

Monday, January 27, 2025
Board of Education Meeting

APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
Scullen Leadership Center-Community Room
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 : Jan 27, 2025 - Board of Education Meeting
Category : 1. Meeting Opening
Type : Procedural

Public Content

Subject : B. Pledge of Allegiance
Meeting : Jan 27, 2025 - 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 : Jan 27, 2025 - Board of Education Meeting
Category : 2. Approval of Agenda (GC-2: Governing Commitments)
Type : Procedural
Subject : B. Approval of Agenda
Meeting : Jan 27, 2025 - 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

Report

Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 3. Special Presentation
Type : Discussion, Information, Presentation

Public Content

Student School Board Representative, Anthony Lindenstruth, will provide updates from East High School.

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

Subject : A. Public Input
Meeting : Jan 27, 2025 - 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 or provide written comments in accordance with the procedures posted on the District's website and state law. The Wisconsin Open Meetings Law requires that Board of Education members do not discuss topics or respond to questions that are not listed on the agenda. The practice of the Board is to not respond to public comments during the meeting; however, when appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have. Speakers will be bound by the guidelines and responsibilities outlined on the District's [website](#) and established in policy. The Board reserves the right to terminate remarks of any individual who does not adhere to established rules, whose comments are unduly repetitive of previous comments, who makes comments that are obscene, threatening, harassing, or defamatory, or whose conduct is otherwise disorderly. Comments that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students are not permissible.

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

Policy References:

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

[Board Policy 188 - Virtual Board Meetings in Emergency Situations](#)

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. 2025 Wisconsin State Education Convention Recap

Meeting : Jan 27, 2025 - 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

Public Content

Board members and Leadership staff who attended the 2025 Wisconsin State Education Convention will share their key takeaways and insights from the event.

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): None
Meeting : Jan 27, 2025 - 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 : B. School/Student Services Update(s): Spanish 4 (2610) World Language Materials Review
Meeting : Jan 27, 2025 - 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

Assistant Superintendent, Mark McQuade, will report on the School/Student Services item for consideration.

File Attachments

[IFC - Spanish 4 \(2610\) Materials Purchase.pdf \(102 KB\)](#)
[KWKT- Spanish 4 \(2610\).pdf \(130 KB\)](#)
[Public Input Received - Spanish 4 \(2610\) \(1_10_24\).pdf \(73 KB\)](#)

Subject : C. Personnel Services Update(s): Professional Educator New Hire(s), Contract(s), and Resignation(s); Administrative Resignation(s), Hire(s) and Contract(s)

Meeting : Jan 27, 2025 - 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 1-27-25.pdf \(154 KB\)](#)
[IFC Professional Educator Contract Changes 1-27-25.pdf \(137 KB\)](#)
[IFC Professional Educator Resignation 1-27-25.pdf \(102 KB\)](#)
[IFC-Administrative Resignation\(s\) 1.27.25.pdf \(99 KB\)](#)
[IFC-Administrative Hire\(s\) 1.27.25.pdf \(101 KB\)](#)
[IFC - Administrative Contracts 2025-2026.pdf \(102 KB\)](#)
[Administrator Contracts \(2025-2026\).pdf \(67 KB\)](#)

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 January 13, 2025
Meeting : Jan 27, 2025 - 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. Spanish 4 (2610) World Language Materials Review

Meeting : Jan 27, 2025 - 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 - Spanish 4 \(2610\) Materials Purchase.pdf \(102 KB\)](#)
[KWKT- Spanish 4 \(2610\).pdf \(130 KB\)](#)
[Public Input Received - Spanish 4 \(2610\) \(1 10 24\).pdf \(73 KB\)](#)

Subject : B. Professional Educator New Hire(s)
Meeting : Jan 27, 2025 - 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 1-27-25.pdf \(154 KB\)](#)

Subject : C. Professional Educator Contract Change(s)
Meeting : Jan 27, 2025 - 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 1-27-25.pdf \(137 KB\)](#)

Subject : D. Professional Educator Resignation(s)
Meeting : Jan 27, 2025 - 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 Resignation 1-27-25.pdf \(102 KB\)](#)

Subject : E. Administrative Resignation(s)
Meeting : Jan 27, 2025 - 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-Administrative Resignation\(s\) REVISED.pdf \(99 KB\)](#)

Subject : F. Administrative Hire(s)
Meeting : Jan 27, 2025 - 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-Administrative Hire\(s\).pdf \(101 KB\)](#)

Subject : G. Administrative Contract(s)
Meeting : Jan 27, 2025 - 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 - Administrative Contracts 2025-2026.pdf \(102 KB\)](#)

[Administrator Contracts \(2025-2026\).pdf \(67 KB\)](#)

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 : Jan 27, 2025 - 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: None
Meeting : Jan 27, 2025 - 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

Subject : C. Personnel Services Report: None
Meeting : Jan 27, 2025 - 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. Space Availability for the 2025-26 Open Enrollment Application Period
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 10. Board Business
Type : Action, Discussion, Information

File Attachments

[ITEM for Consideration OE 2025-2026.pdf \(75 KB\)](#)

[OE Open-Closed units 2025-2026.pdf \(144 KB\)](#)

Subject : B. Policy Adoption: Policy 166-Board Member Electronic Communication
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 10. Board Business
Type : Action

File Attachments

[IFC- Policy 166 - Board Member Electronic Communication.pdf \(78 KB\)](#)

[BOARD MEMBER USE OF ELECTRONIC COMMUNICATIONS-Policy 166.docx \(1\).pdf \(100 KB\)](#)

Subject : C. Monitoring Report: OE-5 Financial Planning
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 10. Board Business

Type : Action

File Attachments

[FINAL OE-5 Financial Planning .pdf \(672 KB\)](#)

Subject : D. Edison Elementary School Attendance Boundaries
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 10. Board Business
Type : Action, Presentation

File Attachments

[IFC - Edison boundaries.docx.pdf \(669 KB\)](#)

Subject : E. Consent Agenda Item(s) Removed for Separate Consideration
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 10. Board Business
Type : Action, Discussion

11. Items of Information

Subject : A. None
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 11. Items of Information
Type : Information

12. Future Meetings

Subject : A. Board Meeting: Monday, February 10, 2025 6:00PM
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information
Subject : B. Board Work Session: Wednesday, February 19, 2025 7:30AM
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information
Subject : C. Board Meeting: Monday, February 24, 2025 6:00PM
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 12. Future Meetings
Type : Information

13. Adjourn

Subject : A. Motion to Adjourn the Meeting
Meeting : Jan 27, 2025 - Board of Education Meeting
Category : 13. Adjourn
Type : Action,Procedural

ITEM FOR CONSIDERATION

Topic: World Language: Materials Review- *Noches misteriosas en Granada* by Kristy Placido; Spanish 4 (2610).

