

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office
124 W. State Street
Medford, WI 54451

May 3, 2023
11:00 a.m. – 12:00 p.m.

AGENDA

Policies for Second Reading

DJC	Bidding Requirements
DJD	Performance Bond and Assurance Requirements
DK	Payment Procedures
DLBA	Deferred Compensation Vendors – 403(b) & 457(b)
DLC	Expense Reimbursement
DLCA	Mileage Reimbursement
DM	Cash in School Buildings
DN	School Properties Disposal

(Motion to accept 2nd reading)

Policies for First Reading

N/A

Review/Consideration

CI	Temporary Administrative Arrangements
EFA	School Wellness
IL	Testing Program

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: To Be Determined

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
SCHOOL BOARD POLICY HANDBOOK**

May 3, 2023

SECOND READING

Policy Code	Policy Title
DJC	Bidding Requirements
DJD	Performance Bond and Assurance Requirements
DK	Payment Procedures
DLBA	Deferred Compensation Vendors – 403(b) & 457(b)
DLC	Expense Reimbursement
DLCA	Mileage Reimbursement
DM	Cash in School Buildings
DN	School Properties Disposal

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 21, 1991
DATE REVISED: March 19, 1998
DATE REVISED: January 19, 2004
DATE REVISED: November 18, 2010
DATE REVISED: April 19, 2012
DATE REVISED: May 18, 2017
DATE REVISED:

FILE SECTOR: FISCAL MANAGEMENT
POLICY TITLE: BIDDING REQUIREMENTS

Medford Area Public School District Board of Education (BOE) policy is to make large purchases when practical on the basis of the lowest bid price or requests for proposals. The BOE may reject the lowest price or bid if:

- There is a question or doubt the vendor or agent can meet the commitment, has failed to meet purchase agreements in the past, or the goods or services on the basis of previous experience or knowledge of the BOE were not satisfactory in quality.
- Events surrounding the original decision to purchase or bid have changed, thereby making it unnecessary or cost inefficient for the district to accept any or all bids.
- There are other circumstances as outlined in the original bid form or any other good and substantive reason that preclude acceptance of a bid.

In any event, all things being equal, the BOE may give preference to agents, vendors, or manufacturers residing in the school district. It is the intention of the BOE that all purchases be made in such a manner that all qualified suppliers have an equal opportunity to bid. The BOE reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district.

Competitive Bids

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

Bids shall be sealed and shall be opened by the district administrator in the presence of at least one witness. A bidder may be required to submit a sworn statement regarding:

1. financial ability to complete the contract, including the posting of a bond where appropriate or required;
2. nature and quality of equipment to be used in performing the contract;
3. experience and past performance in performing the contract;
4. such other information the district deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

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

Debarred Contractors Excluded

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

For any contract or subcontract with a value in excess of \$50,000, the district shall require that each such contractor or subcontractor obtain certification from the General Service Administration that it is not a suspended or debarred contractor and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the district of that fact, which shall serve as sufficient grounds to terminate the contract as the district determines is appropriate.

General Provisions

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

The BOE shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bids can be accepted by the district administrator without board notification for any single item or group of identical items costing up to \$50,000. The board must receive notification if the contract is over \$50,000.

Bids are not required for:

- Educational items such as textbooks and workbooks.
- Professional services such as attorneys and architects.
- Replacement parts or maintenance contracts for existing equipment or mechanical systems.
- CESA services utilized by the district.
- Services required to be furnished to employees as a result of an employment agreement approved by the BOE, except group health care benefits as required by law.
- Renewal of single source software licenses.

The district administrator is authorized to enter into cooperative agreements with other school districts or other organizations for the purchase of any product or service used by the school district, when such arrangements will be for the benefit of the district.

The BOE reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered unless approved by the finance committee.

CROSS REFERENCE: District Employee Handbooks as appropriate.

