

Board Information Packet
12/17/18
Information and Study

Building process next steps update

We'll update the Board with a short report on what we've done and what is planned as we work with our partners to prepare for construction.

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Annual audit booklet review

Ms. Dallman will present a brief review of the District's annual audit.

Overnight field trip requests:

School Board Proposal for Overnight Field Trip

Class/Club: FFA

Staff Contact/Travel Company: Kessa LaBlanc

Destination/Dates: 360° Leadership Conference- Green Bay, WI/ March 22-23, 2019

Number of Students: 7

Number of Chaperones: 1

Accommodations: Hotel arranged by WI FFA—included in cost of conference

Transportation: School Van

Cost: \$100/per student - \$90/advisor

Goals of Trip: 360° will take students full circle in chapter leadership development. The conference will cover every angle for developing action plans for their chapters. The theme for this conference is Vision. 360° conferences focus on chapter development.

PHS Administration Signature:

School Board Review Date:

Poynette Curling Team Overnight Trip

Class/Club: Poynette Curling

Staff: Tim Amundson, Girls Curling Head Coach Mike Thurston, Boys Curling Head Coach

Event:

- Tietge Bonspiel Annual Curling Qualifier (January 4-5, 2019)

Location: Wausau, WI

Number of students: 14 students

Chaperones: 4

Transportation: District Vans

Accommodations: Best Western, Rothschild WI

Cost: \$791.92 + \$140 entry

Poynette Curling Team Overnight Trip

Class/Club: Poynette Curling

Staff: Tim Amundson, Girls Curling Head Coach Mike Thurston, Boys Curling Head Coach

Event:

- Curling State Championships (February 15-16, 2019)

Location: Wausau, WI

Number of students: 10 students

Chaperones: 4

Transportation: District Vans

Accommodations: Best Western, Rothschild WI

Cost: \$791.92 + \$300 entry

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Early graduation requests

No additional requests this month.

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New scholarship approval discussion

Poynette Area Schools Alumni Scholarship

Sponsored by The Poynette Class of '88

The PHS Class of '88 alumni are proud to offer a scholarship to one qualifying senior from the graduating class of 2019. Having walked down the same path as the current students, we are proud to have the opportunity to do our part to give back to a school that gave us so much as we set out to build our careers.

1. The amount of the scholarship, and one-time payment, as raised through donations during the 2018 fiscal calendar, will be \$800.00.
2. The Recipient must be a graduating senior from Poynette High School planning to attend a college, University or Vocational Education Program.
3. Complete a Poynette High School Scholarship application.
4. Special consideration will be given to the student who has shown the ability to overcome personal challenges on their path to academic success at Poynette High School.
5. The Scholarship will be rewarded after successful completion of the first semester.
6. The Scholarship Committee will consist of members from the Class of 1988 and the High School Counselor.
7. Deadline for the application will be February 15. Return the application to the school counselor.

Qualifying criteria used to establish the recipient:

1. Academic Achievement - must be in the top 25% of his/her class.
2. Financial need
3. Leadership positions and traits
4. Citizenship -- service to school and community
5. Character

Criteria for payment of scholarship:

Scholarship would be paid upon recipient's successful completion of the first credit term of their first year in a college or vocational school with proof of enrollment for the second credit term. The scholarship monies will be paid to Poynette High School's advancement account with the check to the recipient to be issued by the school from that account. If student is unable to successfully meet the criteria, the scholarship will be given to the runner-up.

Dells Area Cruisers Car Club Scholarship

The Dells Area Cruisers Car Club is offering a scholarship for a 2019 graduate of Poynette High School.

The purpose of the Dells Area Scholarship is to provide a worthy student graduating from Poynette High School an opportunity to continue their education in either the auto body or mechanics field.