Background Information: The World Language- Spanish 4 course (2610) is a standards-based course. As part of course instruction, students read a variety of texts to identify the key ideas and details, main idea, theme(s), event sequence(s), point of view, character development, and author's purpose. Additionally students articulate their ideas in collaborative discussions and independent written reflections and/or reviews. This title will be used in the unit 1B: Los jóvenes del pasado.

Fiscal Note: There is no cost because it was purchased within the 2021-22 school year AC&I budget.

Instructional Impact: As the World Language department focuses on high leverage strategies, there is great value in full class read-alouds. The instruction will incorporate reading, writing, and speaking. The novel will assist in language acquisition, cultural exploration, literary analysis, and historical context. It will help to engage students with an engaging plot, cultural richness, and a potential for deep analysis.

Administration Recommendation: Approve as submitted.

Contact Person(s): Kelly Leopold, 920-832-6157 x60172 , leopoldkelly@asds.k12.wi.us
Mark McQuade, Ed.D., 920-852-5300 x60121, mcquademark@asds.k12.wi.us

BOE: January 27, 2025



World Language: Materials Review- *Noches misteriosas en Granada* by Kristy Placido; Spanish 4 (2610).

<p>WHY did the district Spanish 4 PLC select this novel as a full class read-aloud?</p>	<p>The novel will allow students to:</p> <ul style="list-style-type: none"> ● Access the narration due to the simplified language ● Engage with the text as the main idea is centered around the mystery, blending elements of suspense, discovery, and historical intrigue ● Argue a claim using evidence from the text (using clues and logical reasoning to support the investigation) ● Study character development (personality, sense of purpose, and motivation) ● Discuss the themes and reflect on the cultural and historical context ● Connect to other disciplines linking language with knowledge from history, geography, art, and science classes
<p>WHAT is important to know about this novel?</p>	<p>This novel:</p> <ul style="list-style-type: none"> ● Is a mystery fiction that is culturally rich, compelling, and suspenseful. ● Measures on the ACTFL target language for students at the novice-mid to intermediate-low range. ● Follows a linear narrative structure, common to mystery/thriller genres. (introducing the main character, developing the mystery, concluding with a resolution) ● Incorporates character development and language practice through dialogue (personal and real-world connections) ● Has several significant themes: <ul style="list-style-type: none"> ○ Cultural heritage and history (city of Granada- Islamic/Christian/Jewish) ○ Mystery and the search for historical truth (inquiry) ○ Personal truth (exploration of hidden aspects & identities) ○ Mystery as a metaphor (discovery- past and present) ○ Identity and belonging (ethnic and national identity) ○ Time and memory (remembering and interpreting the past) ● Told in the 3rd person- él, ella, and ellos (he, she, they)
<p>HOW was public input solicited prior to making the administrative recommendation to the Board?</p>	<p>Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent’s family communication letter.</p>
<p>HOW will instruction benefit ?</p>	<p>Instruction will benefit by:</p> <ul style="list-style-type: none"> ● Integrating the text to fine arts and social studies (arts, architecture, history) ● Offering opportunities for literary analysis while anchoring their new language skills to existing knowledge ● Communicating with all 3 modes of communication (interpretive, interpersonal and presentational) ● Incorporating cultural practices and perspectives ● Honoring student voice and critical reflection ● Collaborative conversations in planning, teaching and assessing

World Language: Materials Review- *Noches misteriosas en Granada* by Kristy Placido; Spanish 4 (2610).

Time Period of Public Input
11/15/24 - 1/10/25
Number and Breakdown of Responses Received (Supportive/Unsupportive)
1 Total Responses: 1 Supportive Responses/ 0 Responders Unsupportive

Staff Member:

This book is both challenging and entertaining for Spanish 4 students who are learning to apply preterite and imperfect (past tenses) in context, which this book utilizes throughout its 11 chapters. It is one of the first times that students are capable of reading and understanding a chapter book that includes significant cultural aspects in a more advanced linguistic setting.

ITEM FOR CONSIDERATION

Topic: Professional Educator New Hire(s)

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Linnea G. Morris	English Learner	East/West	100%	1/21/25

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 change is recommended for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date:</u>
Olivia P. Jenkinson	Math	North	100% to 120%	1/21/25-6/6/25
Nicole L. Streck	Phy. Ed.	eSchool	100% to 120%	1/21/25-6/6/25

Fiscal Note: As indicated above.

Administrative Recommendation: Approval

Instructional Impact: This assignment adjustment will meet student needs.

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

ITEM FOR CONSIDERATION

Topic: Professional Educator Resignation(s)

Background Information: The following Professional Educator has submitted a letter of resignation effective the end of January 24, 2025, workday:

Laura L. Woltman has been with the District for twenty-eight and one-half years, most recently as a General Music Teacher at Ferber Elementary School.

Instructional Impact: A qualified replacement will be procured.

Fiscal Impact: Dependent upon replacement

Administrative Recommendation: Approval

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

ITEM FOR CONSIDERATION

Topic: Administrative Resignation(s)

Background Information: Kelly Collins (Ferber Elementary Principal) previously submitted a letter of resignation effective at the end of the 2024-2025 school year. The District received a revised letter with a resignation effective the end of the January 23, 2025 workday.

Instructional Impact: A qualified replacement will be procured.

Fiscal Impact: Dependent upon replacement.

Administrative Recommendation: Approval

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

ITEM FOR CONSIDERATION

Topic: Administrative Hire(s)

**Background
Information:**

Paul W. Cooney is recommended to receive an administrative contract as the Interim Principal at Ferber Elementary School. The term of the interim contract recommended is from January 27, 2025 through June 6, 2025.

Paul Cooney was previously the Principal of Ferber Elementary School for 12 years prior to retiring in 2020.

