

CLINTONVILLE PUBLIC SCHOOL DISTRICT
Clintonville, WI 54929
Regular Meeting of the Board of Education

Monday, October 13, 2025

6:00 PM

High School IMC

Please Google search "Clintonville Events You Tube", or use the following link to go directly to the Clintonville Events YouTube channel:

<https://www.youtube.com/channel/UCMHZeWzjIFzVnX3EX18nLlg/featured>

District Mission Statement

The Clintonville Public School District, in partnership with its citizens, will empower those we educate to become lifelong learners who can think independently, critically, and creatively. Further, it is our mission to educate individuals to be successful, contributing members of our society and responsible, caring citizens in a diverse world.

AGENDA

I. CALL TO ORDER

II. ESTABLISH QUORUM

III. OPEN MEETING STATEMENT

This October 13, 2025 meeting of the Clintonville Board of Education, and all other meetings of the board, is open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to attend this meeting.

IV. APPROVE AGENDA

V. PLEDGE OF ALLEGIANCE

VI. READING AND APPROVAL OF MINUTES

- A. Regular Meeting - September 22, 2025

VII. PUBLIC COMMENTS/COMMUNICATIONS

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must first fill out a Public Comments Registration Form (please see Policy #0167.3 re: Public Participation). As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizen.

VIII. COMMITTEE UPDATES

- A. Land Use Committee
- B. Policy Committee
- C. Construction Committee
- D. Dellwood Childcare Committee

- E. Rec Center Committee
- F. Finance Committee

IX. ADMINISTRATIVE REPORTS

A. Tennis Club Presentation - for Information

Amanda Hill and members from the Tennis Club will give a presentation.

B. Tech Ed Committee Update - for Information

James Mathews, Tech Ed Teacher will give an update from the Tech Ed Committee meeting that was recently held with Clintonville businesses.

C. AGR Report & Title I School-Wide Plan - for Information

Elly Brzezinski, Director of Curriculum and Instruction will present the beginning of year Achievement Gap Reduction (AGR) Report and the Title I School-Wide Plan.

D. Superintendent's Report - for Information

Troy Kuhn will present District updates to the Board of Education.

1. Support Staff Resignation

Kassandra Bergner - Special Education Paraprofessional, effective Oct. 9, 2025

2. Support Staff Hire

a. Kate Heller - Instructional Paraprofessional, part-time, effective Oct. 6, 2025

3. Support Staff Hire - Child Care Center

a. Makenzie Krueger - Lead Teacher, effective Sept. 29, 2025

E. Recognition

1. Elementary School Snack Pantry Donations - for Information

The elementary school snack pantry has been organized for students in need. The following donations have been received:

- a. Refrigerator from Be Well Coalition of Waupaca County
- b. Shelving, baskets, and storage from FoodWise Waupaca County - Hailee Paul
- c. \$250 grant from Kwik Trip - Kyle Schmidt, District Leader
- d. 200 string cheese from Blue Hill Farms - Mary Behnke
- e. Various other donors have also donated packages of snacks.

F. Personnel (The board may choose to go into Executive Session per section 19.85(1)(c) per Wisconsin Statutes to discuss a personnel issue, and then return to open session to take action).

1. Trucker University Agreement - for Discussion/Action

The administration will recommend that the Board of Education approve a Trucker University Agreement with Barb Ebert, effective for the 2025-2026 school year.

2. Extended Services Agreement - for Discussion/Action

The administration will recommend that the Board of Education approve an Extended Services Agreement with Leah Armstrong, for taking on additional classes and responsibilities during a planned staff leave of absence.

3. Teacher Overload - for Discussion/Action

The administration will recommend that the Board of Education approve a teacher overload for Kristine Heyer for 1 class, both semesters, effective with the 2025-2026 school year.

G. Other

1. Enrollment Report - for Information

The administration will present student enrollment information from the September 19th, Third Friday Count.

2. Legal Services RFP's - for Discussion/Action

The administration and Board of Education will discuss the legal services RFP's.

3. Insurance/Benefits Broker Recommendation - for Discussion/Action

The administration and Board of Education will discuss the Insurance Broker RFI's which will include administrative recommendation for board approval.

