

**Medford Area Public School District  
Regular Board of Education Meeting  
Medford Area Middle School Cafeteria  
June 27, 2022  
6:00 p.m.**

*This meeting will be available via livestream at <https://www.medford.k12.wi.us/tv/>*

## Agenda

### Roll Call

### Pledge of Allegiance

### Open Meeting Law Compliance

### Period of Public Comment

### Correspondence

1. Legislative Update
2. Recognitions/Other

### Consent Agenda

Consideration of:

1. Approval of Agenda
2. Approval of Meeting Minutes - Regular Board of Education Meeting Minutes on Monday, May 23, 2022 (open & closed)
3. Approval of Treasurer's Report
4. Approval of Personnel Report
5. Approval of RVA Shared Services Agreement with Lac du Flambeau
6. Approval of Foreign Exchange Student application

### Regular Business

1. FEMA Grant (DOME)
2. Health Insurance Update
3. Land Contract
4. Section/Class Sizes
5. Jumpstart
6. Bullying Policies and Procedures
7. Finance Meeting Update
8. Consideration of Board Policy Adoption and/or Deletion
  - a. Second Reading: RVA-JE Virtual School Attendance/Participation, RVA-JEB Entrance Age, RVA-JECBB Transfer/Home-Based Students, RVA-JHG Child Abuse/Neglect Reporting
  - b. First Reading: RVA-JI Student Awards and Scholarships, RVA-JIA WI Academic Excellence Higher Education Scholarship Program, RVA-JIB WI Technical Excellence Scholarship Program
  - c. Consideration: RVA-JECBE Shared Enrollment
  - d. Annual Review: BFF Emergency Policy Suspension, CI Temporary Administrative Arrangements, EBC School Safety Plans, EBCD Emergency School Closing, EFA School Wellness
  - e. Editorial changes: Professional Staff Handbook, Section 5.2 Curriculum and Stipend Timesheets, Section 5.6 Prep Period Substitute Professional Staff, Support Staff Handbook, Section 6.10 Retirement Benefit, Section 7.4 Sick Leave, Section 7.6 Personal Leave, Both Professional and Support Staff Handbook, Section 6.10 Retirement Benefits & Recognition, include dental insurance under Cobra coverage

**Mission:** To ensure that all students learn.  
**Vision:** We expect all students to learn at high levels. We will work collaboratively with colleagues, students and parents to challenge and support all individuals to achieve success.

**Please Note:**  
The order of the agenda may change at the meeting.

### Adjourn

Copies of this agenda were sent to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and posted at the District Office on Monday, June 20, 2022.

**Medford Area Public School District  
Regular Board of Education Meeting  
Medford Area Public School District Office  
May 23, 2022**

The regular meeting of the Medford Area Public School District Board of Education was called to order by President Dave Fleegel, on Monday, May 23, 2022 at 6:00 p.m. in the District Office Board Room.

**Roll Call**

Roll call indicated that Board Members Dave Fleegel, Kurt Werner, Steve Deml, Brian Hallgren, John Zuleger, Don Everhard, Corey Dassow, Aemus Balsis, and Jodi Nuernberger were present, District Administrator Pat Sullivan was present.

**Pledge of Allegiance**

**Open Meeting Compliance**

Dave Fleegel stated, "This meeting has been posted in accordance with the state open meeting law."

**Period of Public Comment:** None

**Correspondence**

1. Legislative Update: Pat Sullivan provided a legislative update.
2. Good News: Suann Schroeder gave an update on the renovations coming to the Stetsonville Elementary School Playground. Joseph Greget shared that we received the Nita M. Lowey 21st CCLC Grant. This is a 5 year grant at \$115,000 each year to add Out of School Time programming for students and families beginning in the 22-23 school year.
3. Student Council Report:None

**Consent Agenda**

Motion (Deml/Zuleger) to approve the consent agenda: Approval of Agenda; Secretary's Report; Approval of Regular and Reorganizational Board of Education Meeting Minutes of April 25, 2022; Approval of Treasurer's Report; Personnel Report, RVA Shared services contract renewals for 2022-23, Approval of Foreign Exchange Students, and Approval of administration contracts, Motion Passed.

**Regular Business**

1. **Recognition of Taylor County Educator of the Month:** Tracy Schumacher was honored as Taylor County's Educator of the month.
2. **RVA Assignment:** The MAPSD needs a member to serve on the RVA board. Paul Dixon served in the past. They meet every other month. Steve Deml expressed interest and will be the new member of the RVA board.
3. **Booster Football and Soccer Update:** Sign up was held in the schools and we had 22 students sign up for football and 25 students sign up for soccer. Kim Wojcik, president of the Medford Youth Football Association came and expressed concern of wanting to take the 7th grade football program back and not having it run through MAMS. They were under the impression that if the school would take the program they would be able to assign coaches and practice times. Motion (Everhard/Werner) for 7th grade football not to be held through MAMS. Motion passes

4. **Update on Strategic Goal #5 Operations/Technology:** Dennis Hinderliter presented an update on operations and technology.
5. **Finance Committee Update:** Brian Hallgren gave an update on the finance committee meeting. The 10 year facility plan was reviewed. The board discussed current lunch prices. Motion (Zuleger/Deml) to increase lunch prices .05 cents across all schools with no increase to breakfast. Roll Call Vote: No: Hallgren, Dassow, Fleegel, Everhard, Nuernberger Yes: Deml, Balsis, Zuleger, Werner Motion fails. Prices for the 22-23 school year will remain the same as previous.
6. **2022-23 Budget Study:** Audra Brooks presented the budget study and instructional budgets.
  - a. **Setting Date for 2022 Annual Meeting:** Motion (Fleegel/Hallgren) to set the annual meeting for August 29, 2022. Motion passes
  - b. **Other Funds Budget for 2022-23:** Audra presented 22-23 other funds budgets
  - c. **Staffing:** Administration gave updates on staffing needs for the upcoming year.
  - d. **Class Sizes/Section Numbers:** No new updates

**7. Open Enrollment Report:** Nicole Gebert gave an open enrollment report for the upcoming 2022-23 school year.

**Recommended Motion:** Allow the Open Enrollment Coordinator and Administrator(s) to determine the approval or denial of any alternate open enrollment applications, part time open enrollment applications, and any Start College Now or Early College Credit Program applications received during the 2022-23 school year.

**Recommended Motion:** Approve (12) applications for students to attend school in another district.

**Recommended Motion:** Approve 365 applications to attend MAPSD schools (including MASH, MAMS, MAES, SES & RVA).

**Recommended Motion:** Deny 3 applications to attend MAPSD schools (including MASH, MAMS, MAES, SES & RVA). If IEPs are updated and the district/school is able to provide services, the district has the ability to reverse the denial and approve application(s).

Motion (Hallgren/Zuleger) to approve recommended motions on open enrollment. Motion passes

## **8. Consideration of Board Policy Adoption and Deletion**

- a. **For Second Reading Adoption:** RVA-JB Equal Educational Opportunity
- b. **For First Reading:** RVA-JE Virtual School Attendance/Participation, RVA-JEB Entrance Age, RVA-JECBB Transfer/Home-Based Students, RVA-JHG Child Abuse/Neglect Reporting

Motion (from Policy) to approve second reading as presented. Motion carried.

A special policy meeting will be held on June 8, 2022 at 11:00. This will be in the paper and information dispersed for people to attend this open meeting.

**Contemplate Adjourning to Closed Session**

Motion (Hallgren/Deml) to adjourn to closed session. Roll Call Vote: **Yes:** Deml, Dassow, Everhard, Werner, Balsis, Zuleger, Nuernberger, Feegel, Hallgren - Motion passed 9-0. Under Wisconsin Statutes to discuss and take action, if appropriate regarding Administrator Employment, Resignation, and Contract Non-Renewal [pursuant to Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stat. §118.24].

The Meeting was adjourned to closed session at 7:43 p.m.

**Adjourn to Closed Session**

**Reconvene to Open**

Motion (Hallgren/Dassow) to reconvene in open session. Motion carried

Motion to approve proposal brought forward by Pat Sullivan and discussed in closed session. (Dassow/Deml). Motion carried.

**Adjourn**

Motion to adjourn (Zuleger/Balsis) Motion passes

The meeting adjourned at 8:15 p.m.

Nicole Gebert

Recording secretary \_\_\_\_\_

Jodi Nuernberger

Clerk \_\_\_\_\_

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**  
**Regular Board of Education Meeting**  
**June 27, 2022**

**PERSONNEL REPORT**

**Resignations/Retirement/Termination:**

Kevin Wellman/ MASH Cross Country, History Bee & MAMS Fall & Spring Esports  
Kevin Wellman/ MAMS Grade 8 Social Studies Teacher effective end of 2021-22 school year  
Steven Heier/ MASH Maintenance resigned effective 5/27/22  
Hailee Clausnitzer/ MAES Special Education Assistant resigned effective 6/6/22  
Becky Kalmon/ MASH Custodian-Nights resigned effective 6/6/22  
Holly Butler/ MASH Custodian-Nights resigned effective 6/6/22  
Tammie Zielinski/ MASH Custodian-Nights resigned 6/13/22  
Juliann Armbrust/ MASH FACS Teacher effective end of 2021-22 school year  
Kelsie Hallgren/ MAES Grade 2 Teacher effective end of 2021-22 school year  
Janel Engelbert/ SES Grade 2 Teacher effective end of 2021-22 school year  
Colton Lake/ MASH Custodian-Evenings effective 6/15/22

**Recommendations:**

Heidi Leiby/ MAMS Grade 5&6 Girls Basketball Coach  
Salary: \$825

Matthew Monahan/ MAMS Boys Soccer Coach  
Salary \$1,400.

Matthew Monahan/ MAMS Girls Soccer Coach  
Salary \$1,400.