**Instructional
Impact:**

This highly qualified candidate will ensure the continuation of quality instruction and student support.

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: Administrative Contracts

**Background
Information:**

Attached is a list of administrators employed by the District recommended to receive contracts for the 2025-2026 school year to be effective July 1, 2025. These contracts will not reflect salary adjustments for the 2025-2026 school year as compensation increases for the upcoming school year have not been determined.

**Instructional
Impact:**

None

**Fiscal
Impact:**

None

**Administrative
Recommendation:**

It is recommended that one-year contracts, as permitted by Wisconsin Statutes § 118.24 (6)(7)(8), be offered to the administrators in the attached list.

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

AASD Administrator Contracts: 2025-2026 School Year

Last Name	First	Position	Location
Bault	Jennifer	Director of STEM (6-12), Health and Human Performance (K-12)	Leadership Center
Bernhardt	Joseph	Principal	Sandy Slope Elementary
Bunnow	Nanette	Assistant Superintendent School Services	Leadership Center
Burr	Holly	Executive Director of Finance	Leadership Center
Cannon	Joel	To Be Determined	To Be Determined
Chrisman	Melissa	Principal	Jefferson / Fox River Academy
Chudacoff	Joshua	Principal	West High School
Clark	Emily	Principal	Badger Elementary
Comerford	Kristin	Coordinator of Career Based Learning and CTE	Leadership Center
Crane	Clarence	Director of Diversity, Equity and Inclusion	Welcome Center
Deboer	Christine	Associate Principal - Student Services	West High School
DeLain	Robert	Associate Principal	Einstein Middle School
Desens	Stephanie	Associate Principal - Curriculum/Instruction	North High School
Dexheimer	Michael	Associate Principal	Highlands Elementary / Odyssey
Didreckson	Amy	Associate Principal - Curriculum/Instruction	West High School
Engelland	Samuel	Associate Principal-Activities Director	East High School
Frerks	Tiffany	Associate Director of Student Services	Leadership Center
Garvey	Sheree	Assistant Superintendent School Services	Leadership Center
Grice	Ebony	Assistant Superintendent School Services	Leadership Center
Guilbeault	Cassie	Principal/ Coordinator of TAG	Appleton Public Montessori
Hardesty	Kathryn	Principal	Houdini Elementary
Heitl	Justin	Principal	Central High School
Hernandez	Michael	Assistant Superintendent School Services	Leadership Center
Heu	Maikou	Principal	Johnston Elementary / Hmong American Immersion School
Jackson	Laura	Executive Director of Student Services	Leadership Center
Kimball	Jamie	Associate Principal	Huntley Elementary/ Appleton Bilingual School/ The Omolade Academy
King	Julie	Chief Human Resources Officer	Leadership Center
Knaack	Jack	Principal	Richmond Elementary
Krueger	Kari	Principal	Highlands Elementary / Odyssey
Kubuske	Jere	Associate Principal-Activities Director	North High School
Larsh	Jake	Associate Principal	Kaleidoscope Academy
Lee	Patrick	Associate Principal - Student Services	North High School
Leopold	Kelly	Director of ELA, SS, Media (K-12) and World Language (7-12)	Leadership Center

AASD Administrator Contracts: 2025-2026 School Year

Last Name	First	Position	Location
McClone	William	Principal	Dunlap Elementary
McElrath	Kevin	Associate Principal Curriculum and Instruction	East High School
McQuade	Mark	Assistant Superintendent - ACI	Leadership Center
Miller	John F.	Associate Principal-Activities Director	West High School
Molitor	Alexandra	Principal	Kaleidoscope Academy
Moreland	Debra	Associate Principal	Wilson Middle School / Magellan
Mueller	David	Principal	Einstein Middle School
Mueller	Michelle	Principal	Wisconsin Connections Academy
Nitika	David	Associate Principal	Madison Middle School
O'Hara	Katherine	Associate Director of Special Education	Leadership Center
Ohlson	John	Principal	Horizon Elementary
Preston	Suzette	Principal	Appleton Community 4K
Przekurat	Ray	Executive Director of Operations	Facilities and Operations
Ruhsam Tegelman	Kristin	Principal	Wilson Middle School / Magellan
Sargent	Joseph	Director of Facilities	Facilities and Operations
Schanke	Andrew	Associate Principal	Madison Middle School
Schmeltzer	Kathryn	Principal	Edison Elementary
Smedberg	Jacqueline	Principal	East High School
Stanley	Jared	Associate Principal	Wilson Middle School
Steiner	Amy	Executive Director of Special Education	Leadership Center
Strohfeltdt	Corene	Principal	Huntley Elementary / Appleton Bilingual School / The Omolade Academy
Swick	Amy	Coordinator of EL/ Bilingual	Leadership Center
Tetzlaff	Denise	Principal	Franklin Elementary
Torrey	David	Director of Human Resources	Leadership Center
Toshner	Melissa	Associate Director of Special Education	Leadership Center
Ulman	Renee	Coordinator-Fine Arts	Leadership Center
Van Fossen	Kelsi	Principal	Foster Elementary
Vinje	Andrea	Principal	McKinley Elementary
Wall	Jeanne	Principal	Berry Elementary
Waters	Shawna	Associate Principal - Student Services	East High School
Werfal	Scott	Director of Technology Services	Morgan
Werley Gonzalez	Anne Marie	Coordinator of Title I/II, Staff Development, Educator Effectiveness, and Even Start Family Literacy	Morgan
Werner	Nathan	Principal	North High School
Willer	Carrie	Director of Elementary Education (5K-6)	Leadership Center
Winch	Nicholas	Principal	Classical School
Wranosky	Michelle	Associate Director of Special Education	Leadership Center
Xiong	Poyee	Principal	Madison Middle School

