

**SCHOOL DISTRICT OF POYNETTE**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**HIGH SCHOOL INSTRUCTIONAL MEDIA CENTER (IMC)**  
**MONDAY JANUARY 15, 2018**  
**7:00 P.M.**  
**AGENDA**

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.*

*The Mission of the School District of Poynette is to provide an education that treats each person as an individual.*

*We will instill within each student the love of learning and foster self-esteem and civic responsibility.*

*Our educational program will impart the necessary skills to excel in a changing society.*

- I. Call Meeting to Order and Roll Call
- II. Notice of Meeting per WI s.s.19.84/Declare a Legal Meeting
  1. Approval of Agenda
- IV. Approval of the Minutes
- V. Community Forum
- VI. Treasurer's Report
  1. Financial Report
  2. Vouchers Payable Approval
  3. Donations
- VII. Reports
  1. Administrator reports
  2. Student Council representative report
  3. Board Member Reports
    - a. Curriculum Committee
    - b. Facilities Committee
    - c. Policy/Finance Committee
- VIII. Information and Study
  1. Overnight field trip requests
  2. State School Board convention update
  3. Forward exam discussion
  4. Insurance update
  5. Review of annual audit findings
  6. Facilities study/solution update
  7. 2018-19 WiSNP food service agreement
  8. 2018-19 Calendar discussion
  9. Determination of open enrollment seats for 2018-19
  10. Auditor contracted services
  11. Educational options requirement
  12. Possible preliminary notice of non-renewal
  13. Personnel update: an update on filling open positions and staff retirements and resignations
- IX. Action Items
  1. Consideration of action to accept donations
  2. Consideration of action to approve overnight field trip requests
  3. Consideration of action to approve the 2018-19 food service cooperative agreement
  4. Consideration of action to approve 2018-19 calendar
  5. Consideration of action to approve open enrollment seats for 2018-19
  6. Consideration of action to approve annual audit vendor
  7. Consideration of action to approve annual educational options notice
  8. Consideration of action to approve preliminary notice of non-renewal
  9. Consideration of action on accepting staff retirements and resignations
  10. Consideration of action on offering contracts and/or wage agreements for open positions

- X. Consideration of convening closed session of the board of education pursuant to Wisconsin State Statute 19.85  
1 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons: personnel
- XI. Reconvene into Open Session
  - 1. Possible action on items discussed on closed session
- XII. Adjourn

*The Community Forum provides an opportunity for input from school district residents. The people who wish to address the Board of Education are required to register prior to the start of the meeting. The Agenda allocates up to fifteen minutes for the Community Forum and three minutes for individual speakers. The Agenda does not include action by the Board on items presented during the Forum. The Forum is not intended to address individual student or personnel matters.*

*Upon request to the District Administrator, the District shall make reasonable accommodation including the provision of information material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated.*

## Financial Summary Report for January 2018 Board Meeting

November 30, 2017 ending balance		\$2,833,700.24
Plus: Receipts		\$3,602,931.74
Less: Expenses		\$3,411,599.42
December 31, 2017 ending balance		\$3,025,032.56

<b>Summary of Funds Ending December 31, 2017</b>	
FUND 10- General Fund	3,037,979.12
FUND 21- Special Revenue Trust Fund	67,389.73
FUND 27- Special Education Fund	(526,783.70)
FUND 38- Non-Referendum Debt Fund	3,108.93
FUND 39 -Referendum Debt Fund	148,602.93
FUND 50 -Food Service Fund	254,130.06
FUND 72- Scholarship Fund	54,021.02
FUND 80 - Community Service Fund	(13,415.53)
<b>Total Ending Balance</b>	<b>\$3,025,032.56</b>

<b>Other Segregated Funds:</b>	
FUND 46- Capital Proj (Established 6/27/2016)	\$31,022.12
FUND 72- Scholarship Fund	\$175,518.91

**Board Information Packet**

**1/15/18**

**Information and Study**

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**Donations**

- \$4,000.00 from the Poynette Music Parents to the High School Music Department for the 2018 Spring Music Trip
- \$3,000.00 from the PAD Parents Club to the Poynette Middle School for technology enhancements

# **Business Office Report**

## **January 15, 2018**

Submitted by:

Linda Dallman, Business Manager

### **State Reporting:**

Second Friday Pupil Count

### **Human Resources & Payroll:**

Prepare for calendar year end (W2, Annual Retirement Report, 1099 misc)

ACA reporting

### **Professional Development:**

## Student Services School Board Update

Student Services Board Report, 01/15/18

Submitted by: David Fischer, Student Services Director

- Special Education paraprofessionals provide needed supports to students with a range of disabilities. At Poynette School District, we are very fortunate to have a very dedicated, caring, and skilled group that are asked to do a range of activities to help our students be successful. They support students with personal care tasks, learning, navigating the building, and emotional/behavioral support. Following break, I was able to witness several hugs between students and paraprofessionals. The bond that can be created between a student and an adult that supports their growth and inclusion in the learning community can really run deep. I just wanted to highlight the wonderful work that these employees do each day.
- This past week I was able to observe our Early Childhood Teacher, Maggie Nehmer, providing services in the home setting. Maggie worked with the student on several skills while the parent looked on. After the session, she answered the parents questions and left a bin with various learning activities and books that the parent could have for the next week. It was wonderful to observe such a positive partnership between parent and teacher to support a students growth.



