated Edition from 2019] ISBN: 978-0-328-92512-4

The cost is \$225,000 for 6 years and is within the dollars allocated in the 2024-2025 AC&I budget. The updated curriculum and all instructional materials will be implemented during the 2024-25 school year.

### Instructional

**Impact:** The updated curriculum and new instructional materials will allow high school students to develop a deeper conceptual understanding of science concepts and science practices. Students will engage in science practices and hands-on, inquiry-based laboratory investigations to develop and apply their knowledge of scientific concepts to real world questions or scenarios to help them become scientifically literate citizens. Students will engage in scientific inquiry and engineering practices, and apply crosscutting concepts to deepen their understanding of biology within the science branch of life science. The new materials will provide students with more exposure to the life science NGSS standards and learning science through inquiry and data collection.

### Contact

**Persons:** Dr. Thai Xiong, Director of STEM (7-12) and H/HP (K-12), 852-5320 x60173, [xiongthai@asd.k12.wi.us](mailto:xiongthai@asd.k12.wi.us)  
Dr. Steve Harrison, Assistant Superintendent of AC&I, 852-5320 x60121, [harrisonstepha@asd.k12.wi.us](mailto:harrisonstepha@asd.k12.wi.us)

**BOE:** 03/18/24



## Biology 4110

### Text and Materials: Key Word Key Time (KWKT)

<p><b>WHY</b> is there a need for the curriculum and instructional materials?</p>	<p>In 2016, the AASD adopted the <i>Next Generation Science Standards (NGSS)</i> as the AASD Science Standards for K-12. During this time, the district also started the standard-based course (SBC) development process for all courses and content areas at the middle and high school levels. The high school Biology course has completed the SBC process and has transitioned to the new <i>NGSS</i> curriculum. Although the Biology curriculum was updated in 2022, the instructional resource was not:</p> <ol style="list-style-type: none"> <li>(1) There is a need to update the curriculum for Biology to reflect the latest science standards.</li> <li>(2) With updates to the curriculum, there is a need to support the curriculum with updated instructional text and materials to align to the new standards and units of study.</li> <li>(3) With the transition to Chromebooks, the outdated Vernier lab equipment is not compatible with Chromebooks and there is a need to update the equipment to be compatible with Chromebook usage.</li> </ol>
<p><b>WHAT</b> changes are required for implementation?</p>	<p>The adoption of the following text and materials are required for implementation of the Biology curriculum:</p> <ul style="list-style-type: none"> <li>● New instructional resources: text and/or materials <ul style="list-style-type: none"> <li>○ Biology Textbook</li> <li>○ Biology with Vernier lab</li> </ul> </li> </ul>
<p><b>HOW</b> will the changes support student success?</p>	<p>The updated text and materials provide a consistent curriculum to support student success:</p> <ul style="list-style-type: none"> <li>● All students have access to rigorous, relevant and up to date standards-based science resources.</li> <li>● Text and materials provide opportunities for students to create meaningful connections among concepts to investigate phenomena using science inquiry and engineering practices.</li> <li>● Provide compatible science technologies in the classroom for students to engage with scientific inquiry and engineering practices.</li> <li>● Students engage in hands-on and inquiry-based laboratory investigations to develop knowledge of scientific concepts and apply science practices to provide explanations for events in the natural and real world.</li> </ul>

## ITEM OF INFORMATION

**Topic:** Science 6 (4640): Text and Materials Adoption

### Background

**Information:** The updated Science 6 curriculum with the transition of Grade 6 from the elementary to the middle level was approved by the Board on March 4, 2024. Currently, both Science 7 and Science 8 are using STEMscopes as an instructional material to support the curriculum. To be consistent with the instructional materials used for Science 7 and Science 8, the request is for the adoption of the STEMscopes Science 6 resources as the updated instructional material for the new middle school Science 6 course. .

### Fiscal

**Note:** Instructional material recommendations include student edition textbook and e-book, online digital resources, teacher edition textbook and online planning resources, laboratory equipment and Vernier Middle School Science Go-Direct Lab sensors to support student learning.