4. Cesa 8 Referendum Communication Service Options - for Discussion/Action

The administration and Board of Education will discuss, and possibly select the options for community referendum communications as provided by CESA 8.

5. School Perceptions, Community Survey Questions, and Timeline Update - for Information.

The Board of Education and administration will discuss the process for educating the community, gathering information from the community, and potential timelines for future decision making.

X. POLICY

A. First Reading of Revisions to Policies - for Discussion/Action

The administration will recommend that the Board of Education approve a first reading of revisions to the following Policies:

- 1. Policy #5410 - Promotion, Placement, and Retention
- 2. Policy #6320 - Purchasing

XI. ITEMS FOR FUTURE DISCUSSION

More input from Board members for future agendas
Set Date for Work Session - Communications and School Perceptions

XII. ANNOUNCEMENTS

October 13	POPS Concert	7:00 p.m.	
October 20-24	Book Fair		
October 23	Parent/Teacher Conferences	4:00 - 8:00 p.m.	
October 24	No School - Parent/Teacher Conferences	8:00 a.m.-12:00 p.m.	
October 27	Budget Hearing and Annual Meeting (Regular Board of Education Meeting to follow)	6:00 p.m.	High School IMC
November 4	End of 1st Quarter		
November 10	No School - Teacher In-Service		
November 10	Board of Education Meeting	6:00 p.m.	High School IMC
November 26-30	Fall Break		

XIII. ADJOURN TO CLOSED SESSION

Consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85(1)(c)(f) - Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Considering financial, medical, social or personal histories or disciplinary data of specific persons; to discuss a personnel matter and a student matter.

XIV. RETURN TO OPEN SESSION(The Board of Education may take action in open session on items discussed in closed session).

XV. ADJOURNMENT

**BOARD OF EDUCATION
CLINTONVILLE PUBLIC SCHOOL DISTRICT
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF
REGULAR MEETING BOARD OF EDUCATION
September 22, 2025**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on September 22, 2025, at 6:00 p.m. in the High School IMC by President Glen Drew Lundt.

Members Present: Glen Drew Lundt, Kris Strauman, Jason Moder, Klint Barkow, Mark Zachow, and Christopher Hoffmann.

Members Excused: Ben Huber

Administration Present: Troy Kuhn, Alexis Retzlaff, Stephen Reinke, Trevor Drake, and Caleb Bembenek

Press Represented: Bert Lehman of the Tribune Gazette

Also present: Laurie Vollrath, Marie Vandenberg, Paul Olmsted, Jessica Holtz, Nick Yaeger, Beau Hoffman, Stacy Havlik, Kristin Murphy, David Battenberg, and Josie Wait.

OPEN MEETING STATEMENT: This September 22, 2025, meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

APPROVE AGENDA: Moved by Kris Strauman, seconded by Jason Moder to approve the agenda as written. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

READING AND APPROVAL OF MINUTES: Moved by Kris Strauman, seconded by Jason Moder to approve the minutes of the Regular Meeting of September 8, and Special Meeting of September 16, 2025. Ayes and nays called, all voting aye. Motion carried.

PUBLIC COMMENTS/COMMUNICATIONS: Laurie Vollrath addressed the Board of Education regarding the Elementary outdoor classroom and donations the PTO received. Paul Olmsted addressed the Board of Education regarding the possible athletic conference change. Marie Vandenberg addressed the Board of Education regarding access to the school for meetings, and crosswalk safety. Kristin Murphy addressed the Board of Education regarding the Dellwood Child Care Center.

FINANCIAL REPORT AND PRESENTATION OF VOUCHERS

Presentation of Vouchers and Receipts: Moved by Kris Strauman, seconded by Jason Moder to grant authorization and approve the vouchers as attached for August 2025. Ayes and nays called, all voting aye. Motion carried.

Monthly Budget Report: Jessica Holtz from CESA 8 presented and discussed the Monthly Budget Recap/Report for August 2025.

2024-2025 End of Year Budget Report: Jessica presented and discussed the 2024-2025 end of year budget.

Special Meeting Update: Troy Kuhn and Glen Drew Lundt presented information from the Special Meeting that was held on September 16th.

COMMITTEE UPDATES:

Land Use Committee: Update on athletic complex and options for other improvements that will be presented at next Land Use Committee meeting.