Elizabeth Wilson/ SES Special Education Assistant  
Wage: \$13.75/hour + benefits, 7.5 hours per day, school days only effective 9/1/22

Colton Lake/ MASH Custodian – Evenings  
Wage: \$15.89 + \$1.50 shift premium, + benefits, 2,080 annual hours, effective 6/13/22

Mason Bunkelman/ Performance Technical Director/AV Technician – Level 2  
Salary: \$50,100 + benefits, 220 contract days, year round, effective 7/1/22

Birgit Phillips/ MAES Special Education Assistant  
Wage: \$13.75/hour + benefits, 7.5 hours per day, school days only effective 9/1/22

Ricky Wegerer/ MASH Maintenance  
Wage: \$18.04/ hour + benefits, 8 hours per day, 2,080 annual hours effective 6/20/22

Amy Koch/ MAES/SES COTA-part-time  
Wage: \$40/hour, 1x per week for the 2022-23 school year

Annette Dassow/ MAMS Special Education Assistant

Wage: \$13.75/hour + benefits, 7.5 hours per day, school days only effective 9/1/22

Laney Schulz/ MAES Special Education Assistant

Wage: \$13.75/hour + benefits, 7.5 hours per day, school days only effective 9/1/22

**Transfers for 2022-23:**

Caleb Nowak/ MAMS Gr. 7&8 Social Studies Teacher to MAMS Grade 8 Social Studies Teacher

David Donyes/ MAMS Grade 6-8 ELA Teacher to MAMS Grade 7-8 Social Studies Teacher

Katie Losiewicz/ SES Grade 3 Teacher to SES Grade 4 Teacher

Beth Wesle/ MAES Special Education Assistant to MAES Math Intervention Assistant

Kara Hudak/ MAES Special Education Assistant to SES Special Education Assistant

Paige Fleishman/ SES Healthroom/Special Education Assistant to SES Library Assistant

Barb Noeldner/ MAES 11-month Secretary to SES 11-month Secretary effective 7/1/22

Lesia Fuchs/ SES 11-month Secretary to MAES 11-month Secretary effective 7/1/22

**Practicum Students / Student Teachers:**

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\* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

**All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.**

Kevin Wellman  
632 Clark St.  
Medford, WI 54451  
715.661.2517

Ryan Pilgrim  
Medford Area School District  
Athletic Department

Mr. Pilgrim;

I officially tender my resignation from the Medford Area School District for the positions of Head Cross Country Coach and Esports Coach, effective immediately.

I am grateful for the opportunity to serve in these capacities, and I offer my best wishes for their continued success.

Sincerely,

Kevin Wellman  
Medford Area Middle School  
8th Grade Social Studies Teacher  
10th Grade RVA Teacher  
Cross Country Head Coach  
Esports Coach  
History Bee Adviser

Kevin Wellman  
632 Clark St.  
Medford, WI 54451  
715.661.2517

Justin Hraby  
Medford Area School District  
Medford Area Middle School

Mr. Hraby;

I officially tender my resignation from the Medford Area School District for the position of Middle School Social Studies Teacher. This will take effect July 1, my last day will be 30th as I will continue to teach my RVA summer school class until that date.

I am grateful for the opportunity to grow and improve as a teacher in the Medford district and am grateful for all the experiences I have been a part of.

Sincerely,

Kevin Wellman  
Medford Area Middle School  
8th Grade Social Studies Teacher  
10th Grade RVA Teacher  
Cross Country Head Coach  
Esports Coach  
History Bee Adviser

5-26-22

This is my letter of Resignation  
as of 5-27-22

Steven Heier

5-26-22

~~SAHS~~



Becky Goodrich <goodrbe@medford.k12.wi.us>

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## HC resignation

1 message

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**Joseph Greget** <gregejo@medford.k12.wi.us>

Mon, Jun 6, 2022 at 8:08 AM

To: Audra Brooks <brookau@medford.k12.wi.us>, Becky Goodrich <goodrbe@medford.k12.wi.us>, Anne Fleegel <fleegan@medford.k12.wi.us>

Hailee Clausnitzer has resigned and will not be returning in 22-23.



Becky Goodrich <goodrbe@medford.k12.wi.us>

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**Becky Kalmon**

1 message

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**Dave Makovsky** <makovda@medford.k12.wi.us>

Sun, Jun 5, 2022 at 7:39 PM

To: BECKY GOODRICH <GOODRBE@medford.k12.wi.us>

Becky

Becky and Holly called and quit today. They will be dropping off keys by you tomorrow.

Dave

HR,

I am giving you my resignation as of 12-13-22. I have a knee that needs to be replaced so I wouldn't be able to do the job. Also I have to work nights there in order to make ends meet. I am sorry for the short notice

Thank-you

Tammie Zulinski

June 13, 2022

Mr. Sullivan and the Medford Area School Board:

This letter is to state my intention not to renew my contract and to resign (take an early retirement).

I have loved my years of teaching Family and Consumer Sciences to the students of the Medford School District. As I have discussed or related to you, I now take on the responsibility of my infant grandson.

I am beyond grateful to have the opportunity to retire early, and the district's willingness to allow it to happen.

Sincerely,

A handwritten signature in cursive script that reads "Juliann Armbrust". The signature is fluid and somewhat stylized, with a large loop at the beginning of the first name.

Juliann Armbrust

Accepted:

6-14-2022

A handwritten signature in cursive script that reads "Pat Sullivan". The signature is written in a bold, slightly slanted cursive style. Below the signature is a horizontal line with a small upward curve at the end.



Becky Goodrich <goodrbe@medford.k12.wi.us>

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## Re: Update

1 message

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Dan Miller <milleda@medford.k12.wi.us>

Tue, Jun 14, 2022 at 7:46 AM

To: Becky Goodrich <GOODRBE@medford.k12.wi.us>, Kelsie Hallgren <hallgke@medford.k12.wi.us>, Patrick Sullivan <sullipa@medford.k12.wi.us>

This email is all you need to resign. I will send it on to Becky and Mr Sullivan. I can make sure you have access to your Google drive until you are done transferring. Let's start with leaving it active for at least two weeks.

Good luck in Rosholt and let us know if you need anything.

Dan

On Tue, Jun 14, 2022 at 6:50 AM Kelsie Hallgren <hallgke@medford.k12.wi.us> wrote:  
Good morning,

I just wanted to let you know I accepted the 4th grade position at Rosholt. This is bittersweet for me as you already know, as I love my MAES family and the Medford District but am very excited to move forward in my personal life. I will be back sometime this week to double check I have everything out of my room, as I know there are some files in my cabinet I wanted to go through. I will also turn in my room key at that time. (I'm thinking this will be on Wednesday unless it's really stormy, then it will be Thursday.) I am hoping for some time to go through my emails and google drive as well before it's all deactivated. I do need to transfer some things. When do I lose access to my email and google drive?

I also wanted to say thank you so much for the support you have have given me the last 11 years. It has been appreciated more than you know, both professionally and personally. I am very thankful for starting my career in Medford with amazing staff and administrative support. Thank you for taking a chance on a brand new teacher.

Please let me know what I need to do to officially resign and what you recommend I do. I would like to do a formal letter and am wondering who to address that to and if I can just send it as an email attachment to whoever it needs to go to.

Thank you!

Kelsie

--

Kelsie Hallgren

NBCT

2nd Grade Teacher

Medford Area Elementary School

(715) 748-2316

hallgke@medford.k12.wi.us

June 10, 2022

Pat Sullivan  
Superintendent  
Medford Area School District  
124 W State St.  
Medford, WI 54451

Dear Mr. Sullivan,

Please accept my resignation from my position as a second grade teacher at Stetsonville Elementary School.

After a period of consideration, I have decided to move closer to my immediate family. The Medford Area School District has been wonderful the past 6 years and I want to thank the administration for all their support throughout these years. This is truly an amazing district and I feel thankful for having the opportunity to be a part of it.

I wish you all the best in your future endeavors.

Thank you,

*Janel J. Englebert*

Janel Englebert



Kevin Wellman  
632 Clark St.  
Medford, WI 54451  
715.661.2517

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Medford Area School District  
Athletic Department

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5-26-22

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Steven Heier

5-26-22

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Becky Goodrich <goodrbe@medford.k12.wi.us>

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## HC resignation

1 message

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To: Audra Brooks <brookau@medford.k12.wi.us>, Becky Goodrich <goodrbe@medford.k12.wi.us>, Anne Fleegel <fleegan@medford.k12.wi.us>

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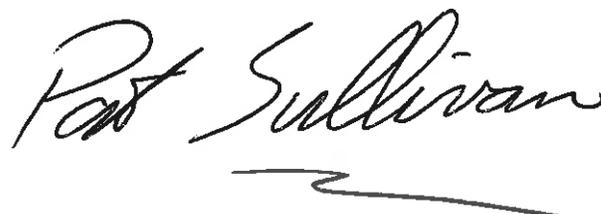
Sincerely,



Juliann Armbrust

Accepted:

6-14-2022





Becky Goodrich <goodrbe@medford.k12.wi.us>

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## Re: Update

1 message

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Kelsie

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Kelsie Hallgren

NBCT

2nd Grade Teacher

Medford Area Elementary School

(715) 748-2316

hallgke@medford.k12.wi.us

June 10, 2022

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Superintendent  
Medford Area School District  
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I wish you all the best in your future endeavors.

Thank you,

*Janel J. Englebert*

Janel Englebert



**RURAL VIRTUAL ACADEMY**  
**Regular Board of Education Meeting**  
**June 27, 2022**

**PERSONNEL REPORT**

**Resignations/Retirement/Termination:**

Pamela Beron/ RVA Special Education Teacher effective 6/30/2022

Leatha Hopperdietzel/ RVA Special Education Teacher effective 6/30/2022

**Recommendations for 2022-23 school year:**

Dalton Everhard/ RVA Elementary Teacher

Salary: \$41,800 + \$1,200 extended year stipend + benefits, 220 contract days

Ann Marchant/ RVA ESL Teacher

Salary: \$75,120 + \$1,200 extended year stipend + benefits, 220 contract days

Toni Matthias/ RVA Part-Time Office Assistant

Wages: \$15.19, 16 hours per week, 832 hours effective 7/11/22

Eden Mitchell/ RVA High School English Teacher

Salary: \$35,190 + \$600 extended year stipend + benefits, 220 contract days, 50% FTE

**Transfers for 2022-23 school year:**

**Practicum Students / Student Teachers:**

\* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

**All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.**

June 13th, 2022

To Charlie, Sara, Sam, and Kathy:

This letter is my formal notification of resignation from my current position of Special Education Teacher / Special Education Elementary Coordinator at the Rural Virtual Academy. I will fulfill my contract and my last day will be June 30th, 2022.

I have truly loved being a part of the RVA and have appreciated all the varying roles I was given and a part of through the last ten years. I love what the RVA stands for, the amazing teaching and support staff, and wonderful families that I have been a part of. Thank you all for your guidance and support through the years and for allowing me this opportunity.

My motivation for resigning is largely due to my personal health. I cannot continue to balance out my work here at the RVA, my family, and the ongoing changes we are continually navigating through with everything that occurred this last year, without my health especially being of top priority.

Thank you all for everything that you have done in shaping me to be where I am today. As we near the end of my time here at the RVA, I will do everything I can to quickly acclimate and transition my teaching and coordinator role to another amazing teacher here at the RVA.

Please let me know what you need from me to make this as smooth of a transition as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Leatha Hopperdietzel". The signature is fluid and cursive, with a large loop at the end.

Leatha Hopperdietzel

06/13/2022

To Whom It May Concern,

I write this letter to officially submit my resignation as Middle School Special Education Teacher and Coordinator at Rural Virtual Academy effective as of July 1, 2022 for personal reasons. I am grateful for the students, families, and staff I have had the privilege to work with these last five years and hope our paths will cross again in the future.