The amount of the scholarship is \$500.00

Award criteria:

1. A strong desire to further his/her education.
2. Must have a desire to work in the auto mechanical repair, body and / or restoration industry.
3. Character
4. One \$500.00 scholarship will be awarded. Upon completion of 1st semester and enrollment in the 2nd semester.
5. Students interested in applying should complete a the standard Poynette Scholarship Application and return it to the School Counselor.
6. The High School Scholarship Committee will select the award recipient.
7. Payment of the scholarship shall be made upon successful completion of the first semester and proof of enrollment in the second semester.

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New course materials discussion

[4K Materials](#)

[HS Materials](#)

Title	Author	Class	Summary	Rationale for Instruction	# of copies	Board
Prentice Hall Literature Grade 9 (Collection)	Various	English 9	Various short stories and pieces of length literature	A large selection of vetted literature pieces, including <i>The Interlopers</i> , <i>The Most Dangerous Game</i> and <i>Roméo and Juliet</i> .	Class Set	
Elements of Literature Fourth Course (Collection)	Various	English 10	Various short stories and pieces of length literature	A large selection of vetted literature pieces, including <i>The Tragedy of Julius Caesar</i> , <i>A Separate Peace</i> , and <i>The People Could Fly</i> .	Class Set	
The Crucible	Arthur Miller	AP Literature	Miller dramatized the Salem Witch Trials of the late 17th century as a tool to comment upon the Red Scare and McCarthyism.	The play is pivotal piece of American literature, drama, and social commentary. The author fully develops dramatic and writing strategies to convince his audience of the danger the Red Scare proposed to American citizens.	Class Set	
"The Lady or the Tiger?"	Frank Stockton	English 9	The daughter of a barbarous king must decide whether to send her lover to be married to another woman or to be killed by a tiger.	Students will analyze the author's decisions by finding specific evidence from the text.		
"The Lottery"	Shirley Jackson	English 9				
"They Are Made Out Of Meat"	Terry Bisson	Contemporary Literature	Aliens discuss whether to pursue a relationship with the human race.	An amusing example of humor, irony in a science-fiction context.		
"Robbie"	Isaac Asimov	Contemporary Literature	A day-care robot proves its "metal".			

Title	Author	Grade/Teacher	Summary	Rational for Instruction	# of copies	Board Approved
Alexander and the No Good Very Bad Day	Judith Viorst	4k			60	
The Big Red Barn	Margaret Wise Brown	4k			60	

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Revised 403b agreement(s)

The District is required to adopt a plan for their tax sheltered annuity offerings -- and we've done this in the past. This updated plan is aligned to the IRS requirements. By adopting the IRS' plan outline, it ensures compliance. This new plan will also allow a Roth option which several of our employees requested.

IRS Letter 403b



TAX EXEMPT AND
GOVERNMENT ENTITIES
DIVISION

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

Plan Description: Volume Submitter 403(b) Plan
FFN: 315C083FT08-001 Case: 201500643 EIN: 13-3504158
Letter Serial No: J500350a
Date of Submission: 05/01/2015

CCH INCORPORATED DBA FTWILLIAM COM
1245 E. WASHINGTON AVE., SUITE 101
MADISON, WI 53703

Contact Person:
Janell Hayes
Telephone Number:
513-263-3602
In Reference To: TEGE:EP:7521
Date: 03/31/2017

Dear Applicant:

In our opinion, the form of the plan identified above is acceptable under section 403(b) of the Internal Revenue Code for use by eligible employers for the benefit of their employees. This opinion relates only to the acceptability of the form of the plan under the Internal Revenue Code. It is not an opinion of the effect of other Federal or local statutes.

You must furnish a copy of this letter, a copy of the approved plan, and copies of any subsequent amendments to each eligible employer who adopts this plan.

This letter considers the changes contained in the final regulations under Code section 403(b) (sections 1.403(b)-1 through 1.403(b)-11) that were published on July 26, 2007 (72 FR 41128) and the applicable requirements of the 2012 Cumulative List of Changes in Plan Qualification Requirements contained in Notice 2012-76, 2012-62 I.R.B. 775.

