

Monday, September 23, 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: 6:00 PM

Some participants may join remotely, and both members of the media and the public can attend the meeting in person or watch the live stream on the Appleton Area School District YouTube Channel:
<https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>

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 or (920) 852-5300 ext.60111, at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject : A. Roll Call
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 1. Meeting Opening
Type : Procedural

Public Content

Subject : B. Pledge of Allegiance
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 1. Meeting Opening
Type : Procedural

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

Subject : A. Board Member Request to Remove Consent Agenda Item(s) for Separate Consideration
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 2. Approval of Agenda (GC-2: Governing Commitments)
Type : Procedural
Subject : B. Approval of Agenda
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 2. Approval of Agenda (GC-2: Governing Commitments)
Type : Action, Procedural

3. Special Presentation

Subject : A. Student School Board Representative Introductions
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 3. Special Presentation
Type : Information, Recognition, Report

Public Content

Brief introductions of this year's Student School Board Representatives:

Anthony Lindenstruth - East High School

Aubrey Detert - West High School

Olivia Feng- North High School

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

Subject : A. Public Input
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)
Type : Procedural

Public Content

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](#)

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. None
Meeting : Sep 23, 2024 - 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

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. Business Services Update(s): Gifts/Donations to the District (May-August 2024)
Meeting : Sep 23, 2024 - 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

Public Content

Executive Director of Finance, Holly Burr, will report on the Business Services item for consideration.

File Attachments

[IFC- Gifts Donations May-August 24 \(1\).pdf \(34 KB\)](#)

[Donations May-August 24 - Sheet1 \(1\).pdf \(71 KB\)](#)

Subject : B. School/Student Services Update(s): None
Meeting : Sep 23, 2024 - 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

Subject : C. Personnel Services Update(s): Professional Educator New Hire(s) and Contract Change(s)

Meeting : Sep 23, 2024 - 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

Public Content

Chief Human Resources Officer, Julie King will report on the Personnel Services items for consideration.

File Attachments

[IFC Professional Educator New Hire 9-23-24.pdf \(153 KB\)](#)

[IFC Professional Educator Contract Changes 9-23-24.pdf \(148 KB\)](#)

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

Subject : A. Board Meeting Minutes from September 9, 2024

Meeting : Sep 23, 2024 - Board of Education Meeting

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

Type : Action, Minutes

Public Content

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

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

Subject : A. Gifts/Donations to the District (May-August 2024)

Meeting : Sep 23, 2024 - Board of Education Meeting

Category : 8. Superintendent's Consent Agenda (OE-8.10: Provide for

the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type : Action
Fiscal Impact : Yes
Budgeted : Yes

File Attachments

[IFC- Gifts Donations May-August 24 \(1\).pdf \(34 KB\)](#)

[Donations May-August 24 - Sheet1 \(1\).pdf \(71 KB\)](#)

Subject : B. Professional Educator New Hire(s)
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type : Action

File Attachments

[IFC Professional Educator New Hire 9-23-24.pdf \(153 KB\)](#)

Subject : C. Professional Educator Contract Change(s)
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type : Action

File Attachments

[IFC Professional Educator Contract Changes 9-23-24.pdf \(148 KB\)](#)

9. 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 : Sep 23, 2024 - Board of Education Meeting
Category : 9. 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, Presentation, Report

Public Content

Subject : B. School/Student Services Report: Practices (Culture) of Health Care (6975) Materials Adoption and Name Change

Meeting : Sep 23, 2024 - Board of Education Meeting

Category : 9. 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, Presentation, Report

Public Content

Coordinator of CTE/Computer Science, Kristin Comerford and Assistant Superintendent, Mark McQuade will present the Practices (Culture) of Health Care (6975) Materials Adoption and Name Change item of information.

File Attachments

[IOI-Practices \(Culture\) of Health Care \(6975\).pdf \(59 KB\)](#)
[2024 Culture of Health care KWKT.pdf \(96 KB\)](#)

Subject : C. Personnel Services Report: None

Meeting : Sep 23, 2024 - Board of Education Meeting

Category : 9. 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, Presentation, Report

10. Board Business

Subject : A. Health Plan Renewal Information (2025)

Meeting : Sep 23, 2024 - Board of Education Meeting

Category : 10. Board Business

Type : Discussion, Information

Public Content

Chief Human Resources Officer, Julie King will present the Health Plan Renewal Information.

File Attachments

[BOE - Healthpaln Information 2025 \(9-23-24\).pptx.pdf \(1,918 KB\)](#)

Subject : B. Monitoring Report: OE-4 Personnel Administration

Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 10. Board Business
Type : Action

File Attachments

[OE-4 Personnel Administration 9.23.24.pdf \(617 KB\)](#)

Subject : C. Consent Agenda Item(s) Removed for Separate Consideration
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 10. Board Business
Type : Action, Discussion, Procedural

11. Items of Information

Subject : A. None
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 11. Items of Information
Type : Information

12. Future Meetings

Subject : A. Board Work Session: Monday, October 14 2024, 4:00 PM
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information
Subject : B. Board Meeting: Monday, October 14, 2024, 6:00 PM
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information
Subject : C. Board Work Session: Wednesday, October 23 2024, 7:30 AM
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information

13. Adjourn

Subject : A. Motion to Adjourn the Meeting
Meeting : Sep 23, 2024 - Board of Education Meeting
Category : 13. Adjourn

Type :

Action, Procedural

ITEM FOR CONSIDERATION

Topic: Gifts/Donations and Grants to the District (May to August 2024)

Background

Information: The attached list has been designated as Gifts/Donations and Grants to the District.

Fiscal

Impact: The total value of all Gifts/Donations and Grants to the District is \$259,903.20.

Administrative

Recommendation: Acceptance of the Gifts/Donations and Grants with gratitude. Letters will be sent from the Board President expressing appreciation.

Contact

Person(s): Executive Director of Finance, Holly Burr, 920-852-5300, ext. 60061

BOE: September 26, 2024

Contributor	Recipient	Use	Value
Adams, Alane	Huntley Elementary	Book supplies	\$250.00
Andrew, Bailey	North High School	Girls golf team items	\$500.00
Ankrah, Tammi	Classical Charter School	2024 Knowledge-a-thon	\$200.00
Appleton Education Foundation (AEF)	Edison Elementary	Math manipulatives	\$2,442.00
Appleton Education Foundation (AEF)	Speech language pathologists and EMLSS coaches	Online executive functioning course and materials to supplement it	\$2,975.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	West High School	Support for Option 3 program	\$1,350.00
Appleton Education Foundation (AEF) - Becky Woodbury memorial gifts	Appleton Community 4K	Field trip	\$920.00
Appleton Education Foundation (AEF) - North Theatre Fund	North High School	Theatre improvements & equipment rack	\$100,528.00
Appleton Education Foundation (AEF) - Tesla & Robotics Funds	Tesla Engineering	CNC Plasma Table	\$12,000.00
Appleton Education Foundation (AEF) - Robotics Fund	East High School	Robotics Team expenses & field trip	\$40,455.00
Appleton Education Foundation (AEF) - Wingren Fund	Madison Middle	Marimba Madness	\$1,000.00
Appleton Education Foundation (AEF)	District Wide	Attendance support & education	\$1,000.00
Appleton Education Foundation (AEF)	East High School	"The Will to Learn" staff book study	\$485.00
Appleton Education Foundation (AEF)	Madison Middle	Jazz band support	\$350.00
Appleton Education Foundation (AEF)	Einstein Middle	Band teaching aids	\$400.00
Appleton Education Foundation (AEF) - Heffron Fund	East High School	Equipment for PAES Lab	\$3,000.00
Appleton Education Foundation (AEF)	Wilson Middle	Hmong Culture Day	\$300.00
Appleton Education Foundation (AEF)	Wilson Middle	Hands-on simulation kits for US History	\$950.00
Appleton Education Foundation (AEF) - Heffron and Melzer Funds	Johnston Elementary	Cooking up functional communication skills	\$621.00
Appleton Education Foundation (AEF)	District Wide	#middleschool strong: Finding the Magic in Middle School keynote speaker	\$2,000.00
Appleton Education Foundation (AEF)	Madison Middle	Improve school courtyard	\$3,000.00
Appleton Education Foundation (AEF) - VNS Fund	Valley New School	Support for graduation	\$389.00

Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Appleton Community 4K	Purrbles calming tool	\$150.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	East High School	Neptune gametime	\$3,000.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	North High School	Equipment for theatre ticket booth	\$150.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Appleton Technical Academy (ATEC)	Filler metal consumables	\$150.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Ferber Elementary	Student engagement fieldtrip	\$350.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Einstein Middle	Tiered intervention program	\$650.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Wisconsin Connections Academy(WCA)	WCA App	\$1,900.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Madison Middle	School sign	\$450.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Foster Elementary	Support for school musical	\$1,050.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Highlands Elementary	Accessible playground	\$500.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Kaleidoscope Academy (KA)	Signage	\$550.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Houdini Elementary	Multicultural & Kindness Day events	\$550.00
Appleton Education Foundation (AEF) - 2024 Golf Knowledge Open	Edison Elementary	Teacher supplies	\$200.00
Appleton Education Foundation (AEF)	Highlands Elementary	Unrestricted use	\$200.00
Appleton Education Foundation (AEF) - Wingren Fund	Madison Middle	Self-regulation strategies to minimize classroom absence	\$600.00
Appleton Education Foundation (AEF) - Class of 41 & West Endowment Funds	West High School	Support for creative projects and programs	\$8,170.00
Appleton Education Foundation (AEF) - G Hoffman Fund	West High School	General support for the arts	\$502.00
Appleton Education Foundation (AEF) - Anderson Fund	Horizons Elementary	Support school book room	\$338.00
Appleton Education Foundation (AEF) - Anderson Fund	Johnston Elementary	Support school book room	\$338.00