STEMscopes. (2018). NGSS 3D STEMscopedia – Sixth. Rice University: Houston, TX. ISBN: 978-1-64305-873-3

The total cost for textbook, online licenses, hands-on kits, consumables, lab equipment, and Vernier probes is \$365,000. The updated curriculum and all instructional materials will be implemented during the 2024-25 school year.

### Instructional

#### Impact:

The updated Science 6 curriculum and new instructional materials will allow Science 6 to be in alignment with both the Science 7 and Science 8 curricula and materials. A vertical alignment in both curriculum and resources in middle school science supports both student and teacher success.

### Contact

**Persons:** Dr. Thai Xiong, Director of STEM (7-12) and H/HP (K-12), 852-5320 x60173, [xiongthai@asd.k12.wi.us](mailto:xiongthai@asd.k12.wi.us)  
Dr. Steve Harrison, Assistant Superintendent of AC&I, 852-5320 x60121, [harrisonstepha@asd.k12.wi.us](mailto:harrisonstepha@asd.k12.wi.us)

**BOE:** 03/18/24



## Science 6 (4640)

### Text and Materials: Key Word Key Time (KWKT)

<p><b>WHY</b> is there a need for the curriculum and instructional materials?</p>	<p>In 2018, the Director of STEM (7-12) conducted secondary AASD science teacher input sessions to gather feedback that supports science learning for all students during their middle school years. Based on teacher input, instructional materials were recommended for adoption during the 2019-20 school year in order to support the newly adopted AASD Next Generation Science Standards (NGSS) curriculum in middle school for seventh and eighth grades. During this adoption, Science 6 continued to use the FOSS curriculum to be consistent with the K-6 science curricula and materials. With sixth grade transitioning to middle school, the Science 6 curriculum was revised to align with the scope and sequence of Science 7 and Science 8. In addition, the instructional materials of Science 6 also need to align with the instructional materials of Science 7 and 8. With an updated Science 6 curriculum, there is also a need to update the instructional materials to support the Science 6 curriculum.</p>
<p><b>WHAT</b> changes are required for implementation?</p>	<p>The adoption of the following text and materials are required for implementation of the Science 6 curriculum:</p> <ul style="list-style-type: none"> <li>● New instructional resources: text and/or materials <ul style="list-style-type: none"> <li>○ Science 6 Textbook</li> <li>○ Middle School with Vernier lab</li> </ul> </li> </ul>
<p><b>HOW</b> will the changes support student success?</p>	<p>The updated text and materials provide a consistent curriculum to support student success at the middle level:</p> <ul style="list-style-type: none"> <li>● All students have access to rigorous, relevant and up to date standards-based science resources.</li> <li>● Vertical alignment of curricula and materials reduce unnecessary repetition of foundational knowledge and skills, and provide a more consistent learning structure to minimize previously covered materials.</li> <li>● Vertical alignment of Science 6 addresses gaps in learning for Science 7 and Science 8.</li> <li>● Students engage in hands-on and inquiry-based laboratory investigations to develop knowledge of scientific concepts and apply science practices to provide explanations for events in the natural and real world.</li> </ul>

Success for  
Every Student,  
Every Day



**Appleton Area School District  
Operational Expectations Monitoring Report  
OE-7 Asset Protection**

**SUPERINTENDENT CERTIFICATION:**

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

**Compliant**

**Compliant with the exceptions noted**

**Non-Compliant**

Compliant Indicators	Noncompliant Indicators
8	1
<b>Total Indicators: 9</b>	

**Executive Summary/Analysis:**

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

**Notes or exceptions, if any:**

The District is meeting all requirements outlined in OE-7, with the exception of indicator 7.4.3, which pertains to disaster recovery and network penetration testing. While formal penetration testing has not been conducted yet due to the implementation of new technology, we have conducted successful small-scale disaster recovery tests. Furthermore, we have plans to undergo a penetration test conducted by an external agency during the summer of 2024.