Policy Committee: Kris Strauman gave an update from the meeting held prior to the start of this meeting. Discussed RFP and Promotion and Retention policy.

Construction Committee: Jason Moder and Troy Kuhn gave an update on maintenance sheds, blinds for the Middle School have been ordered, and update on the Elementary outdoor classroom project to move forward thanks to donations received.

Dellwood Daycare Committee: Kris Strauman discussed that fundraising opportunities were being explored.

Rec Center Committee: No update

Finance Committee: No updates. Next meeting scheduled for October 6, 2025.

ADMINISTRATIVE REPORTS

Seclusion and Restraint Report Summary: Alexis Retzlaff, Director of Pupil Services, presented the Seclusion and Restraint Report Summary.

Pupil Services and Special Education Update: Alexis Retzlaff presented a special education program update and impact on the budget.

Rural Non-Congregate Summer Meal Program: Trevor Drake, Director of Food Service presented information from the Rural Non-Congregate Summer Meal Program.

Superintendent's Report: Troy Kuhn presented District updates to the Board of Education.

Support Staff Hires

- a. Sassie Keil – Special Education Paraprofessional, effective September 15, 2025
- b. Julia Liesner – Special Education Paraprofessional, effective September 16, 2025

Extracurricular Resignation

- a. Kristen Retzlaff – Girls Basketball Coach, effective immediately

Recognition

Elementary Outdoor Classroom Donation: The administration informed the Board of Education regarding an anonymous donation of \$15,000 for the Elementary Outdoor Classroom.

Tech Ed Program Donation: The administration informed the Board regarding a donation of 1,043 board feet of lumber/Red Oak/Elm/Hard Maple for Woodshop classes from Tigerton Lumber Company.

Skills USA Donation: The administration informed the Board of Education regarding a donation of \$1,030 from Farm Technology Days of Wisconsin. Last year, High School students built garden benches that were sold at Farm Technology Days that was held in Bear Creek at Clinton Farms during the summer.

Girls Soccer Program Donation: The administration informed the Board of Education regarding an anonymous donation of \$2,000 to the girls' soccer program.

Personnel

Teacher Overloads: Moved by Mark Zachow, seconded by Jason Moder to approve the following teacher overloads, effective with the 2025-2026 school year:

- a. Catherine Haase – 1 Class, 1st and 2nd Semesters
- b. Michelle Krueger – 1 Class, 1st Semester
- c. Jim Nighbor – 1 Class, 1st and 2nd Semesters
- d. Turner Doornink – 1 Class, 1st Semester
- e. Rebecca Schoenike – 1 Class, 1st and 2nd Semester
- f. Stacey Conradt – 1 Class, 1st and 2nd Semester
- g. Gina Goerlinger – 1 Class, 1st and 2nd Semester

Other

Intergovernmental Cooperative Agreement: Moved by Kris Strauman, seconded by Jason Moder to approve the Intergovernmental Cooperative Agreement between Gresham Community School District and the Clintonville Public School District for the 2025-2026 school year. Ayes and nays called, all voting aye. Motion carried.

Request to Consider Athletic Conference Realignment: The administration and Board of Education discussed the pros and cons of possibly requesting to leave the Northeastern Conference (NEC) and join the Central Wisconsin Conference (CWC) for the following sports:

- a. Volleyball
- b. Boys and Girls Basketball
- c. Baseball

- d. Softball
- e. Track
- f. Cross Country
- g. Golf
- h. Boys Soccer
- i. Wrestling

No action was taken.

Legal Services Proposals: Moved by Mark Zachow, seconded by Kris Strauman to select Renning Lewis & Lacy, Von Briesen, and Buelow & Vetter as the top three choices to interview from the six legal services proposals received. Roll call vote was taken with Mark Zachow, Klint Barkow, Kris Strauman voting aye and Christopher Hoffmann, Jason Moder, and Glen Drew Lundt voting nay. Motion failed. Moved by Jason Moder, seconded by Glen Drew Lundt to select Renning Lewis & Lacy, Von Briesen, and Atolles Law as the top three choices to interview. Roll call vote was taken with Klint Barkow, Christopher Hoffmann, Jason Moder, and Glen Drew Lundt voting aye and Mark Zachow and Kris Strauman voting nay. Motion carried.