Appleton Education Foundation (AEF) - Spalding Fund	Central High School	Support E2020 supplementary materials and student nutrition program	\$552.00
Appleton Education Foundation (AEF) - Pope Fund	Franklin Elementary	General support	\$1,935.00
Appleton Evening Lions, Appleton Noon Lions, Fox River Lions Club, and Grand Chute Lions	District Wide	Dictionaries	\$14,000.00
Artz, Kate	Classical Charter School	2024 Knowledge-a-thon	\$500.00
Baehman, Brian and Amy	West High School	Softball Pitching machine	\$1,600.00
Behm, Bryan	Classical Charter School	2024 Knowledge-a-thon	\$1,000.00
Block, Dion	Classical Charter School	2024 Knowledge-a-thon	\$500.00
Braun, Aaron	Classical Charter School	2024 Knowledge-a-thon	\$400.00
Broeckert, Tim	Classical Charter School	2024 Knowledge-a-thon	\$1,000.00
Buchanan, Dr. Dave and Julie	West High School	Baseball team needs	\$3,000.00
Bucholz, Roy	Appleton Public Montessori (APM)	Albanesi Math curriculum cards	\$1,500.00
Campbell, Emily	Madison Middle	Band supplies	\$500.00
Canary Fund	East High School	Library Media supplies	\$1,700.00
Captain's Auto Sales	Classical Charter School	2024 Knowledge-a-thon	\$345.00
Costco	Franklin Elementary	School Supplies	\$1,500.00
DeLong Family Fund within the Community Foundation for Fox Valley Region	Columbus Elementary	Transportation costs for field trips	\$1,000.00
Des Marais, Anne	Classical Charter School	2024 Knowledge-a-thon	\$980.00
Des Marais, R.	Classical Charter School	2024 Knowledge-a-thon	\$1,000.00
Eggert Family	East High School	Tennis Alumni Tournament	\$1,000.00
Filen Roeckert, Ashley	Classical Charter School	2024 Knowledge-a-thon	\$356.00
Fox Cities Kiwanis Club	Family & Community Engagement Dept.	Support for students	\$400.00
Funk, Ryan	Classical Charter School	2024- Knowledge-a-thon	\$290.00
Gagnon, Cassandra	Classical Charter School	2024 Knowledge-a-thon	\$220.00
Gerard Machine LLC	Berry Elementary	Snacks and drinks	\$336.40
Green Bay Packers	Franklin Elementary	Hygeine products	\$400.00
Hahn, Aaron	Classical Charter School	2024 Knowledge-a-thon	\$480.00
Herb Kohl Educational Foundation Inc	Highlands/Odyssey	Accessible playground	\$6,000.00
Howe, Mandy	Therapy and Special Phy Ed	Danmar Hard Shell Helmet	\$296.00
Hyman, Kathy	Jefferson Elementary & Fox River Academy	Supplies for students	\$350.00
Jacobs, Jessica	Classical Charter School	2024 Knowledge-a-thon	\$258.00
Jeske, Roxanne	Classical Charter School	2024 Knowledge-a-thon	\$230.00
Kwik Trip	West High School	Family Needs	\$375.00
Leschke, Peter	Classical Charter School	2024 Knowledge-a-thon	\$300.00
LUSH Cosmetics	Family & Community Engagement Dept.	Hygiene supplies	\$600.00
Mink, Nina	Classical Charter School	2024 Knowledge-a-thon	\$500.00
Nolan, Jennifer	Classical Charter School	2024 Knowledge-a-thon	\$570.00

Northwestern Mutual Life	Family & Community Engagement Dept.	Food supplies	\$200.00
Pack, Krista	Classical Charter School	2024 Knowledge-a-thon	\$200.00
Perez, Julie	Classical Charter School	2024 Knowledge-a-thon	\$200.00
Perez, Noel Cabrera	Classical Charter School	2024 Knowledge-a-thon	\$505.00
Red Wing Shoes	East High School	8 Pairs of gently used shoes	\$1,200.00
Reese, Todd	Classical Charter School	2024 Knowledge-a-thon	\$1,000.00
Richards, Rachel	Wilson Middle	Bussing for Orchestra program	\$300.00
Robinson, Samantha	Classical Charter School	2024 Knowledge-a-thon	\$256.80
Running, Michael	Classical Charter School	2024 Knowledge-a-thon	\$400.00
Sanders, Amy	Classical Charter School	2024 Knowledge-a-thon	\$360.00
Sanderson, Derek	Highlands/Odyssey	Accessible playground	\$2,500.00
Scheels Sporting Goods	Ferber Elementary	Student Engagement activities	\$2,500.00
Schultz, Bethany	North High School	Musical Instruments for Orchestra program	\$825.00
Secura	Foster Elementary	Sensory and regulation tools and equipment	\$500.00
Sources of Strength	East High School	School Wide Speaker	\$2,700.00
Stai, Nancy	Classical Charter School	2024 Knowledge-a-thon	\$970.00
Trinity Lutheran Church	Columbus Elementary	Groceries and Aldi Gift Cards for 20 families	\$1,400.00
Valley Kids Foundation	Appleton Central High School	Basic Needs for students	\$2,500.00
Varghese, Cherian and Linda	Odyssey/Magellan Magnet School	Wish List	\$500.00
		Grand Total Donations/Gifts to the District	\$259,903.20

ITEM FOR CONSIDERATION

Topic: Professional Educator New Hire(s)

Background Information: The Professional Educator listed below is recommended for contractual position for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date:</u>
Jacob D. Foate	STEM	Huntley	100%	10/7/24

Instructional Impact: The candidate listed above is recommended by the administrator to whom they will report as the best candidate for the position.

Fiscal Impact: Salary will be commensurate with education and experience.

Administrative Recommendation: Approval

Contact Person(s): 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:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Jodi Boldt	Special Ed-CC	North	100% to 120%	9/9/24-1/17/25
Carrie Giauque	Tech. Ed.	West	100% to 120%	1/21/25-6/6/25
Cameron Gibson	Physical Ed.	Kaleidoscope	100% to 108%	9/11/24-6/6/25
Lisa Johnson	Special Ed-CC	North	100% to 120%	9/9/24-1/17/25
Craig Kellenberger	Music-Strings	West	110% to 120%	8/26/24-6/6/25
Tracy Kuehl	Special Ed-CC	North	100% to 120%	9/9/24-1/17/25
Courtney Mallinger	School Psych.	Einstein	60% to 80%	9/9/24 - 6/6/25
Ryan Marx	Science	East	100% to 120%	8/26/24-6/6/25
Kristie Moder	Science	FCLA	100% to 120%	8/26/24-6/6/25
Stephanie Mullen	Science	East	60% to 80%	8/26/24-6/6/25
Mollie Spencer	Special Ed-CC	North	100% to 120%	9/9/24-1/17/25
Brody Strachan	Music-Choir	Magellan	100% to 112%	9/17/24-6/6/25
Kelly Truettner	SEL Health	Einstein	100% to 108%	11/4/24-1/17/25
Anthony Verhage	Special Ed-CC	North	100% to 120%	9/9/24-1/17/25
Dustin Warkenthien	Science	East	100% to 120%	8/26/24 - 6/6/25
Jill Wild	Science	WCA	100% to 120%	8/26/24-1/17/25

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 OF INFORMATION

Topic: Practices (Culture) of Health Care (6975): Materials Adoption and Name Change

Background

Information: In February of 2022, the district received notification that a dual credit enrollment course, People Skills for Health Professional(#6970), was no longer offered at FVTC. In October 2022 the School Board approved the standards and curriculum for the course: Culture of Health Care. The course was offered for the 2023-24 school year, but did not run due to enrollment. The course is now scheduled to run at all three High Schools for the 2024-25 school year. Since adopting this course, FVTC has changed their course name to Contemporary Practices in Health Care to better represent the learning.

Fiscal

Note: No fiscal responsibility as the text is an Open Source text. The access will be online.

Instructional

Impact: AASD High School students will have the opportunity to build upon their knowledge of careers within the Health Science pathway by developing the communication skills within a health care setting, exploring relationships and teamwork within healthcare and identifying standards of professionalism within the healthcare field. This course provides another dual credit enrollment opportunity for AASD students. AASD plans to update the name of our course to Practices in Health Care.

Contact

Person(s): Kristin Comerford, 920-852-5320 ext. 60171, comerfordkrist@asd.k12.wi.us
Mark McQuade, 920-852-5320 ext. 60121, mcquademark@asd.k12.wi.us

BOE: September 23, 2024



Culture of Health Care: Key Word Key Time (KWKT)

<p>WHY were changes made to the Culture of Health Care Course?</p>	<p>Culture of Health Care was added as a course for the 2023-24 school year to meet the requirement of two courses within a Career pathway. This course also offers a dual enrollment opportunity to our students. The course did not run at our high schools during the 2023-24 school year. The course is running at all three of our high schools during the second semester of the 2024-25 school year.</p> <p>When the course was approved in 2022, we did not have a text to approve since we did not know what the text would be. The text being presented aligns with the course and FVTC.</p> <p>The name change being requested also aligns with the changes FVTC has made to the name of their course. We work to have close alignment between courses.</p>
<p>WHAT changes were made?</p>	<p>The change that will be in effect for the 2024-25 School year:</p> <ul style="list-style-type: none"> ● Course Name Change: Practices in Health Care ● Text approval: Professionalism in Health Care
<p>HOW will the changes support student success?</p>	<p>A strong Health Science Pathway will support student success and provide:</p> <ul style="list-style-type: none"> ● The text will support the learning and aligns to Dual Credit offering with FVTC. ● The name change simplifies and aligns closer with FVTC.