PMS Board Report 1-15-18

Submitted by:

Dr. Jerry Pritzl, PMS Principal

#### Vision 2020: Professional Development

- We have a full schedule for our upcoming professional development day this coming Friday. Our teachers will continue to collaborate, working on curricular refinements utilizing the backwards planning process. Teachers will also meet to analyze student data in relation to their SLO's and PPG's.

#### Vision 2020: Increase Literacy in all Areas

- In departments, we have reviewed the Forward Exam released items. In review of these items, it is easy to see the expectations for our students to be prepared to respond to rigorous questions and prompts. Our standards and rubrics are the backbone that ensure our students get regular practice and feedback in their daily classroom work. Our "test prep" happens naturally within our daily lessons.

#### Vision 2020: 21st Century Skills

- Our 8th grade Art students had their work on full display down at the Public Library. Tonight, those students are taking place in the first annual "Altered Books" art show at the library. Ms. Crawford was able to organize this great opportunity for our students to have an authentic audience.

#### Vision 2020: Participation in Co-Curriculars

- Practice has started for Girl's Basketball. The 1st Science Olympiad meet is on Saturday, January 27th at UW-Milwaukee. Archery and Forensics will be starting very soon.
- Congratulations to 4 of our Puma Middle School students who placed in the top 11 in the Patriot's Pen Essay Contest. Our students were: Tucker Johnson, Grace Plummer, Carter Fait, and Rachel Yelk.

PHS Board Report 1-15-18

Submitted by:

Mark Hoernke PHS Principal

#### **Vision 2020: Increase Participation in the Fine Arts**

- PHS Drama students and their advisor Ms. Courtney Milkent, have begun practice for this Spring's Three-Act play, *The Importance of Being Earnest*, by Oscar Wilde.

#### **Vision 2020: Professional Development**

- The upcoming January 19th Teacher Professional Development Day schedule will include SLO work and backwards planning of curriculum.
- PHS is very proud to announce that our FCE teacher, Ms. Darcy Miller has been awarded the Wisconsin 2017 VFW Teacher of the Year. Every year, 275 Wisconsin VFW Posts send in their chosen teacher candidates to 10 different Wisconsin districts, who then send their strongest candidate to the state selection committee. The state committee then selects an elementary, middle, and high school teacher to be awarded the WI VFW Teacher of the Year. This is the first year on record in which a teacher from the same school has been selected two years in a row. Last year's WI VFW High School Teacher of the Year was Mr. Jason Jennings, one of our Business teachers.

#### **Vision 2020: 21st Century Skills**

- Our Science Olympiad team, led by PHS Science teacher, Mr. Kevin Amundson, is gearing up and practicing for their competitive season. Their next competition will be their state qualifier held at Edgewood College.
- If possible, please follow my Twitter handle, @HoernkeMark. Our tweets have focused on displaying examples of our students working on 21st century skills, activities and projects.



SCHOOL DISTRICT OF POYNETTE  
ELEMENTARY SCHOOL/ ARLINGTON EARLY LEARNING CENTER



Mr. Jay Hausser  
Elementary School Principal

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**Elementary Board Report**

January 15, 2018

**Literacy Goal**

- We have begun some new interventions with some kindergarten students that we have identified in need of some more literacy support. Mrs. Dzioba and Ms. Bjork are working collaboratively in this process.
- Our kindergarten teachers are continuing to look at our literacy standards and to align them more effectively with our assessments and reporting out of those standards.
- Our 5th grade students are participating in debates to help with their research and presentation skills.

**Professional Development**

- We have planned a site visit to the School District of DeForest. Our 3rd, 4th, and possible our 5th grade teams are going to watch a lesson and then debrief about it. We are doing this on January 19th a PD day.
- K-2 Grade level teams will be working with or CESA 5 representative to continue our implementation of the Lucy Calkins Units of Study for Teaching Reading.

**21st Century Skills**

- Our 4th graders are packing boxes for the Troop Support group again this year.
- The Parents Club is holding another collection contest for our district to raise funds for our school.

**SCHOOL DISTRICT OF POYNETT**

**Curriculum Committee**

**January 10, 2018**

**7:30 a.m. - 9:00 a.m.**

**Admin Conference Room**

**Agenda (and notes)**

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*Although a quorum of the Board of Education may be present at this meeting, no Board of Education meeting shall be convened and no action by the Board of Education shall be taken.*

Present: K. Lucey, K. Thays, J. Hausser, M. Hoernke, D. Fischer, M. Shappell, J. Pritzl