Sincerely,

A handwritten signature in cursive script that reads "Pam Beron". The letters are fluid and connected, with a prominent loop on the 'P' and a long tail on the 'n'.

Pam Beron

May 13, 2022

Re: Notice of Teacher Contract Renewal for the 2022-2023 School Year

Dear Pamela Jo Beron:

On behalf of the Board of Education of the Medford Area Public School District (District), you are hereby informed that your teacher contract will be renewed for the 2022-2023 school year.

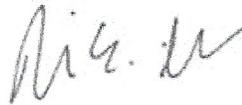
As in the past, the District will issue contracts to teachers at the beginning of the 2022-2023 school year. Your total annual base salary for the 2022-2023 school year will be no less than your total annual base salary for the 2021-2022 school year, which is \$ \$59,300.00. However, you may be eligible for additional compensation for 2022-2023, in accordance with Board policies, including, but not limited to, the provisions of an employee handbook.

In accordance with the requirements in Wis. Stat. § 118.22(2), you must accept or reject, electronically, this renewed contract no later than June 15, 2022. Please note that if you do not electronically complete this notice by June 15, 2022, your actions will be construed as rejecting renewal of your contract and your employment with the District shall end on June 30, 2022.

Sincerely,



\_\_\_\_\_  
President, David Fleegel  
Board of Education for the Medford Area Public School District



\_\_\_\_\_  
Clerk, Jodi Nuernberger

To be completed electronically:

- I hereby **accept** the renewal of my contract for the 2022-2023 school year.
- I hereby **reject** the renewal of my contract for the 2022-2023 school year.

*Pamela J Beron*  
06/13/2022



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© **RURAL VIRTUAL ACADEMY**

624 College St. Room 104 • Medford, WI 54451-1771

Telephone: 1-888-801-2666 • Fax: (715) 748-1211

**66.0301 Affiliated Member Agreement: Shared Virtual Learning Services Between  
Rural Virtual Academy (RVA) and Lac du Flambeau School District  
2022 - 2023**

Pursuant to Wisconsin Statutes 66.0301, 120.25 and Department of Public Instruction Chapter PI-14.02, the Rural Virtual Academy (RVA) and Lac du Flambeau School District agree to form a consortium to provide year round virtual learning services to Pre-Kindergarten through Grade 8 students residing in the Lac du Flambeau School District for the term of one school year.

**Program Description [PI-14.02(b)]:**

Upon approval of this agreement, the Rural Virtual Academy will be allowed to enroll pupils from families seeking virtual learning educational options from the Lac du Flambeau School District and provide them instructional services in accordance with this contract and RVA's operating policies and procedures.

The RVA will provide the District's designated contact with copies of each student enrollee's academic achievement reports and assessment data.

The Lac du Flambeau School District retains determination and all associated special education and/or related services should they be needed for RVA students. The RVA will not over-cost for special education services as they will remain under the direct control of the Lac du Flambeau School District. If an IEP team is created for student of Lac du Flambeau School District attending the RVA, then the RVA requests to have a teacher represented on such team.

The Lac du Flambeau School District agrees to provide to its RVA parents the option of receiving in-district intervention programming and progress monitoring services to children who are referred for a specific learning disability.

The Lac du Flambeau School District agrees to coordinate, schedule, and proctor all required State assessments.

The Lac du Flambeau School District agrees to allow its resident RVA students access to regular school programming including but not limited to: academic classes, elective courses, activities, clubs, extra- curriculars, co-curriculars, athletics, etc.

The RVA will provide access to digital learning curriculum and ongoing professional development for digital learning use in classrooms with the Lac du Flambeau School District.

**Fiscal Agent [PI-14.02(c)1,2,3 (e)]:**

The RVA, under the authorization and fiscal oversight of the Medford Area Public School District (MAPSD), will be the fiscal agent. RVA instructors will operate in accordance of Wisconsin statute and follow the RVA's operational policies, salary schedule, take part in staff development, and be supervised by RVA administration. The RVA will account for all employment responsibilities (teacher retirement, worker's compensation, and unemployment insurance).

As fiscal agent, the RVA will establish and maintain records in accordance with the uniform accounting system prescribed by the Department of Public Instruction under §115.28(13); file all required financial reports with the Department of Public Instruction; and, upon request of the Department, file a copy of the contract and the plan of operation with the Department.

**Budget Reconciliation [PI-14.02(d)(f)(h)]:**

**Virtual School Access Fee**

The Lac du Flambeau School District will be assessed an annual "Virtual School Access Fee" based upon the number of different students enrolled in the RVA over the course of the year. This amount of this fee is not prorated by the number of days of enrollment. This amount is fixed and billed at the end of year reconciliation. Fees are based upon the following table:

<b>RVA Affiliated Virtual School Access Fee</b>	
<b>Based on Per Students Enrolled</b>	
0	\$1,500
1-4	\$3,000
5-9	\$4,500
10-14	\$6,000
15-19	\$7,500
20-24	\$9,000
25-29	\$10,500
30-34	\$12,000
35-39	\$13,500
40+	\$15,000

The Lac du Flambeau School District will be assessed at an agreed per pupil amount (tuition). For state aid purposes, pupil membership will be counted by the Lac du Flambeau School District. The tuition amount will be prorated to the number of days of enrollment by each participating student. Tuition is determined to be the annual public school open enrollment dollar amount determined by the Department of Public Instruction on an annual basis less \$2,250 per student. Different open enrollment dollar amounts exist for both regular and special education students. This amount is variable and billed at the end of year reconciliation.

The Lac du Flambeau School District will be assessed a full credit of \$5,000 per teacher per section for shared instructional staff instructing RVA daily live instruction classes. (See table below.) Shared consortium staff will not be considered for sections having fewer than five students. The RVA Administration makes determinations of class and section needs and reserves the right to deny requests for shared course sections. Needs for shared course sections are made on an annual basis by RVA Administration with no guarantee of continued availability from year-to-year. Preference will be given to those districts who have previously shared staff. Poor evaluations or performance of shared staff in their instructional duties as evaluated by RVA Administration can result in the course section not being offered in future years.

Full and prorated credits will be based upon the following table:

RVA Affiliated Shared Instructional Staff Credit		
Based on Per Teacher Per RVA Students Enrolled		
Teacher	RVA Students	Credit
1	0-4	No Section
1	5-35	\$5,000

The Lac du Flambeau School District of may be eligible for a "Learning Center Credit." To be eligible, an affiliate member district must have an established "learning center" accessible by all full-time RVA students from within the affiliate member district staffed by at least 1 person. The credit will be based off the total number of different full-time students enrolled in the RVA from the affiliate member district at the end of the year.

The Lac du Flambeau School District will be assessed credit for staff supporting RVA full-time students, as well as those students accessing digital courses through RVA's District Connect, in local learning centers. Full and prorated credits will be based upon the following table:

RVA Affiliated & Invested Learning Center Credit								
Based on Per Support Staff FTE Per RVA Total Different Students Enrolled								
Support Staff FTE				RVA Students	Prorated Credit			
0.25	0.5	0.75	1	0	\$0	\$0	\$0	\$0
0.25	0.5	0.75	1	1-10	\$1,250	\$2,500	\$3,750	\$5,000
0.25	0.5	0.75	1	11-20	\$1,875	\$3,750	\$5,625	\$7,500
0.25	0.5	0.75	1	21-35	\$2,500	\$5,000	\$7,500	\$10,000
0.25	0.5	0.75	1	36+	\$3,750	\$7,500	\$11,250	\$15,000

**District Connect Access Fee:**

Digital Content, Support, & Professional Development Access (optional)

Check whether or not the Lac du Flambeau School District will choose this option:

YES       NO

The Lac du Flambeau School District will be assessed an annual "District Connect Fee" based upon the number of student course enrollments provided by the RVA over the course of the year. This amount is fixed and billed at the end of year reconciliation. Fees are based upon the following table:

<b>RVA Affiliate District Connect Fee</b>	
<b>Based on Total Student Course Enrollments</b>	
0	\$500
1-24	\$1,000
25-74	\$2,000
75-149	\$3,000
150-399	\$4,000
400-999	\$5,000
1000+	\$6,000
X (no Access)	\$0.00

The Lac du Flambeau School District will be provided access to all the courses available through the Wisconsin eSchool Network (Wisconsin Digital Learning Collaborative) and other curricular contracts held by the RVA. Professional development and ongoing technical support and training will be provided to the Lac du Flambeau School District staff by the RVA.

The Lac du Flambeau School District will be charged all associated costs for content of digital courses in the same amount the RVA is charged for acquiring those courses from the Wisconsin eSchool Network and other curriculum vendors under contract with the RVA. This amount is fixed at the rate per courses which are "licensed," "owned," or "digital access" by the Wisconsin eSchool Network, or other curriculum vendors under contract with the RVA, and billed at the end of year reconciliation.

The Lac du Flambeau School District will be charged a per course/ student/ semester "instructional fee" for any classes taken by Lac du Flambeau School District students, in RVA teacher directed courses. This cost is variable depending upon type of instructional support needed. This amount is fixed and billed at the end of year reconciliation and is in addition to the cost for course content.

The RVA will prepare a preliminary budget for the virtual learning services with actual and final reconciliation prior to June 30, 2023. In this way, the proration of costs will be made on a basis which is fair and equitable to each participant.

Program Contacts: Charles Heckel, RVA Administrator, Medford Area Public School District, will be the responsible contact person. The designated contact for the Lac du Flambeau School District will be Amanda Griggs

**Agreement & Approval Renewal [PI-14.02(i)]:**

This agreement will be reviewed and may be renewed annually.

**Signed:**

**RVA; School District of Medford**



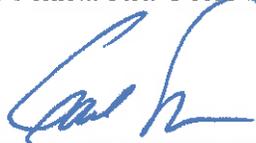
\_\_\_\_\_  
Charlie Heckel, RVA Administrator

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

Date: \_\_\_\_\_

**Lac du Flambeau School District**



\_\_\_\_\_  
President, Board of Education

Patricia A. Manna  
\_\_\_\_\_  
Clerk, Board of Education

Date: 6/1/22



HIGH SCHOOL ENROLLMENT AGREEMENT

Student Name: Yuto Kasaya Student Number: JPT2124009

In which grade level will the student be enrolled: 9 10 11 12 To be determined at time of registration

Nationality: JAPAN Student status: Fall full-year Fall half-year Spring full-year Spring half-year Year: 2022 - 2023

Dear Principal,

As the International Exchange Coordinator (IEC) for EF High School Exchange Year, I am pleased that a student participating in our program will be attending your high school during his or her exchange year. EF High School Exchange Year has been designated by the United States Department of State as an exchange visitor program sponsor.

Although I will serve as your primary contact person throughout the year, the Regional Manager in the Boston office can also be reached at 1-800-447-4273. Thank you for your support of intercultural exchange!