Health Plan Renewal 2025

Monday, September 23, 2024

AASD:

- Julie King, Chief Human Resources Officer
- Holly Burr, Executive Director of Finance

Benefits Consultants:

- Megan Zimmerman
- Deborah Perez



Marsh McLennan
Agency

Topics:

1. Self-Funding Goal Alignment
2. Background information on Plan
3. Budget Review
4. Plan Performance
5. Strategic Actions to improve performance
 - Optimize high-quality care employee care
 - Mitigate cost for staff and the District
6. Renewal Rates /Recommended Adjustments



Self-Funding / Goal Alignment



Goals:

- ❑ **Mitigate rising health care costs to maintain affordability**
- ❑ **Provide a quality healthcare plan that is affordable to employees**
- ❑ **Educate staff on consumerism and maximizing benefits**

Implementation of self-funding with a Unique Healthcare Plan (goal alignment):

- ❑ Only funding strategy that supports AASD to mitigate cost and pass savings to staff
- ❑ Through \$0 best care recommendations, free primary care and partners who work on behalf of AASD to provide affordable healthcare options
- ❑ Collaborative Care and Prairie States align to ensure the best possible outcomes, excellent care, and engagement in high performance (lower net cost) options for members

BACKGROUND INFORMATION: CURRENT PLAN



2024 Benefit Summary: Prairie States (Broad HPS Network)

Benefit Provisions	In-Network (Formally Tier 2)	Out-of-Network (Formally Tier 3 - \$150% of Medicare)
Preventive Care	\$0	\$100
Teladoc Visit	\$0	N/A
Physical/Occupational/Speech Therapy per visit	\$50	\$100
Chiropractic Visit	\$25	\$50
Behavioral Health Visit	\$25	\$50
Primary Care Physician Visit	\$50 PCA/Mosaic/Kaukauna \$100 elsewhere	\$200
Pediatric Primary Care Visit	\$50	\$100
Lab Test	\$50	\$100
Specialty Office Visit	\$150	\$300
Urgent Care Visit	\$200	\$200
Emergency Room Visit	\$500	\$500
Inpatient Facility per day	\$1,500	\$3,000
Outpatient Procedures	\$1,000	\$2,000
X-ray & other low-end imaging	\$100	\$200
Imaging (CT/MRI/PET, etc.)	\$500	\$1,000
DME/Prosthetics	\$100	\$200
Maximum Medical Out-of-Pocket	\$3,000/\$6,000	\$6,000/\$12,000
Pharmacy	Generic: \$5 Brand Preferred: \$30 Brand Non-Preferred: \$90 Brand w/ Generic Available: non-preferred copay+ difference in cost between generic and brand Specialty may be available at no cost to member through ScoutRx	
Maximum Pharmacy Out-of-Pocket	\$2,000/\$4,000	

No deductible (copays only)

Health Reimbursement Account (originally to offset high deductible)

No copay options

- *Two Direct Primary Care Clinics (Connecting Care Clinic and District Health)*
- *Teladoc, Urgent and ER*
- *Imaging*
- *Physical Therapy*
- *Surgical bundles*
- *Other Services through Collaborative Care (Healthcare Navigator)*
- *lower-cost meds: \$0 Orchestra tier; District Health; Smith Pharmacy*

In the second year of District Self-Funded Health Plan

- Designated High Performance Services (formerly tier 1) – May be available for some services with a waiver of copay through Collaborative Care (healthcare navigator)
- Employee Clinic Services (Connecting Care Clinic and Menasha partnership)- No co-pay

<p>DISTRICT HEALTH EMPLOYER CLINIC</p> <p>(920) 967-4141</p> <p>145 Calumet St. Appleton, WI 54915</p> <p>Monday 7 AM – 5 PM Tuesday 7 AM – 5 PM Wednesday 7 AM – 5 PM Thursday 7 AM – 5 PM Friday 7 AM – 3 PM</p>	<p>Connecting Care Clinic</p> <p>(920) 225-1467</p> <p>3925 N. Gateway Dr. Appleton, WI 54913</p> <p><i>ThedaCare Physicians</i> Appleton Gateway</p> <p>Monday 7 AM – 5:30 PM Tuesday 7 AM – 5:30 PM Wednesday 7 AM – 6 PM Thursday 7 AM – 6 PM Friday 7 AM – 4 PM</p>	<p>URGENT CARE PHYSICIANS</p> <p>(920) 733-5900</p> <p>3329 Express Ct. Appleton, WI 54915</p> <p>Monday – Friday 8 AM – 8 PM Saturday – Sunday 8 AM – 4 PM Holidays 8 AM – 2 PM</p>	<p>GREEN BAY ER & HOSPITAL</p> <p>(920) 610-1990</p> <p>2465 Monroe Rd. Bellevue, WI 54115</p> <p>Open 24 hours every day, even holidays!</p>
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Member Spend Under District-Funded Plan

	WEA/HT (2021 Plan Year)	2023 New Health Plan
Member Cost Share % Of Allowed Charges	10.5%	8.1%
Amount Per Member (APM)	\$559.00	\$460.06

- APM includes includes medical/pharmacy co-pays and/or deductibles (excluding premiums or HRA).
- The amounts compared reflect IBNR built into the 2023 plan year data to compare mature plan year data to the 2021 WEA/HT data.
- The 2021 costs for WEA/HT do not factor in medical inflation, add an additional 12-18% to the \$559.00 to compare to 2023 plan costs.
- 2 years later our employees are paying approximately \$100 less annually as the WEA/HT amount does not include annual healthcare inflation
- WI is the 4th most expensive state for healthcare



Budget Review

Fund Balance (General Fund 10)

Ending Balance for 2022-2023 (Audited)	\$62,538,776
Restricted/Assigned	<u>\$44,062,713</u>
Unassigned	\$18,476,063
Revenues - Expenses 2023-2024	-\$8,421,543
Ending Balance for 2023-2024 (Unaudited)	\$54,117,233
Restricted/Assigned	<u>\$38,852,043</u>
Unassigned	\$15,265,190



Budget Review

	<u>Budget</u>	<u>Actual Cost</u>	<u>Shortfall</u>
2022		\$29,543,984	N/A Fully Insured
2023	\$31,610,316	\$35,747,072	\$4.1 million
	<u>Budget</u>	<u>Projected actual Cost</u>	<u>Shortfall</u>
2024	\$35,246,593	\$38,928,016	\$3.7 million



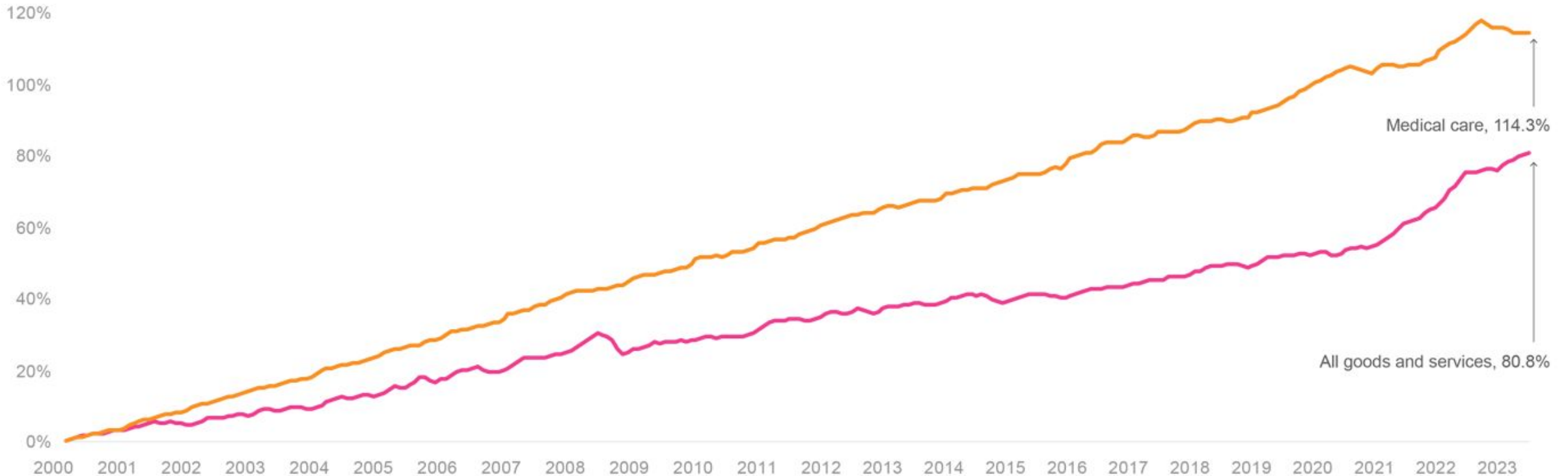
Compensation / Benefits

- Both Compensation and Benefits are paid through Fund 10 based on the same funding sources
 - Fund 10 – with increases to Fund 10 averaging 1.7% over the past 4 years while the CPI has averaged 4.5%
- Inflationary impacts to our health care costs over the same past four years have averaged 13.3%

The Problem: Healthcare Costs Continue to Rise

Impact of Decades of Medical Inflation Rising Higher than CPI

Cumulative percent change in Consumer Price Index for all urban consumers (CPI-U) for medical care and for all goods and services, January 2000 – June 2023



Note: Medical care includes medical services as well as commodities such as equipment and drugs.