WASB State Education Convention: The administration and Board of Education discussed attendance at the 2025-2026 WASB State Education Convention scheduled for January 21-23, 2026. Christopher Hoffmann will attend the convention.

School Perceptions Presentation: Representatives from School Perceptions presented information and discussed possible next steps in the launching of a community survey. Moved by Jason Moder, seconded by Kris Strauman to proceed with the survey process. Ayes and nays called, all voting aye. Motion carried.

ITEMS FOR FUTURE STRATEGIC DISCUSSION

More input from Board members for future agendas
Fund 80 data and recommendations

ANNOUNCEMENTS

September 22-26	Homecoming Week		
October 3	No School – Teacher In-Service		
October 6	Finance Committee Meeting	5:30 p.m.	High School IMC
October 13	Policy Committee Meeting	9:00 a.m.	District Office
October 13	Board of Education Meeting	6:00 p.m.	High School IMC
October 23	Parent/Teacher Conferences	4:00 - 8:00 p.m.	
October 24	No School – Parent/Teacher Conferences	8:00 a.m. - 12:00 p.m.	
October 27	Budget Hearing and Annual Meeting	6:00 p.m.	High School IMC
	(Regular Board of Education meeting to follow)		

ADJOURNMENT: Moved by Mark Zachow, seconded by Jason Moder to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 7:55 p.m.

Klint Barkow, Board Clerk

Policy Committee
Clintonville High School IMC
Monday, September 22, 2025
At 5:15 p.m.

DRAFT

Attendance: Drew Lundt, Kris Strauman, Christopher Hoffmann, Troy Kuhn, Laurie Vollrath and Marie Vandenberg

AGENDA

- I. **Call the Meeting to Order (5:17 pm)**
- II. **Approve the Agenda**
- III. **AGENDA**
 - A. Discussion of the following policies:
 1. Purchasing Policy #6320
 - a) Presented data from other school districts regarding quotes and competitive Bids
 - b) Discussion of competitive bids in relation to average income of taxpayers of the Clintonville School District
 2. Promotion, Placement, and Retention Policy #5410
 - a) Reviewed recommendations from WIAA and promotion/retention team
 - b) Discussion of needs for evidence
 - c) Review and revise - bring back to BOE at a later date
- IV. **Recommendation to the Board of Education**

Add to policy 6320 - Any services over \$30,00 shall... the RFP process minimum every 5 years.
- V. **Set Next Meeting Date**
- VI. **Adjournment**

Finance Committee
Clintonville High School IMC
Monday, October 6, 2025
At 6:00 p.m.

Attendance: Madalyn Simonis, Christopher Hoffmann, Mark Zachow, Kris Strauman, Ben Huber, Troy Kuhn, Marie Vandenberg, Laurie Vollrath, Michael Engel (Virtual: Jason Moder and Nick Curran)

AGENDA

- I. **Call the Meeting to Order**
- II. **Approve the Agenda**
- III. **Reading and Approval of Minutes**
 - A. August 21, 2025
- IV. **AGENDA**
 - A. Review of Fund 80 Expenditures and Meeting Notes
 1. Fund 80 notes were presented on expenditures and how each Fund 80 expense could be lowered
 - a) Reviewed data for academics as related to Childcare Center
 - b) Understood that only the Rec Center and Childcare center generate revenue
 2. Discussion of future of Fund 80 expenses and how it relates to community services
 - B. Review of 2025-2026 Proposed Budget
 1. Business Manager Presented a proposed budget of \$-1.6M deficit
 - a) This does include 200k for Fund 46 and 75k for Fund 73
 - b) Does not include needed "new" positions
- V. **Recommendation to the Board of Education**
None at this time
- VI. **Set Next Meeting Date**
TBD
- VII. **Adjournment - 7:15**



September 22, 2025

FOR DISCUSSION - NOT FINAL BUDGETS

LOCATION	DESCRIPTION	TOTAL
	<i>Upgraded Athletic Complex - Field ONLY - OPTION 1</i>	\$ 4,000,000.00
	<i>Upgraded Baseball/Softball Infield - OPTION 2</i>	\$ 500,000.00
	<i>Stadium Entry and Parking - OPTION 3</i>	\$ 1,000,000.00
	<i>Practice Field at existing Softball Field - OPTION 4</i>	\$ 300,000.00
		\$ 5,800,000