- I. Call the meeting to order: 7:36
- II. Notice of meeting: yes
- III. Agenda review: yes
- IV. Review of previous notes/minutes:
- V. Information and Discussion items
  - A. Proposed overnight Field Trips: Ice fishing trip
  - B. Forward exam discussion: the committee reviewed selections of the Forward exam, discussing rigor and expectations.
  - C. Educational options required notice: reviewed annual ed options required notice to be published in paper, website, and newsletter.
  - D. 2018-19 calendar final review and recommendation: reviewed and approved draft 7 for board consideration
  - E. Open enrollment seats review and recommendation: reviewed 2018-19 open enrollment seats
  - F. Facilities update: instructional space and committee options discussion.
- VI. Action/Endorsement
  - A. Recommendations from committee for possible Board action: A, C, D, E
  - B. Establish next meeting date: 2/13/18 @ 7:30 am
- VII. Adjourn: 9:20

**SCHOOL DISTRICT OF POYNETTE**  
**Policy/Finance Committee Meeting**  
**January 15, 2018**  
**6:00 - 6:50 pm.**  
**High School Instructional Media Center (IMC)**  
**AGENDA (and notes)**

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*Although a quorum of the Board of Education may be present at this meeting, no Board of Education meeting shall be convened and no action by the Board of Education shall be taken.*

Present:

- I. Call meeting to order:
- II. Notice of meeting:
- III. Agenda approval:
- IV. Review previous notes/minutes:
- V. Information and Discussion Items
  - A. Annual audit discussion
  - B. Auditing services vendor agreement discussion
  - C. 2018-19 WiSNP food service cooperative agreement
  - D. Educational options requirement discussion
  - E. Health and other insurance discussion
  - F. Facilities committee update
- VI. Action/Endorsement
  - A. Recommendations from committee for possible Board action:
  - B. Establish next meeting date
- VII. Adjourn

**Board Information Packet**

**1/15/18**

**Information and Study**

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**Overnight Field Trip Requests**

Ice Fishing Team for the State Ice Fishing Tourney.

**School Board Proposal for Overnight Field Trip**

**Class/Club:** Poynette Ice Fishing Club

**Staff Contact/Travel Company:** Tyler Johnson / Riteway Bus Company

**Destination/Dates:** Wisconsin State Ice Fishing Tournament Minocqua, WI - February 16th and 17th, 2018

**Number of Students:** 10-20 Students, 20 Max

**Number of Chaperones:** 3

**Accommodations:** Hotel Rooms - Quality Inn Minocqua

**Transportation:** Go Riteway Bus Company

**Goals of Trip:**

- Creating lifelong skill and participating on a team that develops relationships, skills, and promotes a team building experience while educating students in the outdoor classroom.

**Board Information Packet**

**1/15/18**

**Information and Study**

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**State School Board Convention Update**

We'll briefly discuss details for the upcoming week.

2018 State Convention Attendance

**Board Information Packet**  
**1/15/18**  
**Information and Study**

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**Forward Exam Discussion**

We'll briefly discuss the timeline and explore sample questions of the Forward Exam. This assessment is required by the state.

The Forward Exam is administered online in the spring of each school year at:

- grades 3-8 in English Language Arts (ELA) and mathematics,
- grades 4 and 8 in Science and,
- grades 4, 8, and 10 in Social Studies.

General information:

<https://dpi.wi.gov/assessment/forward>

Access to sample questions (follow prompts and input provided generic password):

<https://wbte.drctdirect.com/WI/portals/wi/ott2?index=2&adminId=553215>

**Insurance Update**

We are just starting our process for 2018-19. Physicians Plus has now joined with UW Health to form Quartz. We anticipate a significant increase based on previous year(s) usage, although the trend has stabilized.

**Review of annual audit findings**

Ms. Linda Dallman, Business Manager, will present some highlights from our recently completed annual audit.



**Board Information Packet**  
**1/15/18**  
**Information and Study**

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**Facilities study/solution update**

The Board will hear updates and details from the most recent Community Facilities Advisory Committee. The next meeting will be held on the 24th of January.

**2018-19 WiSNP food service agreement**

The Board will need to act to renew our 66.0301 intergovernmental agreement to remain in our Food Service cooperative.

A resolution is required to continue in the cooperative:

Whereas the School Districts as listed in this document desire to enter into a cooperative relationship to (1) reduce their respective costs in purchasing food, beverages, supplies, and USDA Foods processing, storage and transportation services for use in the school district's Child Nutrition Program(s) for the school year and beyond, and (2) to educate district representatives with regard to ongoing Child Nutrition Program challenges and regulations, and (3) to make the most efficient use of power by enabling them to cooperate with each other on a basis of mutual advantage;

Be it, and it is hereby resolved that the member districts of the Wisconsin School Nutrition Purchasing Cooperative shall share the fees for a procurement consultant and cooperative coordinator, plus reasonable and necessary expenses, through administrative fees paid through approved vendor agreements and through membership dues, pursuant to section 66.0301 of the Wisconsin Statutes.