Source: Peterson-KFF Health System Tracker, "How does medical inflation compare to inflation in the rest of the economy?" 2023, [Link](#)

Fast Facts: What We Know

The Healthcare Market

- There is a wide range of costs for same service
- No correlation between cost and quality in health care
- An estimated 21% of all medical care in US is potentially unnecessary
- Very little information offered to consumers

AASD Plan

- Self-Funding has worked better than fully insured for AASD
 - Despite increased costs, AASD's costs are 2.7% - 8.9% lower than they would have been under a fully insured plan.
- The health plan now includes two primary care clinics as no copay options
- Collaborative Care offers options at no cost to the employee
 - Best Care based on outcomes at a fair price to the plan
 - Bases recommendations on medical data

Prescription drugs

- Members access hundreds of no cost options through District Health, Smith Pharmacy, and ScoutRx
- Members are paying less for prescriptions and the plan is paying less

Why Are the No Cost Options Critical to Plan Performance?

From January through June 2024

- No Cost Options used 2,541 times representing \$3,827,897
 - 26.5% of medical spend
- Collaborative Care offers No Cost Options for (nearly) every procedure
- Members are Paying less by -18%
 - Spend decreased: \$2,906,800 (fully insured) to \$2,393,99 (self-funded) in 2024
- Options based on quality, best performing providers vs. lower quality providers that can lead to more costly, unnecessary care
- When members find quality care (outcomes and price) that is research based Collaborative Care and not word of mouth or advertisements, it matters! Choices in care impact premium renewals.



Self-Funding: Still The Best Path Forward

Comparison to 2023 Fully Insured Quotes Projected to 2025

2023

Actual Spend - \$34,346,234

Carrier	Annual Prem.	\$ Difference	% Difference
Network Health	\$35,831,165	\$1,484,932	4.3%
UHC	\$37,984,217	\$3,637,984	10.6%
Humana	\$40,645,081	\$6,298,848	18.3%
Anthem, WCA, WPS	DTQ	N/A	N/A

2024

Projected Spend - \$38,928,016

Carrier	Annual Prem.	\$ Difference	% Difference
Network Health	\$39,414,282	\$486,266	1.1%
UHC	\$41,782,639	\$2,854,623	6.6%
Humana	Left Market	N/A	N/A

2025

Projected Spend - \$42,952,454

Carrier	Annual Prem.	\$ Difference	% Difference
Network Health	\$43,355,710	\$403,255	0.9%
UHC	\$45,960,903	\$3,008,448	7.0%

In 2023, AASD received fully insured quotes:

- From: Network Health, UHC, and Humana
- Anthem / WPS declined to quote (DTQ) & WEA left the market.
- Quotes ranged from 4.3%-18.3% higher than AASD's actual 2023 health plan spend.

In 2024,

- Remaining carriers that provided 2023 quotes: Network Health and UHC.
- Humana left the market.
- Despite health plan costs projected to increase 13.3%, it is still a lower cost compared to what the fully insured premiums would have been in 2024 (assuming a 10% increase).

For 2025,

- Plan costs are expected to increase 10.3%.
- Due to the budget adjustment made in 2024, MMA is recommending a budget increase of 20.8% for 2025.
- Despite this, fully insured costs would still have expected to have been 0.9%-7.0% greater, based on typical fully insured trends.

From 2023-2025,

AASD will have saved an estimated \$2.37M over this 3-year span compared to the most financially-competitive fully insured quote.

Note: The annual premium for the projected fully insured quotes is assumed to increase 10% annually. Clinic costs are not included in the self-funded actual spend figures.
Marsh & McLennan Agency LLC

Year over Year Costs

Annual Health Plan Costs (January to December) * *Policy Year with runout*



Year	Carrier/TPA	Cost	Funding	Notes
2016	Network Health	\$20,803,518	Fully Insured	
2017	GHT	\$23,292,196	Fully Insured	
2018	GHT	\$25,787,859	Fully Insured	
2019	GHT	\$27,204,311	Fully Insured	
2020	GHT	\$28,836,570	Fully Insured	
2021	NeuGen	\$28,734,981	Fully Insured	Narrow Network HT Plan, Referral required
2022	NeuGen	\$29,543,984	Fully Insured	Narrow Network HT Plan, Referral required
2023	Prairie States	\$34,346,234	Self Insured	Fully insured quotes ranged from 4.3%-18.3%, higher than 2023 actual costs Broad network and \$0 copay healthcare options
2024	Prairie States	\$38,928,016	Self Insured	Broad network and \$0 copay healthcare options

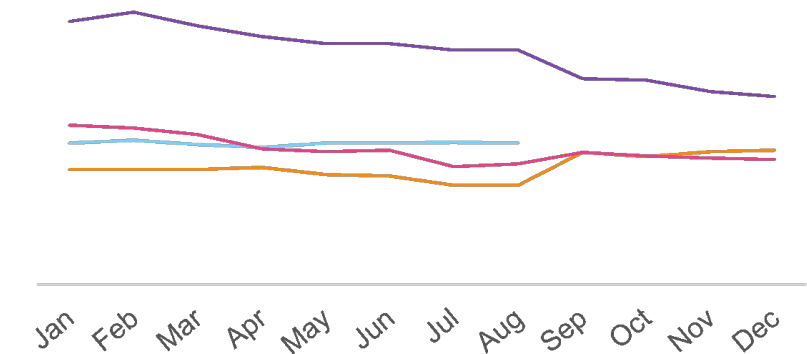
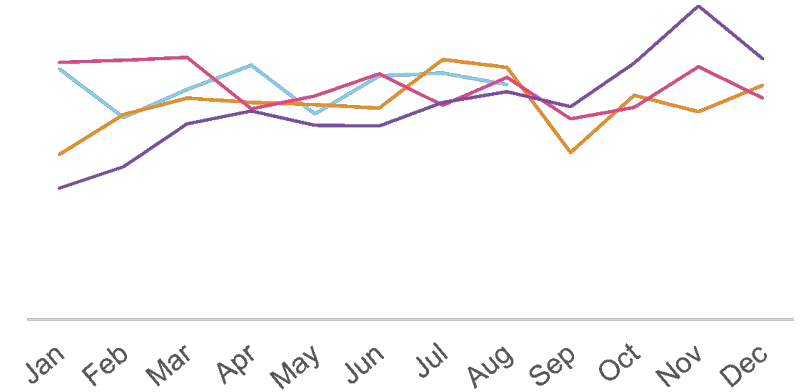
Year Over Year Analysis

Historical Cost and Membership Summary

	2021 YTD Jan - Aug	2022 YTD Jan - Aug	2023 YTD Jan - Aug	2024 YTD Jan - Aug
Total Claims	\$20,823,525	\$24,363,479	\$21,603,388	\$17,496,038
IBNR	\$0	\$0	\$0	\$5,148,669
Stop Loss Reimbursements	(\$1,583,655)	(\$1,255,853)	(\$773,870)	(\$85,915)
Net Claims	\$19,239,870	\$23,107,626	\$20,829,518	\$22,558,792
Average Contracts	1,732	1,651	1,630	1,653
Average Members	5,190	4,925	4,914	4,941
Net Claims Expense PEPM	\$1,388.66	\$1,749.65	\$1,597.36	\$1,706.03
Net Claims Trend		26.0%	(8.7%)	6.8%

+6.8%

Current Year-to-Date Net PEPM Claims Trend



2024 Calendar Year Claims Analysis

Medical Plan Cost Summary

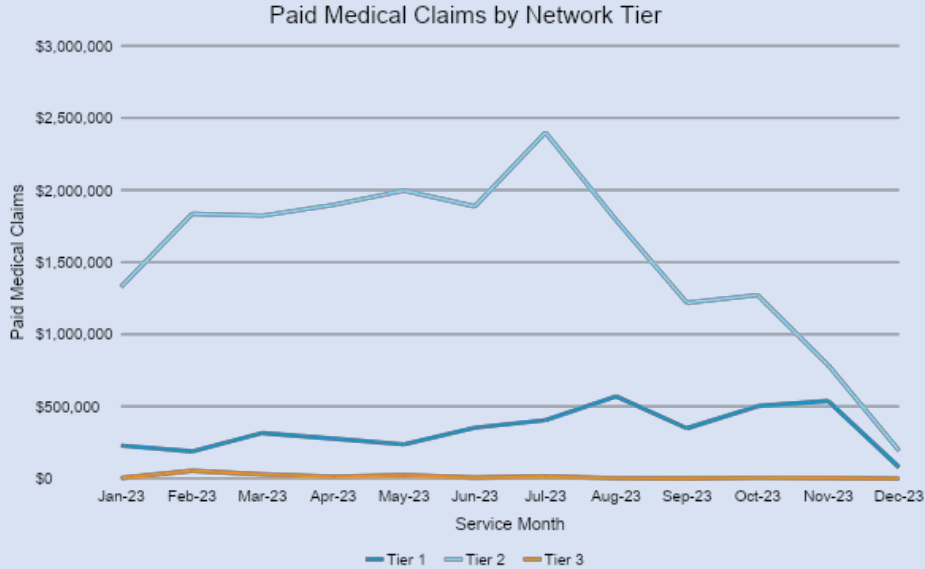
	2024 YTD Jan - Aug	2024 Projected Jan - Dec
Employer Funding	\$20,891,558	\$31,397,987
Employee Funding	\$2,560,887	\$3,848,605
Total Funding: MMA Expected - Aggressive	\$23,452,445	\$35,246,593
Total Funding PEPM	\$1,773.61	\$1,776.99
Incurred & Paid Medical and Rx Claims	\$17,496,038	\$29,067,218
Incurred But Not Reported (IBNR)	\$5,148,669	\$5,148,669
Laser Cost (2 members with Lasers)	\$0	\$0
Specific Stop Loss Reimbursement (\$300K Spec)	(\$85,915)	(\$85,915)
Net Claims Expense	\$22,558,792	\$34,129,972
Net Claims Expense PEPM	\$1,706.03	\$1,720.69
Administrative Fees	\$611,356	\$917,057
Broker Fees	\$56,667	\$85,000
Stop Loss Premiums	\$1,879,472	\$2,825,031
Rx Rebates	(\$224,791)	(\$337,195)
All Other Fees/Expenses	\$732,082	\$1,098,151
Total Fixed Costs	\$3,054,785	\$4,588,043
Total Fixed Costs PEPM	\$231.02	\$231.31
Carrier Expected Total Cost	\$22,723,184	\$34,149,091
MMA Expected Total Cost	\$23,703,429	\$36,807,868
Actual Total Cost	\$25,613,577	\$38,718,016
Surplus/(Deficit)	(\$2,161,132)	(\$3,471,423)