Clintonville Public School District
Third Friday Pupil Count
September 19, 2025

Grade Level and Building Totals

	Elementary School	Middle School	High School	Total
EC	6			
4K	73			
KG	70			
1	75			
2	80			
3	73			
4	73			
5	80			
6		65		
7		78		
8		67		
9			100	
10			90	
11			104	
12			92	
Total Students	530	210	386	1126

2025-2026 3rd Friday Count September 19, 2025	Present on Count Day	Absent on Count Day	Total Head Count
PK	0	6	6
4 yr old kg	0	73	73
KG	66	4	70
1st grade	73	2	75
2nd grade	79	1	80
3rd grade	70	3	73
4th grade	72	1	73
5th grade	78	2	80
6th grade	60	5	65
7th grade	76	2	78
8th grade	59	8	67
9th grade	98	2	100
10th grade	85	5	90
11th grade	98	6	104
12th grade	86	6	92
TOTALS	1000	126	1126

Non Resident Reductions - Open Enrollment IN	Resident Additions - Open Enrollment OUT	Adjusted Head Count
0	0	6
5	10	78
3	17	84
4	7	78
5	9	84
3	16	86
2	14	85
6	12	86
2	14	77
3	10	85
7	11	71
2	14	112
8	11	93
5	22	121
8**	8	92
63	175	1238

**THIS INCLUDES ONE STUDENT ENROLLED FROM GRESHAM PER 66.0103 AGREEMENT IN TRANSITION HOUSE.

Pupil Count Numbers Last 3 Years

Head Count	2023-2024	2024-2025	2025-2026	*Please note that grade level numbers are students physically in our schools. Not the adjusted count which open enrolled IN and OUT are factored into for funding purposes.
PK	2	6	6	
4 yr old kg	77	65	73	
KG	68	79	70	
1st grade	75	76	75	
2nd grade	68	74	80	
3rd grade	80	72	73	
4th grade	61	76	73	
5th grade	78	58	80	
6th grade	65	77	65	
7th grade	89	65	78	
8th grade	80	82	67	
9th grade	104	90	100	
10th grade	107	104	90	
11th grade	109	92	104	
12th grade	83	111	92	
TOTALS	1146	1127	1126	
Open Enrolled IN	65	64	63	*Includes 1 Gresham student in 18-21 transition program which we receive tuition for.
Open Enrolled OUT	158	174	175	
St. Martin Enrollment	218	205	196	
Homeschool	75	70	48 (as of 10/7/25)	* families have until 10/15 to fill out homeschool registration form, so this number may go up.
Amish Students	25	17	13	

PI-1563 Pupil Count Report

10/9/2025

Third Friday in September FY 2025-2026

Per Wisconsin Statute §121.05 the district is required to maintain this signature page on **file at the district**. Do not send to the Department.

Clintonville (1141)
 45 West Green Tree Road
 Clintonville WI 54929
 CESA #08
 Waupaca (68)

FY 2025-2026 Pupil Count - September	
Preschool Special Education	6
4 YK - 437 Hours	78
5 YK - Half Day	0
5 YK - 3 Full Days	0
5 YK - 4 Full Days	0
5 YK - 5 Full Days	84
5 YK - Blended	0
Grades 1 - 12	1,070
Total Count:	1,238

Officially submitted by user ID Bessejen000! on 10/9/2025 3:17:33PM

Last data amendment was made by user ID Bessejen000! on 10/9/2025 3:17:33PM

Certification Statement

I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

District Officials in Office on Date Submitted

Administrator	
Administrator's Name Troy M Kuhn	Telephone
Administrator's Signature	Date Signed
Clerk	
Clerk's Name Klint Barkow	Telephone
Clerk's Signature	Date Signed
Person Completing this Report	
Contact's Name and Title <i>Jennifer Bessette, Pupil Services Admin Asst</i>	Telephone <i>715-823-7215 x 3221</i>
Contact's Signature <i>Jennifer Bessette</i>	Date Signed <i>10/9/2025</i>

Clintonville (1141)