LEGAL REFERENCE: §120.12(24) Wisconsin Statutes

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 19, 1998 **FILE SECTOR:** FISCAL MANAGEMENT
DATE REVISED: January 19, 2004 **POLICY TITLE:** PERFORMANCE BOND AND
DATE REVISED: June 22, 2017 **ASSURANCE REQUIREMENTS**

Medford Area Public School District (MAPSD) may make direct purchases of materials for improvements or construction using MAPSD purchase orders. The cost of excludable services such as architects and design fees and materials purchased by the district shall be independent of any contract amount and shall not count against the project cost in determining compliance with MAPSD policies regarding payment and performance assurance requirements on projects.

For public improvements or public works projects for which the district accepts a bid, excluding direct purchase of materials costs and excludable services:

- Exceeding \$10,000 - the district may make direct payments to subcontractors or suppliers providing services and/or materials exceeding \$1,000 in value. (If direct payment is not made by MAPSD, a performance assurance may be required by the district).
- Exceeding \$30,000 - the district shall require the prime contractor to provide the district with a list of all subcontractors and suppliers providing services and/or materials for the project exceeding \$1,000 in value.
- Exceeding \$10,000 but not exceeding \$50,000 - the district may require all prime contractors who have not successfully fulfilled a contract with MAPSD within the past four years to obtain a payment and performance bond. If the prime contractor has successfully fulfilled a contract in the last four years, MAPSD may, at its discretion, require or waive payment or performance assurances from prime contractors.
- Exceeding \$50,000 but not exceeding \$100,000 - the district reserves the right to accept an irrevocable letter of credit or an escrow account acceptable to MAPSD in lieu of the prime contractor obtaining a payment or performance bond whenever the prime contractor has successfully fulfilled a contract with MAPSD within the past four years.
- Exceeding \$100,000 - the district shall require the prime contractor to obtain a payment and performance bond.

CROSS REFERENCE:

LEGAL REFERENCE: §779.14(1m), Wis. Stats.

FILE: DK

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980 **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: October 8, 1991 **POLICY TITLE: PAYMENT PROCEDURES**
DATE REVISED: July 16, 1998
DATE REVISED: October 16, 2003
DATE REVIEWED: April 19, 2012
DATE REVISED: June 22, 2017
DATE REVISED:

All bills and requests for payment shall be subject to review by the Medford Area Public School District Board of Education (BOE), district administrator and/or business manager for purposes of conformance with BOE policy and state law.

The BOE shall receive, prior to each regular monthly meeting, a list of vouchers prepared for approval and a statement of receipts and expenditures in the aggregate. The BOE shall survey all bills and authorize or reject their payment.

The BOE authorizes the district administrator or their designated representative to release the following types of disbursements:

- Payroll
- Utility payments
- Vendors with annual bids or contracts approved by the BOE.
- Agency fund payments.
- Athletic officials and workers payments.
- Vendor payments with significant savings for early payment.
- Travel bills, registrations and convention costs for district staff and officials.
- Unusual circumstances.

All disbursements shall be made by order check, credit card or other draft in accordance with state law.

CROSS REFERENCE:

LEGAL REFERENCE: Sections 66.0125 and 120.12(1) Wis. Stats.

FILE: DLBA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 17, 2002 **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: October 21, 2004 **POLICY TITLE: DEFERRED COMPENSATION**
DATE REVISED: November 15, 2007 **VENDORS – 403(B) & 457(b)**
DATE REVISED: June 22, 2017
DATE REVISED:

403(b)

The Medford Area Public School District (MAPSD) offers a voluntary 403(b) Tax Sheltered Annuity plan to help eligible employees save money for retirement. The 403(b) plan is a tax-deferred retirement savings program in accordance with Internal Revenue Code §403(b). MAPSD's plan is governed by the plan documents, which were originally adopted in September 2007, and which have been amended by the Board of Education (BOE) and may be amended by the BOE in the future. A current copy of MAPSD's plan documents is available in the business office.

457(b)

MAPSD also offers a voluntary 457(b) plan to help eligible employees save money for retirement. The 457(b) plan is a deferred compensation plan in accordance with Internal Revenue Code §457(b). MAPSD's 457(b) plan is governed by the plan and trust document, which were restated and amended on August 1, 2020. A current copy of MAPSD's plan and trust document is available in the business office.