International Exchange Coordinator (IEC)

AUTHORIZATION

In my capacity as (title) at the high school listed below, I accept this exchange student into our school for the period of study indicated on this form.

Signature: Date:

HIGH SCHOOL INFORMATION

School name Medford Area Senior High School

Street

City State Zip

Website http://www.medford.k12.wi.us/schools/senior/

Telephone 715-748-5951

Fax number 715-748-6438

Delivery address for packages if different from above (no P.O. Boxes)

Street 1015 W Broadway Ave
City Medford State WI Zip 54451

Principal's name Jill Lybert

Name of main school contact Jill Lybert

Title of main school contact
Phone number of main school contact (715) 7485951
Email of main school contact lyberji@medford.k12.wi.us

This year's school start date

School closing date (pending snow days)

Student enrollment number

Deadline for registration

Can students be registered by a parent/third party Yes No

INTERNATIONAL EXCHANGE COORDINATOR INFORMATION

Name Jessica Nowaczyk and Greg Nowaczyk

Street 106 S Oak St

City Spencer State WI Zip 54479

Phone Home

Phone Cell (715) 3051570

Phone Work

Type of school Public Private

Will your school charge any MANDATORY FEES or TUITION in order to enroll in the above-named exchange student? Yes No

TUITION (please note if per semester or full academic year): \$

MANDATORY FEES (please note if per semester or full academic year):

Book Fee: \$

Activities Fee: \$

Uniform Fee: \$

Transportation Fee: \$

Other Fee: \$

Please explain:

Total cost of TUITION and/or MANDATORY FEES \$

EF High School Exchange Year would greatly appreciate it if you could send an official invoice of these costs to 617-812-6028 as soon as possible. If you wish to provide further information about any tuition or fees or your invoicing process/timeline, please do so here:

HOST FAMILY INFORMATION

Name Kayla Thompson and Adam Thompson

Street 717 East Perkins Street

City Medford State WI Zip 54451

Phone Home

Phone Cell

Phone Work

# Medford Area Public School District

Board of Education Policy Committee Meeting  
District Office  
124 W. State Street  
Medford, WI 54451

June 8<sup>th</sup>, 2022  
11:00 – 1:00 PM

## AGENDA

### Policies for First Reading

- |         |  |
|---------|--|
| JBA     | Student Harassment / Bullying <ul style="list-style-type: none"><li>- Definitions</li><li>- Scope and Prohibition</li><li>- Complaint Processes and Protections</li><li>- Sanctions and Supports</li><li>- Disclosure and Public Reporting</li></ul>     |
| JBA-R   | Student Harassment / Bullying Complaint Procedures <ul style="list-style-type: none"><li>- Procedure for Reporting / Retaliation</li><li>- Procedure for Investigating Reports</li><li>- Procedure for Record Maintenance and Public Reporting</li></ul> |
| JBA-R-E | Student Harassment / Bullying Report Form <ul style="list-style-type: none"><li>- Reporting Form</li><li>- Investigating Form</li><li>- Tracking for Annual Reporting</li></ul>  |

Next Meeting Date: Wednesday, June 15<sup>th</sup> 2022

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 18, 1999      FILE SECTOR: STUDENTS  
DATE REVISED: April 17, 2003      POLICY TITLE: STUDENT HARASSMENT/  
DATE REVISED: March 21, 2006      BULLYING  
DATE REVISED: March 20, 2008  
DATE REVISED: September 16, 2010  
DATE REVISED: May 17, 2012      DATE REVISED:  
DATE REVISED: September 18, 2014  
DATE REVISED: September 28, 2020

Medford Area Public School District (MAPSD) Board of Education does not tolerate student harassment including sexual harassment and bullying, in any form and will take all necessary and appropriate action to eliminate it, up to and including social skills intervention and support, detention, suspension or expulsion. MAPSD policy is to maintain and ensure a learning environment free from any form of harassment/bullying or intimidation toward and between students. MAPSD consistently and vigorously addresses harassment and bullying so that there is no disruption to the learning environment and learning process.

**Types of Harassment**

**Student harassment** - behavior towards students based in whole or in part, on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

**Sexual harassment** - any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual or gender related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity. Sexual harassment can be by a person of the same or opposite gender.

**Bullying** - deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).

**Cyber bullying** - use and employment of network systems (data, video, or voice) to harass, intimidate, or bully. Cyber bullying involves the use of information and communication technologies such as email, cellphone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

### **Complaint Processes and Protections Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

Students who believe they have been subjected to harassment/bullying or any parents/guardians who believe their child has been subjected to harassment/bullying should report the incident(s) to the building principal/designee.

If a student with a disability, who has an IEP, is being harassed, bullied or is the perpetrator, the Local Educational Agency (LEA) should convene the IEP team to determine whether, as a result of the harassment or bullying, the student's needs have changed and revising the IEP is necessary to ensure the student is receiving meaningful education. The LEA may include building principal, teachers, director of special education and student service, etc.

It is the intent of MAPSD to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent/guardian is not comfortable with making a complaint to the principal/designee, the complaint may be made to any employee or student services team member i.e. guidance school counselor, psychologist, teacher or other administrator, with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or other administrator. ~~The designated harassment/bullying officer shall be informed of any complaints.~~

Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying to the administration.

Any employee who has reasonable cause to suspect that a student has been harassed/bullied by an adult, or another student, shall immediately report such suspicion to the building principal. Any employee who observes student to student harassment/bullying of any form shall take reasonable action to stop the harassment/bullying and shall report the incident to the building principal.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with MAPSD's legal obligations, provided it does not interfere with MAPSD's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and Supports**

Retaliation against anyone reporting or thought to have reported harassment/bullying behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment/bullying is substantiated. Encouraging others to retaliate also violates the policy.

The administration and staff will inform students that MAPSD does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including social skills intervention and support, detention, suspension or expulsion. Students and staff will be informed of this policy annually and complaint procedures will be made available to any students or parent/guardian wishing to file a complaint.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

<b>DATE ADOPTED:</b> February 18, 1999	<b>FILE SECTOR:</b> STUDENTS
<b>DATE REVISED:</b> April 17, 2003	<b>POLICY TITLE:</b> STUDENT HARASSMENT/ BULLYING COMPLAINT PROCEDURES
<b>DATE REVISED:</b> March 21, 2006	
<b>DATE REVISED:</b> March 20, 2008	
<b>DATE REVISED:</b> September 16, 2010	
<b>DATE REVISED:</b> May 17, 2012	
<b>DATE REVISED:</b> September 18, 2014	
<b>DATE REVISED:</b> September 28, 2020	

Students who believe they are the victims of harassment/bullying or parents/guardians who believe their child is a victim of harassment/bullying, should immediately report their concerns to the building principal. If an individual is not comfortable making a complaint to the building principal, the complaint may be made to a guidance counselor, psychologist, teacher, or other administrator. If an adult employee, other than the principal, receives the complaint the employee shall forward the complaint to the building principal or other administrator as soon as possible for review and action as necessary.

A complaint may be presented, in writing or orally. All complaints will be investigated.

Oral Complaints

Oral complaints will be handled by the principal or his/her designee and a record of the complaint, investigation, findings and action will be prepared and maintained by the building principal.

If any party is not satisfied with this procedure, a written complaint should be submitted.

Written Complaints

Written complaints shall be presented to the building principal.

1. The written complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances of each alleged incident and the name, address, and telephone number of the complainant.
2. The principal shall make an initial determination of the complaint which shall include:
  - investigating the complaint, within one school day.
  - notifying the person who has been accused of harassment/bullying.
  - permitting a response to the allegation.
  - responding to the complaint.

Since MAPSD takes these complaints seriously, they will be subject to immediate review and investigation. The one-day investigation standard does not pertain to processing bullying information as a result of a survey. The designated harassment/bullying officer will be notified when a complaint has been filed. The building principal shall provide written acknowledgment of a student harassment/bullying complaint within 45 days of receipt of the written complaint and a determination of the complaint within 90 days of receipt of the written complaint unless the parents agree to an extension of time.

3. If any party is not satisfied with the report of the principal, a written appeal may be submitted to the designated harassment officer indicating the nature of the disagreement. The appeal must be filed within 10 working days after receipt of the principal's answer. The designated harassment/bullying officer shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.

The designated harassment/bullying officer shall provide a written response outlining the findings and disposition of the appeal within 20 working days of the date the appeal is filed or 20 working days after the meeting, whichever is later.

4. If the complainant or the designated harassment/bullying officer is not satisfied with the results of Step 3, they may file an appeal requesting a hearing with the district administrator within 10 working days after the decision in Step 3 has been rendered.
5. If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the board of education within 10 working days after the decision in Step 4 has been rendered. The board of education will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.
6. The complainant shall be notified of the right to appeal a negative determination by the board of a complaint of harassment/bullying that would constitute student discrimination within 30 days to the Wisconsin Department of Public Instruction.

#### Policy Dissemination

- This policy and procedure will be made available to all employees, students or student's parents at least once a year.
- Discussion of harassment/bullying will be included at an age appropriate level and in the proper context as part of the curriculum.
- New employees will be provided with the board of education policy and complaint procedures.
- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

#### Disciplinary Procedures

Students who engage in student harassment/bullying shall be subject to disciplinary action. Discipline may include, but is not limited to: notification of law enforcement officials, letter of correction, suspension or expulsion.

If a student with a disability, who has an IEP, is engaging in the harassment/bullying behavior, the LEA should convene the IEP team to determine if additional supports or services are needed to address the inappropriate behavior.

Employees and volunteers who engage in student harassment/bullying shall be subject to disciplinary action up to and including termination and referral to appropriate authorities. All discipline shall be conducted in conformance with appropriate employee handbooks and existing state and federal law.

**CROSS REFERENCE: JB-R, JBA-R, & JOB, Bully Prevention Lab**

**LEGAL REFERENCE: §115.28(31), 118.13, 118.46, 120.13(1), 947.013, Title VI, Title IX, Education Amendments of 1972, PI9, PI 41, Wis. Admin. Code, Civil Rights Act of 1964 & 1991, Sec. 504, Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, & IDEA Amendments of 2004**

## Medford Area Public School District

## Harassment/ Bullying Report Form

Instructions: It is designed to assist any staff member at a school site who may receive a complaint about harassment/bullying from a student. **THE STUDENT DOES NOT COMPLETE THIS FORM; THE STAFF PERSON TO WHOM THE STUDENT COMPLAINS SHOULD COMPLETE IT.** This form must be promptly forwarded to the site and central office personnel who are designated to receive complaints regarding harassment/bullying. Use the appropriate category(ies) below to record the information volunteered by the student.

**Student Harassment** - behavior towards students based in whole or in part, on sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

(Detailed definitions on page 1)

**Sexual harassment** - any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual or gender related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity. Sexual harassment can be by a person of the same or opposite gender.