FY 2025-2026 Pupil Count - September

Comparison to Prior Data

Comparison Summary				
Category	Adjusted Count Sept 2025	Last Year Sept 2024	Change from Last Year	Percent Difference
Preschool Special Education	6	6	+0	0%
4 YK - 437 Hours	78	78	+0	0%
5 YK - Half Day	0	0		N/A
5 YK - 3 Full Days	0	0		N/A
5 YK - 4 Full Days	0	0		N/A
5 YK - 5 Full Days	84	79	+5	6.33%
5 YK - Blended	0	0		N/A
Grades 1 - 12	1,070	1,072	-2	-0.19%
Totals:	1,238	1,235	+3	0.24%

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CESA 8 Referendum Services Overview
Dean Leisgang
CESA 8 Director of Communications
dleisgang@cesa8.org
(920)557-2801

Executive Summary

CESA 8 Communications offers a wide array of communications services for school districts to help them create understanding and awareness about their referendum. A referendum communications plan is valuable because it promotes clarity of information, engagement, education, transparency, the mitigation of misinformation, inclusivity, coordination of efforts, a lasting legacy, and accountability. A district's communications initiatives ensure an informed community of voters.

Below is a list of the work CESA 8 can produce, along with prices and examples of the types of work. All the services below can be scaled for in-person communications, website use, and social media distribution.

Services

District Identity Video: \$4,250

A *District Identity Video* should be done several months before the referendum. The identity video offers your stakeholders a glimpse into student opportunities, growth, and success, fostering community pride. Filming of the profile video will include classroom footage of student/teacher interactions and interviews to help shape the

story. The video will be filmed on location in the district and will be three to five minutes long. District identity videos have proved valuable for referendum campaigns, open enrollment, and staff recruitment. All filming will be done in one day. The producer will provide a revised quote if additional filming days are needed.

Example: [Every Student, Every Day, The Hawk Way](#)

Referendum School Board Member Testimonial Video: \$3,750

A *Referendum School Board Member Video* is a testimonial-style production featuring school board members who provide the “why” behind the referendum. This type of video showcases board member unity while explaining the facets of the referendum through interviews, rather than a scripted presentation. A testimonial video in a referendum communications plan is essential because it enhances engagement, accessibility, clarity, emotional connection, shareability, and brand consistency while complementing other communication channels, ultimately helping to inform and mobilize voters effectively. The video will be filmed on location and will be three to five minutes long. All filming will be done in one day. The producer will provide a revised quote if additional filming days are needed.

Example: [BASD Operational Referendum Board Member Video](#)

Referendum Explainer Video: \$3,600

A *Referendum Explainer Video* does a great job of simplifying complex topics, such as the school funding formula and its tax impact. A scripted explainer video provides a snapshot of the key areas of the referendum in a three to five-minute video. Animated explainer videos add value to a referendum communications plan by enhancing visual engagement, simplifying complex information, increasing retention, offering versatility, ensuring accessibility and inclusivity, facilitating social media shareability, and contributing to brand consistency. These styles of videos are an effective tool for informing and engaging voters in the referendum process.

Example 1: [Operational Referendum](#)

Example 2: [Capital Referendum](#)

Referendum Snapshots: Starting at \$1,000 per video (minimum of three videos)

Referendum Snapshots are short, impactful videos that address key talking points of the referendum or answer frequently asked questions. The snapshots feature a single person. The spokesperson (staff member, community member, student, etc.) starts the video, then we utilize relevant cover video and/or graphics to provide visuals for the talking points. The referendum snapshots will be filmed on location and will be up to one minute in length. Typically, a district would want to approach the snapshots as an informational series. We suggest a minimum of three snapshots to engage stakeholders on multiple levels.

All filming will be done in one day. If additional filming days are needed, the producer will provide a revised quote.

Example: [Shawano Snapshot](#)

Custom Referendum Logo: Billed Hourly

A *Custom Referendum Logo* adds significant value to a communications plan by enhancing brand recognition, professionalism, unity, memorability, emotional connection, versatility, differentiation, and long-term impact. It is a fundamental component of a cohesive and effective referendum campaign strategy.

Example: [Custom Referendum Logo](#)

Frequently Asked Questions: Billed Hourly

Frequently Asked Questions are important in explaining a referendum because they promote clarity, accessibility, transparency, empowerment, and efficiency in the democratic process while also helping to mitigate misinformation.