# Wisconsin School Nutrition Purchasing Cooperative

DATE: December 19, 2017  
TO: Member District of the Wisconsin School Nutrition Purchasing Cooperative  
FROM: Advisory Council of the Wisconsin School Nutrition Purchasing Cooperative  
SUBJECT: 2018-19 SY Agreement

The attached packet for the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) includes:

1. Resolution
2. 66.0301 Agreement (sign and return)
3. Proposed Annual Budget for WiSNP Co-op
4. Membership Listing
5. Governance and Bylaws of the WiSNP Co-op

**NOTE:**

1. The Resolution should be presented to your school board for approval
2. The 66.0301 Agreement must be signed and returned to: WiSNP Co-op, MCPASD, 2130 Pinehurst Dr, Middleton, WI 53562 or [agundeck@mcpasd.k12.wi.us](mailto:agundeck@mcpasd.k12.wi.us)

For the 2018-19 SY, the annual dues are set at \$300 per school district. Middleton Cross Plains Area School District will serve as the fiscal agent for WiSNP Co-op and ProTeam Foodservice Advisors was awarded the Procurement Consultant and Cooperative Coordinator RFPs through the 18-19 SY with the option to renew.

If you have any questions, please feel free to contact any of the Advisory Council members:

Jim Degan, School District of Janesville, [jdegan@janesville.k12.wi.us](mailto:jdegan@janesville.k12.wi.us)

Amy Jungbluth, Middleton Cross Plains Area School District, [ajungbluth@mcpasd.k12.wi.us](mailto:ajungbluth@mcpasd.k12.wi.us)

Karen Fochs, Wausau School District, [kfochs@wausauschools.org](mailto:kfochs@wausauschools.org)

Joyce Gaulke, Westfield School District, [gaulkej@westfield.k12.wi.us](mailto:gaulkej@westfield.k12.wi.us)

Monica Glorioso, Hartford Union High School District, [monica.glorioso@huhs.org](mailto:monica.glorioso@huhs.org)

Becky Terry, DeForest Area School District, [rterry@deforestschoools.org](mailto:rterry@deforestschoools.org)

Janet Loeffelholz, Cuba City School District, [janet.loeffelholz@cubacity.k12.wi.us](mailto:janet.loeffelholz@cubacity.k12.wi.us)

Kathy Powell, Randall Consolidated School District, [kpowell@randall.k12.wi.us](mailto:kpowell@randall.k12.wi.us)

Vicki Sukow, Lakeside Lutheran High School District, [vsukow@llhs.org](mailto:vsukow@llhs.org)

## **Resolution**

### **Wisconsin School Nutrition Purchasing Cooperative**

Whereas the School Districts as listed in this document desire to enter into a cooperative relationship to (1) reduce their respective costs in purchasing food, beverages, supplies, and USDA Foods processing, storage and transportation services for use in the school district's Child Nutrition Program(s) for the school year and beyond, and (2) to educate district representatives with regard to ongoing Child Nutrition Program challenges and regulations, and (3) to make the most efficient use of power by enabling them to cooperate with each other on a basis of mutual advantage;

Be it, and it is hereby resolved that the member districts of the Wisconsin School Nutrition Purchasing Cooperative shall share the fees for a procurement consultant and cooperative coordinator, plus reasonable and necessary expenses, through administrative fees paid through approved vendor agreements and through membership dues, pursuant to section 66.0301 of the Wisconsin Statutes.

**Wisconsin School Nutrition Purchasing Cooperative Agreement  
(Section 66.0301)**

Pursuant to a resolution adopted by school districts participating in the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) to cooperatively procure and purchase food and supplies for the member district's Child Nutrition Program(s):

Participating school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said parties agree to retain a school nutrition procurement consultant to coordinate the bidding and procurement process for the WiSNP Co-op as hereinafter set forth;
2. That the fiscal agent for the WiSNP Co-op shall be a Member District or a CESA;
3. That the fiscal agent shall maintain necessary records for WiSNP Co-op and establish and maintain financial accounts in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction;
4. That the fiscal agent shall be authorized to pay necessary bills and collect fees;
5. That the proration of costs will be collected through administrative fees from approved vendor agreements based on purchase volume of each participating school district; and annual membership dues;
6. That the estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
7. That variations from the budget will require prior approval of all school district parties hereto;
8. That attached hereto and incorporated herein by reference are the authorizing resolution, budget, plan of payments to fiscal agent, and the plan for operation (WiSNP Co-op bylaws).

**School District Signature of Approval**

\_\_\_\_\_  
School District

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Fiscal Agent Signature of Approval**

Middleton Cross Plains Area School District

Fiscal Agent District

*Lori Ames*  
\_\_\_\_\_  
Authorizing Signature

*12-13-17*  
\_\_\_\_\_  
Date

*LORI AMES*  
\_\_\_\_\_  
Printed Name

*DIRECTOR OF BUSINESS SERVICES*  
\_\_\_\_\_  
Title

2018-19 Proposed Annual Budget  
Wisconsin School Nutrition Purchasing Cooperative

<b>EXPENSES:</b>	<b>PROPOSED BUDGET</b>
Procurement Consultant and Cooperative Coordinator	\$ 94,000
Operational Expenses (Web development/host, travel, printing, supplies, advertising)	10,000
Personal Services (Meeting facility; Fiscal Agent fee; Liability Insurance)	10,000
	<hr/>
<b>TOTAL EXPENSES</b>	<b><u><u>\$114,000</u></u></b>