109.2%
Year-to-Date Total
Cost to Funding Ratio

(Net Claims + Fixed Cost)/Total Funding

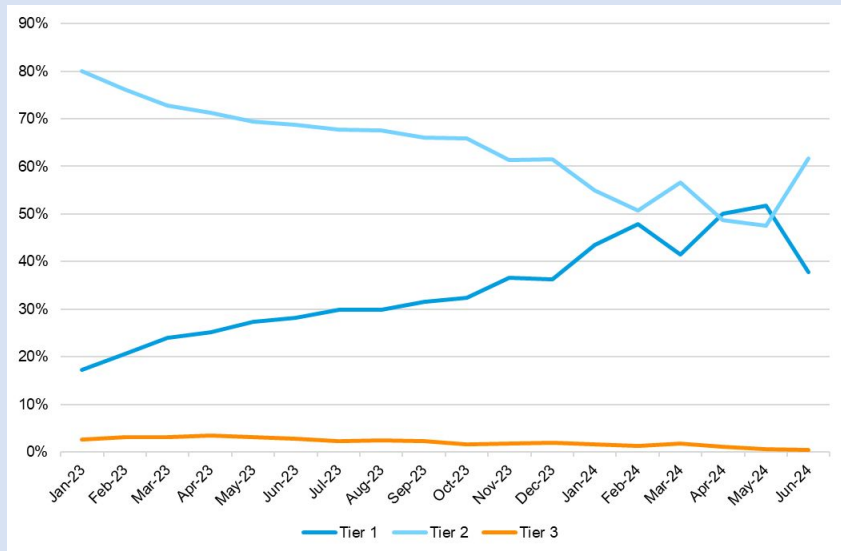


2023 Plan Year Medical Claims by Network



Good Start!

2024 Plan Year thru June Medical Claims by Network



High Performance Providers = \$0 Options In Network: HPS
Out-of-Network

2023 High Performance Provider Utilization

- 2,615 Members
- 1,976 'unique'
- \$4,032,100 claims covered by plan
- 17.8% of Total Medical

How do we improve upon strategies to best align with goals?

- Increase District Health Clinic utilization
- Coordinate Consistent Communication
- Consider HRA sunseting
- Enhance PHA / Wellness Program

2023 High Performance Provider Utilization

- In January 2023, AASD saw 17% of all claimants go through a High-Performance Provider.
- By December 2023, this rose to 36%, (more were using \$0 copay options).
- Looking back two months to account for claim lag, April 2024 saw the HPP claimant percentage increase to 50%
- June began seeing a decline in HPP.

Four Areas of Plan Performance Impacting Premiums:



1. **Surgeries**
2. **Imaging**
3. **Direct Primary Care / Labs**
4. **Prescriptions / Rx**

Surgeries (Outpatient Examples)

Missed opportunities

Examples	AASD Paid	\$0 Option	Potential Plan Savings	Percent Savings	Potential Member Savings
Hernia	\$17,604	\$7,810	\$9,794	-56%	\$1,000
Adenoid Procedure	\$13,315	\$4,258	\$9,057	-68%	\$1,000
ENT-Nasal Septum	\$16,803	\$5,785	\$11,018	-66%	\$1,000
Foot Procedure	\$19,768	\$8,521	\$11,247	-57%	\$1,000

2024 January - June (half a year):

- 101 Outpatient Surgeries
 - 23 Choose \$0 Copay Options
 - 78 Choose standard Copay options
- Missed Savings
 - AASD Plan / future premiums **~\$532,427**
 - Member in copays / future premiums: **~\$53,332**

Four Areas of Plan Performance Impacting Premiums:



1. Surgeries
2. **Imaging**
3. Direct Primary Care / Labs
4. Prescriptions / Rx

Imaging / Labs (CT Scans and MRI Examples)

Missed opportunities

Scan	Hospital Average Paid	Office Average Paid/\$0 Option	Potential Plan Savings	Percent Savings	Potential Member Savings
MRI	\$2,605	\$1,366	\$1,239	-48%	\$500
CT	\$1,707	\$1,248	\$459	-27%	\$500

The above are averages. Individual scans can range in cost from \$600 to over \$4,000!!

2024 January - June (half a year):

- 168 MRI/CT Scans
 - 64 Choose \$0 Copay Options
 - 104 Choose standard Copay options
- Missed Savings
 - AASD Plan / future premiums ~\$83,596
 - Member in copays / future premiums: ~\$30,192

Four Areas of Plan Performance Impacting Premiums:

1. Surgeries
2. Imaging
3. **Direct Primary Care / Labs**
4. Prescriptions / Rx

Direct Primary Care/Labs (Non-Preventive Examples)

Missed opportunities

Provider Clinic	Cost thru Plan	Cost thru Quest (DH)	% Differential
Strep A Assay	\$ 72.00	\$ 22.02	227%
UR Albumin Quantitative	\$ 29.82	\$ 7.20	314%
Assay of Urine Creatinine	\$ 24.67	\$ 8.42	193%
Anticoag Mgmt of Patient (INR)	\$ 49.45	\$ 6.31	684%
Outpatient Dept.	Cost thru Plan	Cost thru Quest (DH)	% Differential
Hepatic Function Panel	\$ 62.89	\$ 4.35	1346%
CBC w/ platelets & diff	\$ 33.10	\$ 4.09	709%
Metabolic Panel Total (CMP)	\$ 32.40	\$ 5.67	471%
Assay of Ferritin	\$ 50.49	\$ 10.62	375%

2024 January - June (half a year):

Primary Care Provider Visits: 5,435

- ❖ Connecting Care Clinic: 1,976
- ❖ District Health: 187
- ❖ Other Providers: 3,272 (60%)

❑ **PCP Visit Missed Savings:** *If all eligible PCP visits were done at employee clinics*

❑ AASD Plan / future premiums ~\$763,015*

❑ Member in copays / future premiums: ~\$200,197

❑ **Lab Missed Savings:** Lab 'Episodes' at 'retail' providers: 2,569. *If all eligible labs were done at employee clinics:*

❑ AASD Plan / future premiums ~\$367,653*

❑ Member in copays / future premiums: ~\$62,798

* *Less clinic expenses*

Four Areas of Plan Performance Impacting Premiums:

1. Surgeries
2. Imaging
3. Direct Primary Care / Labs
4. Prescriptions / Rx



Prescription / RX (CT Scans and MRI Examples) - *High Engagement*

For Members (Employees, Spouses, and Dependents)

- No Copy - FREE to Members lower-cost meds: \$0 Orchestra tier; District Health; Smith Pharmacy
- No Copy - FREE to Members High-Cost Brands/Specialty Meds
- 1070 Free Scripts in 2023!

- Fully-Insured Plan Spend: \$6,644,220 / Projected Plan Spend 2024: \$4,561,338 (-31%)

- Plan Paid PMPM: \$80.19 (34% below benchmark*) of \$122.10
- Member Paid PMPM: \$14.74 (12% below benchmark*) of \$16.81

*Cedar Gate/Deerwalk

MMA Critical Strategies

No Cost Options = Best Care / Lowers Costs for Members & AASD



IF members,

- Use District Health and Connecting Care Clinic, when possible/appropriate
- Engage and choose more No Cost options through Collaborative Care
- Take advantage of free medication programs
- Continue using employer clinics for labs
- Consider the Samaritan Fund, if they qualify

Here's How

We **CAN** reduce our health
care spend

Adjustment: Discontinue the Health Reimbursement Account (HRA)

WHY?

- ❖ Removes some financial considerations for members making healthcare decisions.
 - Higher HRA utilization in \$500 & less reimbursements in 2023 than in total of 2022.
 - Members not accessing \$0 options as much as possible.
- ❖ HRA Lowers member engagement in their health plan decisions, Impacts care path
- ❖ Inadvertently eliminates incentive to access established high-quality, low-cost care.
 - Ex: Members opts for HRA reimbursed Primary Care needs labs, x-rays post visit and opts for more expensive facility options vs. \$0 options.
- ❖ AASD Members have lower Out Of Pocket Costs in 2023 than 2021 under new plan
- ❖ Initially HRA was designed to offset a deductible – New plan has \$0 deductible



Without HRA reimbursement of copays, it incentivizes members (employees/spouses/dependents) to access:

- Free healthcare through Employer Clinics (District Health and Connecting Care Clinic), when possible/appropriate:
 - **Shift 30%: Save ~\$458K or Shift 50%: Save ~\$763K**
- Increase choice of No Cost options (Collaborative Care) - **30% increase: Save ~\$640K or 50% increase: Save ~\$1.1M**

HOW? Ensure communications contain the right messaging, are being received and understood.