CROSS REFERENCE:

LEGAL REFERENCE: Internal Revenue Code §403(b) & §457(b)

6.

- Meals
Staff members will be provided expenses for approved meals while on approved overnight school district business, with the following listed restrictions:
 - a. Meal amounts shall require an itemized receipt. If no receipt is submitted, a statement of explanation must be provided.
 - b. The total amount of moneys which may be claimed for meal reimbursement for any one day shall not exceed \$75.00.
 - c. Alcohol will not be reimbursed.

- Miscellaneous
The following and other expenses may be allowed if approved by the district administrator or designee:
 - a. Ground transportation and tips.
 - b. Actual costs of vehicle parking.

Submission of an expense reimbursement form will constitute certification of actual and necessary expenditures.

CROSS REFERENCE: DLCA

LEGAL REFERENCE: §118.21(1), 118.24(5), 120.10(4), 120.13(16) & (32), Wis. Stats.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 17, 1991 FILE SECTOR: FISCAL MANAGEMENT
 DATE REVISED: September 16, 1999 POLICY TITLE: MILEAGE REIMBURSEMENT
 DATE REVISED: September 21, 2000
 DATE REVISED: August 16, 2001 DATE REVISED: April 16, 2009
 DATE REVISED: February 16, 2004 DATE REVIEWED: September 20, 2012
 DATE REVISED: July 15, 2004 DATE REVIEWED: August 17, 2017
 DATE REVISED: August 16, 2004 DATE REVIEWED:
 DATE REVISED: October 20, 2005
 DATE REVISED: June 19, 2008

School vehicles, if available, must be used by school personnel traveling on authorized school business. Persons driving their personal vehicle on authorized school business will be paid at a rate determined as follows:

The reimbursement rate will vary according to the price of regular unleaded gasoline posted on the pump at the Medford Kwik Trip station established on January 1 and July 1 of each year (the reimbursement rate will remain the same during each six month period) as follows:

COST/GAL. OF UNLEADED	REIMBURSEMENT	COST/GAL. OF UNLEADED	REIMBURSEMENT
1.00 - 1.099	.27	2.90 - 2.999	.46
1.10 - 1.199	.28	3.00 - 3.099	.47
1.20 - 1.299	.29	3.10 - 3.199	.48
1.30 - 1.399	.30	3.20 - 3.299	.49
1.40 - 1.499	.31	3.30 - 3.399	.50
1.50 - 1.599	.32	3.40 - 3.499	.51
1.60 - 1.699	.33	3.50 - 3.599	.52
1.70 - 1.799	.34	3.60 - 3.699	.53
1.80 - 1.899	.35	3.70 - 3.799	.54
1.90 - 1.999	.36	3.80 - 3.899	.55
2.00 - 2.099	.37	3.90 - 3.999	.56
2.10 - 2.199	.38	4.00 - 4.099	.57
2.20 - 2.299	.39	4.10 - 4.199	.58
2.30 - 2.399	.40	4.20 - 4.299	.59
2.40 - 2.499	.41	4.30 - 4.399	.60
2.50 - 2.599	.42	4.40 - 4.499	.61
2.60 - 2.699	.43	4.50 - 4.599	.62
2.70 - 2.799	.44	4.60 - 4.699	.625
2.80 - 2.899	.45		

In any instance, the allowable reimbursement rate shall not exceed the maximum rate allowable under IRS regulations.

CROSS REFERENCE: BHB, BHD, CBE and GCLA
 LEGAL REFERENCE:

9.

