

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

**Monday, May 11, 2026**  
**6:00 p.m.**  
**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. ORDER OF BUSINESS**

**A. CALL TO ORDER & VERIFICATION OF QUORUM**

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.

**B. OPEN MEETING STATEMENT NOTICE 19.84 (2)**

This May 11, 2026 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.

**C. PLEDGE OF ALLEGIANCE**

**D. BOARD NORMS**

**E. APPROVAL OF AGENDA**

## **II. COMMUNITY COMMENTS**

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must register by filling out and handing to the Board President or District Administrator a Public Comments Registration Form that includes their name, address, and topic prior to the start of the meeting. As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizens. (Policy #0167.3 - Public Participation).

## **III. APPROVE CONSENT AGENDA - for Action**

### **A. Minutes - April 27, 2026**

### **B. Personnel**

1. Teacher Transfer - Cole Pinno from Sophomore English to Senior English, effective with the 2026-2027 school year.
2. Teacher Hire - Brianna Eland - High School English/Communication Arts, effective with the 2026-2027 school year.
3. School Social Worker Retirement - Suzette Fountain, effective June 7, 2026
4. Extracurricular Hire - Justice Cole - MS Soccer, effective April 27, 2026
5. Summer School Hires

### **C. Gifts, Grants and Donations**

1. A \$1,000 donation from Mike Sasse to both the Wrestling and Baseball program for their assistance with sandbagging.
2. \$500 worth of supplies from the Redefining Futures Foundation out of Wrightstown was donated to the school district Health Office.

## **IV. DISTRICT REPORTS**

### **A. 2025-2026 Health Office Report - for Information**

Jaime Rietveld, School District Nurse will provide a report.

### **B. Superintendent's Report - for Information**

Troy Kuhn will present updates to the Board of Education.

## **V. DISCUSSION/ACTION ITEMS**

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

#### **1. Activities Director Hire - for Discussion/Action**

The administration is recommending Justin Oshefsky for the Activities Director/Strength and Conditioning Coordinator, effective July 1, 2026, to include an agreement for the transition of responsibilities prior to the contract start date.

#### **2. Administrative Contracts and Salaries - for Discussion/Action**

The administration will recommend that the Board of Education approve the Administrative salaries and contractual obligations for the 2026-2027 and 2027-2028 school years as presented.

**3. Director Contracts and Salaries - for Discussion/Action**

The administration will recommend that the Board of Education approve the Director salaries and contractual obligations for the 2026-2027 school year as presented.

**4. Professional Staff Salaries for 2026-2027 - for Discussion/Action**

The administration and the Board of Education will discuss that it may be necessary to consider a higher salary for certain professional staff positions to attract and retain qualified candidates, and how that may impact the overall budget.

**5. Support Staff Hourly rates for 2026-2027 - for Discussion/Action**

The administration and the Board of Education will discuss that it may be necessary to consider higher hourly rates for certain support staff positions to attract and retain qualified candidates.

**B. Graduating Class of 2026 - for Discussion/Action**

The administration will recommend that the Board of Education authorize the granting of diplomas to those Seniors who have met the requirements for graduation set by Board Policy.

**C. Honor Graduates 2026 - for Discussion/Action**

The administration will recommend that the Board of Education send letters of congratulations to the students graduating with honors in the Class of 2026, and also to their parents.

**D. Mission, Vision, and Values - Discussion/Action**

The administration will present updated information regarding a possible workshop for the Board of Education to review the district's Mission, Vision, and Values.

**E. Employee Training Agreement - Discussion/Action**

The administration and the Board of Education will discuss a potential employee training agreement.

**F. Employee Insurance Benefits - for Discussion/Action**

The administration will discuss concerns from staff regarding the approval of the Health Insurance Plan and determine if there will be any solutions to alleviate the cost to employees.

**G. Clintonville Public School District Legal Services - for Discussion/Action**

The administration will give an update on the district's current legal representation and determine if they will continue with their services.

**H. Board of Education Meeting Date - for Discussion/Action**

The administration will recommend moving the June 22 Board of Education meeting to June 29 due to a scheduling conflict with SAIL initiatives.

**I. Finance Committee Recommendations - for Discussion/Action**

The administration and Finance Committee will present recommendations for the following items that were discussed during the April 20th Finance Committee Meeting, and may take action on items individually:

1. Lamers Transportation Contract
2. Fund 80 Proposal
  - a) Trucker University
  - b) Dellwood Childcare Center

**J. Extracurricular Activities - for Discussion/Action**

The administration and Board of Education will review current extracurricular offerings and discuss potential additions and discontinuations.

**VI. 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:

- a. 0143.1 - Public Expression of Board Members
- b. 0144.5 - Board Member Behavior, Communications, and Code of Conduct
- c. 0166 - Agenda
- d. 0166.1 - Consent Agenda
- e. 0167.2 - Closed Session
- f. 0167.3 - Public Comments at Board Meetings
- g. 1110 - Assessment of District Goals
- h. 1130 - Ethics and Conflict of Interest
- i. 9130 - Public Requests, Suggestions, or Complaints
- j. 9160 - Public Attendance at School Events

**B. 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 that were discussed at the January 26, 2026 Policy Committee Meeting:

- a. 5830 - Student Fund-Raising
- b. 6605 - Crowdfunding
- c. 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements (New Policy)
- d. 6610 - Non-District-Supported Student Activity Funds
- e. 7230 - Gifts, Grants, and Bequests

- f. 9211 - District-Support Organizations (Rescind)
- g. 9215 - School Support Organizations (Replaces 9211)
- h. 9700 - Relations with Non-School Affiliated Groups
- i. 9700.01 - Advertising and Commercial Activities

**VII. POSSIBLE ITEMS FOR FUTURE DISCUSSION**

- CESA 8 Contract
- CMS/CHS Pupil Service Position

**VIII. ANNOUNCEMENTS**

May 18	HS Choir Concert	7:00 p.m.	HS Auditorium
May 19	MS Choir Concert	7:00 p.m.	HS Auditorium
May 20	Senior Banquet & Awards Night	6:00 p.m.	HS Commons/Auditorium
May 25	No School - Memorial Day		
May 29	High School Graduation	6:00 p.m.	HS Fieldhouse
June 4	Last Day of School - Early Release Day		
June 5	Full Day Teacher Inservice		
June 8	First Day of Summer School		
June 8	Regular Meeting - Board of Education	6:00 p.m.	High School IMC

**IX. ADJOURN TO CLOSED SESSION**

Consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility for the purposes of reviewing individual employment contracts/language, salary/wages, benefits, and performance; for the purposes of reviewing administrative contracts/language, salary/wages, benefits, and performance.

**X. RETURN TO OPEN SESSION** (The Board may take action in open session on items discussed in closed session).

**XI. ADJOURNMENT**

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

**MINUTES OF REORGANIZATIONAL & REGULAR MEETING  
BOARD OF EDUCATION  
April 27, 2026**

A Reorganizational Meeting of the Board of Education of the Clintonville Public School District was called to order on April 27, 2026, at 6:00 p.m. in the High School IMC by Superintendent Troy Kuhn.

**ELECTED BOARD MEMBERS CONFIRMATION OF OATH OFFICE:** Clerk Klint Barkow confirmed that newly elected member Laurie Vollrath, and re-elected member Jason Moder were administered the oath of office prior to the start of the meeting.

Members Present: Ben Huber, Kris Strauman, Klint Barkow, Jason Moder, Mark Zachow, Christopher Hoffmann, and Laurie Vollrath.

Administration Present: Troy Kuhn and Stephen Reinke

Press Represented: Bert Lehman of Tribune Gazette and Marie Vandenberg of Rural NEW Families.

Also Present: Darrell Hanson, Michael Engel, Brandon Lohrentz, Stacy Havlik, Mark Havlik, Dennis Schroeder, Heather Ripp, Jessica Holtz, Kristine Heyer, Julie Rohrer, Cole Pinno, and Lori Poppe.

**OPEN MEETING STATEMENT:** This April 27, 2026, Reorganizational and Regular 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 attend this meeting.

**APPROVE REORGANIZATIONAL AGENDA:** Moved by Ben Huber seconded by Mark Zachow to approve the reorganizational agenda as written. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

**ELECT OFFICERS:**

President: Moved by Kris Strauman to nominate Ben Huber as President. Moved by Christopher Hoffmann to nominate Jason Moder as President. Troy Kuhn called for other nominations. There were none. Ballots were cast for President with Ben Huber receiving 4 votes and Jason Moder receiving 3 votes. Ben Huber elected as President.

Vice President: Moved by Mark Zachow to nominate Kris Strauman as Vice President. Moved by Jason Moder to nominate Klint Barkow as Vice President. Ben Huber called for other nominations. There were none. Ballots were cast with Kris Strauman receiving 4 votes and Klint Barkow receiving 3 votes. Kris Strauman elected as Vice President.

Clerk: Moved by Kris Strauman to nominate Laurie Vollrath as Board Clerk. Ben Huber called for other nominations; there were none. Voice vote was taken with all voting aye. Motion carried, and Laurie Vollrath was elected as Board Clerk.

Treasurer: Moved by Kris Strauman to nominate Klint Barkow as Treasurer. Moved by Klint Barkow to nominate Jason Moder as Treasurer. Ben Huber called for other nominations; there were none. Ballots were cast with Klint Barkow receiving 6 votes and Jason Moder receiving 1 vote. Motion carried, and Klint Barkow was elected as Board Treasurer.

**CESA 8 DESIGNATION:**

CESA 8 Annual Convention Delegate: Moved by Klint Barkow, seconded by Jason Moder to designate Laurie Vollrath as CESA 8 Annual Convention Delegate. Ayes and nays called, all voting aye. Motion carried.

**WASB DELEGATES:**

Delegate to Assembly: Moved by Kris Strauman seconded by Mark Zachow to designate Laurie Vollrath as WASB delegate. Ayes and nays called, all voting aye. Motion carried.

Alternate Delegate: Moved by Klint Barkow seconded by Christopher Hoffmann to designate Jason Moder, as the Alternate WASB delegate. Ayes and nays called, with 6 voting aye, and 1 voting nay. Motion carried.

**DESIGNATE DEPOSITORIES:**

Moved by Christopher Hoffmann seconded by Jason Moder to Designate FIRST STATE BANK, Clintonville, as depository for *General Fund, Special Projects Fund, Capital Projects Fund, Food Service Fund, and Community Service Fund* accounts for the fiscal year July 1, 2026, through June 30, 2027. Ayes and nays called, all voting aye. Motion carried.

Moved by Christopher Hoffmann, seconded by Jason Moder to Designate FIRST STATE BANK, Clintonville, ASSOCIATED BANK, Green Bay, and WISCONSIN INVESTMENT SERIES COOPERATIVE, Milwaukee, as depositories for *Debt Service Fund accounts* for the fiscal year July 1, 2026 through June 30, 2027. Ayes and nays called, all voting aye. Motion carried.

Moved by Christopher Hoffmann, seconded by Jason Moder to Designate FIRST STATE BANK, Clintonville, ASSOCIATED BANK, Green Bay, and STATE OF WISCONSIN LOCAL GOVERNMENT INVESTMENT POOL, Madison, and WISCONSIN INVESTMENT SERIES COOPERATIVE, Milwaukee as depositories for investment and/or borrowing of funds. Ayes and nays called, all voting aye. Motion carried.

**OFFICIAL PUBLICATION:** Moved by Mark Zachow, seconded by Kris Strauman to designate the Clintonville Tribune Gazette as the official newspaper for publication of minutes, Class A Notices and all other official business and information of the school district for the fiscal year July 1, 2026, through June 30, 2027. Ayes and nays called, with all voting aye. Motion carried. Clintonville Tribune Gazette will be the official paper.

**MEETINGS:** Moved by Christopher Hoffmann, seconded by Laurie Vollrath to establish the 2<sup>nd</sup> Mondays of the month at 6:00 p.m. for regular meeting dates; in addition, a second regular meeting will be held on the 4<sup>th</sup> Monday of the month during the months of April, June, August, and October, with the option to revisit if needed. Meetings to be held in the High School IMC, 64 West Green Tree Road, unless otherwise announced. Ayes and nays called, all voting aye. Motion carried.