Health Reimbursement Account (HRA)

▶ Health Reimbursement Account: An account that AASD contributes to for qualified MEDICAL copay expenses (\$500 single / \$1,000 family)

2022 Plan Year Compared to 2023 Plan

- 2022 Plan Year
- Amount Reimbursed \$1,829,355.92
- Average Reimbursement Amount \$951.08

- 2023 Plan Year With Run Out
- Amount Reimbursed \$1,170,847.11
- Average Reimbursement Amount \$783.18

Average Reimbursement Amount:	\$951.08
Number of Participants Receiving Reimbursements:	1382
Reimbursement Range	Participant Count
\$0	383
\$0.01 - \$500	436
\$500.01 - \$1,000	318
\$1,000.01 - \$2,500	604
\$2,500.01 - \$5,000	24
\$5,000.01 - \$10,000	0
\$10,000.01 - \$15,000	0
\$15,000.01 +	0

Average Reimbursement Amount:	\$783.18
Number of Participants Receiving Reimbursements:	1495
Reimbursement Range	Participant Count
\$0	371
\$0.01 - \$500	583
\$500.01 - \$1,000	557
\$1,000.01 - \$2,500	337
\$2,500.01 - \$5,000	18
\$5,000.01 - \$10,000	0
\$10,000.01 - \$15,000	0
\$15,000.01 +	0

Even though 2023 total HRA reimbursements lower than 2022. Reimbursements in \$0.01 to \$1,000 range are higher than 2022 even with health plan offering many \$0 care options in this range (Primary care, lab, imaging, urgent care).

The HRA is not aligned with plan strategy for members to opt for high-quality, low-cost healthcare options.

Adjustment: Require Clinic Visit for High-Risk Members as part of PHA

WHY?

- Prior PHAs and wellness initiatives have had little to no impact on improving population health
- Helping high-risk members connect with care
- District Health assists in guiding members to appropriate care/providers through Connecting Care navigation, ensuring high risk members are receiving high-quality care and support.
- Members will optimize use of the many District Health resources
- **Per the MMA PATH Book of Business: The amt. paid per member for chronic and high-cost claimants was \$950 less for members with a PCP visit than for those without: Potential savings ~\$545K**



HOW? By incorporating the visit as a requirement for the premium incentive, a higher percentage of the staff needing care will be connected to care. It will also promote the use of District Health

Adjustment: Encourage Accessing Samaritan Fund Plan (for qualifying employees)



WHY? Members who join the SFP enjoy no-cost healthcare: premiums and out-of-pocket costs are covered by SFP sponsors. Members qualify if their healthcare needs are significant as determined by the Samaritan Fund.

HOW? Ensure communications contain the right messaging, are being received and understood

Summary Plan Design Adjustments to Mitigate Increase

2025 Medical Projections based on Current Plan Design	\$7,345,012	20.8%
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Plan Change Options and Projected Increase Adjustments	Minimal Decrement	Amount	Maximum Decrement	Amount	Recc.	Amount	
Increase medical OOP from \$3k single/\$6K family to \$3.5k/\$7k; or \$4k/\$8k	-.41%	-\$175,183	-.74%	-\$316,183	0	\$0	
Increase MRI, PET, CT from \$500 to \$750; or \$1000	-.16%	-\$68,364	-.26%	-\$111,091	0	\$0	
Increase DME, Orthotics, Prosethetics from \$100 to \$200	-.05%	-\$21,364	-.05%	-\$21,364	0	\$0	
Increase ER from \$500 to \$750	-.28%	-\$119,637	-.28%	-\$119,637	-.28%	-\$119,637	
Increase Outpatient Surgery from \$1000 to \$1500	-.13%	-\$55,546	-.13%	-\$55,546	0	\$0	
Increase PCA, Mosaic, Kaukauna Clinic from \$50 to \$100; or	-.39%	-\$166,637	-.39%	-\$166,637	-.39%	-\$166,637	
If you increase PCP visits from \$100 to \$150, raise these 3 to \$150, too	-.77%	-\$329,001	-.77%	-\$329,001	0	\$0	
Increase Specialist Visits from \$150 to \$200	-.67%	-\$286,274	-.67%	-\$286,274	0	\$0	
Increase Urgent Care from \$200 to \$250	-.06%	-\$25,636	-.06%	-\$25,636	0	\$0	
Increase Rx Copays as follows (T-1 from \$5 to \$10; T-2 from \$30 to \$40; T-3 from \$90-\$100)	-.35%	-\$149,546	-.35%	-\$149,546	-.35%	-\$149,546	
Discontinue HRA	Increase utilization of no copay options through Collaborative Care (30% or 50%)	-1.50%	-\$640,479	-2.50%	-\$1,067,466	-1.00%	-\$428,000
	Increase Primary Care Visits to Employer Clinic (30% to 50%)	-1.07%	-\$457,808	-1.79%	-\$763,014	-0.87%	-\$370,000
	Shift lab utilization to District Health (30% or 50%)	-0.52%	-\$220,592	0.86%	\$367,653	-0.33%	-\$140,000
	Increase Samaritan Fund Participation (by 2 to 5 Participants)	-0.68%	-\$290,000	-3.05%	-\$1,305,000	-0.94%	-\$400,000
	Requiring Staff with High-Risk Health (PHA) to visit District Health	-0.62%	-\$263,584	-2.34%	-\$1,000,000	-1.48%	-\$631,792
Estimated Decrease in 2025 Plan Costs from Projected Increase		-\$3,269,651		-\$5,348,743		-\$2,405,612	

Estimated 2025 Budget Increase With Changes (\$)	\$4,075,361	\$1,996,269	\$4,939,400
Estimated 2025 Budget Increase With Changes (%)	11.5%	5.6%	14.0%
2025 No HRA - payout rollover amounts (onetime cost)			\$1,000,000

***Model and amounts are based on shift in utilization

Discussion

The Adjustments Identified are estimated to mitigate the increase this year and in the future.







Strategic Actions

Mitigate/Reduce Costs & Deliver Value

- **Increase employee engagement in high performance, lower cost options:**
 - Collaborative Care communication tools to members
 - Education (HR Updates, Benefits Team, Wellness/Site Liaisons, Video clips, Wellness Events)
 - Discontinue the HRA/Auto-reimbursement also encourages members to seek \$0 options (cost effective, value options for members & district)
- **Employee Clinics (District Health Clinic / Connecting Care Clinic)**
 - Increase utilization of no copay (cost to the employee) primary care
 - Connecting Care includes PT and Wellness Coach Services
 - District Health - Convenient location with many prescribed meds available onsite (no cost) and has a close connection with Collaborative Care to seamlessly connect employees to high performance care providers and coordinate care providing no cost options.
 - *Connecting Care Clinic Utilization has been lower than other employee clinics, continuing to assess.*
- **Personal Health Assessments (PHA) / Wellness**
 - Integrate PHA's with other health services such as the employer clinics to be District Health Clinics Goal of integration with PCP clinic to align with wellness.
- **Monthly progress monitoring with partners**
 - Enhance employee-centered care including, streamlining communication, connection with direct contacts, and explore different modes to share information with employees.



Service	Details	Cost
 Clinics	District Health Employer Clinic (920.967.4141) and Connecting Care Clinic (920.225.1467) are in the best position to provide a comprehensive plan and coordination of care for your health needs. Call to schedule an appointment. They also offer same-day appointments for acute needs. Their services are free. Other primary care physicians provide the same type of care, but their services are subject to copays.	\$0 \$0 Cost Option
 Teladoc	Teladoc is a convenient and affordable option for quality care when you need care now, if you're considering the ER or urgent care for non-emergency issues, or if you're away from home. Call 1-800-Teladoc for on-demand access, day or night, to board-certified doctors.	\$0 \$0 Cost Option
 Urgent Care	If you are unable to use an employer-sponsored clinic or see another doctor, or you are traveling, Urgent Care is a great alternative to fill this patient need. Urgent Care assists patients with many conditions that are taken care of by primary care physicians. They are also generally less expensive than an ER.	\$0 Urgent Care Physicians \$200 Copay - all other Urgent Care
 Emergency Care	Emergency Rooms are prepared to care for patients suffering true emergencies like heart attacks, serious accidents, strokes, and other life-threatening conditions. Any accident or illness that may lead to loss of life or limb, serious medical complication, or permanent disability should be evaluated at an ER.	\$0 Green Bay ER & Hospital \$500 Copay - all other Emergency Care

Questions



Next Steps

Given time needed for open enrollment, this topic will come forward as an time for consideration:

Tentatively: October 14th Item for Consideration - 2025 Health Plan

Success for
Every Student,
Every Day



**Appleton Area School District
Operational Expectations Monitoring Report
OE-4 Personnel Administration**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy OE-4, Personnel Administration, the Superintendent certifies that the following information is accurate and complete, and that the District is:

Compliant

Compliant with the exceptions noted:

Non-Compliant

Compliant Indicators	Noncompliant Indicators
18	2
Total Indicators: 20	

Executive Summary/Analysis:

Evidence collected indicates the District adheres to established hiring practices to ensure high-quality staff, protocols to ensure the safety of students, and processes that are compliant with employment law, district policy and expectations. The Human Resources Department continues to strive to support the retention and recruitment of qualified talent in a changing labor market through the implementation of HR systems and processes, providing excellent service, implementation of efficient technology, and continued innovation.