**Bullying** - deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability and social, economic or family status.

**Cyber bullying** - use and employment of network systems (data, video, or voice) to harass, intimidate, or bully. Cyber bullying involves the use of information and communication technologies such as email, cellphone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

Date:	Time:
Name of Victim:	Grade:
Name of Perpetrator:	Grade:

DESCRIBE EXACTLY WHAT WAS SAID BY		
STUDENT HARASSMENT (based in whole or in part)	Staff	Student
<input type="checkbox"/> Gender / Gender Identity <input type="checkbox"/> Race <input type="checkbox"/> National Origin <input type="checkbox"/> Ancestry / Ethnicity <input type="checkbox"/> Religion / Creed <input type="checkbox"/> Marital / Parental Status <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Disability / Physical Attributes		

DESCRIBE EXACTLY WHAT WAS SAID BY		
SEXUAL HARASSMENT	Staff	Student
<input type="checkbox"/> Staff Member to Student <input type="checkbox"/> Student to Student <input type="checkbox"/> Student to Staff Member		

DESCRIBE EXACTLY WHAT WAS SAID BY		
BULLYING	Staff	Student
<input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Indirect <input type="checkbox"/> Cyber		

How this came to my attention: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Copies to: District Office  
 Site File  
 Student File

Medford Area Public School District

Harassment/ Bullying Report Form

School: MASH MAMS MAES SES RVA

Name of victim(s): \_\_\_\_\_

Name of perpetrator(s): \_\_\_\_\_

I was notified of this incident by: \_\_\_\_\_ on \_\_\_\_\_

I spoke with the alleged perpetrator(s) on \_\_\_\_\_

Witnesses to the behavior were: \_\_\_\_\_

\_\_\_\_ YES \_\_\_\_ NO The perpetrator(s) admitted the behavior.

\_\_\_\_ YES \_\_\_\_ NO The perpetrator(s) agreed to stop the behavior.

I informed the perpetrator(s) of the following:

\_\_\_\_ Behavior violates school rules.

\_\_\_\_ Behavior is illegal.

\_\_\_\_ Behavior must stop immediately.

\_\_\_\_ Future incidents may result in disciplinary consequences.

\_\_\_\_ Future incidents may be reported to law enforcement.

\_\_\_\_ YES \_\_\_\_ NO Contacted the parent of the victim(s).

\_\_\_\_ YES \_\_\_\_ NO Contacted the parent of the perpetrator(s).

\_\_\_\_ I told the victim(s) to report to me immediately any future incidents of harassment.

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

Date \_\_\_\_\_

## Medford Area Public School District

### Student Harassment:

**Gender:** either the female or the male division of a species, especially as differentiated by reproductive function, the structural and functional differences by which the female and male are distinguished.

**Race:** a group of people related by common descent, a classification of human beings based on physical characteristics or genetic markers.

**Religion:** means an organization, whether or not organized under ch.187, which operates under a creed. (§111.32 (12m))

**National Origin:** of or belonging to a nation; the source from which anything arises or is derived.

**Ancestry:** ancestral descent; lineage, a series of ancestors.

**Creed:** means a system of religious beliefs, including moral or ethical beliefs about right and wrong, that are sincerely held with the strength of traditional religious views. (§111.32 (3m))

**Pregnancy:** having a child developing in the body.

**Marital Status:** means that status of being married, single, divorced, separated, or widowed. (§111.32 (12))

**Parental Status:** means the status of being a father or mother.

**Sexual Orientation:** means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such a preference or being identified with such a preference. (§111.32 (13m))

**Disability – Physical, Mental, Emotional or Learning:** means an individual who: a) has a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; b) has a record of such an impairment; or c) is perceived as having such an impairment. (§111.32 (8))

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

**June 15, 2022**

**SECOND READING**

<b>Policy Code</b>	<b>Policy Title</b>
RVA-JE	Virtual School Attendance/Participation
RVA-JEB	Entrance Age
RVA-JECBB	Transfer/Home-Based Students
RVA-JHG	Child Abuse/Neglect Reporting



- If the school board transfers or assigns a student, it shall notify the student's parent(s)/guardian(s) and the department (118.40 (8)(f)(g)).
- The parent(s)/guardian(s) of a student transferred to the student's resident school district may appeal the transfer to the department within 30 days after receipt of the notice to transfer.
- The department shall affirm the school board's decision unless the department finds that the decision was arbitrary or unreasonable.

Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes. The responsibility for regular school attendance of a student rests upon the child's parent(s)/guardian(s) or legal custodian(s).

In support of this responsibility, the RVA will extend all possible and appropriate modifications to assist in the successful participation in school for every student. The RVA Teacher will document contact time and maintain accurate attendance data. The RVA Administrator and Governance Board reserve the right to determine effective attendance rates and participation in the program. The RVA Administrator and Governance Board also reserve the right to enforce local attendance policies and dispositions up to and including dismissal of students from the RVA.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §118.15 Compulsory School Attendance, 118.16 School Attendance Enforcement, & 118.40 (8)(g) Pupil's Failure to Participate**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: November 20, 2014      FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVISED: August 18, 2016      POLICY TITLE: ENTRANCE AGE**  
**DATE REVISED:**

Children who meet the age requirements of this state shall be enrolled in pre-kindergarten, kindergarten and/or first grade at the beginning of the school year. Upon enrollment of a child in pre-kindergarten, kindergarten or first grade, required documents including but not limited to a birth certificate and immunization records, shall be submitted in accordance with state and federal law and board policy.

The RVA shall enroll in pre-kindergarten, kindergarten and first grade only those children who are four, five and six years of age respectively on or before September 1 in the year they propose to enter school. A child whose birthdate does not meet the date requirements may apply for early admission to pre-kindergarten, kindergarten or first grade. Applicants for early admission must meet the standards, conditions and procedures adopted by the RVA Governance Board and Wisconsin law.

The RVA shall enroll in 9th grade those students who have successfully completed through grade level promotions all prior grade levels. Applicants for advanced admission into 9th grade must meet the standards, condition and procedures adopted by the RVA Governance Board.

Consortium districts have the right to refuse or accept applications for early entrance or grade level promotions based upon individual local school district policy and procedures.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §115.79, 118.14, 120.12, 252.04, Wis. Stats. PI 36.06 Wisconsin Administrative Code**



If the applicant is open enrolled, or applying for early entrance to 9<sup>th</sup> grade in the RVA under open enrollment, MAPSD may approve the application and assign the student to either 9<sup>th</sup> grade or if the student is evaluated and found not ready, assign the student to the age or readiness appropriate grade level.

- A personal interview with the parent(s)/guardian(s) will be held with the RVA Administrator or designee to determine the reason(s) for requesting early or advanced admission of their child. Grade level teacher(s) and school student services personnel may also be involved with this interview. Pending consensus that early or advanced admission would be in the best interest of the child, early or advanced entrance into the RVA may be granted following the completion of a written application and personal interview.
- Should a consensus not be reached, or upon the request of the parent(s)/guardian(s), RVA Administrator or designees, appropriate screening programs, record requests or evaluations may be utilized to further determine academic, social, physical, and emotional readiness for school or grade level. These screeners, record requests and/or evaluations will be at no cost to the parent(s)/guardian(s).
- After the screening, review of appropriate records and/or formal evaluation has been completed; parent(s)/guardian(s) and RVA Administrator will meet and review recommendations. If there is no consensus in the recommendations, the RVA Administrator or designee will determine if the child is to be accepted for early or advanced admission.
- A parent(s)/guardian(s) may appeal the decision of the RVA Administrator or designee to the RVA Governance Board who will review the case and render a decision. The Governance Board's decision will be final.

RURAL VIRTUAL ACADEMY

APPLICATION FOR EARLY ADMISSION TO  
PRE-KINDERGARTEN/ KINDERGARTEN/ 1st GRADE/ 9th GRADE

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Primary \_\_\_\_\_ Secondary: \_\_\_\_\_

Work: \_\_\_\_\_

What is your resident school district? \_\_\_\_\_

*I am requesting that my child be permitted early admission to pre-kindergarten/ kindergarten/ 1st grade/ 9th grade. If requested, I give permission for my child to be evaluated and tested by a certified school psychologist and other school personnel, where appropriate, at no cost to me.*

Additionally, this is my reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date Received

(Attach any pertinent interview notes)

\_\_\_\_\_  
Date of interview



**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** January 26, 2017    **FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**DATE REVISED:**                            **POLICY TITLE:** TRANSFER/HOME-BASED STUDENTS

**PLACEMENT OF TRANSFER/OPEN ENROLLMENT STUDENTS**

- The RVA reserves the right to determine grade placement of all students entering or re-entering the school system, including open enrollment students. Principals, with the assistance of the guidance school counselors and other appropriate personnel shall determine all grade placements of students.
- Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry, number of approved credits obtained and/or records of standardized achievement testing.
- If records are not available or do not contain appropriate information upon which to base placement, the student shall be administered an achievement test which shall be considered, along with administration or counselor interviews in placing the student.
- Assignment to special education shall be based upon federal and state regulations for children with disabilities.
- Upon receipt of a transfer student's records, the administrator or their designee shall review the records and determine which courses meet the requirements for credit in the RVA. These shall be considered approved courses and recorded on the official transcript. They shall also determine what letter grade will be assigned to each course. If there is insufficient evidence to determine a grade using the RVA grading system, and credit is to be awarded, a pass/fail grade will be assigned.
- If parent(s)/guardian(s) appeals the student placement based upon the belief that the placement is inappropriate, the placement may be reviewed by the RVA Governance Board and that decision will be considered final by all parties.

## **PLACEMENT OF HOME-BASED PRIVATE EDUCATIONAL PROGRAM TRANSFERS**

- Any student who has been in attendance in a Home-Based Private Educational Program, (hereafter referred to as HBPEP), for a period of 90 days or more and seeks to enter or re-enter the RVA will be requested to furnish administration with the following documentation of the HBPEP:
  - A copy of the school calendar that verifies each school term of the HBPEP instruction consisted of at least the minimum prescribed by Wisconsin statutes.
  - Copies of the sequential curriculum that was taught in the mandated subject areas as prescribed by Wisconsin statutes.
  - Records of student performance for each course taken.

Upon receipt of any of the above documentation, school administration will place the student at the appropriate grade level. If school administration does not feel there is sufficient information upon which to base a placement, they may administer an achievement test, the results of which shall be considered along with administration and/or counselor interviews in determining grade level placement.

- If parent(s)/guardian(s) appeal student placement based on the belief that the placement is inappropriate, the placement may be reviewed by the RVA Governance Board and that decision will be considered final by all parties.
- Courses taken while in a HBPEP shall be recorded on the student's permanent record as pass/fail only. Grades and grade point averages from HBPEP instruction will not be used in determining class standing or scholarship eligibility.