**BOARD POLICY:** Moved by Jason Moder, seconded by Kris Strauman to reaffirm all existing Board of Education Policies and Administrative Guidelines. Ayes and nays called, all voting aye. Motion carried.

**COMMITTEES:** Moved by Klint Barkow, seconded by Jason Moder to approve the committee structure and appointed board members to the committees as discussed. Ayes and nays called, all voting aye. Motion carried.

**NOTICE:** Moved by Jason Moder, seconded by Mark Zachow that the Board Clerk be directed to notify municipal clerks, and all other necessary bodies or organizations of newly elected officers. Ayes and nays called, all voting aye. Motion carried.

**ADJOURNMENT:** Moved by Kris Strauman, seconded by Mark Zachow to adjourn. Ayes and nays called, all voting aye. Motion carried and reorganizational meeting adjourned at 6:41 p.m.

**The Regular Meeting of the Board of Education of the Clintonville Public School District was called to order immediately at the conclusion of the reorganizational meeting by President Ben Huber.**

**READING OF THE DISTRICT MISSION STATEMENT:** President Ben Huber read the District Mission Statement.

**READING AND APPROVAL OF MINUTES:** Moved by Mark Zachow, seconded by Kris Strauman to approve the minutes of the Special Meeting of April 13, 2026 with recommended correction to the arrival time of Glen Drew Lundt, and the Regular Meeting of April 13, 2026. Ayes and nays called, all voting aye. Motion carried.

**PUBLIC COMMENTS/COMMUNICATIONS:** Brandon Lohrentz and Heather Ripp addressed the Board of Education regarding concerns over proposed price increases at the child care center.

### **FINANCIAL REPORT AND PRESENTATION OF VOUCHERS**

Presentation of Vouchers and Receipts: Moved by Kris Strauman, seconded by Mark Zachow to grant authorization to approve vouchers as presented for March 2026. Ayes and nays called, all voting aye. Motion carried.

Monthly Budget Recap/Report: Jessica Holtz from CESA 8 presented the monthly budget recap/report for March 2026.

### **ADMINISTRATIVE REPORTS.**

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

#### Support Staff Hire – Child Care Center

- a. Megan Ader – Lead Teacher 2 (part-time), effective April 27, 2026.

#### Support Staff Resignation

- a. Paula Spreeman – Food Service III Worker, effective May 31, 2026

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)

Staffing Additions for the 2026-2027 School Year: Moved by Jason Moder, seconded by Mark Zachow to approve the addition of the following positions for the 2026-2027 school year:

- a. 1.0 FTE CMS/CHS Reading Interventionist
- b. 1.0 FTE CMS/CHS Math Interventionist
- c. 1.0 FTE Elementary School Counselor

Item d. 1.0 FTE CMS/CHS Pupil Services Position to be tabled at this time  
Ayes and nays called, all voting aye. Motion carried

Teacher Transfer: Moved by Jason Moder, seconded by Mark Zachow to approve the transfer of Julie Rohrer from her High School English Teacher position to a CMS/CHS Reading Interventionist position, effective with the 2026-2027 school year. Ayes and nays called, all voting aye. Motion carried.

Teacher Resignation: Moved by Mark Zachow, seconded by Christopher Hoffmann to approve the resignation of Rebecca Schoenike, Special Education Teacher, effective with the end of the 2025-2026 school year. Ayes and nays called, all voting aye. Motion carried.

#### Other

Early Graduation Request: Moved by Christopher Hoffmann, seconded by Jason Moder to approve the early graduation request for one student, class of 2027, to graduate in January 2027, provided that all graduation requirements are met. Ayes and nays called, all voting aye. Motion carried.

CESA 8 Additional Services Proposal/Mission, Vision, Values: The Board of Education discussed the proposal and other possible options for facilitating the district's mission, vision, and values.

Annual Staff Appreciation: The Board of Education and administration discussed possible options going forward on how the district recognizes and celebrates staff at various employment milestones.

Finance Committee Recommendations: The administration and Finance Committee presented recommendations for the following items that were discussed during the April 20<sup>th</sup> Finance Committee Meeting, and took action/tailed as indicated:

- a. District Health Insurance: Moved by Jason Moder, seconded by Clint Barkow to approve alternative #1 recommendation for District Health Insurance. Ayes and nays called, all voting aye. Motion carried.
- b. Staff Wages Increases: Moved by Jason Moder, seconded by Christopher Hoffmann to approve the recommended staff wages increase of 2.75%, not to exceed 3.0% for the total of all raises if any were above 2.75%. Ayes and nays called, all voting aye. Motion carried.
- c. Lamers Transportation Contract: No action was taken

- d. ThedaCare Contract: Moved by Jason Moder, seconded by Klint Barkow to approve the ThedaCare Contract as presented.
- e. Fund 80 Proposal:
  - i. Rec Center: Moved by Jason Moder, seconded by Kris Strauman to approve closing the pool by 7:00 p.m., and a 10% membership rate increase effective January 2027. Ayes and nays called, all voting aye. Motion carried.
  - ii. Trucker University: No action taken. Will bring back to a future meeting.
  - iii. Safety/SRO/Crossing Guards: No action taken. Leave as is.
  - iv. Middle School Athletics: No action taken. Will bring back to a future meeting.
  - v. Dellwood Child Care: No action taken. Will bring back to a future meeting.

Administrative Contracts and Salaries: No action taken

Director Contracts and Salaries: No action taken

Professional Staff Salaries for 2026-2027: No action taken

Support Staff Hourly Rates for 2026-2027: No action taken

**POLICY**

Policy Committee Recommendations: The administration and Board of Education discussed whether the Policy Committee should consider revisions to the following policies:

- a. Policy 0143.1 – Public Expression of Board Members
- b. Policy 0144.5 – Board member Behavior, Communications, and Code of Conduct
- c. Policy 0166 – Agenda
- d. Policy 0166.1 – Consent Agenda
- e. Policy 0167.3 – Public Comments at Board Meetings
- f. Policy 01110 – Assessment of District Goals
- g. Policy 1130 – Ethics and Conflict of Interest
- h. Policy 9130 – Public Requests, Suggestions, or Complaints
- i. Policy 9160 – Public Attendance at School Events

Second Reading of Revisions to Policy 8500 – Food Services: Moved by Jason Moder, seconded by Christopher Hoffmann to approve a second reading of revisions, per nutrition consultant recommendations. Ayes and nays called, all voting aye. Motion carried.

**Recognition**

High School Baseball Donation: The administration informed the Board of Education regarding an anonymous donation of \$500 that was received for the High School Baseball team.

**ITEMS FOR FUTURE STRATEGIC DISCUSSION**

2026-2027 Extracurricular Activities  
Mission Statement

**ANNOUNCEMENTS**

April 30	Policy Committee Meeting (tentative)	2:00 p.m.	District Office
May 11	Board of Education Meeting	6:00 p.m.	High School IMC
May 11	HS Spring Band Concert	7:00 p.m.	High School Auditorium
May 18	HS Spring Choir Concert	7:00 p.m.	High School Auditorium
May 19	MS Choir Concert	7:00 p.m.	High School Auditorium
May 20	Senior Banquet & Awards Night	6:00 p.m.	HS Commons/Auditorium
May 25	NO SCHOOL – Memorial Day		
May 26	Board of Education Meeting	6:00 p.m.	High School IMC
May 29	High School Graduation	6:00 p.m.	High School Fieldhouse
June 4	End of 2 <sup>nd</sup> Semester/Early Release Day (Last Day of School)		
June 5	Full Day Teacher Inservice		

**ADJOURN TO CLOSED SESSION:** Moved by Kris Strauman seconded by Laurie Vollrath to adjourn to closed session for the consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(c) - Considering employment, promotion, compensation, benefits, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purposes of reviewing individual employment contracts/language, salary/wages, benefits, and performance. For the purposes of reviewing administrative contracts/language, salary/wages, benefits, and performance. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, Christopher Hoffmann, Jason Moder, Laurie Vollrath, and Kris Strauman voting aye. Motion carried and meeting adjourned to closed session at 9:19 p.m.

**RETURN TO OPEN SESSION:** Moved by Mark Zachow, seconded by Christopher Hoffmann to return to open session. Roll call vote was taken with Christopher Hoffmann, Jason Moder, Kris Strauman, Laurie Vollrath, Ben Huber, Mark Zachow, and Klint Barkow voting aye. Motion carried and the meeting returned to open session at 10:03 p.m.

**ADJOURNMENT:** Moved by Kris Strauman, seconded by Christopher Hoffmann to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 10:04 p.m.

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Laurie Vollrath, Clerk

## **Clintonville Values Talking Points**

What/goal: Create clear and actionable values to guide behaviors, help decision-making, and build culture to align with current mission statement

Who/team: District leadership/administration, employee representatives (teachers and support), students (if applicable/student behaviors as well)

Where: Clintonville Schools through a workshop format (surveys if desired)

When: Summer, typically over two working sessions

Why: To create clarity and consistency across the district by making culture explicit, strengthening trust and alignment, and ensuring values actively guide decision-making, accountability, and everyday actions



- **Services and Fees.** CESA 8 (Agency) is proposing to provide the services listed below for the amounts listed below during the 2025-26 and 2026-27 fiscal years for Clintonville School District.

Please note the following:

- Detailed service descriptions and job descriptions will be provided by the Agency.
- All proposed services are dependent on the Agency staffing the position(s).
- All service costs include salary, benefits, and all other applicable costs at the Agency rates in accordance with Agency policy.
- Billing will be sent quarterly.
- The proposal represents a full year projection.

Please sign and return complete proposal to Aly Tress atress@cesa8.org

PROPOSED PROGRAMS/SERVICES:	Cost of Proposed Services	Accept Proposed Services	Reject Proposed Services	Notes
• <i>Mission, Vision, Values with Board of Education and Leadership Team</i>	\$3,000			Spring and summer 2026
• <i>Strategic Plan with Leadership Team (BOE approved)</i>	\$5,000			Summer and fall 2026
For additional information please contact Aly Tress				
<b>TOTAL:</b>	<b>\$8,000</b>			

2. **Proposal Term.** The term this Proposal shall cover is a start date to be agreed upon between the District and Agency through January 31, 2027.
3. **Proposal Modification.** No provision of this Proposal may be modified, unless such modification is agreed to in writing by the Agency and the District.
4. **Applicable Law.** This Proposal shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Should a conflict exist law shall proceed.
5. **Proposal Valid Dates.** This Proposal shall be valid for 30 days from the date it is issued to the District, this may be extended at the option of the Agency.
6. **Proposal Acceptance.** Acceptance of the Proposal shall create a legally binding agreement and be added as a modification to the original executed contract between the Agency and District.

For modifications or adjustments to this service proposal, please contact Aly Tress.

**Signatures**

Administrator:	Date:
Board Representative (If required per board policy):	Date:
CESA Department Head:	Date:

## TRAINING AGREEMENT - SAMPLE

This Training Agreement is entered into between the Board of Education (Board) for the XXXXXXXXXX District and **Teacher**.

Teacher desires to and agrees to attend the **LIST THE TRAINING, LOCATION, COLLEGE, AND DATES REQUIRED BY THE AGREEMENT.**

Applicable costs for the program training amounting to **NUMBER OF CLASSES, COST PER CREDIT, TOTAL COSTS** shall be paid by the Board and **Teacher** will use her professional improvement money in the pursuit of **LIST DEGREE OR CERTIFICATION**. These costs will be paid by the District upon the proper presentation of such expenses in accordance with District procedures. However, the District will pay only for such expenses minus any money that the Teacher receives from any scholarship or class reimbursement. The teacher will inform the District Administrator immediately if she receives any scholarship money. If any scholarship money is received after the District has approved for payment of expenses, the Teacher will forward such scholarship money to the District within thirty (30) calendar days to cover any expenses previously paid by the District.

If the Teacher withdraws from the program before completion of the program or terminates employment before the completion of the program, the Teacher must notify the District immediately and reimburse the Board for all costs the Board has paid within thirty (30) calendar days.