The 20 OE indicators under Personnel Administration are compliant with the exception of two (2), (OE 4.10.1) personnel are evaluated on cycle and (OE 4.11.1) appropriately licensed professional educators and administrators.

Commitment to Improve: The two targeted areas for improvement due to indicators not "in compliance" are as follows:

- OE Indicator 4.10.1: 100% of personnel are evaluated on cycle in accordance with AASD evaluation documents.***

This year although 99.6% of summary year evaluations were completed, seven maintenance staff members on summary year were not completed. This was identified as a unique challenge given the transition of leadership and numerous referendum projects. New personnel in this department have been trained in evaluation processes. The seven individuals will be evaluated during the 2024-2025 school year.

2. OE Indicator 4.11.1: All professional educators and administrators will be appropriately licensed by the Wisconsin Department of Public Instruction (DPI) as evidenced by HR records.

The Human Resources Department has steps in place for compliance of this indicator. The non-compliance issue this year has been analyzed and the following actions are in place for the 2023-2024 school year:

- As DPI license updates are sent to the employee and not the employer, an additional follow-up with educators who have pending license applications and their supervisor has been added.
- Human Resources will provide additional training for administrators on the requirements for identified unique licenses and specifically for new Administrators involved in the reconfiguration process.

Notes or exceptions, if any:

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy OE-4, Personnel Administration, the Board finds that the District is:

_____ **Compliant**

_____ **Compliant with the exceptions noted:**

_____ **Non-Compliant**

Summary Statements of the Board, if any:

Signed: _____ Date: _____
Board President

Document submitted: _____ Re-submitted: _____

OE – 4 Personnel Administration

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 **Results** policies.

SUPERINTENDENT Interpretation:

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.

- **Recruitment** 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.
- **Employment** shall mean work defined by the District for anyone who receives monetary compensation for services rendered excluding contracted services.
- **Development** 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.
- **Evaluation** 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.
- **Compensation** shall mean salary or wages and benefits.
- **District employee** means anyone who receives compensation in exchange for services.
- **Results policies** shall mean outcomes as defined in R-01.

OE – 4.1 The Superintendent will assure that no person is employed by the district without first clearing thorough background inquiries and checks.

SUPERINTENDENT Interpretation:

- **Background checks** (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.
- **Inquiries** for employees shall mean reference checks and verification of employment eligibility prior to hiring.

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <p>4.1.1- 100% of new employees hired have successfully cleared all applicable background checks and inquiries prior to their start date as documented by HR records.</p>	<p style="text-align: center;">In Compliance</p>	<p style="text-align: center;">Not in Compliance</p>
<p>SUPERINTENDENT Evidence of Compliance:</p> <p>4.1.1 - The Human Resources Department and Summer School processed 591 background checks between August 28, 2023 and August 26, 2024. This includes 261 employee background checks for administrators, educators, and support staff and 330 background checks for substitutes, hourly, summer school, and co-curricular. Each newly hired employee had a satisfactory background check before starting work.</p>	<p style="text-align: center;">X</p>	
<p>OE – 4.2 The Superintendent will assure that no volunteer has unsupervised contact with students without first clearing reasonable background checks.</p>		
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Volunteer shall mean an individual who provides a service without expectation of payment. ● Reasonable background checks (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). ● Contact shall mean any opportunity for which a volunteer has to be with students. ● Unsupervised contact shall mean contact with a student without Appleton Area School District staff present to supervise or monitor activities. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <p>4.2.1- Satisfactory background checks are completed for all volunteers who have unsupervised contact with AASD students as documented by School Services records.</p>	<p style="text-align: center;">In Compliance</p>	<p style="text-align: center;">Not in Compliance</p>
	<p style="text-align: center;">X</p>	

SUPERINTENDENT Evidence of Compliance:

4.2.1 - During the period of August 28, 2023 - August 26, 2024, the internal control processes verified that no person filling a volunteer position was permitted to have unsupervised contact with AASD students as documented by School Services and Volunteer Services without having successfully cleared all background checks listed in this interpretation. The School and Volunteer Services processed 512 volunteer background checks during this period in which 20 “did not meet guidelines” for unsupervised contact with AASD students as a volunteer.

OE – 4.3 The Superintendent will select only highly qualified and the best-suited candidates for all positions.

SUPERINTENDENT Interpretation:

- **Highly qualified** 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.
- **Best-suited** 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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.3.1- 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.

In Compliance	Not in Compliance
X	

SUPERINTENDENT Evidence of Compliance:

4.3.1- The internal process for hiring includes performance the data inputs as follows:

- Credentials: Application and resume (all candidates), cover letter and three (3) letters of recommendation (only applicable groups), Transcripts (educators, administrators, and ESSA paraprofessionals)
- Candidate Screening process
- Licensure verification (if applicable)
- Interview
- Reference checks

All applicants must apply through Frontline, an online, paperless recruitment and application system, which includes completing the application, written responses, and attesting to the accuracy of information within application materials. Administrators are trained on the AASD

Administrative Hiring Protocols that outline the requirements of all components of the hiring process. The Frontline system has a built-in workflow process including checks to ensure consideration of inputs and fidelity of the hiring process.

OE – 4.4 The Superintendent will actively recruit employees who reflect the diversity of the student population.

SUPERINTENDENT Interpretation:

- **Actively recruit** shall mean advertising positions and outreach designed to attract diverse candidates.
- **Diversity of student populations** 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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 4.4.1-** HR records show evidence of advertisements and outreach to diverse candidates.
- 4.4.2-** The number of diverse candidates will increase to better reflect the AASD school community as evidenced by HR records.

In Compliance	Not in Compliance
X	
X	

SUPERINTENDENT Evidence of Compliance:

4.4.1- Applicants self-identify their demographic information by completing an Equal Employment Opportunity (EEO) form through Frontline. This information is gathered by the District for the purpose of diversifying the AASD workforce. As the process is voluntary, it is challenging to accurately determine the demographics of candidates applying to the District to determine whether our number of diverse candidates are increasing to better reflect the AASD school community. There have been extensive efforts in advertisements and outreach to diverse candidates: Human Resources actively advertises and reaches out to applicant pools beyond Appleton using the Frontline Proactive Recruiting system. This effort is reflected in the 32,031 job postings sent to candidates across the nation and internationally. Additionally, targeted Proactive Recruiting campaigns were conducted for specific positions, focusing on more diverse areas within the state, including Milwaukee and Madison.

- Human Resources continues to sponsor an annual Launch event encouraging all AASD students to pursue the educational field as a career choice. HR collaborates with the high schools, including outreach to DEI and cultural advisors, and hosts a diverse panel of staff to represent all students to further encourage students to choose Education. Participation from students of color and diverse cultural backgrounds continues to increase.
- The Employee Referral Program encourages all employees to refer friends and family to positions within the District, increasing the district's reach to more socioeconomic and cultural backgrounds.

- The HR Talent Acquisition and Retention Specialist conducts outreach to community ethnic and cultural centers and associations with job fairs and posting information.
- Human Resources and AASD Leadership continue to collaborate with the U.S. Venture, LEAVEN, Outagamie County (CAP Program), the New North Equity, Diversity, and Inclusion (EDI) K-12 Task Force, and the AASD Diversity, Equity and Inclusion Department in an effort to support and source diverse candidates.
- Several introductory meetings with HR administrators were held with potential candidates of color referred by other employees or community organizations, which resulted in hiring candidates of color.
- The HR Talent Acquisition and Retention Specialist has contacted community ethnic and cultural centers and associations with job fairs and posting information.

4.4.2- Human Resources uses Frontline for the efficient collection and reporting of EEO demographic information. Candidates self-select enter their demographic information in Frontline during the application process. Overall the total number of candidates of color increased from 10.5% (202 applicants) in 2023 to 10.6% (239 applicants) in 2024. Below are the comparison of number of applicants in respective demographic groups from 2023 and 2024 years:

- Asian or Pacific Islander - 71 applicants (2023) to 81 applicants (2024)
- Black/African American - 28 applicants (2023) to 32 applicants (2024)
- Latino - 70 applicants (2023) to 91 applicants (2024)

OE – 4.5 The Superintendent will administer clear personnel rules and procedures for employees.

SUPERINTENDENT Interpretation:

- **Administer** shall mean to supervise or oversee that personnel rules and procedures are followed.
- **Clear** shall mean personnel rules and procedures are communicated, easily understood, and accessible to employees.
- **Rules and procedures** shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.5.1- 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.

In Compliance	Not in Compliance
X	

SUPERINTENDENT Evidence of Compliance:

4.5.1- For the 2023-2024 school year 2255/2270 staff- 99.7% (including substitutes, coaches, PT/FT staff, etc.) indicated they completed the "2023-24 Annual Staff Policy and Handbook Review."

All district employees are registered in the Frontline system for the Annual Staff Policy and Handbook Review and acknowledge their understanding and review of the information electronically. The training includes personnel rules and procedures documented in the Employee

Handbook as well as policies the District is legally required to provide to staff on an annual basis. In addition,

- The Employee Handbook is accessible to employees via the employee website.
- New staff are provided an overview of the Employee Handbook as part of their employment offer and highlights are reviewed during new staff orientation.

OE – 4.6 The Superintendent will effectively handle formal complaints and concerns.