Example: [FAQ's](#)

Referendum Flyers: Billed Hourly

Informational Referendum Flyers are important in a communications plan because they educate voters, increase awareness, provide accessibility, utilize visual aids,

encourage participation, counteract misinformation, and complement other communication channels, ultimately fostering an informed and engaged electorate.

Media Releases: Billed Hourly

Media Releases are valuable in a referendum communications plan because they attract media coverage, raise public awareness, enhance credibility and trust, amplify messages, engage stakeholders, document the campaign's legacy, and support strategic communication efforts.

Social Media Content Creation: Billed Hourly

Social Media Content Creation is a vital component of a successful referendum communications plan because it provides real-time engagement, broadens reach across diverse audiences, reinforces key messages, builds community support, encourages information sharing, humanizes the campaign, and drives sustained awareness through consistent, strategic content tailored to each platform.

Meeting Facilitation: Billed Hourly

Meeting Facilitation plays a key role in referendum communications by fostering open dialogue, promoting transparency, encouraging community engagement, clarifying complex information, addressing concerns in real time, building trust with stakeholders, and ensuring consistent messaging across all touchpoints throughout the campaign.

Communications Audit: Call for a custom quote

A Communications Audit is a foundational step in building a successful referendum communications plan. This service provides a comprehensive review of a district's current communication strategies, tools, and messaging to identify strengths, gaps, and opportunities for improvement. A well-executed audit promotes alignment between district goals and community understanding, ensures consistency of voice across platforms, and highlights areas where messaging may be unclear or underperforming.

The audit process enhances transparency, builds trust, and positions the district to engage more effectively with its stakeholders. By identifying what works and what doesn't, a communications audit ensures that future outreach efforts are strategic, data-informed, and impactful. The audit includes a day of on-site work with the administrator and district stakeholders, as well as a session with the administrator and the school board. Following the audit, the district will receive a detailed, customized report outlining best practices, actionable recommendations, and strategic guidance designed to strengthen future communication efforts and increase community impact.

Respectfully,
Dean Leisgang
CESA 8 Director of Communications
(920)557-2801
dleisgang@cesa8.org

Book	Policy Manual
Section	Policies for Troy to approve, 34-2 Technical Corrections
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	
Adopted	April 22, 2019
Last Revised	May 8, 2023

5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the building administrator with input from the Student Intervention Team and any testing that gives evidence at grade level academic ability.

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Student Intervention Team which consists of the child's teacher(s), parent(s), guidance counselor, principal, and any others who may contribute to the process.

Reclassification: Occurs when a parent/guardian of a student requests that their child be placed into a grade that is different relative to their age or learning experiences.

Core Classes: English, Language Arts, Reading Writing, Math, Social Studies, Sciences

A student will be promoted to the succeeding grade level when the student has:

- A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

For consideration of promotion or retention for students from grade three (3) to grade four (4) with respect to reading, see Policy 5411 - Third Grade Promotion and Retention: At-Risk Students.

~~The District Administrator shall develop guidelines for promotion, placement, and retention of students.~~

Promotion

A student will be promoted to the succeeding grade level when the student has:

- A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; (Achieved 50% of essential standards or grade percentage in core classes)
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- A. Occurs the last day of school, according to the district calendar, providing they have met the requirements to be promoted.

Promotion from Grade 4 and Grade 8 - Check the Neola template for the 2 options, that vary from this policy (Tim B.)

[DRAFTING NOTE: CHOOSE OPTION 1 OR OPTION 2 BELOW. STATE STATUTE REQUIRES A BOARD-APPROVED POLICY SPECIFYING PROMOTION CRITERIA FOR GRADES 4 AND 8.]

In accordance with 118.33(6), Wis. Stats., in order for students to advance from fourth to fifth grade and graduate from eighth grade, every student must meet two (2) of the following three (3) criteria:

- A. The student must score at the basic or above level of proficiency on at least 4 of the 5 sections tested on the Wisconsin 4th Grade or 8th Grade Assessment, as appropriate.
- B. The student must achieve passing grades for each semester on their report card in 3 of the 4 (6 of 8 total for the year) core subjects. The Core subjects are: Reading/Language Arts, Mathematics, Science, and Social Studies.
- C. Their classroom/homeroom teacher must recommend the student for promotion to the next grade.

