



# School District of Altoona

1903 Bartlett Ave Altoona, WI 54720  
715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

[www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)

ALTOONA BOARD OF EDUCATION  
Special Meeting/Work Session  
District Board Room  
1903 Bartlett Avenue  
June 15, 2017  
8:30 a.m.

*Agenda*

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Women's Giving Circle Grant Application
5. Policy Discussion: 690 – Disposal of School Property
6. Board Action after Consideration and Discussion
  - a. Consider Retirement of Gifted and Talented Program Coordinator
  - b. Consider Resignation of a Teacher
  - c. Consider Staffing Changes for Summer Programs
  - d. Consider Recommendation for Additional Limited Term .50 Special Education Paraprofessional Position
  - e. Consider Recommendation for Additional Limited Term Kindergarten Teacher Position
  - f. Consider Memorandum of Understanding with the CESA 10 Foster Grandparent Program
  - g. Consider Authorization to Submit a Women's Giving Circle Grant
  - h. Consider WASB Membership Renewal for July 1, 2017 through June 30, 2018
7. Adjourn

*The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.*

# Women's Giving Circle

## What is the Women's Giving Circle?

The Women's Giving Circle is a diverse, dynamic and generous group of women engaged in an exciting venture of strategic philanthropy. It leverages the resources of individuals for greater impact by pooling members' dollars and using the money to award grants to local non-profit organizations.

The Women's Giving Circle, abbreviated WGC, is a fund of the Eau Claire Community Foundation. The power of collective giving allows us to amplify the impact, uniting a diverse group of effective women who are in their own right philanthropists. 50% of our annual membership donation goes to our WGC Endowment Fund to ensure the future of the organization.

Collaboration, empowerment, and learning set the tone for the Women's Giving Circle. Women have more impact as a group than as individuals when giving and collaborating to bring about their vision for a better world. A giving circle is a great way for you and your friends to make a difference in the world – together! As a member of the Women's Giving Circle, you will have an opportunity to:

- Collaborate with women to make a difference
- Create a living legacy
- Celebrate with others the impact of your participation and support
- Support and promote women in leadership positions
- Become a leader—join a Team or lead a Team
- Have a deeper and better giving experience
- Achieve more meaningful giving
- Meet new friends and socialize

### WGC Timeline:

*April 1: Applications for the current year become available.*

*July 1: Deadline to submit WGC grant applications*

*Early to Mid November: Grant awards are announced.*

*WGC grants will be awarded ONLY for requests of up to \$6000.*

## Overview of our Grant Application

### Name of Program

Altoona K-3 STEM coding and robotics curriculum based program

### Amount Requested

\$5,966

### Total Program Budget

\$24,329

### Date Program Will Begin

01/15/2018

### Date Program Will End

12/31/2018

### Description of Program

The new Altoona K-3 STEM coding and robotics curriculum based program will create an innovative early education program designed to address gender bias in STEM (science, technology, engineering, and math) fields. Research indicates that both girls and boys view girls as less STEM capable by the age of six. Research also shows that early and successful STEM experiences in gender mixed settings reduce biases of both girls and boys. Foundation funds for a K-3 coding and robotic program designed specifically to address this bias will create a model for other area districts, non-profits and libraries. This new program would complete our effort to create one of the first K-12 STEM curriculums designed to offer all students innovative STEM experiences and increase female participation in STEM. The District is known for excellent academics and innovative STEM curriculum. Our K-12 focus on project based learning, interdisciplinary/multi-age curricula, maker spaces, coding, fabrication and dual credit high school academies put us at the forefront of 21st Century Learning. Our partnerships with The Children's Museum, UW-Stout, CVTC and UW-EC ensure success and replication of the model.

Authorized Signatures:

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Robin Elvig, Board President

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Dr. Connie Biedron, Superintendent

The School Board is responsible for assuring the optimal use of all school property, including District-owned equipment, materials, supplies and other items. However, the Board recognizes that sometimes school property outlasts its usefulness, becomes outdated, or may simply no longer be needed by the District. In such cases, the school property may be disposed of as outlined in this policy and as authorized by the electors at the District's annual meeting or a special school district meeting, in the case of the sale of property belonging to and no longer needed by the District.