The Teacher shall present to the District Administrator proof of successful completion of the Program within thirty (30) calendar days of scheduled completion of the designated training. If Teacher fails to present such proof of completion within the designated time period, Teacher shall reimburse the Board for all costs the Board has paid within thirty (30) calendar days.

If Board pays any costs in accordance with this contract, Teacher shall reimburse the Board according to the following schedule if Teacher leaves the employment of the District for any reason, including but not limited to, resignation or failure to accept renewal of his/her contract, but excluding nonrenewal/termination of employment by the District, death, or a bona fide retirement:

1. If Teacher terminates employment for any reason within one calendar year after the scheduled end of the designated Masters Program the Teacher shall repay 100% of the total costs.
2. If Teacher terminates employment for any reason occurring within the second calendar year after the scheduled end of the designated Program the Teacher shall repay 66% of the total costs.
3. If Teacher terminates employment for any reason occurring within the third calendar year after the scheduled end of the designated Program the Teacher shall repay 33% of the total costs.

4. If the Teacher remains employed for three full years after the date of the scheduled end of the designated training, no repayment shall be due.
5. If the teacher wishes to voluntarily transfer within the building during the three years of this agreement, the District has the right to deny a transfer or if transferred, treat such transfer in the same manner as a termination requiring reimbursement in accordance to the prorated schedule above.

If the Teacher is required to reimburse the Board under this Agreement the Board may, at its discretion, deduct all or any part of such total amount from any money due and owing to the Teacher. The Teacher shall reimburse the Board within thirty (30) calendar days of Teacher's separation from the District for all amounts that are not deducted from amounts owed to Teacher.

Should it be necessary for the District to take action to enforce this Agreement against the employee or collect any obligations due under this Agreement, the employee shall be liable for all costs, including but not limited to attorneys' fees, associated in bringing said action.

The parties represent that they fully understand the terms of this Agreement and that this Agreement constitutes the entire agreement between the parties concerning this matter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

# CLINTONVILLE PUBLIC SCHOOL DISTRICT

## EXHIBIT B- RATES 26/27

<u>TRANSPORTATION OPERATION :</u>		<u>2026/2027</u> 8.0%	<u>2027/2028</u> 8.0%	<u>2028/2029</u> 8.0%
Am – Pm routes :	78 passenger bus	\$274.43	\$296.38	\$320.09
	72 passenger bus	\$274.43	\$296.38	\$320.09
	65 passenger bus	\$274.43	\$296.38	\$320.09
	Small vehicles (as needed)	\$274.43	\$296.38	\$320.09
60 miles per day/per route included in base cost for 2026/2027 and beyond				
	Mileage Fee	Over 60—1.75	Over 60- 1.89	Over 60 -2.04
	Noon Routes	1.083 per mile	1.170 per mile	1.264 per mile
Video	\$4.00 per day/per bus	15 buses	15 buses	15 buses
Extracurricular - Field Trips Etc.	Mileage Fee	1.083 per mile	1.170 per mile	1.264 per mile
	Minimum Charge	\$50.22 per day	\$54.24 per day	\$58.58 per day
	Driver time port-to-port	\$28.44 per hour	\$30.72 per hour	\$33.18
Late Bus :	Mileage	1.083 per mile	1.170 per mile	1.264 per mile
	Driver time port-to-port	\$25.09 per hour	\$27.10 per hour	\$29.27
Out-of-District - Handicapped	Mileage	1.083 per mile	1.170 per mile	1.264 per mile
	Driver time port-to-port	\$25.09 per hour	\$27.10 per hour	\$29.27 per hour
In District Handicapped :	Mileage	1.083 per mile	1.170 per mile	1.264 per mile
	Driver time port-to-port	\$25.09 per hour	\$27.10 per hour	\$29.27 per hour

### RATES

For contract year in which a rate have not been agreed upon, the contract will provide for an increase based on the December Consumer Price Index, however, the rate shall not be less than 2% nor more than 6%. **If circumstances beyond our control cause the CPI to be under 2% or raise above 6% rate discussions can occur.** This will apply to the remaining years of the contract. ( Example how CPI is utilized = December CPI – U for 2028 would be used to establish the contract rates for the 2029/2030 contract year ). Published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington D.C 20212.

### CHANGE OF SERVICES

Any increase or decrease in the amount of bus routes established by the Board of Education will be compensated at the rates in effect for that school year. All regularly scheduled daily Am and or Pm routes are **based on a minimum 175 days of base rate compensation** and billed for a minimum 175 days.

**TRANSPORTATION CONTRACT**

**Between the**

**CLINTONVILLE PUBLIC SCHOOL DISTRICT**

**and**

**LAMERS BUS LINES, INC**

**From 2026-2027 School Year  
through  
Summer School 2028**

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**CLINTONVILLE PUBLIC SCHOOL DISTRICT**  
**Clintonville, WI 54929**

**TRANSPORTATION CONTRACT**

NOW, THEREFORE, in consideration of the premises and the mutual covenants and promises herein contained, the **CLINTONVILLE PUBLIC SCHOOL DISTRICT**, herein described as District, hereby engages **LAMERS BUS LINES, INC**, herein described as Contractor, to provide student transportation services for the DISTRICT and LAMERS BUS LINES, INC contracts and agrees to furnish and provide student transportation services for the District for the period of the contract in accordance with the following terms, conditions and provisions, to-wit:

1. **SCOPE OF SERVICES:** The Contractor is to provide the District with bus service for transportation to and from schools, (public and private), late run public school extracurricular and athletic (as needed), and for such other student transportation as the District authorizes. There are no restrictions on the District preventing the District, at its option, from transporting student groups of less than eight (8) students, or from contracting with individual parents to transport their student attending parochial, private, or public schools or to expand or reduce daily transportation services to meet the needs of regular, as well as handicapped students in accordance with demands of such needs.

The District, at its option, may provide a minivan during the term of this contract to transport students, other than in regular AM-PM routes, for extracurricular/field trip activities with the District assuming all costs for said vehicle operation.

2. **TERM:** The term of this contract shall be for three (3) years commencing with the first day of school in the 2025-2026 school year, and the last day of Summer School in 2029.

3. **PERFORMANCE BOND:** If a performance bond is required by the Board, the District will reimburse the Contractor for the costs of the performance bond.

4. **EQUIPMENT TO BE FURNISHED:** The Contractor shall furnish, maintain and operate the vehicles necessary to meet District transportation needs at all times in a safe, efficient and lawful manner and in accordance with such instructions and directions, as may, from time to time, be issued by the District and shall comply with all lawful orders, rules and regulations of the State of Wisconsin and the United States. The Contractor covenants and agrees that it will furnish such transportation vehicles and maintain and operate the same in accordance with the following requirements : 9/2018--7 propane buses, 9/2019- 8, 9/2020- 9

a. The Contractor shall provide a sufficient number of buses to operate the routes required by the District. (See attached Appendix for present route listing). The Contractor shall also provide a minimum of four spares for standby and extracurricular activities.

b. The passenger sizes of the initial buses shall be determined by the Contractor based on the passenger information listed on the attached Appendix.

c. In the event that Wisconsin Statutes or District Board shall, during the life of this contract, make it mandatory that buses be equipped with special safety devices or equipment not required at the time of the signing of the initial contract, the District and Contractor shall negotiate financial assistance to the Contractor in providing the required equipment necessary to comply with the law. The Contractor will be expected to produce thorough documentation of the extra expense and the statute number with implementation date.

d. The Contractor will keep thorough up-to-date records of all operating data and maintenance work done, and the District shall have access to these files.

- Examples include:
1. Gas mileage.
  2. Oil usage
  3. Tire replacement
  4. Age of buses with actual mileage
  5. History of major repairs on each bus
  6. Yearly State safety checks

e. The interior and exterior of all vehicles must be maintained and clean at all times.

f. The Contractor understands and agrees that the total number of students attending schools may vary and in the event the number of students increases, the Contractor agrees to provide such additional equipment and transportation services as may be required by the District in accordance with the terms hereof at the rate set forth in attached exhibits. In the event the number of students decreases or efficiencies can be realized, the Contractor agrees to decrease its service as is practical and acceptable to the District.

g. No additional new buses are required during the term of this contract, except at the option of the contractor, or upon the request of the District to add additional routes; however, all vehicles shall comply with the regulations of the Wisconsin Motor Vehicle Department and any and all federal or local regulations.

#### 5. FACILITIES:

a. The school district will provide, at no cost to the contractor, its facilities as a base of operations for contracted services.

b. Utilities will be furnished by the contractor.

c. Contractor will assume responsibility for adequate liability insurance on the premises.

d. Any equipment in the garage belonging to the School District which is used by the contractor will be maintained by them in a normal satisfactory condition.

e. Any remodeling to the building will be at the expense of the contractor and the building will be restored to its original condition at the end of the contract, or upon agreement by the District to remain as remodeled. Any remodeling must receive the approval of the District before proceeding.

f. Contractor will maintain grounds, including graveled approaches and driveways to the bus garage, in a satisfactory and attractive manner.

g. Any other provisions pertaining to the use of garage facilities will be negotiated between the contractor and district.

h. Any major failure of the District owned property will be brought to the attention of the District by the Contractor. Equipment or facilities that fail because of normal wear shall be the responsibility of the District. Equipment or building failure beyond normal wear, or because of neglect on the part of the contractor, shall be the responsibility of the Contractor to repair and/or replace.

#### 6. PERSONNEL:

a. The Contractor covenants and agrees to furnish as a part of its operation all employees necessary to operate the buses and to perform the managerial, maintenance and clerical responsibilities. The Contractor hereby certifies that all of its drivers of transportation vehicles will comply with the physical examination requirements of Section 121.52(3), Wis Stats, and licensing requirements according to Section 343.12, Wis Stats. The report of said compliance of each driver shall be filed with the District prior to the driving by any driver.

b. The Contractor covenants and agrees that the Contractor personnel shall be expected to perform but not be limited to the duties set forth in the specifications (Exhibit A) on pages 3 and 4 of said Exhibit identified 4-A and entitled "Personnel". Said items are nineteen (19) in number.

c. In addition, the Contractor covenants and agrees to comply with the provisions of said specifications (Exhibit A) set forth under "C" on pages 5-7.

7. OPERATION: The Contractor covenants and agrees to operate said bus service in the manner required to meet the conditions and routes as set forth in the specifications (Exhibit A).

#### 8. INSURANCE:

a. The Contractor shall obtain and maintain in full force and effect during the term of this contract and any extensions thereof, and pay the premium thereon, a policy of public liability, property damage and bodily injury insurance, issued by an insurer authorized to transact business in the State of Wisconsin, insuring all passengers and parties at all times. Such policies shall cover the Contractor and its employees and the District with the District being specifically named as an additional insured in the policy and officers and employees of the District. The minimum limits of said policy shall be those as set forth in Section 121.53 Wis Stats, except:

- 1). The minimum liability coverage for property damage shall be \$100,000, and
- 2). The minimum liability coverage for bodily injury shall be \$1,000,000 for each accident for each motor vehicle, or in no event less than Wisconsin Statutes.
- 3). Medical coverage shall be provided for passengers.

b. In addition to the insurance coverage provided above, the Contractor shall provide and pay for an umbrella form of excess liability insurance for bodily injury and property damage combined, with the District as an additional named assured, in the amount of \$1,000,000 of coverage.

c. The Contractor shall file with the school district Board and with the Department of Transportation of the State of Wisconsin, a certificate of insurance showing that an insurance policy has been procured and is in effect which covers the parties set forth in (a) above.

d. All policies of insurance issued hereunder shall provide sixty (60) days advance notice to the school district prior to any full or partial cancellation. The obligation of the insurance company to so notify shall be absolute and not qualified.