ITEM FOR CONSIDERATION

- Topic:** Space Availability for the 2025-2026 Open Enrollment Application Period
- Background Information:** Wisconsin Act 114 requires districts to determine the number of regular and special education spaces at a January Board meeting. Historically, the District has determined space availability in January for the upcoming open enrollment application period. The process of determining space for open enrollment is based on the District's Public School Open Enrollment Policy-423 and 423-Rule.
- Per Board Policy, space availability for open enrollment purposes is determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board.
- Fiscal Note:** The open enrollment aid transfer amount for a full time, full year student for 2025-2026 is yet to be determined, the amount for 2024-2025 was \$8,962. For a full time, full year student with a disability the aid transfer amount for 2025-2026 is yet to be determined , the amount for 2024-2025 was \$13,814.
- Instructional Impact:** Students approved to attend through open enrollment become part of the Appleton Area School District community.
- Administrative Recommendation:** Based on the Board Policy space availability calculation, which is consistent with Wis. State Statute 118.51 and its implementing Administrative Code regulations, all grade levels in elementary, middle and high school are open (space available) for open enrollment.
- In addition, based upon the same Board Policy it is recommended that all special education programs and related services are closed (no space available) with the exception of Special Physical Education and Physical Therapy.
- The determination of space availability for regular and special education is based on Board Policy, Wis. State Stats. 118.51 and its implementing Administrative Code regulations.
- Approve as recommended based on Board Policy.
- Contact Person(s):** Amy Steiner, Executive Director of Special Education
920-852-5322, steineramy@asds.k12.wi.us
Ebony Grice, Assistant Superintendent of School Services
920-852-5329 ext. 60113, griceebony@asds.k12.wi.us

2025-2026 OPEN ENROLLMENT APPLICATION PERIOD

SPACE AVAILABILITY (Open Enrollment Policy 423)

Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board. Spaces available for nonresident open enrollment are determined for each building and programs including special education and related services. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the AASD will be determined by February 1.

Guidelines for accepting and denying open enrollment requests:

1. Closed grades K-5 (deny).
2. Applications that request consideration for only a specific school(s) and services/space not available (deny).
3. Current AASD students with an IEP who are open enrolled and/or tuition waiver who moved and applied for open enrollment will be permitted to continue if the special education and related services needed can be provided within AASD. Students who are open-enrolled and are referred for an initial evaluation will be denied based on space availability.
4. Special education programs and related services: The chart below indicates various programs and related services that are open and closed.

Special Education Programs and Related Services Space Availability

Working capacity is 95% of maximum suggested enrollment.

Open enrollment ceiling is 90% of the working capacity for ELEMENTARY and MIDDLE SCHOOL.

Open enrollment ceiling is 100% of the working capacity at the HIGH SCHOOL.

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2025-2026	SPACE AVAILABLE TO Open Enrollment Applicants 2025-2026
Hearing				
Deaf and Hard of Hearing	52	47	52	CLOSED
Audiology	38	34	58	CLOSED
Vision				
Vision	29	26	34	CLOSED
Physical Therapy				
Physical Therapy	80	75	70	2 slots
Occupational Therapy				
Occupational Therapy	266	252	302	Closed
Special Physical Education				
Special Physical Education	212	201	173	28 slots

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2025-26	SPACE AVAILABLE TO Open Enrollment Applicants 2025-26
Speech and Language				
SL Elementary	1202 ELEM	1082 ELEM	1135 ELEM	Closed
Middle School	250 MS	225 MS	233 MS	
High School	160 HS	160 HS	162 HS	
SL Itinerant	183	164	190	
SL Totals	1795	1631	1720	
Early Childhood				
ECSE, I4K, ECSE Itinerant	216.6	205.2	306	Closed
School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2025-26	SPACE AVAILABLE TO Open Enrollment Applicants 2025-2026
Elementary Schools				
Appleton Public Montessori	35	32	33	Closed
Badger	140	126	144	Closed
Berry	245	221	266	Closed
Classical	35	31.5	33.4	Closed
Dunlap	140	126	154	Closed
Edison	140	126	147	Closed
Ferber	245	221	307	Closed
Foster	70	63	71	Closed
Franklin	105	95	109	Closed
Highlands/Odyssey	350	315	388	Closed
Horizons	140	126	161	Closed
Houdini	245	221	284	Closed
Huntley/ABS/Omolade	280	252	254	Closed
Jefferson/Fox River Academy	140	126	167	Closed

School	SITE WORK LOAD CAPACITY	OE CEILING	PROJECTION 2025-2026	SPACE AVAILABLE TO Open Enrollment Applicants 2025-2026
Johnston/HAIS	140	126	166	Closed
McKinley	175	158	199	Closed
Richmond	140	126	161	Closed
Sandy Slope	70	63	87	Closed
Middle School				
Einstein	455	410	550	Closed
Kaleidoscope	315	284	387	Closed
Madison	525	473	579	Closed
Wilson/Magellan	315	284	359	Closed
WCA	17.5	15.75	19	Closed
High School				
East/eSchool/Tesla	686	686	949	Closed
North/FCLA	665	665	921.8	Closed
West/ATech/Renaissance	728	728	1008	Closed

ITEM FOR CONSIDERATION

Topic: District Policy -166 and 166-Rule: Board Member Use of Electronic Communications

Background Information:

Earlier last year, the Wisconsin Association of School Boards (WASB) was contracted to conduct a comprehensive policy audit. The audit identified policies that require creation or revision. Responsibility for this work is assigned to administrators overseeing the respective policy areas, with the board of education retaining the authority to revise policies as appropriate. These administrators rely on WASB's recommended sample policies, conduct research on practices in other districts, or seek legal counsel when necessary, depending on the complexity of the policy.

As policies are created or revised, they will be Items of Information at Board of Education meetings for discussion and then be scheduled for a future meeting as an Item for Consideration.

The District does not have a 166 Board Member Electronic Communication policy currently, therefore it is recommended to be considered for addition.

Fiscal Note: N/A

Instructional Impact:

Accurate and current Board policies are critical to school operations, establishing a safe and welcoming school environment, and providing high-quality instruction for our staff and students.

Administrative

Recommendation: Approval as submitted.

Contact

Person(s): Superintendent, Greg Hartjes, (920) 852-5300 ext. 60111

BOARD MEMBER USE OF ELECTRONIC COMMUNICATIONS

Each School Board member, as a public official, is a records authority for purposes of the Wisconsin Public Records Law. In addition, a Board member's electronic communications related to his/her office or to District matters are generally records that are subject to retention requirements and possible public disclosure. Accordingly, Board members have legal obligations to ensure that electronic communications that they send or receive related to their individual office or to District business are appropriately retained such that the communications can be retrieved, evaluated, and, where appropriate, disclosed pursuant to a lawful request.