After student and community needs have been met, and after building principal approval, the first course of action will be an attempt to sell surplus items no longer needed in the District. Unused library and/or textbooks may be sold to a company that specializes in the purchase of used books.

A school may hold a public sale for the purpose of disposing of surplus items, with the approval of the building principal. Any sale authorized by this policy will be publicized by the respective school during an open house or other time designated by the principal, or offered for sale on the District online auction site **or on a classified advertisements website such as Craigslist**. Online auctions shall be conducted in accordance with established procedures.

All proceeds from the sale of surplus items will be deposited in the General Fund.

Any surplus items not sold may be given away. If an attempt to give the items away is unsuccessful, they will be recycled or destroyed.

LEGAL REF.: Sections ~~120.10(12)~~ 120.12(1)(b) and (21), **120.13 (19m)** Wisc. Statutes

CROSS REF.: 690-Rule, Online Auction Procedures for the Sale of Surplus School Property  
362.1-Rule, Library Media Center Materials Selection and Reconsideration  
Procedures  
655, Leasing of District-Owned Sites, Buildings and Equipment  
672, Purchasing  
683, Asset Management (Inventories)

ADOPTED: 11/7/83  
AMENDED: ~~12/5/11~~



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Dr. Connie M. Biedron, Superintendent

[www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)

June 13, 2017

Dear Board Members,

I am writing to request your approval for a 0.5 FTE High School Special Education paraprofessional for the 2017-18 school year. This position would be reassessed at the end of the school year, and would be dependent upon the special education program needs and structure of the special education services. This position is requested in response to an increase in the number of students with IEPs requiring direct adult supervision, support, and services within employment and community settings. This additional part-time paraprofessional position will enable our high school special education program for students with significant intellectual, developmental, and physical needs have access to quality and effective employment and community-based learning activities. These activities are directly linked to the goals in student's IEPs.

This position will work in close collaboration with the high school special education teacher, specialists, and other paraprofessionals, in order to maximize support to students in their jobs and community experiences. This position also enables the team to match experiences more closely to the unique needs of the student, and access more employment locations throughout the year.

This position is respectfully submitted to you for your approval. I appreciate your consideration of this request, and welcome any questions or further information you may need in reaching your decision.

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This recommendation is related to the following Strategic Goals:

**Strategic Goal 1: Address the learning needs of the whole student**

Objective 1: Address the emotional well-being of each student

**Strategic Goal 2: Graduate students who are college- and career- ready to compete in the global marketplace**

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Sincerely,

D. Alan McCutcheon, Director of Pupil Services

**To:** Altoona School Board

**From:** Joann Walker, Altoona Elementary Principal

**Date:** June 13th, 2017

**RE:** Additional Kindergarten position for the 2017-18 school year

I am asking for an additional Kindergarten position for the 2017-18 school year due to additional enrollments at the kindergarten level. This position would be a limited position for the 2017-18 school year only.

Thank you for your consideration

Joann Walker



**Memorandum of Understanding**  
**CESA 10 Foster Grandparent Program**  
725 W. Park Ave.  
Chippewa Falls, WI 54729

This Memorandum of Understanding (**MOU**) contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between **CESA 10 Foster Grandparent Program**, sponsored by **CESA 10** and the following agency and/or entity (the “**Station**”):

Station: Altoona School District  
Site Address: 1903 Bartlett Avenue  
City: Altoona  
State: WI Zip: 54720  
Phone: 715-839-6032

The *CESA 10 FGP* and the *Station* may be referred to herein as the “**Parties;**”

This MOU is effective from July 1, 2017 – December 31, 2019. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three years.