Our opinion on the acceptability of the form of the plan is not a ruling or determination as to whether an eligible employer's plan satisfies Code section 403(b). However, an eligible employer that adopts this plan may rely on this letter with respect to the satisfaction of its plan under Code section 403(b), as provided for in Rev. Proc. 2013-22, 2013-18 I.R.B. 985, and outlined below. An eligible employer that adopts this Code section 403(b) volume submitter plan may rely upon an advisory letter issued for the plan that the form of the adopting eligible employer's plan satisfies the requirements of Code section 403(b) except (i) to the extent that the employer modifies the terms of the approved specimen plan (other than by selecting options that are permitted under the terms of the approved specimen plan) and (ii) if the plan is not a Code section 414(d) governmental plan or a plan of a Church or Qualified Church Controlled Organization (QCCO) as defined in Rev. Proc. 2013-22 with respect to whether nonelective contributions under the plan satisfy the requirements of Code sections 401(a)(4) and 410(b). The terms of the plan must be followed in operation.

This is not a ruling or determination with respect to any language in the plan that reflects Section 3 of the Defense of Marriage Act, Pub. L. 104-199, 110 Stat. 2419 (DOMA) or U.S. v. Windsor, 570 U.S. 12 (2013), which invalidated that section, except to the extent that the definition of spouse is relevant for purposes of required minimum distributions under Code section 401(a)(9) and spousal rollover rights under Code section 402(c)(9).

In general our opinion may not be relied on with respect to the requirements of Code section 415 if the adopting eligible employer or any of its related employers maintains another Code section 403(b) plan covering any of the same participants as this Code section 403(b) plan. For this purpose, the term "related employers" means all employers that are aggregated with the adopting eligible employer under Code sections

Letter 4335

414(b) and (c) (each as modified by IRC 415(h)), (m), and (o), including Regulation 1.414(c)-5. See Regulations 1.415(c)-1(d) and 1.415(f)-1(f) for special rules applicable to Code section 403(b) plans.

This letter may not be relied upon with respect to issues of an inherently factual nature.

This letter does not rule on whether this plan meets any requirements of a multiple employer plan.

This letter does not express an opinion with respect to the terms of any investment arrangements under the plan of any adopting eligible employer or any other documents that may be incorporated by reference into an adopting eligible employer's plan. In the event of any conflict between the terms of the plan and the terms of investment arrangements under the plan (or any other documents incorporated by reference into the plan) the terms of the plan shall govern.

This letter does not express an opinion, and may not be relied upon, with respect to whether any plan is subject to the requirements of Title I of ERISA or whether a plan satisfies any of those requirements.

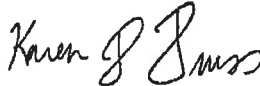
Our opinion does not constitute a determination that the plan is a Code section 414(d) governmental plan or that the adopting employer is a Church or QCCO.

If you, the volume submitter practitioner, have any questions concerning the IRS processing of this case, please call the above telephone number. This number is only for use of the practitioner. Individual participants and/or adopting eligible employers with questions concerning the plan should contact the volume submitter practitioner. The plan's adoption agreement, if applicable, must include the practitioner's address and telephone number for inquiries by adopting employers.

If you write to the IRS regarding this plan, please provide your telephone number and the most convenient time for us to call in case we need more information. Whether you call or write, please refer to the Letter Serial Number and File Folder Number shown in the heading of this letter.

You should keep this letter as a permanent record. Please notify us if you modify or discontinue sponsorship of this plan.

Sincerely Yours,



Karen D. Truss
Director, Employee Plans Rulings and Agreements

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Required safety drill reporting

The District is required to present written summaries of safety drills to the Board for review and acknowledgement. We've followed the Department of Justice's suggested template and the principals created the report/evaluations.