**CROSS REFERENCE:** RVA-JIA, RVA-JECBB-R, RVA-JECBD, RVA-JECBE, RVA-IKA, & RVA-IKF  
**LEGAL REFERENCE:** §118.33, 118.16, 118.165, 115.001(3)(g), 118.15, 118.30, 48.60, 118.14, and P.I. 18.



**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: March 16, 2017      FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**DATE REVISED:                              POLICY TITLE: CHILD ABUSE/NEGLECT**  
**REPORTING PROCEDURES**

Definitions

For purposes of implementing board of education policy, the following definitions will be used:

Child - Any person under 18 years of age.

Child Abuse - "Abuse" means any of the following:

- Physical injury inflicted on a child by other than accidental means §948.03;
- Sexual intercourse or "sexual contact" under §940.225(5)(a), 948.02, 948.025, or 948.085;
- Sexual exploitation of a child; as defined under §948.05;
- Permitting, allowing, or encouraging a child to engage in prostitution as defined in §944.30;
- Causing a child to view or listen to sexual activity under §948.055;
- For purposes of sexual arousal or gratification, either causing a child to expose genitals or pubic area or exposing genitals or pubic area to a child under §948.10;
- Manufacturing methamphetamine in violation of §961.41(1)(e) under any of the following circumstances:
  - With a child physically present during the manufacture.
  - In a child's home, on the premises of a child's home or in a motor vehicle located on the premises of a child's home.
  - Under any other circumstances in which a reasonable person should have known that the manufacture would be seen, smelled or heard by a child.
- Emotional damage which the child's parent(s)/guardian(s) or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain necessary treatment or to take steps to ameliorate symptoms.

Child Neglect - "Neglect" means failure, refusal or inability on the part of a caregiver for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

### Reporting and Follow-up Procedures:

- Any employee of the RVA who, in the performance of their professional duties, either suspects or who has good reason to believe that child abuse/neglect has or will occur should, as soon as possible, contact, in person or by phone, the child's resident county human services department and inform the agency of the facts and circumstances contributing to the suspicion of child abuse or neglect or to a belief that abuse will occur. This may be done by the employee or in concert with an RVA administrator, school counselor or school psychologist; however, it is clearly the legal obligation of the suspecting educator to make the referral. If no referral is made, they are legally responsible. The following information will be required:
  - Your name, position, relationship to the child, the school phone number.
  - Child's name, home address and age.
  - Parent(s)/guardian(s) name, address, work place, names and ages of siblings.
  - Description of suspected child abuse and neglect or the threat of child abuse or neglect, statements of the child, statements allegedly made by the child to others, and any surrounding circumstances and conditions in the home of which the reporter is aware.
- Concurrent with the submission of the referral, at the first available opportunity, the staff member will inform an RVA administrator, school counselor or school psychologist of the referral.
- Any person reporting a case may also request an immediate investigation by law enforcement if the person has reason to suspect that the child's health or safety is in immediate danger.
- Any personal interview or physical inspection of the child shall be conducted in a professional manner; in the presence of at least one other staff member and in compliance with c.118.32, §948.50(2)(b) prohibiting strip searches.
- All district personnel will cooperate in every way possible during the course of the investigation by outside agencies and in providing appropriate assistance to the child involved.
- Any repeated suspicions involving the same child should follow the same procedure.
- Resolve doubts in reporting in favor of the child.

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 15, 2022

## FIRST READING

Policy Code	Policy Title
RVA-JI	Students Awards and Scholarships
RVA-JIA	WI Academic Excellence Higher Education Scholarship
RVA-JIB	WI Technical Excellence Scholarship Program

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** January 26, 2017  
**DATE REVISED:**

**FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**POLICY TITLE:** STUDENT AWARDS AND  
SCHOLARSHIPS

~~Students in the~~ Rural Virtual Academy (RVA) students shall be informed annually of available scholarships and awards.

Literature concerning available scholarships and awards shall be made available through the ~~guidance~~ school counselor's office and shared with eligible students and families.

Criteria for school district awards and scholarships shall be developed in an equitable manner.

Except as provided in Wisconsin statute 120.13 (37m), no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any co-curricular, ~~extra~~curricular, ~~pupil~~ student services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Therefore, in full compliance with ~~pupil~~ student non-discrimination law, the RVA shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

**CROSS REFERENCE:** RVA-JB, RVA-JIA, RVA-JIB

**LEGAL REFERENCE:** Wisconsin Statute 118.13, 120.13 (37m), and PI 9.03(1)

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** January 26, 2017  
**DATE REVISED:** May 17, 2018  
**DATE REVISED:**

**FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**POLICY TITLE:** WISCONSIN ACADEMIC  
EXCELLENCE HIGHER EDUCATION  
SCHOLARSHIP PROGRAM

Rural Virtual Academy (RVA) will participate in the Wisconsin Academic Excellence Higher Education Scholarship (AES) Program as determined by state law. School administration, under the guidance of RVA Governance Board, shall name the graduating student or students who have the highest grade point average(s) in all subjects completed during high school. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin Higher Education Aids Board (HEAB). The number of scholars named will be officially designated by the ~~Higher Education Aids Board~~ HEAB based on enrollment.

Annually, at the end of the last full semester preceding February 15, school administration, under the guidance of RVA Governance Board, shall select the graduating student(s) with the highest grade point average(s) using all semesters, less the final semester prior to graduation, of approved semester grades and based on the decimal system as referenced in the "Grading System" policy RVA-IKE. For purposes of selecting the scholar and/or alternate, grade point average shall include the same number of places past the decimal that the RVA uses on the official high school transcript. Weighted grades, as provided for in district policy, will be used to determine grade point average for the Wisconsin Academic Excellence Higher Education Scholarship AES. All courses completed at the RVA, and/or transfer courses which are acceptable toward graduation, will be included in the grade point average.

In order to qualify for this scholarship, an RVA student must have:

- attended the RVA for four (4) full semesters immediately preceding the graduation year;
- completed courses which have adequately prepared the student to meet admission standards for an institute of higher education in Wisconsin;
- earned a minimum of 21 cumulative grade point average (GPA) credits by the end of the semester preceding graduation.

In the case of ties (two or more students with the same grade point average), the following shall be applied in the order indicated:

1. If the tied students have all taken the ACT test, prior to the first day of class their graduation year, the student will be selected who has the highest composite standard score on his/her ~~their~~ highest ACT test, as recorded on his/her ~~their~~ permanent record. In the event that a tied student did not take the ACT, they will not be awarded the scholarship. If none of the tied students took the ACT, step two will be used. Only ACT tests already taken and recorded on the permanent record at the time of determination will be used.

2. If, after step one has been tried and there is still a tie, the student's total grade points shall be determined counting only the courses accepted previously for grade point average. The student with the most grade points shall be selected.
3. If, after both steps have been tried, there still exists a tie, the winner shall be determined by adding the sub scores of the ACT.
4. If, after all steps have been tried, there still exists a tie, the winner shall be determined by the flip of a coin conducted by school administration, at a designated time and place which will be announced to all parties involved.

**CROSS REFERENCE: RVA-IKE, RVA-JI**

**LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: January 26, 2017**  
**DATE REVISED:**

**FILE SECTOR: RURAL VIRTUAL ACADEMY**  
**POLICY TITLE: WISCONSIN TECHNICAL  
EXCELLENCE SCHOLARSHIP PROGRAM**

The Rural Virtual Academy (RVA) will participate in the Wisconsin Technical Excellence Scholarship (TES) Program as determined by state law. School administration, under the guidance of the RVA Governance Board, shall name the graduating student or students who have the highest total points based on the Higher Educational Aids Board (HEAB) ranking system. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin ~~Higher Education Aids Board~~ HEAB. The number of scholars named will be officially designated by the ~~Higher Education Aids Board~~ HEAB based on enrollment.

In order to be eligible for nomination of a TES, a student must exhibit interest in and plan for a technical career at a Wisconsin Technical College ~~within the Wisconsin Technical College System~~ located ~~within the State of~~ in Wisconsin. A student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which ~~he or she was~~ they were designated as a scholar, at a participating Wisconsin Technical college. No student may receive both a Wisconsin TES and an Academic Excellence Scholarship (AES). In addition, to be an eligible candidate for a TES, a student must also have completed at least one of the following eight (8) eligibility items:

- Be a Career and Technical Education (CTE) Concentrator;
- Participated in a Youth Apprenticeship Program;
- Participated in a Technical High School Diploma Program;
- Participated in a Career and Technical Training Pathway;
- Participated in a Skills Standards Program;
- Completed, or on track to complete, an industry-recognized certification program;
- Participated in a Career and Technical Student Organization (CTSO) in Wisconsin:
  - DECA, FBLA, FCCLA, FFA, HOSA or Skills USA;
- Completed a technical training program for high school students.

In order to qualify for this scholarship, a student must have attended the RVA for four (4) full semesters immediately preceding the graduation year.

Annually, at the end of the last full semester preceding February 15, the ~~board of education~~ RVA shall select the graduating student(s) with the highest total points based on the following HEAB ranking system.

- One point is given to a student for each credit earned in high school in CTE courses.
- One point is given to a student for each year of activity in a CTSO.
- For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

In the case of a tie, (two or more students with the same total points) the following shall be applied in the order indicated:

1. The student grade point average in all CTE courses taken during high school.
2. The students cumulative grade point average earned in all courses taken during high school.

**CROSS REFERENCE: RVA-IKE, RVA-JI**

**LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

June 15,2022

## Annual Review

Policy Code	Policy Title
BFF	Emergency Policy Suspension
CI	Temporary Administrative Arrangements
EBC	School Safety Plans
EBCD	Emergency School Closing
EFA	School Wellness

## Consideration

Policy Code	Policy Title
RVA-JECBE	Shared Enrollment

## EDITORIAL CHANGES effective 7/1/22

Policy Code	Policy Title
Professional Staff Handbook	Section 5.2 Curriculum and Stipend Timesheets Section 5.6 Prep Period Substitute Professional Staff
Support Staff Handbook	Section 6.10 Retirement Benefit Section 7.4 Sick Leave Section 7.6 Personal Leave
Both Professional and Support Staff Handbooks	Section 6.10 Retirement Benefits & Recognition - include dental insurance under Cobra coverage

**FILE: BFF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> January 15, 2001	<b>FILE SECTOR:</b> BOARD GOVERNANCE & OPERATIONS
<b>DATE REVISED:</b> May 20, 2010	
<b>DATE REVIEWED:</b> August 21, 2014	<b>POLICY TITLE:</b> EMERGENCY POLICY
<b>DATE REVIEWED:</b> May 19, 2016	SUSPENSION
<b>DATE REVIEWED:</b> June 22, 2017	
<b>DATE REVISED:</b> June 21, 2018	
<b>DATE REVISED:</b> January 24, 2022	
<b>DATE REVIEWED:</b>	

A specific policy may be suspended during an emergency situation by the district administrator or their designee and board of education (BOE) president. Such emergency situations must have a legitimate impact on the immediate health and safety of students and/or staff or must interfere with the ability of the district to implement necessary fiscal transactions if the policy is not immediately suspended.