<b>REVENUES:</b>	<b>PROPOSED BUDGET</b>
Fees from per case purchases*	\$ 96,900
Membership Dues ^	17,100
	<hr/>
<b>TOTAL REVENUE</b>	<b><u><u>\$114,000</u></u></b>

\*Approved vendor agreements state that Administrative Fees will be paid by the Vendor to the Fiscal Agent based on purchase volume of each participating school district:

^ Membership Dues = \$300 per district

**Membership**  
**Wisconsin School Nutrition Purchasing Cooperative**

2017-18 SY Member School Districts of the WiSNP Co-op:

- |  |                               |
|--|-------------------------------|
| 1. Abundant Life Christian School/<br>Lake City Church | 30. Mount Horeb               |
| 2. Almond-Bancroft                                     | 31. Necedah                   |
| 3. Benton  | 32. Norwalk-Ontario-Wilton    |
| 4. Brillion  | 33. Port Edwards              |
| 5. Cambridge   | 34. Potosi                    |
| 6. Cassville   | 35. Poynette                  |
| 7. Clinton   | 36. Princeton                 |
| 8. Cuba City   | 37. Randall Consolidated      |
| 9. D C Everest Area                                    | 38. Random Lake               |
| 10. Deerfield  | 39. Rio                       |
| 11. DeForest   | 40. River Valley              |
| 12. Dodgeville   | 41. Sauk Prairie              |
| 13. Fall River   | 42. Sheboygan Falls           |
| 14. Hartford Union High School                         | 43. Slinger                   |
| 15. Highland   | 44. St. Joseph's, Hazel Green |
| 16. Howards Grove                                      | 45. Sun Prairie               |
| 17. Janesville   | 46. Valders                   |
| 18. Jefferson School District                          | 47. Verona                    |
| 19. Kewaskum   | 48. Watertown                 |
| 20. Lakeside Lutheran High School                      | 49. Wausau                    |
| 21. Lodi   | 50. Wautoma                   |
| 22. McFarland  | 51. West Bend                 |
| 23. Menominee Indian                                   | 52. Westfield                 |
| 24. Middleton-Cross Plains                             | 53. Wisconsin Rapids          |
| 25. Milton   |                               |
| 26. Mishicot   |                               |
| 27. Monona Grove                                       |                               |
| 28. Montello   |                               |
| 29. Mosinee  |                               |

**New for 2018-19 SY:**

- Campbellsport
- Lake Mills
- Lomira
- Mayville

## **Governance & Bylaws of the Wisconsin School Nutrition Purchasing Cooperative**

### **I. PURPOSE**

The purpose of the Wisconsin School Nutrition Purchasing Cooperative (WISNP Co-op) is to provide quality nutrition products and value-added services so that Member Districts may deliver first-rate nutrition programs for students.

### **II. GOVERNANCE**

- A. Membership is open to Wisconsin school districts with a self-operated, federally funded Child Nutrition Program.
- B. An Advisory Council (Council) comprised of representatives from various sized Member Districts and the fiscal agent district shall be established as a board of directors to make business and organizational decisions for the WISNP Co-op
- C. A fiscal agent (Fiscal Agent) shall be designated by the Council to manage the WISNP Co-op funds.
- D. A school nutrition procurement consultant (Consultant) shall be an independent consultant that shall be procured for and contracted by the WISNP Co-op to carry out the WISNP Co-op's business.
- E. The WISNP Co-op shall hold a minimum of three general membership meetings per year with the dates, times, and locations to be set by the Council.
- F. All decisions requiring a vote by the Member Districts or the Council will be by simple majority if a quorum is met.
  - 1. Votes may be cast in person or by approved electronic means. Member Districts may participate by any lawful communication means or in person.
  - 2. Member Districts are granted one vote per district.
- G. The fiscal year of the WISNP Co-op shall be July 1 to June 30 of the succeeding year.

### **III. MEMBER DISTRICTS**

- A. Member Districts shall be self-operated, federally funded Child Nutrition Programs. The operation of a Member District's Child Nutrition Program must comply with federal and state laws.
- B. All Member Districts shall abide by the WISNP Co-op's Governing Rules, Policies, and Procedures as adopted.
- C. All Member Districts shall participate in and agree to the WISNP Co-op's Prime Vendor contract. Member Districts may also participate in optional available RFPs.
- D. Member Districts shall provide the Fiscal Agent, Consultant, and Council information and documentation necessary for the WISNP Co-op to meet its responsibilities.
- E. When a membership vote is required, only one vote per member district is allowed. If a quorum (51% or more) of the Member Districts are present, a simple majority vote will be conducted for:
  - 1. Adopting governance rules;
  - 2. Approval of policies and procedures;
  - 3. Approval of Prime Vendor RFP award;
  - 4. Fee assessments to cover the WISNP Co-op operating costs;
  - 5. Election of Council representatives;
- F. Any District may apply to become a member of the WISNP Co-op.