Policy updates

First Reading

[Policy 3120.04 – Employment of Substitutes \(Revised\)](#)

[Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities \(Revised\)](#)

[Policy 3230 - Conflict of Interest \(Revised\) & Policy 4230 - Conflict of Interest \(Revised\)](#)

The policy is revised to clarify the prohibition on providing tutoring services for a fee. Many School District employees, particularly teachers, serve as private tutors for students on their own time and arranged outside of school. Provided that these paid services are truly outside the scope of the regular duties of the individual and are not a requirement of any program, class, or project, this can be permitted. These revisions are recommended for clarity and consistency.

[Policy 8500 – Food Services \(Revised\)](#)

This policy has been revised to include language regarding the timeframe for forwarding complaints to the Civil Rights Division of the USDA Food and Nutrition Service.

Note that this requirement comes from a DPI audit of a District's policies. There is no regulatory basis for the 3-day requirement and correspondence with both USDA representatives and DPI representatives confirms that the source of this expectation is unclear, but believed to be the function of an MOU between the USDA and DPI. Requests for the MOU are pending. At this time, it is recommended that the revision be made and adhered to (i.e. training needs to be provided to the staff member responsible for coordinating any complaints) to assure successful audit. Likewise, an optional revision to the circumstances justifying characterizing unpaid meal account balances as bad debt has been made, per one auditor's suggestion, to provide greater flexibility to the administration to continue efforts to collect the funds beyond the end of the school year in which incurred if the administrator feels it appropriate and worthwhile. Note that this is not required and may place additional responsibilities on the administration to affirmatively determine that further efforts are unnecessary. Finally, the policy template includes some corrections to the placement of and description of options relative to the provision of alternate meals. Alternate meals may be provided or not provided to paid or reduced price lunch students with negative account balances and no current funds per the District's decision. The USDA recommends and encourages the provision of alternate meals, as does DPI, but ultimately it is the local School Food Authority that makes the determination as to how to handle it. Programs that do provide such lunches, are expected to do so in a way that minimizes the distress placed on the student as a function of being identified as not having sufficient funds to pay for lunch.

Revision is recommended and, according to current DPI audit expectations, required.

[Policy 8760 - Student Accident Insurance \(Revised\)](#)

Revisions to this policy are made to allow the District to select whether to require insurance. There is no such requirement in the law, and for some Districts, this may present a concern of a disparate impact on groups based on protected classification. It is recommended that any District intending to require proof of insurance for extracurricular participation consult with local counsel prior to doing so.

This revision is recommended but not required.

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Number	po3120.04
Status	First Reading
Adopted	April 21, 2014
Last Revised	October 22, 2018

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall employ substitutes or make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator ~~that are not arbitrary, capricious, or discriminatory.~~

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the District Administrator deems appropriate. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Employed substitutes may receive in June a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year.

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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Last Modified by Matthew Shappell on December 5, 2018

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Number	po3120.08
Status	First Reading
Adopted	April 21, 2014
Last Revised	October 28, 2015

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter which specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated by the District Administrator for any reason ~~that is not arbitrary or capricious~~. There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a member of the teaching staff or administrative staff shall not be incorporated into the staff members regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

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Last Modified by Matthew Shappell on December 5, 2018

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of CONFLICT OF INTEREST
Number	po3230
Status	First Reading
Adopted	October 28, 2015
Last Revised	April 25, 2016

3230 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's employees, officers and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board ~~of Education~~ adopts the following guidelines to ensure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers and agents. Professional employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats.

- A. No professional employee, officer or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- B. Professional employees, officers or agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee,

[Select one option]

OPTION #1

(X-) unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties () or the service is not provided to students enrolled in one or more class in which the staff member is a teacher or aide.

OPTION #2

~~consistent with the requirements established in Policy 3231—Outside Activities of Staff.~~

[END OF OPTIONS](←)

2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

5. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- D. Professional employees, officers and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Professional employees, officers and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers and agents cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- G. Professional employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family.