To suspend an existing BOE policy, the district administrator or their designee shall relate the facts regarding the "emergency situation" to the BOE president or in their absence, the next ranking officer in the order of vice president, clerk and treasurer. The district administrator or their designee shall identify the policy and define the course of action that is to be taken during the time and length of policy suspension. The district administrator or their designee may suspend the policy in accordance with the actions described above only with the consent of the BOE president/officer. A suspended policy will automatically be reinstated if no regular or special action on that policy is taken at the next BOE meeting.

**CROSS REFERENCE: BBC, BCA, BCB, BFE, BFG**  
**LEGAL REFERENCE:**

**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 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. ~~Middle School Principal~~ **Director of Curriculum and Instruction**
2. ~~Director of Curriculum and Instruction~~ **Elementary Principal**
3. High School Principal

Review annually in June.

**CROSS REFERENCE:**

**LEGAL REFERENCE:**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** December 19, 1991  
**DATE REVISED:** March 19, 1998  
**DATE REVISED:** December 16, 2004  
**DATE REVISED:** January 17, 2013  
**DATE REVISED:** August 21, 2014  
**DATE REVISED:** August 18, 2016  
**DATE REVISED:** June 22, 2017  
**DATE REVISED:** June 21, 2018  
**DATE REVISED:** December 17, 2018  
**DATE REVISED:** January 28, 2019  
**DATE REVISED:**

**FILE SECTOR:** SUPPORT SERVICES  
**POLICY TITLE:** SCHOOL SAFETY PLANS

Medford Area Public School District Board of Education (BOE) recognizes its responsibility to provide facilities, equipment and training that may minimize the effects of disasters. The administration shall have a district safety response plan which will serve as an educational tool and a reference for emergency measures. The district safety response plan should provide as much protection as possible for students and should provide adequate instruction so the school district safety response plan may be carried out as efficiently as possible.

The district administrator, or their designee, shall develop safety plans for evacuating buildings during fire and other emergencies, for lock downs and for using buildings for shelter in the safest manner possible during extremely inclement weather.

Principals shall be responsible for the supervision of safety programs for their schools; the district administrator shall have overall responsibility for the safety program of the district and shall appoint a district director of safety. The district director of safety is responsible for recommending policies and safety improvements. It shall be the responsibility of the district administrator to see that staff members are kept informed of pertinent state and local regulations and the recommendations relating to safety in schools.

Drills shall be held in accordance with state law to implement such plans and to allow for order and efficiency in the event of building evacuations, lock downs or weather emergencies. A record of fire all safety drills shall be maintained at the district office.

The Safety Response Plan will be reviewed annually by the administrative team and all staff will be trained annually during inservice or building meetings. The BOE shall review and approve the policy and school safety plan at least once every 3 three years after the plan goes into effect.

Wisconsin requires that each BOE has in effect a school safety plan for each school. This plan will be created with input and active participation by all involved agencies including law enforcement, emergency agencies, school employees and mental health professionals. The plan will include general guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery and may allow for drills. The BOE is authorized to decide who gets trained on the plan and how often.

**CROSS REFERENCE:** District Safety Response Plan, EBBB, EBCA, EBCD  
**LEGAL REFERENCE:** Section 118.07(2), 118.07(4), 118.257(1) Wisconsin Statute



**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:**

**FILE SECTOR: SUPPORT SERVICES**  
**POLICY TITLE: SCHOOL WELLNESS**

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**

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 REVIEWED:

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  
RURAL VIRTUAL ACADEMY

DATE ADOPTED: March 15, 2007  
DATE REVISED: March 20, 2008  
DATE REVISED: April 16, 2009  
DATE REVISED: June 20, 2013  
DATE REVISED: August 18, 2016  
DATE REVISED: March 22, 2021

FILE SECTOR: RURAL VIRTUAL ACADEMY  
POLICY TITLE: SHARED ENROLLMENT

**DATE REVISED:**

In accordance with the charter and associated shared service agreements, consortium students attending the Rural Virtual Academy (RVA) students are allowed to enroll in regular school day courses, and co-curricular activities within the consortium school district they reside. These shared opportunities include:

- RVA consortium students are allowed to take academic classes in-building within the consortium school district. A full-time RVA student will be permitted to take up to two (2) but no more than half of their classes in-building and still remain considered a full-time RVA student. The maximum limit of allowable classes taken in-building by an RVA consortium student is determined by consortium school board policy or procedures.
- RVA consortium students who need to complete state mandated academic examinations will do so within their consortium district.
- RVA consortium students are allowed to participate in both district-based and WIAA sanctioned extra and co-curriculars under the same expectations outlined in the local athletic and co-curricular code of conducts for all other students in the consortium district.
- RVA consortium students who need to receive academic intervention or related services are allowed to receive those services in-person within the consortium district.
- RVA consortium students with Individual Education Plans (IEP's) will have the determination, programming, and management of those IEP's retained within their consortium district.

In order to enroll in regular school day courses or co-curricular activities, the following conditions must be met:

- The student has met all standards for admission to the school established by the consortium school district.
- The student has satisfied any prerequisites and/or entrance requirements for the course(s) they wish to take.
- The student must reside in the consortium school district where the courses are being taken.

- Sufficient space is available in the classroom(s) as determined by the consortium school district.
- The decision has been mutually agreed upon by the student's parent(s)/guardian(s), RVA Administrator or designee and consortium school district's building principal.
- Transportation is the responsibility of the parent(s)/guardian(s); however, shared enrollment students may ride their school district's bus if their schedules and routes coincide with the students' schedule. Bus routes and schedules will not be changed to accommodate shared enrollment students.
- RVA students may participate in co-curricular activities, including athletics (WIAA regulated or not) in their resident district, with prior signed approval from the consortium district's building principal on the "RVA Co-Curricular Participation Form". Final determination of participation in any co-curricular activity will be made by that consortium district's building principal or designee. Students participating in those district activities will be subject to those policies and procedures governing participation and eligibility.

**CROSS REFERENCE: RVA-JFC**  
**LEGAL REFERENCE:**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED:** April 16, 2009  
**DATE REVISED:** June 20, 2013  
**DATE REVISED:** August 18, 2016  
**DATE REVISED:** March 22, 2021

**FILE SECTOR:** RURAL VIRTUAL ACADEMY  
**POLICY TITLE:** SHARED ENROLLMENT

**RVA Co-Curricular Participation Form**

\_\_\_\_\_, has the permission of the \_\_\_\_\_ School District to  
(Student's Name)

participate in co-curricular activities, including athletics (WIAA regulated or not) and agrees to abide by all policies and procedures of the school district. Excluded from participation will be the following district or school sponsored activities

(please list):

\_\_\_\_\_  
Building Principal

\_\_\_\_\_ School District

**\*Please provide a completed copy to the RVA Office to remain with the student's records.**

## **5 COMPENSATION POLICIES**

### **5.1 Base Compensation**

It is the Medford Area Public School District's desire to pay all employees' wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and district performance, and in compliance with all applicable laws.

### **5.2 Curriculum and Stipend Timesheets**

By law, the Medford Area Public School District is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate Medford Area Public School District timesheet each time curriculum or stipend pay is approved. The board shall pay ~~\$49.25~~ **\$23.00** per hour for curriculum work.

### **5.3 Payroll and Paydays**

The frequency of the Medford Area Public School District payroll distribution is dependent upon an employee's employment status. Regular full-time and part-time salary employees are paid semi-monthly on or by the 15<sup>th</sup> and last business day of each month.

### **5.4 Chaperone Pay**

The board shall pay chaperones at the rate of \$13.00 per hour for chaperoning/supervising—academic events, dances, and similar activities provided it is Board approved. These assignments shall be voluntary, unless a sufficient number of volunteers are not available, in which case, the district administrator or his/her designee shall assign professional staff members to serve as chaperones.

### **5.5 Athletic Event Pay**

The board shall pay athletic events at a flat rate with the exception of spring track. The Activities Director will maintain a list of these athletic event rates.

### **5.6 Prep Period Substitute Professional Staff**

Each professional staff member will be paid at the rate of ~~\$46.00~~ **\$20.00** per hour when assigned to substitute during his/her preparation period.

## 6.10 Retirement Benefits & Recognition

### Hired before July 1, 2020

Eligibility - To be eligible for this benefit & recognition, the teacher must:

- 1) Retire effective at the conclusion of the school year (June 30).
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the teacher and the District of his/her intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

Health Insurance - Upon retirement, the retired teacher will be eligible to be included in the district's current health insurance program subject to the rules, regulations and eligibility requirements of the insurance carrier. However, the retired teacher is not required to remain covered by the district's health insurance program to be eligible for the benefit described below. The retiree may choose to delay the receipt of the benefit described below; however, delay of the benefit will not affect the amount provided to the retiree.

**Effective July 1, 2026: The duration of coverage on the District's health and dental insurance program** for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan, provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.

Post-Employment Premium Only HRA: Upon retirement, the Board shall pay into a Premium Only Retiree Health Reimbursement Arrangement (HRA) a one-time lump sum amount as outlined below upon retirement. These funds are available to the retired teacher, their spouse, qualifying dependents, and surviving spouse and/or surviving qualifying dependent until the funds are exhausted. The benefit is prorated for in-between years and there will be an additional \$1,000 per year for 30+ years:

Years of Service	Benefit
15	\$39,160 + \$75.00 (per day of sick leave)
20	\$41,160 + \$75.00 (per day of sick leave)
25	\$43,160 + \$75.00 (per day of sick leave)
30	\$48,160 + \$75.00 (per day of sick leave)
30+	\$1,000 per year

### Hired on or after July 1, 2020

Eligibility - To be eligible for this benefit & recognition, the teacher must:

- 1) Retire effective at the conclusion of the school year (June 30).
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the teacher and the District of his/her intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

- 5) During active years of employment, the District will fund \$750 per year of service into a Premium Only Retiree Health Reimbursement (HRA) with the first \$750 contribution occurring upon completion of the 2020-2021 fiscal year. Subsequent contributions will occur upon the completion of each year of service. To retain the account balance within the HRA, teachers must meet the eligibility requirements as outlined above. If these eligibility requirements are not met by the time the teacher separates from service, the full HRA balance will forfeit back to Medford Area Public School District and will not be available for use by the employee.

The benefit shall be available to reimburse 100% of the applicable premium to remain on the District's health insurance program or an outside health insurance plan until the benefit is exhausted.\* If both spouses are teachers employed by the Medford Area Public School District, each spouse may be eligible for the Premium Only HRA based upon the eligibility as noted above. Should any retiree receiving benefits under this section die before exhausting the benefit, the surviving spouse shall continue to receive the benefit until the benefit has been exhausted or until the death of the surviving spouse, whichever occurs first.