1. Applications are accepted until October 31 of the prior school-year.
  2. The Council has the right to recommend the approval or disapproval of the applicant based on factors such as geographic location and enrollment.
  3. If a USDA Foods distribution contract is in force and a new member is applying during this contract's existence, its membership may require the contracted distributor's approval.
- G. A current Member District may be terminated upon determination that the Member District no longer meets membership criteria as determined by the Council. A Member District whose membership has been terminated by the Council has the right to appeal the termination decision to the Member Districts at the next regularly scheduled membership meeting.
  - H. Requests for termination of participation in the WISNP Co-op may be made in writing with at least thirty-(30) calendar days' notice. No refunds of participation fees will be made. Terminated members may not apply to participate in the WISNP Co-op until the next bidding cycle.
  - I. It is the Member District's responsibility to have the specific contract(s) approved by the member's Board of Education (or other governing body as appropriate) to meet the State and Federal procurement requirements.
  - J. All Member Districts shall pay the annual membership fee set by the Council by July 31. Invoice will be sent by the Fiscal Agent.
  - K. It is every Member District's responsibility to actively manage its USDA Foods including ordering, distribution, processing, and inventories.
  - L. Each Member District must maintain internet and email access and is responsible to report contact changes to the Consultant.

#### **IV. ADVISORY COUNCIL**

- A. The Council shall consist of two representatives from each of the three Member District sizes – small (<1000), medium (1001-5000), and large (>5000). Member Districts shall elect council members from the corresponding district-size. The Fiscal Agent district will also serve on the Council.
- B. Each Council member shall serve a two-year term. A temporary extension of a Council member's term may be requested to complete a project or initiative.
- C. Council members shall be unpaid. Council members shall be reimbursed for expenses incurred to attend Council meetings.
- D. The Council has the following responsibilities:
  1. The Council shall serve as a point of contact for Member Districts;
  2. The Council shall review and take action on comments and concerns presented to the Council by Member Districts, Consultant, Fiscal Agent, and/or Vendors;
  3. The Council shall review and propose changes to the bylaws, policies, and procedures for the WISNP Co-op;
  4. The Council shall review and approve WISNP Co-op budget;
  5. The Council shall set annual membership fees;
  6. The Council shall set general membership meetings dates, times, locations, and agendas;
  7. The Council shall conduct performance and pricing audits of awarded vendors as coordinated by the Consultant;
  8. The Council shall create WISNP Co-op sub-committees as deemed necessary.
- E. The Council shall meet a minimum of twice a year or as needed.

## **V. FISCAL AGENT**

- A. The Fiscal Agent has the following responsibilities:
  - 1. The Fiscal Agent shall serve as custodian of all WiSNP Co-op fiscal, membership, and other records in accordance with applicable law and retain those records on behalf of the Member Districts until the WiSNP Co-op dissolves. The Fiscal Agent shall provide such records only upon request of the Member Districts and Council;
  - 2. The Fiscal Agent shall operate in accordance with the budget adopted by the Council and with applicable law;
  - 3. The Fiscal Agent shall maintain separate and distinct administrative, accounting, auditing, budgeting, reporting, and record keeping systems for the management and operation of the WiSNP Co-op;
  - 4. The Fiscal Agent shall cooperate with any audits by regulatory agencies required of the Member Districts.
  - 5. If Member District annual dues are deemed necessary, the fiscal agent shall bill, receive, and record said dues.
- B. All discounts, rebates, and applicable credits received by the Fiscal Agent on behalf of Member Districts must be returned to the Member District's nonprofit school food service account.
- C. All funds generated in excess of expenses shall stay with the WiSNP Co-op and its Member Districts.
- D. Administrative cost overruns and uncontrollable costs exceeding what was budgeted shall be reviewed by the Fiscal Agent, Council and Consultant to determine the nature and extent of the costs. The Council shall determine if and how the costs will be allocated among the Member Districts.
- E. The Council may hire an auditor to review all financial records to ensure compliance with state and federal regulations and verify fiscal responsibility.

## **VI. SCHOOL NUTRITION PROCUREMENT CONSULTANT**

- A. A school nutrition procurement consultant (Consultant) will be properly procured for and contracted by the WiSNP Co-op.
- B. With Council oversight, the Consultant is responsible for writing, issuing, evaluating, and approving all bid documents related to the WiSNP Co-op's business and ensuring that all purchasing and bidding activities adhere to state and federal statutes and purchasing regulations;
- C. The Consultant shall see that all orders and resolutions of the Council are carried into effect.
- D. The Consultant shall have the authority to sign all certificates, contracts, and other instruments on behalf of the WiSNP Co-op;
- E. The Consultant shall inform Council members and Member Districts of pertinent WiSNP Co-op business transactions;
- F. The Consultant shall plan and convene regular Council and WiSNP Co-op meetings, gather agenda items, publish agendas and ensure minutes of each meeting are recorded and disseminated. Planning additional education sessions and/or food shows for WiSNP Co-op may also be required.
- G. The Consultant shall provide other duties necessary to responsibly manage the business affairs of the WiSNP Co-op with the best interest of every Member District in mind.

Original Adoption: May 11, 2017

Revised: December 8, 2017

## **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Board Information Packet**

**1/15/18**

**Information and Study**

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**2018-19 Calendar Discussion**

The Calendar Advisory Group met and make the following recommendation to the Board. This version (Draft 7) has been vetted by the Curriculum Committee as well.