[19.59, Wis. Stats.](#)

[2 C.F.R. 200.12](#)

[2 C.F.R. 200.113](#)

[2 C.F.R. 200.318](#)

[7 C.F.R. 3016.36\(b\)\(3\)](#)

[7 C.F.R. 3019.42](#)

Legal

19.59, Wis. Stats.

2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42

Last Modified by Matthew Shappell on December 5, 2018

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of CONFLICT OF INTEREST
Number	po4230
Status	First Reading
Adopted	October 28, 2015
Last Revised	April 25, 2016

4230 - CONFLICT OF INTEREST

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- A. No support employee, officer or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- B. Support employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee.
[Select one option]
OPTION #1
(x) unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties (x) or the service is not provided to students enrolled in one or more class in which the staff member is an aide.
OPTION #2
~~(-) consistent with the requirements established in Policy 4231—Outside Activities of Staff.~~
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee’s, officer’s or agent’s employment or or professional relationship with the School District through his/her access to School District records

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 5. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
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However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

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The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family.

[19.59, Wis. Stats.](#)

[2 C.F.R. 200.12](#)

[2 C.F.R. 200.113](#)

[2 C.F.R. 200.318](#)

[7 C.F.R. 3016.36\(b\)\(3\)](#)

[7 C.F.R. 3019.42](#)

Legal

19.59, Wis. Stats.

2 C.F.R. 200.12, 2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

Last Modified by Matthew Shappell on December 5, 2018

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of FOOD SERVICES
Number	po8500 - the Poynette Update
Status	First Reading
Adopted	April 21, 2014
Last Revised	March 20, 2017

8500 - FOOD SERVICES

The Board ~~of Education~~ shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board may also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

1. consider the nutritional value of each food or beverage;
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2. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
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3. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with applicable State and Federal requirements. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
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- B. an explanation of how the condition or symptom affects the student's diet; and
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- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

- A. ~~the student's disability and the major life activity affected by the disability;~~
- B. ~~an explanation of why the disability affects the student's diet; and~~
- C. ~~the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must ~~identify~~identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

~~For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required. (-)~~

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Manager and the Business Office. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Office. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a- la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred (X-) and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

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, 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. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 7/20/15

Revised 4/25/16

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Legal 15.137, 93.49, 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
 7 C.F.R. 210, 215, 220, 240
 42 U.S.C., Chapter 13

Last Modified by Matthew Shappell on December 5, 2018

12/5/2018

BoardDocs® PL

Book	Policy Manual
Section	For Board Review - Vol. 27, No. 2
Title	Copy of STUDENT ACCIDENT INSURANCE
Number	po8760
Status	First Reading
Adopted	April 21, 2014
Last Revised	October 22, 2018

~~8760 — STUDENT ACCIDENT INSURANCE~~

~~The Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.~~

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Legal 120.13(2)(a), Wis. Stats.

Last Modified by Matthew Shappell on December 5, 2018

Board Information Packet

12/17/18

Information and Study

Personnel Update

Professional Staff

Offers of Employment

(requires board action)

-

Resignations

(requires board action)

-

Acknowledgement of Employment

- Heather Snyder, Special Education Teacher long-term sub

Board Information/Acknowledgement:

Support Staff Paraprofessional

Acknowledgement of Employment

-

Resignations

-

Support Staff Other

Acknowledgement of Employment

-

Resignations

-

Co-curricular/Coaching:

Acknowledgement of Employment

- Paul Lendobeja, Co-Advisor MS Science Olympiad
- Maria Pittner, Co-Advisor MS Science Olympiad
- Zachary Gavin, 7th Grade Girls Basketball

Acknowledgement of Resignations

-

Lifeguard/Swim Instructor

- Hayley Parsons, Lifeguard

Open Positions:

- HS Track
- Special Education Paraprofessional
- Regular Education Paraprofessional - long term substitute Arlington