9. ADDITIONAL COVENANTS. The Contractor covenants and warrants to the District as follows:

a. The Contractor shall maintain and operate vehicles used to meet District transportation needs at all times in a safe, efficient and lawful manner and in accordance with such instructions and directions as may, from time to time, be issued by the District and shall comply with all lawful orders, rules and regulations of the State of Wisconsin and of the United States.

b. The Contractor shall, at its expense, procure and maintain in effect any and all licenses, permits and certifications which are or may be required by regulatory bodies for the performance of student transportation services.

c. The Contractor shall assume all costs of the transportation operations including, but not limited to, costs for purchase of vehicles, maintenance, unemployment and other insurance, supplies, accessories necessary for safe operation, and salaries and benefits for drivers, mechanics and all other transportation employees.

d. The Contractor shall not assign or sublet any contract entered into with the District in whole or in part without prior written consent of the District.

e. Whenever the Wisconsin Motor Vehicle Department inspects the buses of the Contractor, copies of all inspection reports shall be filed within three (3) working days with the Superintendent of Schools. All follow-up inspection reports shall likewise be filed within three (3) working days with the Superintendent of Schools.

**10. PAYMENT BY DISTRICT: The District hereby promises and agrees to pay to LAMERS BUS LINES, INC for the services performed by LAMERS BUS LINES, INC hereunder the sums of money as are agreed upon by the parties in each of the years as set forth in this contract and at such times as set forth in this paragraph.**

Payment for the previous month's services shall be made on or before the 10<sup>th</sup> day of the following month upon submission of bill and authorization slips.

**11. OBLIGATIONS OF THE DISTRICT: The District covenants and agrees as follows:**

a. To provide the names and addresses of all students eligible for transportation to the Contractor four (4) weeks prior to the opening of each school year. The list shall be updated on a continuous basis thereafter.

b. Students will be transported all student contract days/hours required by law or established by the Clintonville Public Schools calendar.

c. To notify the Contractor of any change in residence or addition or deletion of students' names from the bus users, as known by the District.

d. To notify the Contractor of any field trip, extracurricular or athletic trip bus requests five (5) days in advance of the trip, if possible.

**12. MUTUAL AGREEMENTS: The following operational practices are mutually agreed to by the parties hereto and each are to be bound thereby.**

a. Routes and Schedules. The Contractor shall propose bus routes and schedules according to school time schedules and the conditions hereof and shall submit same to the Superintendent of Schools for approval. The Board or its agent shall finally determine the route schedule and stops.

b. Procedure for Bus Stop. All lanes of use shall be subject to approval of the District. Whenever homes are located in near proximity, the driver may make one stop for all homes at the safest point near the center of the area. In case of a safety question, this stop point will be determined by the administration and/or the County Traffic Department. Stops usually shall be no less than one-tenth mile apart. Dead-end lanes or roads will not be entered unless the lane measures in excess of one-quarter (1/4) mile for students in kindergarten through grade 6 and one-half (1/2) mile for students in grades 7 through 12. Whenever a lane is

more than one-quarter mile for a child in the elementary grades, or one-half mile for a child in grades 7 through 12, the parents of such children shall ensure a safe and adequate turnaround for the bus and provide complete and timely snow removal. The Contractor shall inform the Superintendent of Schools in the event of noncompliance by the parents.

c. Activity or Late Bus: The activity or late bus will operate at the option of the district. The routes of the activity bus(es) will be determined annually in cooperation with the district.

The purpose of the late routes is to provide opportunity for all students to participate in school sports/extracurricular activities without regard to the location of their homes. It is understood that drop-off points may be established which would necessitate short trips for pickup of students.

d. Time of Arrival and Departure: All buses shall arrive at the school premises at a time determined by the Board before classes commence and at the end of the school day.

e. Transfers: Bus routes shall not be revised and no transfer of buses shall be allowed without permission from the Superintendent of Schools.

f. Cancellation: The cancellation of school on account of inclement weather shall be the obligation and in the sole discretion of the District. The District agrees to notify the Contractor of any cancellation as soon as practical. The Contractor will not receive payment for a cancelled school day, however, will receive payment for any school days made up due to cancellation.

g. Standby Buses: The Contractor shall maintain sufficient numbers of standby equipment in accordance with Exhibit A, Specifications of Contract, and applicable State Rules and regulations to assure the provision of uninterrupted service at all times.

h. Agent for Contractor: The Contractor shall provide the District with the name or names of the manager and/or other responsible person who will be on call at all times of service and at reasonable times prior to and following service as stipulated in Exhibit A, Specifications of Contract.

i. Reopening of Contract: This contract rate Negotiations shall reopen no later than MARCH 1 of any year in which the financial arrangements of this contract are to expire.

13. OTHER AGREEMENTS BY DISTRICT. The District agrees to be bound by the provisions on page 9 of the Specifications of Contract entitled "Route Mileage" and "Alternative Fuel".

14. INDEPENDENT CONTRACTOR. It is covenanted and agreed by the parties hereto that LAMERS BUS LINES, INC is entering into this contract as an independent contractor and remains an independent contractor and in no event is LAMERS BUS LINES, INC deemed to be an agent, employee or official of the District.

15. INCORPORATION OF CONDITIONS OF CONTRACT. As provided in the preamble hereto, the Specifications of Contract attached hereto as Exhibit "A", pages numbered 1 through 9, both inclusive, are hereby incorporated herein by reference and attachment. It is hereby covenanted and agreed by both parties that the provisions in said exhibits and each and every one are a part of this contract and are binding on the parties hereto with the same force and effect as if fully incorporated within the body of this instrument. Any provision therein not included in the body of this instrument is as effective as if included in the body of this instrument unless any such provision therein is specifically modified or nullified by a provision in the body of this instrument.

16. INDEMNIFICATION. LAMERS BUS LINES, INC hereby agrees to indemnify and hold harmless the District, its officers and employees each individually and as officers and employees of the District from all claims of death or injury or property damage caused by the acts or purported acts of LAMERS BUS LINES, INC in the performance of this contract or arising out of the existence of this contract or performance or failure to perform thereunder.

17. **DEFAULT.** In the event the Contractor fails to comply with any provision herein, such failure shall be deemed a default of this contract. Upon default, the District shall have the option of declaring this contract at an end by written notice to the Contractor. LAMERS BUS LINES, INC shall be liable to the District for all damages incurred as a result of the breach of this contract including reasonable attorney fees. The waiver of the District of any default shall not constitute a waiver of any subsequent default. The partial or total failure of LAMERS BUS LINES, INC to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged breach of the contract. However, the Contractor shall not be paid for any lack of total performance. Also, however, in the event of minor contract violations and/or nonperformance problems, the District shall be entitled to damages including, but not limited to, attorney fees incurred in enforcing or correcting such breach.

18. **BINDING EFFECT.** This contract shall be binding on the parties hereto, their agents, heirs, successors and assigns. However, LAMERS BUS LINES, INC may not assign this contract or any portion thereof without written consent of the District.

IN WITNESS WHEREOF, the **CLINTONVILLE PUBLIC SCHOOL DISTRICT**, by its school board, has caused this instrument to be executed by its school district President and its school district Clerk-----

on this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CLINTONVILLE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Clerk

IN WITNESS WHEREOF, **LAMERS BUS LINES, INC**, by its officers, has caused this instrument to be executed by its \_\_corporate officers\_\_\_\_, this 24 day of April 2026.

**LAMERS BUS LINES, INC**

By: Ken James Corp Secretary

By: \_\_\_\_\_

**EXHIBIT A**  
**SPECIFICATIONS OF CONTRACT**

**APPENDIX**  
**(Present Bus Routes)**

CLINTONVILLE PUBLIC SCHOOL DISTRICT  
Clintonville, WI 54929

(EXHIBIT A)  
SPECIFICATIONS OF CONTRACT

GENERAL CONDITIONS

1. The transportation contract shall be between the CLINTONVILLE PUBLIC SCHOOL DISTRICT, hereinafter referred to as "District", and the transportation contractor, hereinafter referred to as "Contractor".
2. The Contractor shall provide the District with bus service for transportation to and from schools, (public and private), late-run public school extracurricular and athletic, (as needed) and for such students the **District authorizes the Contractor to transport for a term of three (3) years beginning the first school day in August, 2026, and ending with the last Summer School day in the 2028-2029 school year.**
3. The Contractor shall maintain and operate vehicles used to meet District transportation needs at all times in a safe, efficient and lawful manner and in accordance with such instructions and directions as may from time to time be issued by the District and shall comply with all lawful orders, rules and regulations of the State of Wisconsin and of the United States.
4. The Contractor shall, at its expense, procure and maintain in effect any and all licenses, permits and certifications which are or may be required by regulatory bodies for the performance of student transportation services.
5. The Contractor shall assume all costs of transportation operation, including but not limited to, costs for purchase of vehicles, maintenance, unemployment and other insurance, supplies, accessories necessary for safe operation, and salaries and benefits for drivers, mechanics and all other transportation employees.
6. The Contractor shall not assign or sublet any contract entered into with the District in whole or in part without prior written consent of the District.
7. The Contractor shall have the right to transport only those students the District authorizes the Contractor to transport as provided in these specifications. There shall be no restrictions to prevent the District, at its option, to transport student groups of any size in private cars or school owned vehicles, contract with individual parents to transport their students attending parochial, private or public schools, or to expand or reduce daily transportation services to meet the needs of regular as well as handicapped students in accordance with demands of such needs.
8. The school district reserves the right to transport students for extracurricular/field trips when less than eight (8) students are involved. ~~The District also reserves the right, during the term of this contract, to purchase a 12-passenger minivan for general usage and for possible transporting students to extracurricular activities. This vehicle will not be used to transport any students involved in regular AM-PM routes.~~ *in district owned vehicles*
9. If the Contractor wishes to charter buses for private use, they may do so as long as it does not interfere with District needs. The Contractor will pay for all fuel used for non-school trips. Any incident costs related to charter services shall not be charged to the school district. *16 students @ district owned vehicles*

The Contract Shall Require the District:

11  
The school district reserves the right to transport students with special needs by district owned vehicles.

1. To provide the most updated list of names and addresses of all students eligible for transportation to the Contractor four (4) weeks prior to the beginning of each school year. The list will be updated on a continuous basis thereafter.
2. To guarantee the Contractor that students will be transported on all student contract days scheduled by law or DPI rules unless by events beyond the District's control.
3. To pay the Contractor District approved monthly invoices on or before the 10<sup>th</sup> day of the following month.
4. To notify the Contractor of any known student resident moves, additions or deletions.
5. To notify the Contractor of any field trip, extracurricular or athletic trip bus requirements five (5) days in advance of the trip, if possible.

Information About the District

1. School district bus routes for 2025-2026 are available for inspection at the District office. These are to be used strictly for information and may be changed to improve efficiency and accommodate changes in student population.
2. Mileage and number of student bus passengers for the 2026-2027 school year are found on the **attached Appendix**.
3. The District currently contracts 15 regular A.M. - P.M. routes.
4. Copies of the District's most recent DPI Transportation Report are available for inspection at the District Central Office. Copies of the District's bus conduct policy and school calendars are also available.

SCHOOL LOCATIONS

<u>Public Schools</u>	<u>Grades</u>	<u>FALL 2026 Start Time</u>	<u>FALL 2026 Dismissal Time</u>
Clintonville HS/ Middle school 64 West Green Tree Road Clintonville, WI 54929	6-12	7:55 a.m.	3:20 p.m.____
Clintonville Elementary 255 North Main Street Clintonville, WI 54929	4K-5	8:00 am	3:10 pm

## Parochial Schools

St Martin School \*  
100 South Clinton Avenue  
Clintonville, WI 54929

PK-8

7:55 a.m.

3:00 p.m.