**Basic Provisions**

**CESA 10 FGP’s Responsibilities:**

1. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the Foster Grandparent Program (FGP) Federal Regulations for enrollment.
2. Unless otherwise specified herein, conduct and document a criminal history check for all FGP volunteers in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
3. Arrange for pre-service physical examinations for new FGP volunteers.
4. Conduct pre-service orientation and ongoing in-service instruction for volunteers.
5. Instruct FGP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the FGP procedures.
6. Provide FGP volunteers orientation to the Station staff prior to placement of volunteers and at other times as needed.
7. Furnish accident and liability insurance for enrolled volunteers as required by FGP policies. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
8. Staff an Advisory Council to FGP. Along with the Advisory Council, arrange for appeals procedure to address problems arising between the volunteer, the Station and/or FGP.
9. Arrange for appropriate FGP recognition.
10. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
11. Reimburse FGP volunteers for transportation costs between their home and volunteer station in accordance with FGP policies and availability of funds.
12. Arrange with the Station for meals, when possible, for volunteers on assignment.
13. Provide photo identification for volunteers if not provided by the station.

## **The Station's Responsibilities**

1. In partnership with the project staff, the station staff will develop an assignment plan for each Foster Grandparent and for each child served. The sponsor's representative and the volunteer must sign the written assignment plan that: identifies the children to be served; the role and activities of the volunteer; the expected outcomes for each child; and addresses the period of time each child should receive such services. Volunteer station staff, FGP project staff, and the volunteer will review the Foster Grandparent's assignment as well as the impact of the assignment on the child's development.
2. Assign children with designated special or exceptional needs to each volunteer.
3. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
4. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children.
5. Assure adequate health and safety provisions for volunteers.
6. Investigate and report any accidents and injuries involving FGP volunteers immediately to CESA 10 FGP. All reports shall be submitted in writing.
7. Specify, either by written information or verbally, that FGP volunteers are participants in the Station's programming in publicity featuring such volunteers; Display a FGP placard where it may be viewed by the public.
8. Station Representatives shall verify and sign timesheets reporting volunteer hours, complete Progress Reports as requested and complete an annual performance evaluation using the template provided by the sponsor for each FG volunteer.
9. Provide meals for FGP volunteers each day and provide a regular accounting (on FG's timesheets) of the number/value of meals provided. Since the value of these meals will be counted as part of the non-federal contribution to the CNCS grant, the Volunteer Station will ensure that the meals provided and reported to the FGP are not funded with other federal resources, unless those federal resources are authorized by federal law or regulation to be applied as part of the non-federal share of a federal grant.

## **Other Provisions**

1. Separation from Volunteer Service: The Station may request the removal of an FGP volunteer at any time. An FGP volunteer may withdraw from service at the Station or from the FGP at any time. The FGP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. Religious/Political Activities: The Station will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.
3. Displacement of Employees: Ensure that FGP volunteers serve in a volunteer capacity. FGP volunteers will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children.
4. Compensation: Neither the station nor FGP will request or receive compensation from the beneficiaries of FGP volunteers. FGP volunteers will not receive a fee for service from beneficiaries.
5. Donations to help offset costs for volunteers and volunteers support are appreciated. Making a donation is not a requirement or precondition to participate in the Foster Grandparent Program as a Volunteer Station. If you are able to make a donation, it can be included on your district's



Service Contract from CESA 10. Are you able to make a donation to the FG program? \$300 per FG per school year is suggested.

yes       no

6. Accessibility and Reasonable Accommodation: The Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
7. Prohibition of Discrimination: The Station will not discriminate against FGP volunteers or in the operation of FGP on the basis of race; color; national origin, gender; sexual orientation; religion; age; disability; political affiliation; marital or parental status; or military service.
8. Termination of MOU: This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three years by the Parties.
9. Signatures. By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a FGP Station.

Volunteer Supervisor Name: Joann Walker	Title: Principal, AES
Volunteer Supervisor Name: Andrea Steffen	Title: Principal, AIS
Volunteer Supervisor Name: Dan Peggs	Title: Principal, AMS
Volunteer Supervisor Name: Jason LeMay	Title: Principal, AHS
Volunteer Supervisor Name: Joyce Orth	Title: Executive Asst

Volunteer Station Primary Type: To qualify as a FGP Station, an agency/office/department must self-certify that it is one of the following:

Public Non-Profit       Private Non-Profit       Governmental Agency

**Authorized Signatures**

\_\_\_\_\_  
 Authorized Station Representative Dr. Connie Biedron

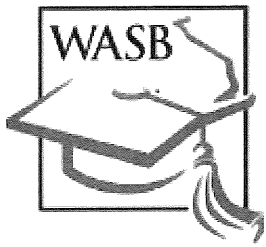
\_\_\_\_\_  
**Date**

*Mary Jo Hanson*

6/6/2017

**FGP Project Director**

**Date**



# Membership Dues Invoice

## July 1, 2017 - June 30, 2018

Altoona School District  
1903 Bartkett Ave  
Altoona WI 54720

Date	Invoice #
7/1/2017	50293

Description	Amount
WASB Annual membership dues July 1, 2017 - June 30, 2018	4,704.00
<b>Total</b>	<b>\$4,704.00</b>

### Are Your Board Members and Administrators Receiving WASB Emails?

The WASB wants to ensure your district members are receiving all of the timely legislative updates, legal and policy notices, and meeting invitations that you are entitled to receive with your membership. Please verify that your district and/or personal email filters allow receipt of emails from [robust.wasb.org](http://robust.wasb.org) email addresses (ending in [@wasb.org](mailto:@wasb.org)). If someone is not receiving WASB emails or would prefer they be sent to a different email address, please contact us at [info@wasb.org](mailto:info@wasb.org) or toll-free at 1-877-705-4422.



WASB Membership Dues Schedule

Professional Staff		2017-18
From	To	Dues
1	5	\$1,444
6	10	\$1,620
11	15	\$1,711
16	20	\$1,814
21	25	\$2,028
26	30	\$2,157
31	35	\$2,280
36	40	\$2,423
41	45	\$2,560
46	50	\$2,711
51	55	\$2,868
56	60	\$3,051
61	70	\$3,233
71	80	\$3,437
81	90	\$3,655
91	100	\$3,901
101	112	\$4,153
113	125	\$4,431
126	138	\$4,704
139	150	\$5,005
151	163	\$5,316
164	175	\$5,685
176	201	\$6,029
202	225	\$6,434
226	251	\$6,836
252	275	\$7,288
276	313	\$7,755
314	350	\$8,260
351	425	\$8,782
426	500	\$9,356
501	600	\$9,941
601	700	\$10,626
701	850	\$11,302
851	1000	\$12,047
1001	1500	\$12,805
1501	2000	\$13,660
2000	OVER	\$14,581



## 2016-17 Report to the Membership

Built on a tradition of providing high-quality service to member districts, the WASB is proud to be at your service. With your membership, you have a statewide voice in public education and your district benefits from valuable member services.

Below are highlights of the WASB's work for you in 2016-17. For more information about WASB services, publications and events, visit us online at [wasb.org](http://wasb.org) or contact the association toll-free at (877) 705-4422.

### **Advocacy for Public Education**

The WASB Government Relations (GR) staff provides high-quality, professional representation for Wisconsin school boards at the state Capitol and with state agencies and federal officials. The GR staff works to develop effective relationships with lawmakers on both sides of the aisle and with agency officials to advance the WASB Legislative Agenda and the policies adopted at the annual Delegate Assemblies.

The WASB GR staff provides regular updates, timely alerts and other resources to guide school board members to be informed and effective advocates.

- To further this effort, the GR team keeps the membership informed through continued use of the *Legislative Update* blog as well as social media (Twitter, Facebook, Google+). Our blog and social media accounts reach more than 3,000 followers, including legislators and their staff.
- The WASB began utilizing VoterVoice advocacy software in 2017 to make it easier for members to contact their state and federal elected officials. To date, the new system has been used for two budget-related alerts which generated more than 1,300 messages to legislative offices.

## **Legal and Human Resources Services**

Your board's WASB membership opens the door to a variety of benefits offered by the WASB Legal and Human Resources Department. Collectively, the highly respected WASB attorneys have been working for Wisconsin school boards for nearly 70 years. Members can direct general questions on employment, labor and school law, and employee compensation and benefits to any WASB staff counsel.

- In 2016-17, the WASB staff responded to 4,187 law-related inquiries from members in 373 districts and provided direct employment, human resources, labor and/or school law services to 105 districts.
- In addition to other work, the WASB attorneys made numerous updates and revisions to the *WASB Employee Handbook*, which provides school leaders with a comprehensive, customizable tool to manage all school district staff.