Unless otherwise provided by Board policy or rule, when a Board member is communicating electronically as an individual Board member (e.g., when he/she writes a blog post that addresses school district matters or when he/she addresses school district matters through a non-District social media platform), the Board member is individually responsible for the retention of his/her individual electronic communications and for responding to any lawful requests for access to such records. Further, regardless of any otherwise applicable policy or rule, in no case will a District employee serve as the custodian of an individual Board member's electronic communications (or copies of such records) where either of the following are true: (1) the Board member has not, in the manner prescribed by the custodian of records, provided the records to the District for purposes of records management; or (2) the Board member has attempted to provide the records to the District in a format that the District's systems cannot reliably store or retrieve.

Each Board member also has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the Board, a Board committee, or any other District-created governmental body on which the Board member serves. As an example of actions regulated under the Open Meetings Law, Board members must avoid creating a "walking quorum" through any series of communications among members of the Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the Board's course of action on any matter.

As to any form of electronic communication that pertains to his/her office or to District business, a Board member should ask himself/herself the following questions:

1. Should I be using this method of electronic communication at all? (e.g., Will the content of my communication remain under my control or under the control of an appropriate custodian of records; and is the communication

being retained in a manner, and for a duration of time, such that it can be retrieved and produced if needed?); and

2. Should I be using this specific method of communication for this specific subject matter?

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the District Administrator and Board President, and the one-way distribution of information (e.g., from the District Superintendent to all Board members). However, the Board strongly discourages (and, in some circumstances, applicable laws will directly prohibit) individual Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful;
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding District matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

Unless the Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the Board, an individual Board member shall not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire Board or for the District, or (2) speak in a manner that purports to obligate the Board or District to a particular course of action.

BOARD MEMBER USE OF ELECTRONIC MAIL

Upon being elected or appointed to the School Board, each Board member shall be provided with an email account on the District's email system, and the Board member may use the account to send and receive electronic communications in a manner that is consistent with this rule and related policies and procedures. Each District-provided email account will be managed by the District, including the archiving of messages that are sent and received through the District's system. The District Superintendent will serve as the legal custodian of such electronic records on behalf of each individual Board member.

Board members are strongly encouraged to use their District email account for all communications related to their public office, except for campaign and election matters. Official email communications from any District employee to any Board member(s) will be sent to the Board member's District-issued email account.

To the extent a Board member wishes to have the District Superintendent act as the legal custodian of records for any email messages that do not originate (as sent or received) at the Board member's District-provided email account, the Board member must send an unmodified copy of the message (complete with all file attachments and showing all recipients) to the Board member's District-provided email address such that the complete electronic copy is stored by and can be properly retrieved through the District's email system.

A Board member accepts increased personal responsibility for compliance with the Wisconsin Public Records Law (in terms of both retention of the records and production of the records in response to a public records or other lawful request) if the Board member (a) uses a non-District email account to send or receive messages that address any matter related to his/her elected office; and (b) does not provide a complete electronic copy of any such message to the District such that the copy is maintained on the District's email system. Further, all Board members are strongly discouraged from using their primary home/personal email address, the email system of an employer, or the email system of another public entity for any communications related to their public office or to District-related matters.

Each Board member who accesses and uses his/her District-provided email account does so under the following conditions:

1. The Board member shall not permit any other person to use his/her District-issued account.
2. No Board member may use his/her District-issued email account or the District's computer networks and systems in any manner that would violate

the law and/or the District's acceptable use of technology policies, rules, and regulations that are applicable to District employees.

3. The Board member may not use the District email system for the purpose of campaigning for election, soliciting political contributions, or advocating for or against any political candidate or referendum question.
4. The email system and all communications and attachments sent to or received via the system remain at all times subject to the District's ownership, care, and control.
5. No individual Board member has any expectation of personal privacy as to any messages or other information sent or received via the District's email system.
6. An individual Board member's use of his/her District-provided email account is subject to oversight and monitoring for legitimate purposes at the direction of the Board.
7. The content of messages sent or received via the District's email system may also be reviewed without advance notice by the District's custodian of records, or by an authorized deputy custodian, in order to fulfill their duties under the Public Records Law.
8. No Board member shall falsify, hide, or intentionally delete or destroy in a manner inconsistent with any legal obligation any records of his/her office or any District public records.

Unless otherwise directed by the Board, district legal counsel, or law enforcement, the District Superintendent or his/her designee will notify the affected Board member(s) any time (a) the content of the Board member's individual email account has been accessed by a District employee or by an authorized agent of the District; or (b) the District receives a request for the production or inspection of the email records associated with the email account of the individual Board member.

If a Board member uses his/her District-provided email account in violation of the law, Board policy, or this rule, the Board may take action to limit or eliminate the Board member's ability to use the District's email system.

Cross References: GC-2
GC-7
GC-9

Legal References:

Wisconsin State Statutes 119
Wisconsin State Statutes 119 Subchapter II, V
Section 120.13(28), 943.70, 947.0125

Adoption Date: January 27, 2025

Success for
Every Student,
Every Day



**Appleton Area School District
Operational Expectations Monitoring Report
OE-5 Financial Planning**

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy 5, Financial Planning, the Superintendent certifies that the following information is accurate and complete, and the District is:

- Compliant**
- Compliant with the exceptions noted**
- Non-Compliant**

Compliant Indicators	Noncompliant Indicators
15	0
Total Indicators:	

Executive Summary/Analysis:

The OE-5 monitors the budgeting process already in place for many years for the District and delineates some requirements. Business Services under the direction of the Executive Director of Finance continues to adapt the budget process by changing the timing of some events during the year so as to not conflict with busy times at the schools or departments and better align with state requirements and local timelines.

The 2024-2025 budget cycle saw some significant changes in both the revenue limit and aid received from the state. Expenditures included increase in staff salaries and significant increase in the self-funded health plan. Without making adjustments to programs or staffing, this will leave the District with a deficit budget for the 2024-2025 year of \$11,408,692.

Notes or exceptions, if any:

All of the 15 indicators in Financial Planning are compliant.