Insurance Provision – For teachers who do not qualify for the above referenced benefit and for teachers who have exhausted their retirement benefits as described above, upon retirement, teachers may continue in the Health Insurance Plan, offered by the District to active employees, subject to the rules of the insurance carrier, providing they pay 100% of the District's health insurance premium to remain on the plan.\*

**\*Effective July 1, 2026: The duration of coverage on the District's health and dental insurance program** for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and the COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan, provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.

Eligible employees shall be required to contribute to the Wisconsin Retirement System the full employee-required contribution, as per the Employee Trust Funds Board. The District shall contribute the employer-required contribution.

Unused personal leave pursuant to Section 7.3 of this handbook shall be paid out at a rate of \$75.00 per day upon retirement.

Unused sick leave will be paid into the Health Reimbursement Arrangement (HRA) at a rate of \$75.00 per day up to 108 days upon retirement.

## 6.11 Educational Assistance

The Medford Area Public School District believes that education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the district. In that vein, the Medford Area Public School District encourages higher education and is willing to offer incentives for professional development opportunities which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the district.

paycheck an employee receives. In addition, the Medford Area Public School District matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

## 6.10 Retirement Benefits and Recognition

### Hired before July 1, 2020

Eligibility - To be eligible for this benefit & recognition, we are only considering your primary position. The support staff must:

- 1) Work a minimum of nine (9) months per school year.
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service in the District.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the support staff and the District of their intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.

Any support staff position that requires a degree, i.e. COTA, Sign Language Interpreter, shall receive the same retirement benefit as a professional staff member.

Health Insurance - Upon retirement, the retired support staff will be eligible to be included in the district's current health insurance program subject to the rules, regulations, and eligibility requirements of the insurance carrier. However, the retired support staff is not required to remain covered by the district's health insurance program to be eligible for benefit described below. The retiree may choose to delay the receipt of the benefit described below; however, delay of the benefit will not affect the amount provided to the retiree.

#### Effective July 1, 2026:

The duration of coverage on the District's health and dental insurance program for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan, provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.

Post-Employment Premium Only HRA - Upon retirement, the Board shall pay into a Premium Only Retiree Health Reimbursement Arrangement (HRA) a one-time lump sum amount as outlined below upon retirement. These funds are available to the retired staff member, their spouse, qualifying dependents and surviving spouse and/or surviving qualifying dependent until the funds are exhausted. The benefit is prorated for in-between years and there will be an additional \$600 per year for 30+ years:

Years of Service	Benefit for 12-month employee
15	\$17,000 + <del>\$60.00</del> \$75.00 (per day of sick leave)
20	\$18,000 + <del>\$60.00</del> \$75.00 (per day of sick leave)
25	\$19,000 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30	\$21,000 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30+	\$600 per year

Years of Service	Benefit for 11-month employee
15	\$15,589 + <del>\$60.00</del> \$75.00 (per day of sick leave)
20	\$16,506 + <del>\$60.00</del> \$75.00 (per day of sick leave)
25	\$17,423 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30	\$19,257 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30+	\$400 per year

Years of Service	Benefit for 9-month employee
15	\$12,750 + <del>\$60.00</del> \$75.00 (per day of sick leave)
20	\$13,500 + <del>\$60.00</del> \$75.00 (per day of sick leave)
25	\$14,250 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30	\$15,750 + <del>\$60.00</del> \$75.00 (per day of sick leave)
30+	\$300 per year

Part-time employees will be eligible for this retirement benefit at a prorated amount.

### Hired on or after July 1, 2020

Eligibility - To be eligible for this benefit & recognition, we are only considering your primary position. The support staff must:

- 1) Work a minimum of nine (9) months per school year.
- 2) Attain the age of fifty-five (55) by the end of the contract year (June 30) in which they intend to retire and have a minimum of 15 years of service.
- 3) Notify the district in writing by March 20 or another date if mutually agreed upon by the support staff and the District of their intention to retire at the end of the school year.
- 4) Complete the school year immediately preceding the date of retirement.
- 5) During active years of employment, the District will fund \$375 per year of service, beginning with the 2020-21 fiscal year, into an irrevocable trust.

The benefit shall be available to reimburse for 100% of the applicable premium to remain on the District's health insurance program or an outside health insurance plan until the benefit is exhausted.\* If both spouses are support staff employed by the Medford Area Public School District, each spouse may be eligible for the Premium Only HRA based upon the eligibility as noted above. Should any retiree receiving benefits under this section die before exhausting the benefit, the surviving spouse shall continue to receive the benefit until the benefit has been exhausted or until the death of the surviving spouse, whichever occurs first.

Insurance Provision – For support staff who do not qualify for the above referenced benefit and for support staff who have exhausted their retirement benefits as described above, upon retirement, support staff may continue in the Health Insurance Plan, offered by the District to active employees, subject to the rules of the insurance carrier, providing they pay their own premium.\*

**\*Effective July 1, 2026:**

**The duration of coverage on the District's health and dental insurance program for those retiring on or after July 1, 2026, is based upon COBRA continuation coverage election and the COBRA-specified coverage period. The retiree and/or eligible family members may choose to continue coverage on the District's health insurance plan,**

provided they pay 100% of the COBRA premiums. Note that retirees may only remain on the District's health insurance plan for the duration of COBRA.

Eligible employees shall be required to contribute to the Wisconsin Retirement System the full employee-required contribution, as per the Employee Trust Funds Board. The District shall contribute the employer-required contribution.

Unused personal leave pursuant to Section 7.6 of this handbook shall be paid out at a rate of ~~\$60.00~~ \$75.00 per day upon retirement.

Unused sick leave will be paid into the Health Reimbursement Arrangement (HRA) at a rate of ~~\$60.00~~ \$75.00 per day up to 96 days upon retirement.

## 6.11 Training and Professional Development

A specific schedule of basic training and orientation has been established for each job and employment classification. The Medford Area Public School District encourages all interested employees to take advantage of the continuing education initiative and further job specific training. All courses must be approved by a supervisor and District Administrator.

## 6.12 Health Savings Account

The district may make a deposit to all qualified participant's Health Savings Account each payroll period.

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## 7.4 Sick Leave

Employees who are scheduled to work 1,700 or more hours per year will be allocated twelve (12) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which twelve (12) days of sick leave for care of a sick dependent child living in the home of the employee that works 1,700 or more hours per year.

Employees who are scheduled to work 1,699 or less hours per year will be allowed nine (9) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which nine (9) days of sick leave for care of a sick dependent child living in the home of the employee that works 1,699 or less hours per year.

In addition, sick leave can be used for medical and dental appointments of the employee. Sick leave deductions will be made in 15 minute increments. Sick leave shall be cumulative to 108 days.

An employee who has been absent from work due to illness may be required to provide medical verification of his/her illness and/or to submit to an examination by a licensed physician at the District's expense.

Full-time, 9-month employees may substitute sick leave or personal leave days in place of unpaid leave days due to district cancellations.

In the event that an employee's normal work day changes, the employee's accumulated sick leave shall be converted to hours and apportioned over the employee's new work schedule; provided, under no circumstances shall the accumulation exceed 108 days.

In the event that a paid holiday falls within the week or weeks when the employee is on paid sick leave, such holiday will be charged as a paid holiday and not deducted from the employee's accrued sick leave.

Misuse of sick leave shall mean loss of pay for the days alleged as sick leave and may result in other appropriate disciplinary action, up to and including discharge.

Sick leave requests shall be made to the building principal/supervisor.

Payment for unused sick leave – A staff member who has accumulated 108 days of sick leave will be reimbursed for unused cumulative sick leave above the ninety-six (96) days at the end of the school year at a rate of ~~\$60.00~~ \$75.00 per day. Payments will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

An hourly employee with ten (10) or more years of service whose services are terminated for any reason other than discharge, will be compensated for all unused sick leave at a rate of ~~\$60.00~~ \$75.00 per day provided termination is effective on or before the day following the last day of classes for the school year.

## 7.5 Funeral Leave

An employee is eligible for up to three (3) days, with pay, in the event of a death in the immediate family of the employee or spouse (immediate family is defined as spouse, mother, mother-in-law, step mother, father, father-in-law, step father, child, sister, step

sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). If additional time off becomes necessary and is requested by the employee and approved by the District Administrator or designee, then the additional time off shall be deducted from the employee's sick leave.

A leave without loss of pay for one (1) full day will be allowed for attendance at a funeral of those relatives of the employee or spouse not covered in the first paragraph of this section. Relatives in this section shall mean: uncles, aunts, nieces, nephews, or cousins. If such leave is approved, a day of sick leave will be deducted from the employee's cumulative sick leave.

Misuse of funeral leave shall mean loss of pay for the days alleged as funeral leave and may result in other appropriate disciplinary action, up to and including discharge.

## **7.6 Personal Leave**

All personal leave requests must be submitted to the employee's immediate supervisor. Employees will earn one (1) day of personal leave with pay each school year. Employees completing their fourth year of service, will receive an additional personal leave day each school year. Personal leave days may be taken consecutively and combined with any other leave, including unpaid leave. Personal leave deductions will be made in 15 minute increments. Under this provision, an employee will bank any unused personal leave during a school year up to a maximum of four (4) days. Employees may carry over the four (4) banked days to be used in any subsequent year. Except in the case of emergency, forty-eight (48) hours advance notice to the principal or supervisor is required. Employees planning to use two (2) or more consecutive days must submit written request to the principal or supervisor at least fourteen (14) working days prior to the first day of the requested leave. No more than two (2) employees per department per building per day may be absent for personal leave. Leave under this section shall not extend holiday/vacation periods that are themselves three (3) or more days in length and may not be used on inservice days by an employee scheduled to attend inservice activities on said days and may not be used on the first or last day of student instruction. Exceptions may be made for a family event or situation that falls on the first or last day of student instruction, scheduled inservice day, parent-teacher conference day, or prior to or after a holiday break. Any requests that fall under this description must be brought to the attention of the District Administrator. The same staff member per building limit applies.

A staff member that has more than four (4) personal leave days at the end of the school years will be paid at a rate of ~~\$60.00~~ \$75.00 per day. Payment for this unused leave will be made at the end of the fiscal year. This benefit will be prorated according to the number of scheduled hours of work per day with 7.5 or more hours per day or, if less, the maximum number of hours allocated for that classification being considered a full day.

Misuse of personal leave shall mean loss of pay for the days alleged as personal leave and may result in other appropriate disciplinary action, up to and including discharge.

## **7.7 Unpaid Leave**

Unpaid leave may only be requested after you have exhausted all paid leave. Employees will be allowed two (2) unpaid days per school year. An unpaid day will result in a loss in