\* Represents a single drop off and pickup point

## General Services

1. Buses are to arrive at school no earlier than twenty (20) minutes and not later than five (5) minutes before classes begin. Bus riders are to be picked up within fifteen (15) minutes after school sessions close. Bus routes are not to exceed seventy-five (75) minutes from first pick up to arrival at school for either the A.M. or P.M. route. Preference of the district is to have routes which do not exceed sixty (60) minutes. Capacity of buses shall be taken into consideration in determining routes and also the age of the student being transported, e.g. , three tenth grade students should not be expected to sit in a three passenger rated seat. Route length guidelines may be waived by the district.
2. Transportation shall be furnished for approximately **175 days**. In the event school is closed due to weather conditions, acts of God, etc, there shall be no charge to the school district if buses do not operate. Make-up days shall be charged at the normal rate. The Superintendent of Schools shall have the final decision as to whether or not buses operate on questionable weather days. This decision will be made by 6:00 a.m., if possible. The school district is not required to make up the first three days of emergency closing.
3. Several times during the school year, the District may schedule early release days, or early release may be required because of emergencies. This shall receive full cooperation from the Contractor.
4. The contract shall require the Contractor to demonstrate to the District that the following services shall be adequately provided: (These do not require ownership.)
  - A. Personnel:

The Contractor personnel shall be expected to perform, but not limited to, the following lists of duties:

    1. Maintain facilities and bus fleet including preventative maintenance program.
    2. Recruit, select and train bus drivers.
    3. Discipline, discharge bus drivers found by the District/Contractor to be unsatisfactory.
    4. Prepare and administer pre-service and in-service bus driver training including safety and student discipline topics.
    5. Keep personnel records on all personnel.
    6. Maintain and keep current on all Federal and State laws regarding transportation, along with school board policy.
    7. Develop safe and economical bus routes, subject to the approval of the Board.
  8. Investigate requests and complaints regarding student transportation services and make recommendations to the Superintendent of Schools.

9. Prepare reports necessary to complete school district, state and local requests for information.
10. Administer bus conduct reports as specified by the District and work with the school system on student discipline. The District shall assist the Contractor on keeping a proper student atmosphere on the bus.
11. Keep confidential history file on student bus conduct reports.
12. Keep a large map of the school district
13. Whenever regular bus routes are on the road, a responsible person shall be available at the base of operation.
14. Dispatch buses, check drivers and be totally familiar with all bus routes, schedules, school locations, etc.
15. Supply sufficient numbers of regular and substitute drivers to be available and properly trained so that a full transportation service is provided.
16. Secretarial duties including but not limited to telephone coverage, filing, map maintenance, report documentation, bus conduct forms, etc.
17. Be aware and keep the school district officials advised on ideas for improvements in the transportation system and cost savings.
18. Be capable and experienced in school bus fleet operation and management.
19. The number of employees to be used to perform the managerial, maintenance and clerical responsibilities shall be sufficient to fulfill the above requirements.

B. Vehicles

1. The Contractor shall provide vehicles for the transportation system. All vehicles shall comply with the regulations of the Wisconsin Motor Vehicle Department and any and all Federal or local regulations.
2. The Contractor shall provide a sufficient number of buses to operate the routes required by the District. The Contractor shall also provide a minimum of four (4) spares for standby or for extracurricular activities. The standbys shall be 60-passenger or larger.
3. The maximum age of regular route buses may be dehowever, vehicles must meet all federal, state and local regulations and have the approval of the school district. The Superintendent, or his designee, shall inspect vehicles annually that are over ten (10) years old to determine worthiness for student transportation.
4. The passenger sizes of the initial buses shall be determined by the Contractor based on the passenger information listed on the **attached** Appendix.
5. In the event that Wisconsin Statutes or the District Board shall, during the life of this proposed contract, make it mandatory that buses be equipped with special safety devices or equipment not required at the time of the signing of the initial contract, the District Board and Contractor shall negotiate financial assistance to the Contractor in

providing the required equipment necessary to comply with the law. The Contractor will be expected to produce thorough documentation of the extra expense and the statute number with implementation date.

6. The Contractor will be required to keep thorough up-to-date records of all operating data and maintenance work done, and the District shall have access to these files.

Examples include:

- a. Fuel mileage
- b. Oil usage
- c. Tire replacement
- d. Age of buses with actual mileage
- e. History of major repairs on each bus
- f. Yearly state safety checks
- g. Driver in-service
- h. Driver evaluations

7. The interior and exterior of all vehicles must be maintained and clean at all times.
8. If on occasion the school district requests types of vehicles not owned by the Contractor, the Contractor shall make every effort to secure required vehicles. Direct costs incurred for providing these special services may be billed to the District at the same rate invoiced by the provider of the vehicle(s). Such arrangements shall only be authorized by the Superintendent of Schools. If the contractor chooses not to provide vehicle(s) under this provision, the District may elect to contract with a carrier that can provide the vehicle(s). The prohibition of subcontracting shall not apply to this provision.

C. Drivers and Training

1. It is understood that the Contractor, its officers, agents and employees shall be considered, and at all times, act in the capacity of an independent contractor and not as an employee of the District for any purpose, and shall not acquire either by contract or by operation of law any rights or benefits provided for employees of the District. All expenses of operation and maintenance shall be paid by the bus contractor.
2. All buses shall be operated at all times by trained, competent, and prudent drivers who shall meet the requirements for school bus drivers as set forth by the Wisconsin Motor Vehicle Department. In addition, all drivers will be required to follow all Clintonville Public School District transportation policies and regulations.
3. The Contractor shall establish and implement a screening, hiring and training program which includes the following as a minimum:
  - a. That the driver complete a written application form which is provided by the Contractor.
  - b. That the driver has an initial interview with the Contractor to determine the applicant's aptitude for the job.
  - c. That the Contractor conduct a record check on the applicant's driving record. Operator also must ensure that the applicant has had no conviction against public morals or felony charge.
  - d. That the Contractor must provide adequate pre-service training so that the driver has a thorough knowledge of the Wisconsin Handbook for School Bus Drivers and of the traffic laws and regulations as contained in the Wisconsin Department of Transportation Motorists' Handbook.

- e. Applicant drivers must pass physical, written and road tests and obtain school bus driver's license before transporting students.
  - f. The Contractor must provide route training before the driver is given the responsibility of transporting students. This would include, but not be limited to:
    - 1. A specific map of the route indicating exact locations and names for pickups and drop offs.
    - 2. Specific information about the route indicating danger points, road hazards, etc.
  - g. The Contractor must provide an ongoing in-service training program for the bus drivers. Drivers shall be required to attend the meetings. Drivers must attend one of the transportation meetings annually.
  - h. Periodic short meetings may be conducted on topics that require immediate attention
4. The Contractor will be responsible for proper supervision over the drivers to ensure that the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding of laws, regulations and District policies.
  5. The Contractor shall provide to all drivers a manual or handbook outlining all Contractor and District policies. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There should also be a procedure outlining the steps to follow if a bus breaks down. All drivers should be schooled and tested on these procedures to the extent that they will be prepared if an emergency does occur. The Superintendent of Schools must be immediately notified by the Contractor when any accident has occurred.
  6. Bus drivers shall be hired, employed and under complete supervision by the bus contractor. However, the Contractor shall replace any school bus driver who, in the opinion of the Superintendent of Schools is detrimental to the best interest of the students riding the bus(es) of the school district.
  7. The Contractor shall keep files on each bus driver including, but not limited to, the driver's written application form, references, including those checked with written notes by the Contractor, employment record, driving record, written evaluations, etc.
  8. The Contractor shall require each route driver to conduct emergency evacuation drills a minimum of two (2) times per year. These drills shall have written documentation indicating date, route number, driver's signature and number of students involved and be placed on file for District review upon request.
  9. Drivers shall be responsible for loading and unloading students, and for the discipline of the students while on the bus. The Contractor can insist that the Superintendent of Schools help with cases beyond its ability to handle. If this is not sufficient, cases may be taken to the Board.

10. All bus conduct rules shall be obeyed by both students and drivers.
11. Drivers shall be responsible for a complete pre-trip inspection before leaving on any trip. This test shall meet the standards of state statutes.

#### Future Transportation Services

There shall be no guarantee as to the number of vehicles required for regular daily transportation services.

#### Routing

1. The Contractor, with full cooperation from the school district, will be responsible for the establishment of all bus routes. These will be set up according to District policy for length of ride, location of bus stops and walking distances. It is desirable to have buses filled to near capacity whenever possible and still remain within time limits. The Superintendent of Schools will give final approval for all routes and route changes prior to the beginning of school.
2. The Contractor will be charged with the responsibility of maximizing efficiency through routing and scheduling. There must be a continuing effort to combine routes when ridership is low, or because of declining enrollment.
3. The Contractor shall provide to the District all necessary information which is needed in the preparation by the District of the Fall DPI Pupil Transportation Report, the Annual DPI Report and any other reports as required by the DPI, or the Board of Education.
4. The Contractor shall organize all bus routes subject to the approval of the Superintendent. The Contractor shall make available to the District without additional charge:
  - a. Maps (8-1/2 x 11) of each daily route, indicating students' names and location within two weeks of the start of school.
  - b. A large map, located in the bus garage in a clean, dry location, locating all students by route and pins that is maintained in an up-to-date status. The District shall furnish student additions, deletions or changes.
5. It is desired that each school year, all existing routes be carefully scrutinized in an effort to maximize their efficiency.
6. Students, **Lamers Bus Lines Inc** employees and school authorized personnel only will be permitted to ride on buses used for school purposes. Other riders are allowed to ride the bus if space permits. (See Board Policy 3541.1 **attached**).
7. Qualified students, as specified by the Board of Education, will not be refused a ride or evicted along the route by the Contractor or drivers employed by the Contractor. Prohibitions to ride will be done according to school Board policy.
8. Drivers will not use corporal punishment.
9. The schedule for the parochial schools will be coordinated with the public schools.

10. The Contractor shall provide the District with an inventory of its fleet of vehicles, specifying the chasis, body, age, size, serial number, and odometer reading. This shall be provided by September 15 of each year and updated as vehicles are replaced and/or added. Age of the vehicles shall be determined when vehicle is placed in service.
11. The Contractor will provide more or fewer buses or vehicles during the contract period as approved by the school board in order to meet the requirements of the contract. The contract will be adjusted accordingly through the bid form.

#### Insurance

1. The Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of public liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this state and approved by the District. Such policy shall cover the Contractor, operator and the District with the District specifically named as an additional insured in the policy.
2. The Contractor shall provide, maintain and pay for public liability and property damage insurance for all vehicles used in this transportation service in amounts to comply with Wisconsin Statute 121.53 as a minimum. The Contractor shall also provide and pay for an umbrella form of excess liability insurance for bodily injury and property damage combined in the amount of \$1,000,000 of coverage.
3. A memorandum copy of the insurance policy shall be provided to the District prior to the beginning of each school year.
4. If, for any reason, the insurance is cancelled, the insurance company shall notify the District sixty (60) days in advance of any full or partial cancellation.

#### Fuel

The Contractor will provide all fuel for operation of the bus fleet to be used for school district purposes. The Contractor will bill the District monthly by actual miles traveled. The District will not be billed for non-district travel miles. The Contractor will negotiate locally for the best price for fuel. In the event the federal tax on fuel does not remain exempt, the Board and Contractor shall renegotiate the per mile fuel cost payment.

#### Alternative Fuels

The District recognizes the price increases and/or shortages of fuel may necessitate consideration of such alternative fuels as LP gas, natural gas, etc. If it is likely that the use of an alternate fuel could work to the advantage of both parties, the District will be interested in meeting with the Contractor in an effort to negotiate the matter. **Lamers supplies- 7-- propane buses on 9/2018, 8-buses on 9/2019, 9-buses on 9/2020**

#### Price Per Gallon- (PPG) PROPANE

Currently a Propane truck drives on site and fuels school buses --14/15 PPG is 2.208. Looking to place a PROPANE STATION on site will cost \$35,000-\$40,000. BULK PPG for propane will be in the range for 15/16-- 1.700-estimate

Lamers would split the PPG savings. This Example: The District would save ½ of .508 cents per gallon or .254 cents over 14/15 rate. If Propane buses run 1600 gallons in Sept 2015 this amounts to over a \$400 additional savings for the month. The district would be billed BULK PPG plus .254 cents per gallon. Lamers will apply any savings realized toward the Bulk Propane Station investment and continual Station up keep.

### Route Mileage

The mileage for all AM-PM routes will be actual miles traveled. Mileage will be based on school-to-school mileage.

### Inspection Reports

Whenever the Wisconsin Motor Vehicle Department inspects the buses in the Contractor's fleet, copies of all inspection reports shall be filed within three (3) working days with the Superintendent of Schools. All follow-up inspection reports shall likewise be filed within three (3) working days with the Superintendent of Schools.

### Breach of Contract

If the Contractor shall violate, breach, or fail to perform any of the terms or conditions herein contained, the contract shall, at the option of the District, be void and said District shall be entitled to damages, including reasonable attorney fees, resulting from said breach or failure on the part of the Contractor. The partial or total failure of the Contractor to perform its services as a result of extreme weather conditions, impassable roads, or acts of God shall not be judged a breach of contract. However, the Contractor shall not be paid for any lack of total performance.