We would like to note: OE – 5.7 *The Superintendent will develop a budget that provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District’s bond rating.*

The fund balance decreased to \$49,805,515 for the year ended (2023-2024) which is 22.41% of budgeted expenditures. The majority of this decrease is due to the self-funded employee health plan. Additional amounts were also used for new reading curriculum purchases and the purchase of permanent space for Valley New School at City Center East. The fund balance as of 6/30/24 is within the recommended range in policy, however the current budget (2024-25) deficit will reduce this below the recommended range of 20%-25%.

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy OE-5, Financial Planning, 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 – 5 Financial Planning

The Superintendent shall develop and maintain a multi-year financial plan that is related directly to the Board’s Results priorities and Operational Expectations (OE) and that avoids long-term fiscal risk to the district.

SUPERINTENDENT Interpretation:

The Board values budgets that ensure reasonable progress in its Results Policies and compliance with its Operational Expectations Policies while maintaining a solid financial standing.

- **Multi-year financial plan** shall mean a budget that balances revenues and expenditures over two years consisting of the current and subsequent year and maintains adequate fund balance.
- **Related directly** shall mean that the financial plan shall reflect the priorities and goals outlined in the Board’s Results and OE policies.
- **Long-term** shall mean a period of two years consisting of the current and subsequent year.
- **Avoid fiscal risk** means to mitigate potential situations that may result in the inability to meet financial obligations.

OE – 5.1 The Superintendent will develop a budget that is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Results priorities and any Operational Expectations for the year.

SUPERINTENDENT Interpretation:

- **Summary format understandable to the Board** shall mean the budget will be presented to the Board prior to adoption in sections that are clear and laid out simply. The budget will include an executive summary that will outline the key aspects of the budget. It will also include a section that will outline the District goals and selected Operational Expectations and the expenditures related to each goal or Operational Expectation. This section will demonstrate how the budget is allocated to achieve the Board’s priorities for student achievement and how monies will address goals identified to be addressed in District operations.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

5.1.1- The budget contains an executive summary that outlines the key aspects of the budget, and it includes a section that outlines the District goals and selected Operational Expectations and the expenditures related to each Operational Expectation.

5.1.2- The budget developed contains the Board’s Results priorities.

In Compliance	Not in Compliance
X	
X	

<p>5.1.3- The Board demonstrates its understanding of this part of the budget through a positive response on a budget survey.</p>	<p style="text-align: center;">X</p>	
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SUPERINTENDENT Evidence of Compliance:

5.1.1- A budget booklet is produced every year prior to the annual public budget hearing in October. This booklet includes an executive summary outlining key aspects of the budget and changes from the prior year. The 2024-2025 budget booklet is attached [here](#) and the executive summary is on pages 4 and 5.

5.1.2- Every department is responsible for setting its budget within the allocations provided. Requests for additional funding are reviewed with the Superintendent or Leadership Team as appropriate and must align with set goals and the Board’s Results priorities. The **2024-2025** budget includes the following items related to these priorities:

- continued support for literacy coaches, instructional coaches, and math interventionists
- funding for content area program evaluations (ELA, Early Childhood, 4K, Fine Arts)
- funding for developing/revising standards-based courses in grades 7-12
- support for Continuous School Improvement site teams
- funding for STEM and ELA programs

5.1.3- Board understanding of the fiscal aspects of running the District are imperative for effective governing. In 2024 Board members were asked to complete a survey on their understanding of various aspects of school funding and budgets. A copy of the survey is included [here](#). A sufficient number of responses and comments were received to get a good sense of the board member’s understanding of aspects affecting the District budget.

OE – 5.2 The Superintendent will develop a budget that credibly describes revenues and expenditures.

SUPERINTENDENT Interpretation:

- **Credibly describes revenue and expenditures** shall mean in a manner that is accurate, verifiable, realistic and reliably accounts for all monies received and spent by the District.

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <p>5.2.1- We have a Board adopted budget that is in compliance with Statute 65.90 (general state statute on budget requirements).</p>	<p style="text-align: center;">In Compliance</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">Not in Compliance</p>
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<p>5.2.2- Revenue Limits have been verified by the Wisconsin Department of Public Instruction.</p>	<p style="text-align: center;">X</p>	
<p>5.2.3- Budgeted expenditures include Board of Education approved salary and benefit adjustments, and include expected expenditures of departments and schools aligned with results priorities and operational expectations. Department and school budgets will be approved by assistant superintendents and reported to the Board.</p>	<p style="text-align: center;">X</p>	

SUPERINTENDENT Evidence of Compliance:

5.2.1- The procedures which common, union high and unified school districts should follow in formulating a budget, holding a public hearing and adopting a budget are set forth in [s. 65.90, Wis. Stats.](#) The WI Department of Public Instruction monitors school district compliance with [s. 65.90, Wis. Stats.](#) (general state statute on budget requirements). DPI also offers guidance from process overview to Hearing adoption and timeline and assistance through worksheets and tutorials. For more information see: <https://dpi.wi.gov/sfs/finances/budgeting/overview>. The steps involved in these required procedures are summarized as follows:

- **Step #1** The Staff and School Board create a proposed budget that identifies expected revenues, expenditures, and fund balances for the budgeted year in addition to the two fiscal years preceding the budgeted fiscal year. Budget detail is based upon the Wisconsin Uniform Financial Reporting Requirements (WUFAR) hierarchy of accounts.
- **Step #2** A class 1 notice (one publication) is published which contains a summary of the proposed budget described in step #1 above, notice of where the detailed budget may be examined, and notice of the time and place of the public hearing. Attached [here](#) is the notice that appeared in the Sunday, October 13, 2024 edition of the Post-Crescent.
- **Step #3** The public hearing is held, at which time residents of the district have an opportunity to comment on the proposed budget. Last year’s meeting minutes are attached [here](#).
- **Step #4** The school board shall adopt a budget at a school board meeting scheduled after the public hearing on the proposed budget and no later than the meeting in which the school board sets the annual tax levy amount. This adopted budget is commonly referred to as the legally adopted original budget. Attached [here](#) are the minutes from the 2024 Board meeting at which the budget was adopted and tax levy approved.

5.2.2- Revenue limits are finalized by DPI in the spring of each year. Attached [here](#) is the final revenue limit calculation for 2023-2024. Preliminary worksheets are completed periodically throughout the budgeting process. Attached [here](#) is the most recent (12.16.24) document for the 2024-2025 year.