## **Policy Services and Information**

One of the school board's most important functions is policymaking. Through policy, the board sets goals for the entire school system and provides directives for administrators and other staff to follow while working toward achieving its goals.

Collectively, the WASB Policy Services staff has been working with and for Wisconsin school districts for more than 90 years. They have extensive experience in Wisconsin law and administrative rules and are uniquely positioned to assist school boards in setting the policies that best meet the needs of their schools and their students.

- In 2016-17, 83 percent of the districts in the state (350 districts) took specific advantage of the WASB Policy Library and/or utilized other special WASB policy services. In addition, the WASB Policy staff responded to more than 500 individual requests from member districts for sample policy information.
- The WASB added district subscribers and content to the premier online policy development and implementation tool – the WASB Policy Resource Guide (PRG). PRG subscribers were the first to have access to new and updated policy language on school wellness, pupil records, and Title I parent engagement, among others, and the first to have access to model notices related to student assessments and employer-sponsored wellness programs. Subscribers were also able to access sample policy language on such “hot” policy topics as use of drones, service animals, and use of social media.
- The WASB Policy Manual “Quick Check” service, policy publications (*Policy Perspectives* and *The FOCUS*), and special WASB-created resources such as the WASB Policy Manual Checklist and the Annual Notice Reminder List continue to be very popular with districts.

## **Customized Leadership Services**

The WASB consultants provide districts with experienced, objective and non-biased perspectives and assistance on *Leadership Development, Organizational Effectiveness, Planning* (i.e. master planning – strategic thinking, strategic planning, needs analysis, financial analysis, etc.), and unique situations on a customized and as-needed basis. The consultant services can be used as a resolution strategy to the specific challenges and circumstances that confront Wisconsin school boards.

- In 2016-17, the WASB, in partnership with School Perceptions, again provided districts access to the Annual Board Development Tool at no cost. The survey tool is aligned with the National School Boards Association's research-based Key Work of School Boards material which focuses on continuous improvement in school districts to enhance student achievement. School districts have utilized WASB consultants to facilitate workshops based on the survey tool results to move them to the next level of governance and organizational effectiveness.
- In 2016-17, WASB Organizational Consultants directly served 21 school districts in formal projects (i.e. leadership and organizational effectiveness, leadership development, and superintendent evaluation), and assisted numerous others through consultations.

## **Search Services**

Selecting the right superintendent is one of the school board's most important decisions within their critical role. The WASB Search Service will assist in finding and securing an instructional leader who will achieve the vision and mission of your school district in this most important decision which directly impacts student achievement.

- In 2016-17, the WASB Search Services completed eight successful superintendent searches, and aided numerous other districts through presentations and advice on various questions related to the selection of a superintendent.

## **Seminars and Conferences**

The WASB hosts a series of events and trainings throughout the year to provide the information and networking opportunities school board members need.

- In 2016-17, the WASB hosted more than 50 conferences, seminars, gatherings, workshops, webinars and the annual Joint State Education Convention. Collectively, more than 4,600 attendees participated in the numerous WASB events and programs. Topics included legal, board development, policy, legislative, finance, and much more.

## **Publications and Website**

The WASB publishes a wide array of publications and subscriptions – both print and electronic – covering policy, school law, employee relations, legislative affairs and general school topics. The preeminent WASB publication is the award-winning *Wisconsin School News* magazine.

- In 2016-17, the WASB began the process of transitioning to a new website and database with updated features. Both will roll out in the summer of 2017.

## **Service Associates**

The WASB Service Associate program brings together Wisconsin public education leaders and businesses and organizations proven to be reputable partners.

- In 2016-17, the WASB welcomed additional Service Associates to the program.

## **WASB Insurance Plan**

The Plan's Endorsed Insurance Agency Program is designed to help districts learn about insurance agencies knowledgeable about property and casualty and employee benefits insurance, and – more importantly – agencies willing to collaborate with the Plan to help districts sift and winnow through the myriad of programs touted as the best.

- In 2016-17, the WASB Insurance Plan provided timely electronic alerts and expanded its online library of resources for members on an array of topics.

**With so many programs and services available to you and your district, the WASB is an investment in your district's ability to meet your student achievement goals. Please visit us online or call our staff with any questions. The WASB is here to serve you.**