FILE: DM

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: October 16, 2003 POLICY TITLE: CASH IN SCHOOL BUILDINGS
DATE REVISED: August 17, 2017
DATE REVIEWED:

Each principal will be responsible for the proper safeguarding of cash in school buildings. All money collected by school employees and students shall be turned in to the school office on the day of receipt and placed in a locked receptacle until deposited into the appropriate financial institution.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

May 3, 2023

Review/Consideration

Policy Code	Policy Title
CI	Temporary Administrative Arrangements
EFA	School Wellness
IL	Testing Program

FILE: CI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 24, 1991 **FILE SECTOR: SCHOOL ADMINISTRATION**
DATE REVISED: July 15, 2004 **POLICY TITLE: TEMPORARY**
DATE REVISED: December 20, 2016 **ADMINISTRATIVE ARRANGEMENTS**
DATE REVIEWED: June 22, 2017
DATE REVISED: June 21, 2018
DATE REVIEWED: June 24, 2019
DATE REVISED: August 24, 2020
DATE REVISED: June 27, 2022
DATE REVIEWED:

The responsibility for decision making shall be clearly delineated in the event the district administrator is unavailable. If the district administrator is unable to be reached, the responsibility and authority to act for the district shall fall to a member of the administrative staff as authorized by the board of education.

The board of education hereby appoints in the following order:

1. Director of Curriculum and Instruction
2. Elementary Principal
3. High School Principal

Review annually in June.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 2006
DATE REVISED: January 25, 2007
DATE REVISED: March 21, 2013
DATE REVISED: June 22, 2017
DATE REVIEWED: August 24, 2020
DATE REVISED: June 27, 2022

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: SCHOOL WELLNESS

DATE REVIEWED:

Medford Area Public School District (MAPSD) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

MAPSD supports and promotes a healthy school nutrition environment, which includes the following:

- Quality school meals with an emphasis on nutrient dense foods (i.e., whole grains, fresh fruits, vegetables and dairy products).
- Healthy food choices.
- Pleasant eating experiences.
- Nutrition education.
- Opportunities for physical activity within the school day.
- Marketing health and nutrition within the community.

MAPSD will promote knowledge and behavior that improves health, intellectual development and overall quality of life. Students, parents, teachers, school officials including district nurse, community and business leaders must be actively involved in ensuring that the school environment promotes good health.

The district will set forth nutrition guidelines set by the state and federal government for all foods available in each school during the school day. Nutrition guidelines will be based on sound nutrition facts and principles. Foods will be selected with the objective of promoting student health and reducing childhood obesity.

MAPSD assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Department of Agriculture (USDA), as applicable to schools. School meals will meet at least minimum nutritional standards set forth in federal child nutrition program laws and regulations, including but not limited to the Dietary Guidelines for Americans.

MAPSD will develop and maintain a wellness plan that will address nutrition guidelines, nutrition education, physical activity and other school-based activities that are designed to promote student, staff and community wellness. This wellness plan will be reviewed every three years (triennially) by the district administrator and policy implementation status and follow-up activities will be reported to the school board and administration.

CROSS REFERENCE:

LEGAL REFERENCE: Child Nutrition and WIC Reauthorization Act of 2004, Dietary Guidelines for Americans, Smart Snacks in School Page 1 of 3

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 25, 2007
DATE REVISED: March 21, 2013
DATE REVISED: June 22, 2017
DATE REVIEWED: August 20, 2020
DATE REVISED: June 27, 2022

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: SCHOOL WELLNESS

Nutrition Standards

MAPSD promotes nutrition integrity in all school buildings. The School Nutrition Association (SNA) defines nutrition integrity as “a guaranteed level of performance that assures all foods available in schools for students are consistent with recommended dietary allowances and dietary guidelines and, when consumed, contribute to the development of lifelong, healthy eating habits.”

To promote nutrition MAPSD encourages:

- Adhering to nutrition standards based on the Dietary Guidelines for Americans and the current USDA Food Nutrition Guidelines.
- Considering student preferences in menu planning.
- Providing meals with enough calories to support growth.
- Evaluating the nutritional value of foods over a period of time.
- Purchasing food items that meet expected quality and nutrition standards.
- Preparing foods in ways that provide optimal nutrition and student acceptance.
- Carefully selecting other foods offered in addition to meals (competitive foods) to promote nutrition and encourage healthy eating habits.
- Providing a pleasant eating environment.
- Promoting nutrition education.
- Developing cooperative efforts between nutrition professionals and other school / community members.