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

**BOARD ACTION:**

With respect to Operational Expectations Policy OE-7, Asset Protection, the Board finds that the organization is:

\_\_\_ **Compliant**

\_\_\_ **Compliant with the exceptions noted**

\_\_\_ **Non-Compliant**

**Summary Statements of the Board, if any:**

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

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

**OE-7: Asset Protection**

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

**SUPERINTENDENT Interpretation:**

The Board values good stewardship including the care for, use of, and protection of district property and therefore expects the superintendent to proactively ensure that this occurs.

- **District assets** shall mean all tangible personal property and intellectual property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000.
- **Adequately protected** shall mean insured for 100% replacement value.
- **Properly maintained** shall mean serviced and repaired on a regular basis to remain in good operating condition.
- **Appropriately used** shall mean in compliance with operating guidelines established by the manufacturer.
- **Not placed at undue risk** shall mean safe from actions that would cause District assets to be harmed or damaged or create an unsafe environment.

**OE – 7.1** The Superintendent will maintain property and casualty insurance coverage on district property with limits equal to 100% of replacement value.

**SUPERINTENDENT Interpretation:**

- **Property** shall mean facilities, vehicles, equipment, and materials with an insurable risk.
- **Casualty insurance** shall mean coverage to protect the District and its employees resulting from an accident, mishap, or disaster.
- **100% of replacement value** shall mean the ability to replace and make whole property losses experienced by the District subject to any and all deductibles.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

**7.1.1-** Copies of invoices and payments reflect that the District purchased and received the coverage declarations for property and casualty insurance equal to 100% of replacement value.

In Compliance	Not in Compliance
X	

**SUPERINTENDENT Evidence of Compliance:**

- Attached [here](#) is a summary of our property and liability insurance.

**OE - 7.2** The Superintendent will maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for school districts of comparable size and character.

**SUPERINTENDENT Interpretation:**

- **Errors and Omissions insurance** shall mean protection for board members and staff who make a mistake in performing their duties in good faith and results in harm to the District.
- **Comprehensive General Liability insurance** shall mean protection for the district against claims by third parties.
- **Amount that is reasonable** shall mean in accordance with amounts recommended by insurance carrier and verified by a second carrier or consultant.
- **Comparable size and character** shall mean other school districts with a similar setting (urban/suburban), numbers of students, and demographics.

<b>SUPERINTENDENT Indicators of Compliance:</b>  We will know we are compliant when:  <b>7.2.1-</b> Copies of invoices and payments reflect that the district has purchased and received the coverage declarations for Errors and Omissions and Comprehensive General Liability insurance coverage at the recommended levels.	<b>In Compliance</b>	<b>Not in Compliance</b>
	<b>X</b>	

**SUPERINTENDENT Evidence of Compliance:**

- Attached [here](#) is a summary of our property and liability insurance and the Educator’s Legal Liability [declarations](#) pages.

**OE - 7.3** The Superintendent will adequately protect the District against theft or misappropriation of funds by any personnel who have access to material amounts of district or school funds.

**SUPERINTENDENT Interpretation:**

- Misappropriation of funds** shall mean the unauthorized, improper, or unlawful use of funds or other property for purposes other than that for which intended.
- Any personnel** shall mean any district employee or volunteer.
- Material amounts** shall mean more than \$1,000, which is equivalent to the deductible.

<b>SUPERINTENDENT Indicators of Compliance:</b>  We will know we are compliant when:  <b>7.3.1-</b> Copies of invoices and payments reflect that the District has purchased and received the coverage declarations for crime coverage and the policy has been received.	<b>In Compliance</b>	<b>Not in Compliance</b>
	<b>X</b>	

**SUPERINTENDENT Evidence of Compliance:**

- Attached [here](#) is a summary of our property and liability insurance and the [Crime](#) declarations pages.



**OE - 7.4** The Superintendent will protect intellectual property, information, files, records and fixed assets from loss or significant damage.