If, in the opinion of the District, minor contract violations and/or nonperformance problems occur, the District shall be entitled to damages including, but not limited to, attorney fees incurred in enforcing or correcting such breach.

## Trucker University Information

Total Cost for the Program: 24-25 it was \$32,436.53. So far for 25-26 we have spent \$36,507.19 (as of 4/30/26)

Cost for Bussing (night): \$172.00 (\$86 per bus/night)  
Sometimes Cancel Buses

Average number of Students:

- Session 1 = 7.95
- Session 2 = 13.53
- Session 3 = 9
- Session 4 = 5.2

Classes Offered

- Board Games
- Robotics
- Color Me Calm
- E-Sports
- Arts and Crafts - If enough staff
- Math Help - If enough staff
- Homework Help - Normally runs each night
- Swimming (Mon.) - If enough staff

Other

## Dellwood Child Care Fee Schedule

Effective July 1, 2026

In order to maintain quality services Dellwood Childcare center contracts charge for a "spot" not on actual attendance. The following guidelines will be placed in a contract. Whether your child attends or not, they will be charged.

Due to illness or vacation, each child will be granted five (5 or 10) uncharged absence days. This will be adjusted every July 1.

Parents who elect not to have their child attend during the summer months of June to September will be charged a ~~\$100~~ \$25 holding fee per child per month to retain their spot.

Annually, each year, each child will be charged a \$50 or \$100 registration/supply/food fee. This will be billed on the July 1 of each year. A maximum for a family will be a \$100 fee.

**Breakfast and Lunch are included in the pricing.**

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**RATES To Be Discussed at next Meeting - See Page 3**

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Hourly Rate **\$10.00** per hour up to 4 hours per day. After 4 hours, the daily rate will apply.

Family Discount - 10% off the oldest child, if two or more children from the same family are billed for full time in a given week.

**Before and After School Care:** Kindergarten and up

Before School \$12.00  
After School \$14.00 **\$12.00**  
~~Before and After \$16.00~~

- ★ Before school and after school care is not eligible for multi child discount.
- ★ Dellwood Childcare Center will not accept drop ins.

Schedules for the following week must be submitted by 5:00 p.m. the Thursday prior. A 24 hour notice must be given for any additional days. Additional days will be granted only if there is availability.

**IMPORTANT BILLING INFORMATION:**

- ~~● There will be no fee for registration, annual enrollment, or for being placed on our waiting list.~~
- There will be an extra fee of \$10.00 per hour over 50 hours per week.
- There will be a late fee of \$10.00 per week assessed for all invoices over 30 days.
- Late pickup fee: \$15.00 for every 5 minutes past **5:30p.m.**

Services will be terminated for accounts that accumulate above \$500.00, unless prior arrangements/agreements have been made. Termination will be effective upon notification.

Rates are subject to change at any time.

**Board Approved**

**For each 5% it would increase revenue approximately by \$30,000**

**Enrichment program would allow children who are not enrolled in the district to participate in Childcare/Education/Youngstar services**

	<b>CURRENT</b>	5%	10%	15%	20%	25%	30%	Original Proposal
<b>Infants (6 weeks - 2 years)</b>								
Full Time (4 to 5 days per week)	\$225.00	\$236.25	\$247.50	\$258.75	\$270.00	\$281.25	\$293	\$300
Daily Rate (1-3 days per week)	\$55.00	\$57.75	\$60.50	\$63.25	\$66.00	\$68.75	\$72	\$75
<b>Toddlers (2 years - 3 years)</b>								
Full Time (4 to 5 days per week)	\$200.00	\$210.00	\$220.00	\$230.00	\$240.00	\$250.00	\$260	\$275
Daily Rate (1-3 days per week)	\$48.00	\$50.40	\$52.80	\$55.20	\$57.60	\$60.00	\$62	\$65
<b>Pre-School (3 years - 13 years)</b>								
Full Time (4 to 5 days per week)	\$185.00	\$194.25	\$203.50	\$212.75	\$222.00	\$231.25	\$241	\$250
Daily Rate (1-3 days per week)	\$45.00	\$47.25	\$49.50	\$51.75	\$54.00	\$56.25	\$59	\$60

**Enrichment Program (Wrap Around for 3K and 4K)**

4K (M - W - F)	Cost same as Pre-School	\$45.00 per day	
3K (T - Th) morning only	Cost same as Pre-School	\$45.00 per day	<input type="text"/>

## Administrative Guidelines - 20.1 Request for District Sponsored Clubs or Activities

Only approved clubs or activities shall be recognized by the district as district-sponsored organizations. Requests for additions to the approved list of district-sponsored clubs or activities will be forwarded to the Superintendent who will bring the matter to the Board of Education for approval. Activities of district-sponsored clubs/organizations are subject to District rules and regulations.

Approved Student clubs or organizations shall be supervised by school personnel and district approved volunteers, composed completely of current students and establish aims that are educational or of school or community interest. Participation in school-sponsored clubs or activities shall be open to all students, except where the purpose of the activity requires special qualifications, as determined by the sponsor/advisor, with approval of the principal. The supervision and monitoring of school-sponsored clubs and activities shall be the responsibility of the building principal or his/her designee.

Each school-sponsored club or activity shall have a sponsor or advisor approved by the building principal. The sponsor or advisor position may be voluntary or may be a stipend position if approved by the board. School-sponsored clubs or activities shall meet only at times when the sponsor/advisor, approved substitute, or district approved volunteer is approved by the principal and is present during all times of an approved activity. No school club or activity shall conduct or be involved in activities contrary to the welfare and best interests of the students of the Clintonville Public School District.

Anytime a school-sponsored club or activity fails to uphold its stated goals and objectives, or is in violation of District rules and policies, it may be suspended or disbanded by the Superintendent with the approval of the Board of Education. No person may be denied admission to any public school or be denied participation, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other factor prohibited by state or federal law.

District sponsored clubs and activities are generally expected to be self-supporting unless district financial assistance is approved by the board. District sponsored clubs must utilize the district approved student activity fund guidelines for any financial transactions. If a club or activity is not currently receiving any district financial assistance or stipend for supervision, the advisor or supervisor may make a request to the Superintendent for board approval.

Requests for becoming a district sponsored club shall be first given to the building principal and must include:

- Description of the program and how it supports board policy, student education or community interest?
- How many students and what ages are anticipated for participation?
- What is the consistent time commitment?
- Names of sponsors/advisors
- How will the success of the program be evaluated?

If a request for district financial assistance or stipend of advisors is requested, it must include:

- How does the time commitment and participation compare to existing programs or activities?
- What is the amount of the budgeted request and what would the funds be used for?
- Does the club or activity have any other revenue? (i.e. fundraisers, dues/fees)
- Are their comparable programs in other schools or communities?
- Is it eligible for Trucker U or before/after school program status?

- How long has the activity been in existence?

BOE Policy Reference:

- 2430 District Sponsored Clubs and Activities
- 5730 Equal Access for Nondistrict-sponsored, Student Clubs and Activities

## Administrative Guidelines - 20.2 Request for District Affiliated Clubs or Activities

Community based clubs or activities not recognized as district-sponsored organizations, may request to become a school affiliated club or activity. Requests for additions to the approved list of district affiliated clubs or activities will be forwarded to the Superintendent who will bring the matter to the Board of Education for approval. Activities of district affiliated clubs or organizations are not associated with the school district beyond name only.

Approved affiliated clubs or organizations shall receive approval to use the Clintonville Trucker name and be granted access to use school facilities under the current facilities use policy and guidelines. The supervision and monitoring of a school affiliated club and activity shall be the sole responsibility of the sponsoring organization. Each school affiliated club or activity shall have a sponsoring organization that carries participant liability/loss insurance and must have each participant/parent sign a release/waiver of any claims against the school district. No school affiliated club or activity shall conduct or be involved in activities contrary to the welfare and best interests of the students of the Clintonville Public School District.

Anytime a school affiliated club or activity fails to uphold its stated goals and objectives, or is in violation of District rules and policies, may have its affiliation suspended by the Superintendent with the approval of the Board of Education. No person may be denied admission to any public school or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other factor prohibited by state or federal law.

District affiliated clubs and activities are to be self-supporting, may not use District resources without administrative permission, and may be subject to rental fees and/or replacement costs.

Requests for becoming a district sponsored club shall be submitted to the Superintendent and must include:

- Description of the program/name of sponsoring organization and how it supports student education or community interest?
- How many students and what ages are anticipated for participation?
- What is the consistent time commitment?
- How will the success of the program be evaluated?
- Proof of liability/loss insurance from sponsoring organization

BOE Policy Reference:

- 2430 District Sponsored Clubs and Activities
- 5730 Equal Access for Nondistrict-sponsored, Student Clubs and Activities

### Administrative Guidelines - 20.3 Guidelines for Extracurricular Activities

The Board recognizes that the ratio of student to advisors/coaches is an important factor to consider in attempting to provide a sound learning situation for students. It is also important that a safe and well-supervised environment exists for all activities.

The administration will consider staffing patterns based upon established ratio guidelines when making recommendations to the Board for additions or deletions of advisors/coaches in the extracurricular program. Other factors will also be given consideration as well when determining staffing needs.

Any requests to add or delete extracurricular programs must first be brought to the attention of the Activities Director and the appropriate Principal. The Board will consider additions or deletions of programs only after examining the administrative review and recommendation of the impact of such action. The administrative review will detail the considerations involved in participation, facilities, equipment, scheduling, and cost factors.

The Board of Education attempts to offer a co-curricular program that meets the needs of as many students as possible. The program covers a variety of activities offering many opportunities for children to participate in co-curricular activities. The Board may charge a user fee for participation as specified in Board policy. The user fee will be reviewed annually during the budgetary process to address changing needs and costs.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, color, pregnancy, marital or parental status, physical, learning, mental or emotional disability or handicap or any other factor prohibited by state or federal law.

Administrative personnel responsible for recommending the addition/deletion of extracurricular programs and the addition/deletion of staff who coach/advise extracurricular activities will give important consideration to this administrative rule.

Policy Reference: 2431 - Interscholastic Activities  
2430 - District Sponsored Clubs and Activities  
2260 - Nondiscrimination and Access to Equal Educational Opportunities  
2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability  
60.1 - Administrative Guidelines - Student Fees Revised: January 27, 2020

### Guidelines for Adding and Deleting Co-curricular Activities

The guidelines are between one and one and one-half (1 ½) the number of students needed to make a team. The following minimum participation must be present for an activity to be offered.

<b>Activity</b>	<b>Varsity Minimum</b>	<b>Additional for JV1 (total)</b>	<b>Additional for JV2 (total)</b>
Baseball	14	11 (25)	11 (36)
Basketball (Boys & Girls)	9	7 (16)	7 (23)
Cross Country (Boys & Girls)	8	*minimum 6 of one gender	
Football	20	16 (36)	16 (52)
Golf	6		

Soccer	16	14 (30)	14 (44)
Softball	14	11 (25)	11 (36)
Swimming	10		
Tennis	10		
Track & Field (Boys & Girls)	16	*minimum 10 of one gender	
Volleyball	9	8 (17)	8 (25)
Wrestling (Boys)	7		
Wrestling (Girls)	7		
Forensics	12		

If participation numbers fall below the suggested guidelines, the activity will be placed on probation for one (1) year. When an activity is being considered for deletion, the Activities Director and Building Principal are to inform the Superintendent that Board approval will be necessary. If participation is low in the following year, the activity will be dropped prior to the first date of the competitive schedule or Co-op opportunities with surrounding school districts will be explored by the Activities Director.

If the minimum number of participants at JV1/JV2 level is not met, that level of activity may not be offered at the discretion of the Activities Director and Superintendent for that year. Games scheduled for JV levels not reaching minimum participation numbers will count towards game/meet maximums set forth by the WIAA.