If a student does not meet two of the three criteria listed above, a meeting with the Student Intervention Team will be convened. The staff and parent(s) will examine any prior test scores, the student's grades, or portfolio, and any other measures of the student's ability or achievement that they deem to be appropriate. Once this data is analyzed, the staff and parent(s) will achieve a consensus to either promote or retain the child.

Students who qualify under IDEA or Section 504, are governed by separate procedures in compliance with State and Federal regulations. Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

Promotion from Elementary School to Middle School and Middle School to High School

Once promotion has taken place, students shall not be allowed to participate in activities or athletics in the previous grade/school. Elementary athletics/activities are reserved for elementary students, and middle school athletics/activities are reserved for middle school students. The only exception to this is if there are summer activities/athletics that have already been in progress before the end of the current school year. (Example: Track, Baseball/Softball, Student Groups)

Graduation

If a student requests early graduation, their graduation date is to be the final day of the first semester. The student is then considered to be a graduate and is not eligible to participate in high school athletics/activities. They may choose to participate in the end of year graduation ceremony if they choose.

Retention

A student will be recommended to be retained if:

- A. considered truant
- B. has failed to meet 50% of the essential standards or received Failure (F) in the majority of core classes.

A student may be promoted if they meet the promotion criteria by the end of the final day of summer school for that given year.

If the Student Intervention Team agrees that retaining the student is appropriate, parents will be notified, in writing, of this decision to retain in the present grade level. If a parent desires to appeal the decision for retention, the appeal must be submitted, in writing, to the Superintendent within ten (10) calendar days following notice of the decision to retain. If the Superintendent upholds the decision to retain, any appeal to the Board must be submitted, in writing, within ten (10) calendar days following receipt of the Superintendent's decision. The Board's decision on this will be final and binding.

Reclassification

Reclassification by a parent can only be requested up to the 8th grade. The request to reclassify must be submitted, in writing, to the Superintendent by May 1st of the current school year. A student can only be reclassified for academic or social, emotional, or physical maturity. If a parent wishes to reclassify their child and they have met the requirements for promotion, a reclassification team consisting of the administrators, school counselors, and the teaching staff of the grade which they have completed are to meet with the parents and student. It is recommended that the parent provide evidence of an evaluation form a certified health care provider that supports reclassification. Upon conclusion of the meeting the reclassification team shall decide if the student shall be reclassified. The decision of this team is final. The parents will be notified, in writing, of this decision within ten (10) calendar days.

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Legal

118.33(6), Wis. Stats.

Book	Policy Manual
Section	6000 Finances
Title	Copy of PURCHASING
Code	po6320
Status	
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6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3230, and Policy 4230 – Ethics and Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek price quotations on purchases of more than ~~\$50000~~ \$305,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District. ~~Services that exceed \$30,000 shall be reviewed by the school board every 5 years to determine if new Competitive Bids should be considered.~~

Competitive Bids

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$350,000 or more, the District Administrator shall obtain competitive bids. ~~Services that exceed \$30,000 shall be reviewed by the school board every 5 years to determine if new Competitive Bids should be considered.~~

Bids shall be sealed and shall be opened by the District Administrator in the presence of at least one (1) witness. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract, including the posting of a bond where appropriate or required;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening, or as directed by the applicable RFP, and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if it is qualified to submit a bid.

Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a District shall:

- A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;

- B. where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
- C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;
- D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the District Administrator without Board approval for any single item or group of identical items costing less than \$25,000. All other contracts require Board approval prior to purchase.

General Provisions

The Board reserves the right to reject any and all bids.

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

Before a purchase order is issued, the Business Office shall check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. District;
- C. where the requisitioner has recommended a supplier, the Business Office may make suggestion alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- D. upon the placement of a purchase order, the Business Office shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The District Administrator may determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the District shall verify that the contractor or subcontractor and any principle is not listed on the General Services Administration's list of debarred or suspended contractors in the Excluded Parties Listing System (EPLS).

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T.C. 2/10/25

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Legal 120.12(24), 66.0133, Wis. Stats.
 2 C.F.R. Section 200.213; 200.318 - 200.326
 48 C.F.R. Section 9.4