MAPSD encourages school administrators, teachers and food service staff to work together to develop and support nutrition policies and procedures aimed at promoting lifelong healthy eating. Nutrition integrity and nutrition education should be an integral part of nutrition policies. MAPSD encourages using the following district nutrition standards as minimal guidelines:

School Meal Program

- Encourage the consumption of nutrient dense food which provide students with calories rich in the nutrient content needed to be healthy.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 10% of its total calories derived from saturated and trans fats combined.

- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- The full meal hot lunch program will continue to follow the U.S. Government’s Nutrition Standards.
- The hot lunch provider will follow the District Nutrition Standards when determining the items in a la carte sales.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these Standards.

Individual Sales

All foods and beverages sold individually through vending machines will be subject to the guidelines of the USDA publication Smart Snacks in School. Vending machines will not be in operation during lunch periods for students.

Teacher Incentives

Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to district nutrition standards.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	March 19, 1990	FILE SECTOR:	INSTRUCTION
DATE REVISED:	May 18, 1993	POLICY TITLE:	TESTING PROGRAM
DATE REVISED:	March 15, 2001		
DATE REVISED:	July 19, 2007		
DATE REVISED:	February 20, 2014		
DATE REVISED:	September 15, 2016		
DATE REVISED:	May 18, 2020		
DATE REVISED:			

Medford Area Public School District (MAPSD) shall establish and maintain a testing program which can be used, communicated and interpreted by school staff.

The testing program will provide:

- Assessment of MAPSD educational program for purposes of reporting the overall status of the district and charting the growth of its students by grades, curricular areas and schools.
- Interpretations for use by staff in making program improvement decisions at the student, classroom, building and district levels. The district testing program shall include tests as required by state and federal law. Testing results shall be made available to the public in accordance with state law.
- Information which will be used to provide appropriate educational experiences for students in areas such as remediation, gifted and talented, Title I and any other areas of specialized help.

Students with disabilities shall participate in state-required testing, with appropriate accommodations and alternative assessments where necessary and as indicated in the student's individualized education program (IEP). Decisions regarding the testing of Limited-English proficient (LEP) students shall be made on an individual basis in accordance with board policy and established procedures.

Parent(s)/guardian(s) shall be notified yearly of the standardized testing schedule and shall be provided with information regarding their child's performance on state academic assessments as soon as possible after the assessment results are received from the Department of Public Instruction.

MAPSD shall not discriminate in the testing program on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

CROSS REFERENCE: Special Education Handbook, IGBFA, IKE, and JB-R
LEGAL REFERENCE: 118.13, 118.30, 121.02 (l)(r)(s) Wis. Stats., PI 8.01(2)(r)(s), PI 9.03(1), PI 13 of the Wis. Admin. Code, & No Child Left Behind Act of 2001

State Testing Opt Out Form

The state tests that our students participate in each year serve as an indicator of our students' academic performance. Results of the exam are reported to the Wisconsin Department of Public Instruction for the purpose of school and district accountability.

Under current state law, parent(s)/guardian(s) are allowed to opt their children out of state testing. Please understand, should you elect to opt your child out of state testing, their score will be reported as a "non-tested student" when calculating overall achievement of MAPSD students.

If you choose to opt your child out of state testing, please sign the "Opt Out" form and return it to the school **no later than two weeks before the scheduled tests.**

Opt Out forms are valid for the current school year only. You must complete a new opt out form each year.

Parent/Guardian Exemption Form

Student Name: _____

Grade Level: _____

Test (check box):

- Access for ELL (Grades K – 12)
- Pre ACT Secure Aspire (Grades 9 – 10)
- ACT (Grade 11)
- DLM (Grades 3 – 11)
- Forward Exam (Grades 3 – 8 & 10)

School (check box):

- Medford Area Elementary School
- Medford Area Middle School
- Medford Area Senior High
- Rural Virtual Academy
- Stetsonville Elementary School

I do not want my child to participate in the above state test(s). I understand that my child's score on the exam will be recorded as "not tested" and will be reflected as such on the school and the district State Accountability Report Card.

If you have any questions, you may contact your child's school principal or Director of Curriculum & Instruction at 715-748-4620.

Parent / Guardian Signature

Date