#### Guidelines for Adding Co-curricular Activities

If an activity is being considered for reinstatement or when an activity is to be added as an addition to the co-curricular schedule, a petition signed by students indicating commitment to participate must be submitted to the Building Principal. If the Principal feels that it is warranted, the petition and request will be forwarded to the Superintendent for consideration and referral to the Board for action. Other factors for which will be taken into consideration when adding an activity include:

1. Number of students needed to field a team compared to those whom the petition identifies are available.
2. Available facilities including practice sites, playing sites, locker rooms, etc.
3. Qualified coaches.
4. Financial support at the Board level.
5. W.I.A.A. sport approval.
6. Scheduling possibilities and conference support.
7. Community involvement and support for the activity.

Guidelines for Adding and Deleting Coaches/Advisors to Co-curricular Activities The number of coaches hired for each activity will depend upon the number of participants. A ratio will be determined from the number of participants on the eighth day of the activity and the number of coaches hired for the activity. If the ratio drops significantly coaching positions or levels of competition may be eliminated.

Consideration for adding a coach during the present activity season will be made for safety reasons. Considerations other than the number of participants for each coach/advisor when recommending the

addition or deletion of coaches/advisors include the:

1. Age of participants
2. Safety of participants
3. Facilities
4. Instructional objectives
5. Number of contests
6. Scheduling of contests
7. Nature of the sport (contact vs. non-contact)
8. Number of teams

The number of members per squad in an activity may be limited at the discretion of the varsity head coach, Activities Director and Building Principal. Factors to be considered when limiting members include:

1. Facilities
2. Grade level; previous participation
3. Safety
4. Number of uniforms and equipment available
5. W.I.A.A. tournament participation limits
6. Scheduling

#### Participation Fees

The Board determines the athletic participation fee students pay per each activity, in accordance with Administrative Guideline 60.1. The fee shall be collected prior to the beginning of each activity under accounting procedures developed by the business office. Refunds will only be issued if a participant is "cut" from the activity or the participant suffers a season-ending injury prior to the start of the competition season and must be requested in writing and approved by the Activities Director and the Principal prior to being allowed. Refunds will be applied to other unpaid fees, if applicable. If a participant chooses to quit the activity, no refund will be issued.

#### **Policy ref: 2431 - INTERSCHOLASTIC ATHLETICS**

Updated 6/15/2022

Updated 2/9/2026

A boys swim co-op application must be submitted by Feb. 1 for the following year. It is too late to form a boys' swim co-op for 2026-27. You would need to reach an agreement with a partnering school(s) and submit a co-op application for boys swim by Feb. 1, 2027, to be eligible to compete as a co-op in 2027-28.

For a JV1 or JV2 tennis team, you don't need any approval from the WIAA (because you aren't competing at the varsity level or playing in the tournament series). You could form a team and schedule JV matches with other schools for next school. That may be a bit challenging, but I would think you could find at least a handful of matches to play.

		26-27	24-25	Varsity	JV1	JV2	CLUB
Sports Reported	Minimum Participants	Ending Total	Ending Total				
Boys Cross Country	8 (min 6 for one gender)	5	4	x			
Football	20	35	33	x	x		
Boys Soccer	16	23	28	x	x		
Boys Basketball	9	23	28	x	x	x	
Boys Wrestling	7	19	20	x	x		
<b>Boys Swim</b>	<b>10</b>						
Boys Track & Field	16 (min 10 of one gender)	14	17	x	x		
Baseball	14	28	18	x	x		
Boys Golf	6	11	8	x	x		
<b>Girls Swim &amp; Dive</b>	<b>10</b>	5	9	x			
Girls Cross Country	8 (min 6 for one gender)	8	8	x			
Girls Volleyball	9	33	37	x	x	x	
<b>Girls CLUB Tennis</b>	10						x
Girls Basketball	9	18	22	x	x		
Girls Wrestling	7	8	5	x	x		
Girls Soccer	16	22	24	x	x		
Softball	14	13	13	x			
Girls Track & Field	16 (min 10 of one gender)	12	12	x	x		

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of STUDENT FUND-RAISING
Code	po5830
Status	
Adopted	April 22, 2019
Last Revised	November 28, 2022

### 5830 - ~~STUDENT FUND-RAISING~~FUNDRAISING

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student ~~fund-raising~~fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

#### Student-Led ~~Fund-Raising~~Fundraising for School-Related Organizations

The Board will permit student ~~fund-raising~~fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

~~The Business Manager may permit fundraising by approved school organizations, those whose funds are managed by the Board.~~

~~[ ] Contracts with vendors for student fundraising activities shall establish the~~

~~( ) profit per item~~

~~( ) percentage of the profit~~

~~that will be earned by the sponsoring organization, regardless of whether that activity is conducted on or off school property.~~

#### ~~[END OF OPTION]~~

~~School-level fundraisers must be approved by the Business Manager~~Principal. The Business Manager ~~Principal~~ may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~( ) If the fundraiser is expected to exceed \_\_\_\_\_ dollars it shall have District Administrator's approval.~~ **END OF OPTION** The Board requires that ~~fund-raisers~~fundraisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) ~~fund-raising~~fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, ~~fund-raisers~~fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt ~~fund-raiser~~fundraiser cannot be longer than two (2) consecutive weeks.

~~Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.~~

~~Fund-raising off school grounds may be permitted by the District Administrator.~~

All fund-raising that involves any type of raffle must be additionally approved and reported to the Business Manager.

~~Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in~~

the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All funds raised must be deposited in accordance with Policy 6630 - Cash Handling and Deposits.

~~[ ] The fundraiser's donation and withdrawal reports must be filed with the ( ) \_\_\_\_\_ ( ) Principal [END-OF OPTION], verified against deposits, and retained for audits and routed to the \_\_\_\_\_ for internal controls. [END-OF OPTION]~~

All contributions made to the school or District through these student fund-raisers, either in-kind or in cash need to be reported in a consolidated electronic, auditable form to  Business Manager \_\_\_\_\_ ( ) Principal [END-OF OPTION], and also provided to the Accounts Payable \_\_\_\_\_ for proper accounting. **END-OF-OPTION]**

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

~~( ) Board.~~

District Administrator.

**[END-OF-OPTIONS]**

~~[ ] Raffles and all games of chance are prohibited. [DRAFTING NOTE: This choice should be consistent with the choice made in Policy 9160 - Public Attendance at School Events.]~~

**[END-OF-OPTIONS]**

~~In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the District Administrator.~~

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

~~All crowdfunding activities are subject to Policy 6605.~~

~~Fund raising by students on behalf of school related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.~~

~~If the Fund Raising does not directly financially benefit the district, the group or club must first receive approval from the District Administrator before any fundraising or advertising can occur.~~

~~All other fund raising shall be done in accordance with Board Policy 9700.~~

Money raised for Student Activity Funds are subject to Policy 6610.

Please refer to Policy 9700.01 for Advertising and Commercial Activities.

The District Administrator shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

All other fundraising shall be done in accordance with Board Policy 9700 - Relations with Non-School Affiliated Groups.

The District Administrator shall distribute this policy and any administrative guidelines that which implement it to each organization granted permission to solicit funds.

Revised 11/11/19  
Revised 6/14/21

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Wis. Stat. 103.23

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of CROWDFUNDING
Code	po6605
Status	
Adopted	April 22, 2019
Last Revised	November 28, 2022

### 6605 - CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. If the financial benefit does not directly benefit the district, the group or club must first receive approval from the District Administrator before any fundraising or advertising can occur.

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources funds, supplies, or other resources from individuals and/or organizations to support identified specific activities, or projects, or programs that enhance the educational program or a specific cause approved by the District. The solicitation Crowdfunding is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that which would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The ~~( )~~ Principal  Business Manager ~~\_\_\_\_\_~~ [END OF OPTION] shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board Policy, it will result in the immediate cessation of the crowdfunding activity and the ~~( )~~ Board  District Administrator [END OF OPTION] may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, including Family Education Rights and Privacy Act (FERPA) and IDEA Individuals with Disabilities Education Act (IDEA).

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursement and all other applicable Board policies.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. ~~Cash~~ Direct cash payments or equivalent payment to District-personnel is prohibited ~~( )~~ if they exceed \$25.00 [END OF OPTION]. All fiscal transactions shall comply with appropriate Board policies.

Approved crowdfunding activities must be conducted through a district-approved platform that meets the following standards:

- A. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

- B. Low Fees: Platforms must not exceed a fifteen percent (15%) fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.

All crowdfunding activities are subject to other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

~~Money raised for Student Activity Funds are subject to Policy 6610.~~

~~Please refer to Policy 9700.01 for Advertising and Commercial Activities.~~

Revised 10/26/20

Revised 6/14/21

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Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	New Policy - Special Update - School Support Organizations - November 2025 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS
Code	po6608
Status	

### **New Policy - Special Update - School Support Organizations**

#### **6608 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS**

The Board recognizes that the proper accounting, oversight, and transparency of all disbursements from fundraisers and crowdfunding campaigns organized by students or parent groups for the purpose of providing benefit to the District's programming or facilities must be in alignment with applicable Federal and State accounting standards. Proper documentation and reporting are essential for compliance with the Governmental Accounting Standards Board Statement No. 84 (GASB 84) and Federal reporting requirements

Fundraisers and crowdfunding campaigns conducted and organized by students, parent groups, and other private entities shall meet the compliance, accounting, and reporting requirements established herein. Parent groups may include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the District, school, or a school organization. (See also Policy 5830 – Student Fundraising, Policy 9211 – District Support Organizations)

#### **Definitions**

For purposes of this policy, the following terms shall be defined as:

**Custodial Funds:** Funds held and managed by the school district for student activities under GASB 84.

**Noncustodial Funds:** Funds raised and managed independently by parent groups or private organizations.

**F-33 Federal Financial Form Line 19:** The line on the annual, mandated federal report that is required to detail the "Contributions and Donations From Private Sources," which includes revenue associated with private donations, stipends, or on-behalf payments through fundraising activities. (Financial Accounting for Local and State School Systems: 2014 Edition)

#### **Accounting and Compliance Requirements – Custodial Funds**

##### **A. Student-Organized Fundraising**

Funds raised by students whose funds are managed by the District are classified as custodial funds. All funds collected must be deposited into the District's custodial accounts and proper accounting and General Ledger code attribution is recommended.

Disbursements from the custodial accounts must be properly documented with receipts and expenditure records.

As defined in the Financial Accounting for Local and State School Systems: 2014 Edition all revenues and expenditures from student fundraising must be included on the F-33 Federal Financial Report. This data is collected through the District's Annual Report to the Department of Public Instruction (DPI).

##### **B. Parent Group-Organized Fundraising (Non-Custodial Funds)**

Funds raised by parent groups and/or other private individuals are considered non-custodial funds under GASB 84.

#### **District Oversight**

All reports shall be available for the ~~(-x)~~ Business Manager \_\_\_\_\_ to review, approve, implement appropriate financial controls and maintain necessary record-keeping. ~~[END OF OPTION]~~

~~(-)~~ These reports should be available in a format that enables web based access, and can generate reporting of financial transactions as needed and both by program, source, or group, as well as in an aggregating manner to improve transparency and facilitate compliant reporting. ~~[END OF OPTION]~~

Disbursements that include payments on behalf of the school district (e.g., purchase of equipment) must also be properly categorized in required annual reporting.

Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity. Improper reporting will result in additional audits or financial reviews of the offending organizations financial records. The ~~(-)~~ Board  District Administrator ~~(-)~~ \_\_\_\_\_ ~~[END OF OPTIONS]~~ may impose other corrective actions that are necessary and appropriate to protect the integrity of the Board's financial operations and to meet the financial reporting standards.

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Governmental Accounting Standards Board (GASB) Statement No. 84

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS
Code	po6610
Status	
Adopted	April 22, 2019
Last Revised	March 11, 2024

### 6610 - NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the Board before monies can be collected or disbursed in the name of said activity.

#### Definitions

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - District-Sponsored Clubs and Activities and Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds. (See Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

#### Nondistrict-supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). ~~Fund-raising~~ Fundraising is permissible in accordance with District policies (see Policy 5830 - Student Fund Raising Fundraising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

#### Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

- A. The student activity account has been approved in accordance with this policy.
- B. The student activity account will be captured upon receipt and tracked to a corresponding General Ledger code for reporting, financial controls, and to accurately report for revenues and expenditures.
- C. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
- D. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
- E. The activity's advisor/coach is ~~NOT~~not permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
- F. The student activity account is not under the District's control, nor subject to District oversight.