# School District of Poynette

DRAFT

## 2018-2019 Calendar

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days  
0

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days  
0

September 2018						
S	M	T	W	T	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days  
19

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	PT	12	13
14	15	16	17	PT	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days  
22

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	ER	22	23	24
25	PD	27	28	29	30	

Days  
19

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	ER	22
23	24	25	26	27	28	29
30	31					

Days  
15

January 2019						
S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	PD	22	23	24	25	26
27	28	29	30	31		

Days  
21

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Days  
20

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	PT	8	9
10	11	12	13	14	15	16
17	18	19	20	21	PD	23
24	25	26	27	28	29	30
31						

Days  
15

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	PD	23	24	25	26	27
28	29	30				

Days  
20

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

Days  
22

June 2019						
S	M	T	W	T	F	S
						1
G	3	4	ER	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days  
3

STUDENT DAYS = White Days	
1 <sup>st</sup> Quarter = 43	2 <sup>nd</sup> Quarter = 45
3 <sup>rd</sup> Quarter = 43	4 <sup>th</sup> Quarter = 45
1 <sup>st</sup> Trimester = 60	2 <sup>nd</sup> Trimester = 60
3 <sup>rd</sup> Trimester = 56	

**June 2018**  
Summer School . . . . . 11 - 29

**August 2018**  
Annual Staff Picnic /School Board Meeting . . . . . 22  
All Teacher In-service . . . . . 27 - 29  
(Floating Teacher In-service 2 additional days)  
•Open House (1<sup>st</sup>-12<sup>th</sup>Grade 4:00- 7:00pm) . . . . . 29

**September 2018**  
H Labor Day - no school . . . . . 3  
⇒ Students Report . . . . . 4

**October 2018**  
PT 4K-8 Parent/Teacher Conferences . . . . . 11  
(Grades 4K-8 only 4:00- 7:30 pm)  
PT/ER Early Release all grades 1:15 . . . . . 18  
PT 4K-12 Parent/Teacher Conferences . . . . . 18  
Conferences All Grades 2:00-8:00 pm  
No school . . . . . 19

**November 2018**  
First Quarter Ends (6<sup>th</sup>–12<sup>th</sup> Grade) . . . . . 2  
ER Early Release all grades 1:15 . . . . . 21  
H Thanksgiving break - No school . . . . . 22 - 23  
PD Professional Development Day - No school . . . . . 26  
First Trimester Ends (4K-5<sup>th</sup> Grade) . . . . . 30

**December 2018**  
ER Early Release: all grades 1:15 . . . . . 21  
Winter Break - No school . . . . . 24 - 28

**January 2019**  
Winter Break - No school . . . . . 1  
Second Quarter Ends . . . . . 18  
PD Professional Development Day- No school . . . . . 21  
•Open House (High School Only 4:00-7:30 pm) . . . . . 21

**February 2019**

**March 2019**  
Second Trimester Ends (4K-5<sup>th</sup> Grade) . . . . . 6  
PT/ER Early Release: Grades K-5 only 1:15 . . . . . 7  
(Elementary 2:00-8:00, Gr. 6-12 3:30- 8:00)  
Parent/Teacher Conferences K-12 . . . . . 7  
Third Quarter Ends (6<sup>th</sup> – 12<sup>th</sup> Grade) . . . . . 22  
PD Professional Development Day - No school . . . . . 22  
Optional P/T Conferences Grades 4K - 2  
Spring Break - No school . . . . . 25 - 29

**April 2019**  
No school . . . . . 19  
PD Professional Development Day - No school . . . . . 22

**May 2019**  
H Memorial Day - No school . . . . . 27

**June 2019**  
G Graduation . . . . . 2  
ER Early Release all grades 12:30 . . . . . 5  
Last Day for Students & Teachers . . . . . 5  
PD Professional Development Half Day . . . . . 5

DRAFT # 7

Approved by Board of Education  
on:

**Board Information Packet**  
**1/15/18**  
**Information and Study**

**Determination of open enrollment seats for 2018-19**

2018-19 Open Enrollment Seats

School Districts must determine the total number of 'seats' available for open enrollment annually.

<b>Grade</b>	<b>Projected 2018-19 Enrollment (based on 17-18 3rd Fri. enrollment)</b>	<b>Max Enrollment</b>	<b>Open Seats</b>
4k		88	
K	65	90	25
1	73	92	19
2	68	92	24
3	86	100	14
4	60	75	15
5	87	100	13
6	82	100	18
7	78	100	22
8	78	100	22
9	82	100	18
10	89	100	11
11	83	100	17
12	75	100	25
EC - K	15	15	0
Elementary Special Education	40	42	2
Middle School Special Education	32	24	0
High School Special Education	34	36	2
EC-K S/L related service or special education	28	26	0
1-12 S/L related service or special education	38	35	0

## 2018-2019 Open Enrollment Seats for Special Education

### Programming and Related Services Considerations

Students requiring instruction by the teacher of the blind or visually impaired, or instruction provided in an alternative setting will also be denied open enrollment due to lack of programming.