**SUPERINTENDENT Interpretation:**

- **Intellectual property** shall mean creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce.
- **District intellectual property** shall mean original curriculum, teaching materials, or other documents created by district employees as part of their job for use by the District or its employees.
- **Information, files and records** shall mean paper, and electronic data on district servers, deemed critical (Finance, Human Capital, Student Support and Data, Research & Accountability) to the operations of the District.
- **Fixed assets** shall mean property and equipment having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000.
- With regard to fixed assets, **significant damage** shall mean harm or destruction requiring more than \$5,000 or more of unplanned repair or maintenance including labor, material, and equipment rental costs.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

- 7.4.1-** The District receives no legal complaints that any of its employees has violated intellectual property rights or that their intellectual property has been stolen.
- 7.4.2-** Information, files, and records are backed up each night by Tech Services and there was no loss of these files and records during this fiscal year. Records are backed up on a second server that functions independently to our main server.
- 7.4.3-** Disaster recovery and network penetration testing will be performed annually. A summary report of tests showing that no security concerns were found will be made available to the Board upon request.
- 7.4.4-** The District has no significant damage to fixed assets due to circumstances within its control during the school year. Damage to fixed assets is tracked and reported by the District’s Auxiliary Services Specialist for audit purposes and made available to the Board upon request.
- 7.4.5-** The District has a recovery plan for loss of information, files and records deemed to be critical to the operations of the District. A log of requests to retrieve information, files, or records is updated as needed by Tech Services staff and made available to the Board upon request.

In Compliance	Not in Compliance
X	
X	
	X
X	
X	

**SUPERINTENDENT Evidence of Compliance:**

- **OE-7 - Reporting from Technology Services**

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

**SUPERINTENDENT Interpretation:**

- **Facilities and equipment** shall mean assets having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$10,000 unless purchased with federal dollars, then the per-unit acquisition cost equals or exceeds \$5,000.
- **Improper use** shall mean inappropriate operation or treatment, or utilization in a manner or for a purpose contrary to what was intended.
- **Insufficient maintenance** shall mean inadequate or unreasonable repair, cleaning, inspection, or upkeep as recommended by manufacturer specifications as applicable.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

- 7.5.1-** No person is injured in a District facility, or when using District equipment, as a result of insufficient maintenance of the facility or equipment, as shown in records kept by the District's Safety Coordinator. Such records are made available to the Board upon request.
- 7.5.2-** Worker's compensation claims filed as a result of the improper use of equipment do not exceed five claims in the school year, as shown in records kept by the District's Safety Coordinator. Such records are made available to the Board upon request.
- 7.5.3-** The District has an active safety program for investigating accidents to identify insufficient maintenance or improper use of facilities and equipment. The District's Safety Coordinator documents any occurrences, as well as the corrections that were made to ensure further accidents do not occur. This documentation is made available to the Board upon request.
- 7.5.4-** The District maintains and adheres to a long-range capital preventative maintenance plan to help guide the prioritization of Capital Projects Fund appropriations. The District's AkitaBox system generates reports that are made available to the Board upon request.

In Compliance	Not in Compliance
X	
X	
X	
X	

**SUPERINTENDENT Evidence of Compliance:**

- 7.5.1 - No records were created as no injuries were reported meeting this criteria.
- 7.5.2 - No records were created as no injuries were reported meeting this criteria.
- 7.5.3 - No injuries were sent to us as needing further investigation due to a facilities or equipment deficiency that should be corrected.
- 7.5.4 - The district's five year capital improvements plan will be presented in the spring of each year.

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

**SUPERINTENDENT Interpretation:**

- **Recklessly expose** shall mean to commit an offense that is grossly negligent putting the District in a legally untenable position which cost the District more than \$10,000.
- **Legal liability** shall mean litigation with another party where attorney fees are incurred.

**SUPERINTENDENT Indicators of Compliance:**

We will know we are compliant when:

- **7.6.1-** The District incurs no legal costs or damage awards as a result of careless and reckless acts by the Superintendent.