### General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name or slogan which that would associate an activity with the District provided such use is consistent with other applicable District policies.

Student fund-raising/fundraising shall be conducted in accordance with Policy 5830 - Student Fund-Raising/Fundraising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, which includes including theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

~~Please refer to Policy 6605 for Crowdfunding.~~

~~Please refer to Policy 9700.01 for Advertising and Commercial Activities.~~

### Discontinued Student Activities

~~[ ] After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.~~

Following graduation, the unexpended funds of the Senior Class will be transferred to the next senior class.

[x] After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict/District-supported student activity shall be transferred to the District's General Fund - Fund 10.

Revised 12/9/19  
 Revised 6/14/21  
 Revised 11/28/22  
 Revised 10/9/23

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Legal 120.16(2), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	
Adopted	April 22, 2019
Last Revised	June 14, 2021

### 7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board is appreciative of public interest in and goodwill toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

All gifts or bequests having a combined value of more than \$250 that are approved by the Board will shall be accepted by the formally acknowledged at a Board meeting. The District Administrator may accept for the Board, gifts or bequests of lesser value on the Board's behalf. The District Administrator may accept or deny on behalf of the Board all gifts and bequests. Any accepted gifts or bequests having a combined value of more than \$250 and is deposited in the district accounts shall be formally acknowledged at a board meeting. The donator may request to remain anonymous.

Board approval is required for all grants having a value of more than \$50,000 as well as any matching grant application. The District Administrator may approve grants of lesser value on the Board's behalf.

The District Board shall provide written acknowledgment to the donor of any accepted cash donation of \$250 or value donation at or exceeding \$5,000. or more and any non-cash donation the value of which is \$250 or more. Such acknowledgment shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

~~[ ] All accepted gifts, grants, or bequests shall be acknowledged by the Board. [END OF OPTION]~~

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines/procedures applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor. The title of all gifts shall be in the name of the Board.

Any equipment proposed to be purchased by a parent organization or non-District entity for use or stored at the school, or on District property, or at a District-related event, shall be approved by the District Administrator or designated administrator. Unless agreed upon, the equipment is now property of the School District and shall be considered a donation. with a value of \$1,000 or more proposed to be purchased by a parent organization or non-District entity for use in the school, on District property, or at a District-related event shall be submitted to the District Administrator for analysis prior to the purchase and notification to the Board.

The Board reserves the right to refuse to not accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable.

~~( ) Any gifts, equipment, materials or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 — School Support Organizations) and if funds are to be collected from the community, they should be obtained through a secure, cloud-based ( ) Board ( ) District Administrator [END OF OPTION] approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 — Crowdfunding. Donations collected externally to the school should be submitted alongside a donation form completed by the donor to the District. ( ) (See Form 7320 F1)~~

All gifts to employees shall be consistent with the Board's adopted policy regarding employee ethics or gifts to an individual employee.

Revised 3/8/21

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- 118.13 Wis. Stats.
- 118.27, Wis. Stats.
- I.R.C. 170(f)(8)
- I.R.C. 170(f)(12)
- Title VI, Civil Rights Act of 1964
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Americans with Disabilities Act

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of DISTRICT-SUPPORT ORGANIZATIONS
Code	po9211 Rescind
Status	
Adopted	April 22, 2019
Last Revised	October 9, 2023

~~9211 DISTRICT-SUPPORT ORGANIZATIONS~~

~~The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.~~

~~The Board recognizes that parent teacher organizations and other school related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

~~The Board encourages parents and District staff to participate in such organizations.~~

~~Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.~~

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Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Renum/Replacement Policy - Spec. Upd. - School Support Organizations - November 2025 - SCHOOL SUPPORT ORGANIZATIONS (SSO)
Code	po9215 This replaces policy 9211.
Status	

### **Renum./Replacement - Spec. Upd. - School Support Organizations**

#### **9211-9215 - DISTRICT SUPPORT ORGANIZATIONS SCHOOL SUPPORT ORGANIZATIONS (SSO)**

~~The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.~~

~~The Board recognizes that parent teacher organizations and other school related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. ( ) The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

~~The Board encourages parents and District staff to participate in such organizations.~~

~~**[ ] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]**~~

~~The District Administrator shall:~~

- ~~A. ( ) review the objectives of each volunteer group to determine that relevant educational needs are being addressed;~~
- ~~B. ( ) provide assistance to a group in planning its activities;~~
- ~~C. ( ) monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the District Administrator's administrative guidelines;~~
- ~~D. ( ) communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the Board;~~
- ~~E. ( ) approve in District fund raising activities of a volunteer group as well as fund raising activities held off premises which involve students and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;~~
- ~~F. ( ) establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State.~~

~~Any organization described in this policy must obtain advance written permission from ( ) the District Administrator ( ) Building Principal or District Administrator ( ) the Board [END OF OPTIONS] before using any of the District's logos or name ( ) as well as the District's or school's slogans, specifically: \_\_\_\_\_~~

~~**[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~By the end of \_\_\_\_\_ of each year, each group shall submit its tentative goals and objectives along with its fund raising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fund raising plans change during the school year, the District Administrator is to be advised before any final revisions are~~

~~made:~~

~~The District Administrator shall implement administrative guidelines that will require each group's fund raising activities are in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. The guidelines shall also require that the funds are used for school related projects that have the approval of the District Administrator and the Principal.~~

~~The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than \_\_\_\_\_ of each year.~~

#### **~~[END OF OPTION]~~**

~~Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.~~

~~**[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]**~~

The Board believes that school support organizations (SSOs) provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

#### **Definitions**

For purposes of this policy, the following terms are defined as follows:

**SSOs:** include the following: Booster Club, Foundation, Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Parent Teacher Support Association, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public.

~~[ ] A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO. **[END OF OPTION]**~~

**Donation:** Any gift or contribution of money, materials, property or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic or social activity related to a school.

**Internal School Funds:** Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the school board that are to be accounted for at the local school level; (d) Funds raised through cooperative agreements with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

The (x) District Administrator (-) Principal **[END OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.

#### **[ x] Prior Approval Process**

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club or any academic, arts, athletic or social activity or event related to a school, the SSO shall submit documentation to the District, that at a minimum, documents the following:

- A. The SSO's status as a nonprofit organization, foundation or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);
- B. The goals and objectives of the SSO; and
- C. The telephone number, address and position of each officer of the organization.

Additionally, prior to approving an SSO, the District Administrator shall:

- A. review the objectives of the SSO to determine that relevant educational needs are being addressed;
- B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative guidelines;

~~{END OF OPTION}~~

~~**{ } Annual Requirements**~~

~~{ } The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:-~~

- ~~A. the goals and objectives of the organization; and~~
- ~~B. the current telephone number, address and position of each officer of the organization.~~

~~{ } The SSO shall file a statement of total revenues and disbursements at the end of the school year.~~

~~{ } The SSO shall also annually provide a digital record an annual remittance of insurance coverage.~~

~~{ } Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school sponsored activity.~~

~~{ } The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by \_\_\_\_\_ on the District's website.~~

~~{ } Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.~~

~~{END OF OPTIONS}~~

~~**{ } Recordkeeping Requirements**~~

~~All SSOs shall maintain, at a minimum, the following:-~~

- ~~A. detailed statements of receipts and disbursements;~~
- ~~B. minutes of any meetings; and~~
- ~~C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.~~

~~{ } The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.~~

~~{ } Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.~~

~~{END OF OPTIONS}~~

~~**{ } SSO Officer Responsibilities**~~

~~The SSO officers shall be responsible for the following:~~

- ~~A. safeguarding the SSO funds;~~
- ~~B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and~~
- ~~C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.~~

~~(-) All the voting members of any SSO board shall not be District staff members.~~

~~(-) A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.~~

**{END OF OPTIONS}**

### **[x ] Limitation of Liability**

The District Administrator shall require each SSOs fundraising activities comply with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements.

**( x )** SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

**( x )** SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than \$1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

**( x )** The Board may require additional coverage for on-site events.

**( x )** The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage.

**{END OF OPTIONS}**

### ~~**[ - ] Required Compliance Measures**~~

~~(-) Any organization described in this policy must obtain an advance written cooperative agreement from (-) the District Administrator (-) Building Principal or District Administrator (-) the Board **{END OF OPTION}** before using any of the District's logos or name (-) as well as the District's or school's slogans, specifically: \_\_\_\_\_, \_\_\_\_\_ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school]** **{END OF OPTION}** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~(-) By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the District Administrator is to be advised before any final revisions are made.~~

~~(-) The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than \_\_\_\_\_ of each year.~~

**{END OF OPTIONS}**

### **Nondiscrimination**

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

**Other Rules and Procedures**

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

- A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.
- B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.
- C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.
- D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the District Administrator.

118.13 Wis. Stats.

118.27 Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

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Legal	118.13 Wis. Stats.
	118.27 Wis. Stats.
	I.R.C. 170(f)(8)
	I.R.C. 170(f)(12)
	Title VI, Civil Rights Act of 1964
	Title IX, Education Amendments of 1972
	Section 504, Rehabilitation Act of 1973
	Americans with Disabilities Act

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700
Status	
Adopted	April 22, 2019
Last Revised	October 9, 2023

### 9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the District Administrator; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. All crowdfunding activities are subject to Policy 6605 - Crowdfunding.

No non-school affiliated group may use the name, logo, mascot, or any other name or slogan that which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

#### School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

#### A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the District Administrator on the basis of the proposed activities or materials, educational contribution to part or all of the school program, benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator and is in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

#### B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

2. interrupt the regular school program;
3. involve any direct cost to the District;
4. cause the participants to leave the School District, unless:
  - a. the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;
  - b. the parents of a minor student have granted their permission.

#### **C. Distribution/Posting of Literature**

Non-school affiliated organizations may distribute or post literature on District property either during or after school hours only with advance permission of the principal.

Staff or students may be permitted to distribute/post literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.

#### **D. Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the District Administrator or building principal.

Decisions regarding the request to solicit funds shall not be based on the purpose or function of the group soliciting funds, unless the purpose of the organization is inappropriate for the age group of students, promotes activity that is unhealthy or unlawful, or is otherwise inconsistent with the pedagogical interests of the school.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria. In accordance with Board Policy 5830 - Student Fund-Raising, no District student may participate in the solicitation without the District Administrator or building principal's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be maintained in any regular or special accounts of the District.

#### **E. Prizes/Scholarships/Other Awards**

The Board is appreciative of the generosity of organizations which offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of **any Protected Class** consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity ~~race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes)~~ in any of its student program and activities.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

#### **F. Surveys and Questionnaires**

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

Revised 6/14/21  
 Revised 11/22/21  
 T.C. 10/9/23

118.13, Wis. Stats.

118.125, Wis. Stats.

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118.125, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	April 22, 2019
Last Revised	October 9, 2023

#### 9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

Advertising comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

Please refer to Policy 5830 for Student Fund-Raising.

Please refer to Policy 6605 for Crowdfunding.

Money raised for Student Activity Funds are subject to Policy 6610.

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

##### **A. Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fund-raising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.
4. If the financial benefit does not directly benefit the district, the group or club must first receive approval from the District Administrator before any fundraising or advertising can occur.

##### **B. Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or scoreboards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);

5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

### C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, or grants;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. It is further the policy of the Board that its name, students, staff members, and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the District Administrator.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

### General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate or political ideology, or ballot initiative.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be age-appropriate and must be consistent with the Board's policies not to discriminate on the basis of any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. The District Administrator, Rec Center Director, or building principal is responsible for screening all advertising.

- N. The District Administrator, Rec Center Director, or building principal may require that samples of advertising be made available for inspection.
- O. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- P. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

#### **Written Contract for Placement**

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement;
- B. authority of District administration to view and approve all materials prior to actual placement;
- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract; and
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties.

The District Administrator shall negotiate all such agreements with the advertiser.

#### **Accounting**

Advertising revenues must be properly reported and accounted for as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

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