Due to an absence in programming, students that require the following related services (IDEA definition provided below) will be denied open enrollment: audiology services, speech and language (space limitations), interpreting services, physical and occupational therapy, recreation, including therapeutic recreation, rehabilitation counseling, orientation and mobility service, medical services for diagnostic or evaluation purposes, school health services, school nurse services, and social work services in schools.

The Individual with Disabilities Education Act defines related services as the following:

*Related Services means transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech- language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also includes school health services and school nurse services, social work services in schools, and parent counseling and training.*

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**Auditor contracted services**

We received five proposals for the next auditor contract. Linda Dallman and I will review and prioritize and have a recommendation to the Board on or before the next meeting.



**Board Information Packet**

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**Educational options requirement**

**By statute, districts must publish this information annually.**

**2017- 18 School District of Poynette Accountability and Educational Options Report**

*The Mission of the School District of Poynette is to provide an education that treats each person as an individual. We will instill within each student the love of learning and foster self-esteem and civic responsibility. Our educational program will impart the necessary skills to excel in a changing and progressing society.*

The District's primary educational pathway and instructional program for students involves a progression from 4-year-old kindergarten (Early Learning) through 12th grade, leading to a high school diploma.

The full version of the District's most recent school and school district accountability report, as issued by the Wisconsin Department of Public Instruction under section 115.385 of the state statutes, can be accessed via the following page (and on the District's website) <https://apps2.dpi.wi.gov/sdpr/district-report.action> Select Poynette from the pulldown menu.

<b>Poynette School District Schools</b>	<b>Latest DPI "Report Card" Score (2016-17)</b>
Poynette Elementary	80.9 (Exceeds Expectations)
Poynette Middle School	75.3 (Exceeds Expectations)
Poynette High School	68.4 (Meets Expectations)
Poynette School District (overall)	77.1 (Exceeds Expectations)

PSD also offers a wide range of educational programming

- Starting with early childhood programming for students who are at least 3-years-old but not school age.
- Special Education for students with disabilities
- English Language Learner
- Gifted and Talented Education
- Career and Technical Education (CTE) programs
- At risk programs for student that are in danger of not graduating high school
- Summer School programming

Educational options for students who are enrolled in the Poynette School District that involve part-time attendance at an educational institution other than a school of the Poynette School District include the following:

- The Course Options Program, which provides opportunities to apply for approval to take up to two courses at a time at another educational institution. This option is subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and includes certain District approved dual credit opportunities that the District offers in conjunction with a partner institution of higher education.
- Part-Time Open Enrollment: Beginning in the 2018-19 school year, a student who is enrolled in a public high school may attend a public school in a nonresident school district on a part-time basis in accordance with section 118.52 of the state statues (the part-time public school open enrollment law). A student may attend no more than two courses at a time in nonresident school district under this law.

- The Early College Credit Program, which provides opportunities to apply for approval to take courses at certain institutions of higher education.
- Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Poynette School District include the following:
  - High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma.
  - Full-time Open Enrollment involving physical attendance in a public school of a nonresident school district or attendance through a virtual charter school that is associated with a nonresident school district.
  - Beginning in the 2016-17 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
  - Enrollment in a private school of the family's choosing (at the family's own cost, as applicable).
    - There is one DPI recognized private school within the district's boundaries: Stepping Stones Learning Center, 1199 N US Highway 51 Poynette WI, grades 4K-12
  - Enrollment in a home-based private educational program as provided under state law. Educational options for children who reside in the Poynette School District but who are enrolled in and attending a private school, or home-based private educational program include the following:
    - Such students have the opportunity to attend summer school classes/programs offered in the District.
    - Private school students in the high school grades have the opportunity to apply for approval to take up two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.
    - Students who are enrolled in a home-based private educational program have the opportunity to:
      - Apply for approval to take up two courses per semester in public schools as provided under section 118.53.
      - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133.

For more information about any of the educational options listed in this notice, please contact the District's main administrative office at 608-635-4347 or the Wisconsin Department of Public Instruction.

For more information, please contact:  
 Matthew Shappell, District Administrator  
 School District of Poynette  
 108 N. Cleveland St  
 Poynette, WI 53955  
 (608) 635-4347

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**Possible preliminary notice of non-renewal**

**Placeholder. Not needed at this time.**

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**Personnel Update**

Professional Staff

Offers of Employment

- Jennifer Nadolski, Long Term Substitute Teacher 4th Grade
- Meagan Vujnovich, Long Term Substitute Teacher Hs Agriculture

Resignations

- Julie Vulich, special education teacher.

**Board Information/Acknowledgement:**

Support Staff Paraprofessional

Acknowledgement of Employment

- 

Resignations

- 

Support Staff Other

Acknowledgement of Employment

- 

Resignations

- 

Co-curricular/Coaching:

Acknowledgement of Employment

- 

Acknowledgement of Resignations

- 

Open Positions:

- MS Track Coach
- Head Track and Field Coach
- Assistant Track Coach
- Assistant Baseball Coach
- Pool Coordinator
- Reading Interventionist
- Special Education Assistant
- Special Education Teacher