Revenue Limit Estimate 2024 [Final](#) is our working document for revenue limit and tax levy summary presented at the October 28th board meeting.

5.2.3- Budgeted expenditures include Board of Education approved salary and benefit adjustments and expected expenditures of departments and schools aligned with results priorities and operational expectations.

- Attached [here](#) is the item for consideration for approval of salary increases for AA, ASU, Maintenance, and Admin.
- Attached [here](#) is the budget summary for Fund 10 salaries and benefits showing totals for the last two years and the 2024-2025 budgeted amounts in these categories.
- Attached here is the budget summary for the school [sites](#) and main District [departments](#).

OE – 5.3 The Superintendent will develop a budget that shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.

SUPERINTENDENT Interpretation:

- **Budget** shall mean planned revenues and expenditures over a two-year period of time and actual revenues over the most recently completed fiscal year.
- **Category** shall mean by fund, program and object as described by the Wisconsin Uniform Financial Accounting Requirements.
- **Most recently completed fiscal year** shall mean the period of time from 1 July to 30 June of the prior year.
- **Current fiscal year** shall mean the period of time from 1 July to 30 June of the current year.
- **Next fiscal year** shall mean the period of time from 1 July to 30 June of the following fiscal year.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- 5.3.1- A preliminary budget is presented that includes the amount expended for the most recently completed fiscal year audited), the amount budgeted for the current fiscal year, and the amount estimated to be expended for the current fiscal year and the amount budgeted for the next fiscal year.
- 5.3.2- The budget is presented in a format that summarizes expenditures of the district by fund, function, and object.

In Compliance	Not in Compliance
X	
X	

SUPERINTENDENT Evidence of Compliance:

- 5.3.1- Attached [here](#) is the preliminary budget that appeared in the Sunday, October 13, 2024 edition of the Post-Crescent. Budget presentation includes the last audited year (2022-2023) currently completed year (2023-2024) and the proposed budget for the current year (2024-2025).
- 5.3.2- Attached [here](#) is the proposed budget summarized by object categories. The budget includes amounts for site budgets and department budgets, summarized [here](#).

OE – 5.4 The Superintendent will develop a budget that discloses budget planning assumptions.

SUPERINTENDENT Interpretation:

- **Budget planning assumptions** shall mean factors considered and assumed in order to compile the budget.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

- **5.4.1-** The budget includes a presentation on budget assumptions and significant budget variances from prior year. These assumptions will include the official estimate of CPI, enrollment trends, staffing needs, and legislative actions that may impact the budget.

In Compliance	Not in Compliance
X	

SUPERINTENDENT Evidence of Compliance:

- **5.4.1-A** budget booklet is produced every year prior to the annual public budget hearing in October. The 2024-2025 budget booklet is attached [here](#).
 - This booklet includes an executive summary outlining key aspects of the budget, assumptions, and changes from the prior year. See pages 4 and 5.
 - Enrollment and staffing trends are included on pages 7 and 8

OE – 5.5 The Superintendent will develop a budget that reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, framework increases and benefits.

SUPERINTENDENT Interpretation:

- **Reflects anticipated changes** shall consider fixed factors and variances concerning employee compensation and related benefits.
- **Framework increases** shall mean additional compensation as determined by the District’s Teacher Compensation Framework. For other staff, it shall mean additional compensation as determined by the District salary schedules.
- **Benefits** shall mean non-wage compensation provided to employees in addition to a salary, with the most significant benefit being health insurance.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

5.5.1- The budget reflects anticipated employee compensation inclusive of all adjustments including benefits approved by the Board of Education.

In Compliance	Not in Compliance
X	

SUPERINTENDENT Evidence of Compliance:

5.5.1- Attached [here](#) is the proposed budget summarized by object categories that includes board approved employee benefits.

- There were some changes in employee benefits from the previous year and changes in rates.

OE – 5.6 The Superintendent will develop a budget that includes such amounts as the Board determines to be necessary for its own governing function, including board member training, consultation, attendance at professional conferences and events, and other matters identified by the Board.

SUPERINTENDENT Interpretation:

- **Own governing function** shall mean the projected amount of money needed to carry out the Boards function.
- **Board member training** shall mean the projected amount of money needed for development of Board members.
- **Consultation** shall mean the projected amount of money needed to hire professional services as needed by the Board.
- **Professional conferences and events** shall mean the projected amount of money needed to attend conferences and events related to Board development and district related topics.
- **Other matters identified by the Board** shall mean the projected amount of money needed for needs not identified above that become a priority of the Board.

<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <p>5.6.1- The Board president provides the Superintendent with estimated amounts to meet the needs of the Boards governing function. The Superintendent then submits to the Chief Financial Officer the requested amounts to be included in the budget.</p>	<p>In Compliance</p>	<p>Not in Compliance</p>
<p>X</p>		
<p>SUPERINTENDENT Evidence of Compliance:</p> <p>5.6.1- The Superintendent will meet annually with the Board president to discuss budget needs of the board for the coming year. The budget was developed and submitted for inclusion in the total District budget for 2024-2025.</p>		
<p>OE – 5.7 The Superintendent will develop a budget that provides for an anticipated year-end fund balance sufficient to minimize the need for short-term borrowing and protects the District’s bond rating.</p>		
<p>SUPERINTENDENT Interpretation:</p> <ul style="list-style-type: none"> ● Year-end fund balance means the net financial resources available to finance expenditures of future periods. ● Short-term borrowing means borrowing that is repaid during an annual operating cycle. ● Protects the District’s bond rating means Moody’s Investors Service will continue to rate the District at the Aa1 level. 		
<p>SUPERINTENDENT Indicators of Compliance:</p> <p>We will know we are compliant when:</p> <p>5.7.1- The annual audit shows a year-end unassigned general fund balance with sufficient working capital to address local and regional emergencies and minimize short-term borrowing. A fund balance would be considered “safe” when available cash would be between 20 – 25% of the District’s General Fund operating expenditures.</p> <p>5.7.2- The District’s annual rating provided by Moody’s Investor Services is Aa1.</p>	<p>In Compliance</p>	<p>Not in Compliance</p>
<p>X</p>	<p>X</p>	

SUPERINTENDENT Evidence of Compliance:

5.7.1-Attached [here](#) is the Financial Statements and Supplementary Information for the year ended June 30, 2024 produced as part of the annual audit. The District auditors, CliftonLarsonAllen, LLP also produce the Executive Audit Summary and Board Communications [document](#). Included in this report are financial trends of the District, page 7 is a summary of the general fund balance. The fund balance decreased to \$49,805,515 for the year ended (2023-2024) which is 22.41% of budgeted expenditures. The majority of this decrease is due to the self-funded employee health plan. Additional amounts were used for new reading curriculum purchases and the purchase of permanent space for Valley New School at City Center East. The fund balance as of 6/30/24 is within the recommended range in policy, however the current budget (2024-25) deficit will reduce this below the recommended range of 20%-25%.