In Compliance

Not in Compliance

X

**SUPERINTENDENT Evidence of Compliance:**

- The District has incurred no legal costs as a result of careless and/or reckless acts by the Superintendent. All billing for legal services is reviewed as part of the annual audit.

**OE - 7.7** The Superintendent may not invest funds in investments that are not secured or that are not authorized by law.

<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Funds</b> shall mean money or capital.</li> <li>• <b>Investments</b> shall mean the commitment of district money or capital to the purchase of financial instruments or other assets so as to gain profitable returns in the form of interest, income, dividend, or appreciation of the value of the instrument.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <p><b>7.7.1-</b> All investments are in compliance with Wisconsin State Statutes and the auditor’s management letter makes no comment in regards to investments.</p> <p><b>7.7.2-</b> The District has only deposited funds with entities governed by Public Depository Protection Act and included in the annual Authorized Depository Resolution.</p>	<p style="text-align: center;"><b>In Compliance</b></p>	<p style="text-align: center;"><b>Not in Compliance</b></p>
	<p>X</p>	
<p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• The District is in compliance with section 7.7 in that all deposits are with organizations <a href="#">approved</a> with the annual Authorized Depository <a href="#">Resolution</a>. Note 2-A Cash and Investments (page 31-34) of the annual Financial Statements (<a href="#">audit report</a>) discusses investments and risk of all cash and investments of the District. All cash and investments are FDIC insured or secured by the investment organization.</li> </ul>		
<p><b>OE - 7.8</b> The Superintendent may not purchase or sell real estate, including land and buildings, or enter into a property lease without Board approval.</p>		
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Purchase</b> shall mean to obtain ownership of an asset in exchange for money or value.</li> <li>• <b>Sell</b> shall mean to surrender ownership of an asset in exchange for money or value.</li> <li>• <b>Property Lease</b> shall mean a contract outlining the terms under which the District agrees to rent property owned by another party.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p>	<p style="text-align: center;"><b>In Compliance</b></p>	<p style="text-align: center;"><b>Not in Compliance</b></p>

<p>We will know we are compliant when:</p> <p><b>7.8.1-</b> All dispositions and acquisitions of land and buildings are approved by board resolution</p> <p><b>7.8.2-</b> There is no finding by the independent external auditors in reference to disposition and acquisition of land and buildings.</p> <p><b>7.8.3-</b> All property leases are approved by the Board.</p>	<p>X</p> <p>X</p> <p>X</p>	
<p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• District is in compliance with section 7.8.</li> <li>• All real estate purchases and leases are approved at regular meetings of the board. Attached is a copy of the Item For Consideration for the <a href="#">real estate purchases</a> at City Center East and the lease for space on the second floor of City Center for <a href="#">Valley New School</a> for the 2023-24 school year.</li> </ul>		
<p><b>OE - 7.9</b> The Superintendent may not act or fail to act in any manner that damages the district’s public image or credibility.</p>		
<p><b>SUPERINTENDENT Interpretation:</b></p> <ul style="list-style-type: none"> <li>• <b>Damages the District’s public image or credibility</b> shall mean placing at risk the reputation and trustworthiness of the District in the mind of the average citizen in the Appleton Area School District.</li> </ul>		
<p><b>SUPERINTENDENT Indicators of Compliance:</b></p> <p>We will know we are compliant when:</p> <p><b>7.9.1-</b> We have no litigation regarding careless acts by the Superintendent.</p> <p><b>7.9.2-</b> 70% of respondents to our annual survey express support for the direction of the District.</p>	<p><b>In Compliance</b></p> <p>X</p> <p>X</p>	<p><b>Not in Compliance</b></p>
<p><b>SUPERINTENDENT Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• <b>7.9.1</b> - The AASD had no litigation regarding careless acts by any staff member, including the Superintendent, in the past year.</li> <li>• <b>7.9.2</b> - The results of the community survey from the summer of 2023 showed that 82.7% of respondents responded “Yes” or “Somewhat” to the question, “In general, do you support the direction of the AASD?”</li> </ul>		