SUPERINTENDENT Interpretation:

- **Effectively handle** shall mean investigate promptly, accurately with consideration and professionalism, with appropriate corrective action taken when warranted.
- **Formal complaints and concerns** 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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 4.6.1-** 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.
- 4.6.2-** 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.
- 4.6.3-** If the District is directed to take corrective action by the Equal Employment Opportunity Commission (EEOC); completion of the requirement(s) will be documented by the Human Resources Office.

In Compliance

Not in Compliance

X

X

X

SUPERINTENDENT Evidence of Compliance:

- 4.6.1-** There were three written employee complaints submitted to the Human Resources Department for the 2023-2024 school year. All complaints were resolved or handled in accordance with District Policy and associated Employee Handbook policies as documented in HR records.
- 4.6.2-** The District did not receive any rulings from administrative or judicial entities regarding case findings in violation of the Equal Employment Opportunity Commission (EEOC).
- 4.6.3-** As a result, there were no corrective actions directed by the EEOC to implement.

OE – 4.7 The Superintendent will maintain adequate job descriptions for all staff positions.

SUPERINTENDENT Interpretation:

- **Maintain** shall mean to keep current, accurate, and available.
- **Adequate** shall mean job descriptions reflect the essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.7.1- All job descriptions are accessible internally via the intranet and externally attached to job postings as documented through HR records.

**In
Compliance**

**Not in
Compliance**

X

SUPERINTENDENT Evidence of Compliance:

- Since 2021 approved job descriptions have been published on the intranet accessible to staff. Job Descriptions for administrators and educators are approved annually by the Board of Education and support staff job descriptions are reviewed on a cycle. In addition, vacancies posted on the District applicant website (Frontline) included a link to the AASD job description.

OE – 4.8 The Superintendent will protect confidential information.

SUPERINTENDENT Interpretation:

- **Protect** 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).
- **Confidential** shall mean protected District or personal information related to staff not typically expected to be shared for any reason.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.8.1- All documented reports of breach of confidentiality by any District staff member have been investigated and appropriate action taken as documented through HR records.

**In
Compliance**

**Not in
Compliance**

X

SUPERINTENDENT Evidence of Compliance:

- There were no employee complaints of a breach of confidentiality by a District staff member.

OE – 4.9 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.

SUPERINTENDENT Interpretation:

- **Compensation** shall mean wages in the form of salary for exempt staff and hourly wages for non-exempt staff.
- **Benefit plans** shall mean health and other insurance, employee leave, wellness and similar programs to support employees in their personal lives.
- **High quality** shall mean those who are evaluated as effective or higher based on the District’s evaluation criteria.
- **Within available resources** shall mean fiscally viable within the budget.
- **In a manner consistent with the applicable marketplace means** wages are reflective of those received for similar work in other school districts and businesses (where applicable).

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 4.9.1-** The District is competitive in the benefit package offered when compared to surrounding districts as evidenced by HR Benefits Study documents.
- 4.9.2-** The District maintains competitive compensation when compared to surrounding districts as evidenced by HR Compensation Study documents.

In Compliance	Not in Compliance
X	
X	

SUPERINTENDENT Evidence of Compliance:

- 4.9.1-** The District annually reviews the benefits package offered to employees to ensure it is competitive when compared to surrounding districts as evidenced by HR Benefits Study documents. Select members of the AASD District Leadership collaborate with benefits experts and our benefits consultants annually on benefits strategic planning that includes examining market trends with a focus on public sector employers. In addition, we meet monthly to monitor key indicators to gauge our plan performance and the progress of implementing strategies. In addition, the Human Resources Department gathers regional information to ensure competitiveness in the District’s benefit package.
- 4.9.2-** The District is competitive and within salary ranges when compared to the market for positions in the local area and comparative size school districts for specific positions. Annually, compensation is reviewed and as part of the process, Human Resources researches

comparable school district compensation and provides information to the Board of Education. Every effort is made to maintain competitive compensation within the budget.

OE – 4.10 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.

SUPERINTENDENT Interpretation:

- **Consistent with Superintendent Evaluation** shall mean that all employees are evaluated as aligned with the Results policies and in adherence to Operational Expectations.
- **Evaluating** shall mean assessing employee performance through observations, goal setting, and progress monitoring.
- **Compliance** shall mean district employees are assessed using appropriate evaluation instruments that include a focus on applicable Operational Expectations and Results.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.10.1- 100% of personnel are evaluated on cycle in accordance with AASD evaluation documents.

**In
Compliance**

**Not in
Compliance**

X

SUPERINTENDENT Evidence of Compliance:

4.10.1- As evident in the MLP records for online evaluations and paper evaluation tracking, 99.6% (7 staff) of personnel were evaluated in accordance with evaluation documents. The seven individuals with incomplete evaluations were maintenance staff due to change in leadership.

OE – 4.11 The Superintendent will assure that all staff members are qualified and trained to perform the responsibilities assigned to them.

SUPERINTENDENT Interpretation:

- **Qualified** shall mean that district employees will meet district-determined criteria and that employees maintain the license, certification, or skills required by the position.
- **Trained** 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.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

**In
Compliance**

**Not in
Compliance**

<p>4.11.1- All professional educators and administrators will be appropriately licensed by the Wisconsin Department of Public Instruction (DPI) as evidenced by HR records.</p>		<p>X</p>
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SUPERINTENDENT Evidence of Compliance:

4.11.1 - All professional educators and administrators are appropriately licensed by the Wisconsin Department of Public Instruction (DPI) as evidenced by HR records through the internal hiring process and the annual WISESTAFF auditing process. Personnel files include documentation of valid DPI licenses for these employee groups, with the exception of one educator. The unlicensed educator was qualified with the appropriate education and had applied for licensure, but did not complete the licensure requirements within DPI’s timeline. The educator is DPI licensed For 2024-2025 for his assignment.

OE – 4.12 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.

SUPERINTENDENT Interpretation:

- **Maintain** shall mean faithfully encourage and foster.
- **Organizational culture** shall mean the system of shared beliefs, values, and norms that influence employee behavior in the District.
- **Responsibly perform their jobs** shall mean fulfill their obligations and responsibilities outlined in the job description and meet the expectations of their supervising administrator.
- **Professional support and courtesy** shall mean a respectful workplace free of hostility and void of harassment and discrimination.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 4.12.1-** 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.
- 4.12.2-** 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.

In Compliance	Not in Compliance
<p>X</p>	
<p>X</p>	

SUPERINTENDENT Evidence of Compliance:

The District Employee Engagement Survey was administered to all employees in April of 2024.

4.12.1- Approximately 668 (34%) of employees responded to this question, with 562 (84%) respondents agreeing or strongly agreeing with the statement, "My Building Administration or Department Supervisor provides me with good processes and resources to do my job."

4.12.2- Approximately 668 (34%) of employees responded to this question, with 530 (79%) respondents agreeing or strongly agreeing with the statement, "My Building Administration or Department Supervisor provides the support needed to accomplish my work objectives."

OE – 4.13 The Superintendent will reasonably include personnel in decisions that affect them.

SUPERINTENDENT Interpretation:

- **Reasonably** shall mean when feasibly possible either by survey, focus groups, workgroups, or through employee relations.
- **Decisions that affect them** shall mean decisions that could impact people directly or indirectly.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

4.13.1- 70% of employees respond that they feel they have been included in decisions that affect them on the Employee Engagement Survey.

In Compliance	Not in Compliance
X	

SUPERINTENDENT Evidence of Compliance:

4.13.1- The Employee Engagement Survey was administered to all employees in April of 2024. Approximately 668 (34%) of employees responded to this question, with 486 (**73%**) respondents agreeing or strongly agreeing with the statement, "My Building Administration or Department Supervisor provides opportunities for feedback on decisions that affect my job."

Previous years data: 58% (2019) / no data (2020) / 56% (2021) / 57% (2022) / 70% (2023).

OE – 4.14 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.

SUPERINTENDENT Interpretation:

- **Reduction in force** shall mean eliminating a position(s) without replacing the position resulting in a reduction of total Full Time Equivalencies (FTEs)
- **Procedures** shall mean practices.
- **Attrition** shall mean to not replace a vacancy that occurs from a resignation or retirement or dismissal of an employee.
- **Essential Programs** shall mean courses, programs or services required through board/district/school policies, state statute, or federal law.
- **Negatively impacted** shall mean eliminated or a reduction of services.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

**In
Compliance**

**Not in
Compliance**

4.14.1- There are written procedures that provide for attrition as the first line of staff reduction as documented in HR records.

X

SUPERINTENDENT Evidence of Compliance:

4.14.1 - The Employee Handbook (p. 30) includes a written process, which states the following: *"In the implementation of staff reductions under this section, normal attrition resulting from employees retiring or resigning and requests for voluntary layoff will be considered."*

OE – 4.15 The Superintendent may not retaliate against any employee for initiating a legitimate complaint based upon an alleged violation of Board governing policy.

SUPERINTENDENT Interpretation:

- **Initiating** shall mean bringing a written complaint.
- **Retaliate** shall mean to act in revenge.
- **Legitimate complaint** shall mean a written statement of all claims that is neither fictitious nor false.
- **Alleged violations** shall mean a claim of an infringement of policy or law that has not been confirmed or proven.
- **Board governing policy** shall mean written Board/District/School policies

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

**In
Compliance**

**Not in
Compliance**

4.15.1- 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.

X

SUPERINTENDENT Evidence of Compliance:

4.15.1- No formal written employee complaints were reported involving retaliation towards the reporting employee.