5.7.2-The District maintained its rating of Aa1 with Moody’s Investors Service. Letter attached [here](#).

OE – 5.8 The Superintendent may not recommend a budget that plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.

SUPERINTENDENT Interpretation:

- **More funds than are conservatively projected to be available** shall mean current year revenues and fund balance.

SUPERINTENDENT Indicators of Compliance:

We will know we are compliant when:

5.8.1- The Superintendent submits a budget with estimated expenditures that does not exceed current year revenues and fund balance.

5.8.2- The Superintendent submits a budget with estimated expenditures not less than 99% of available revenues.

In Compliance	Not in Compliance
X	
X	

SUPERINTENDENT Evidence of Compliance:

5.8.1-The proposed General budget for 2024-2025, attached [here](#) summarized by object category, is not a balanced budget when only considering revenues and expenses for the year. Budgeting for use of Fund Balance is a strategic and fiscally responsible way to keep an appropriate amount in reserves while maintaining services. The board will approve the use of Fund Balance to balance a budget when it deems it appropriate.

- The fund balance in the District’s General Fund (Fund 10) for the prior year (2022-2023) was \$62,538,829. The fund balance decreased to \$49,805,515 for the year ended

(2023-2024). This balance is 22.41% of budgeted expenditures. Per policy, we would like to maintain a fund balance between 20%-25%.

- When submitting a budget for approval by the board. The current balance in the General Fund (Fund 10) fund balance was considered. After discussion, it was determined to be in the best interest of the District to utilize a portion of these funds to cover the expected shortfall for 2024-2025 year and reduce fund balance.

5.8.2-The 2024-25 budget cycle saw some significant changes in both the revenue limit and revenues received from the state. Expenditures included increase in staff salaries and significant increase in the self-funded health plan. Without making adjustments to programs or staffing, this will leave the District with a deficit budget for the 2024-2025 year of \$11,408,692.

ITEM FOR CONSIDERATION

Topic: Edison Elementary School Attendance Boundaries

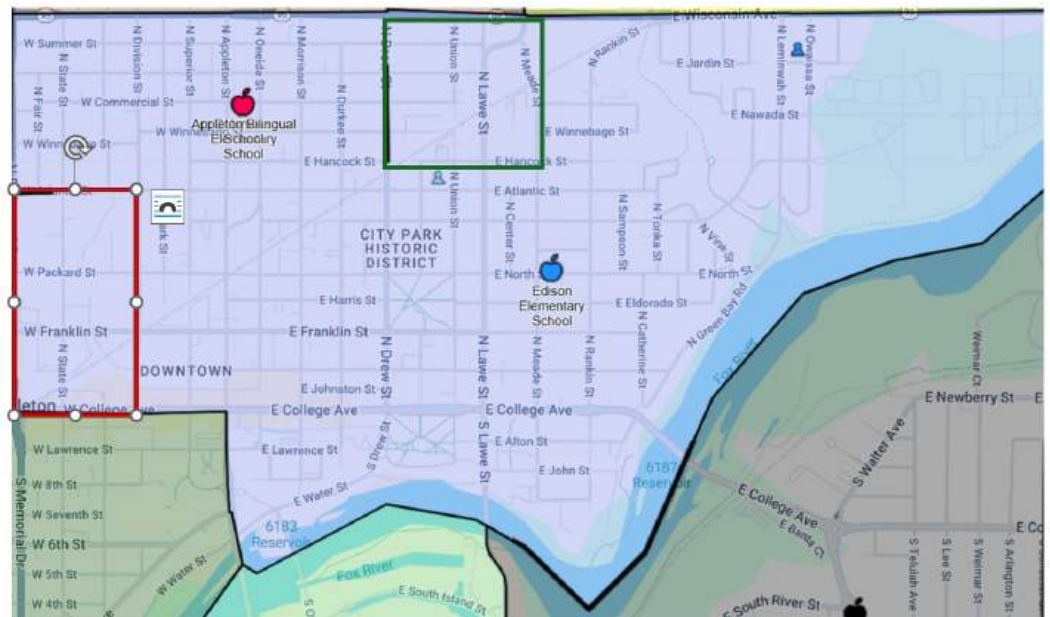
**Background
Information:**

On January 13th, 2025, the AASD Board of Education approved the repurposing of Columbus Elementary School. The repurposing created the need for Edison Elementary School's boundaries to be updated to include the former Columbus attendance area. Using criteria developed in the Fall of 2024, the District Executive Team initially developed four options for the Edison Elementary School boundaries.

During the January 13th, 2025 Board of Education meeting, it was decided that one of the four options was not viable. So, three options were presented to families living in the Franklin and Dunlap Elementary School attendance areas for feedback. In addition, a listening session was held on January 23, 2025, to receive feedback from community members.

Based on the criteria, and feedback provided, the Executive Team is recommending the following be included in the Edison Elementary School attendance boundaries beginning with the 2025-2026 school year:

1. The entire Columbus Elementary School attendance area.
2. The Franklin Elementary School attendance area that is south of Wisconsin Avenue (green square below).
3. The Dunlap Elementary School attendance area that is east of Richmond Street (red rectangle below).



**Fiscal
Note:**

N/A

Instructional

Impact: N/A

Administrative

Recommendation: Approval as submitted.

Contact

Person(s): Superintendent, Greg Hartjes, (920) 852-5300, ext. 60111
superintendent@asd.k12.wi.us
Assistant Superintendent of School Services, Dr. Nan Bunnow, (920)
852-5300, ext. 60113 bunnownanette@asd.k12.wi.us

BOE: January 27, 2025