

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

EXTRACURRICULAR ACTIVITIES

FUNDRAISING ACTIVITIES

374

The Pittsville School District recognizes that student fundraising activities are part of student organizations and co-curricular activities. The Board supports fundraising projects that are designed to promote educational and co-curricular activities without interfering with the educational program. The goal of raising and expending funds by pupil groups shall be for school and school-related purposes.

Because fundraising activities have a direct impact upon schools and the community they serve, the Board endorses a cooperative relationship between school personnel and community members designing and implementing plans where money is raised for school projects, pupil activities, and approved charities.

All fundraising projects and activities shall have prior written permission from the building principal and District Administrator/designee. All funds raised for any school group shall be processed through the district financial accounting system.

Crowd Funding (i.e. Go Fund Me) must follow all of the same policy/guidelines as all other fundraising activities.

Fundraising shall be in accordance with rules established by the administration and shall not be conducted in a manner that would violate any federal, state, or local laws.

Legal Reference: Wisconsin Statutes Sections: 103.23
 103.64
 118.13

First Reading of Revised Policy: March 14, 2016

Second Reading:

Approved:

FUNDRAISING ACTIVITY GUIDELINES

The following rules/guidelines will apply to all fundraising activities.

1. The Fundraising Application must be approved and on file in the school office before any commitment is made to a vendor or the activity starts. The applications must be made annually for activities which are ongoing from one year to another (374-Exhibit).
2. A fundraising calendar will be established by the administration for fundraising activities out of the school. The calendar will be available for use in planning and every effort will be made to avoid multiple fundraisers taking place at any one time. Principals will coordinate the calendar with one another.
3. As a general consideration, organizations should refrain from product duplication when planning fundraising.
4. Food sales in the school may not occur during school hours.
5. Fundraising activities conducted by the school for outside charitable organizations (i.e. Jump Rope for Heart, Coins for Cancer) should also be placed on the calendar.
6. Ticket sales for regular school events, such as athletic contests, musical, school pictures, or similar regular building functions are not affected by the fundraising policy.
7. Per Wisconsin State Statute 103.24, parent/guardian written permission must be provided to the school before students under the age of twelve years may participate in any type of door-to-door fundraising activity. Children under the age of nine must be accompanied by a parent or a person at least 16 years of age.
8. At the elementary and middle school levels, emphasis should be on participation rather than competition. Every effort should be made to use funds raised for the benefit of the entire group.
9. No cash earned by the fundraiser will be paid directly to students or outside vendors. All payments should run through the Finance Office.
10. Money collected should be turned in to the business office daily. The advisor is responsible until the money reaches the business office. No money should be left in any classroom or staff member's office. Under no circumstances should money be sent through interschool mail or be taken home.
11. A financial report is to be given to the Finance Office at the completion of the fund raising activity. This report is subject to review during the district annual audit (374-Exhibit).
12. Any staff member conducting fundraising activities may not receive for his/her personal benefit anything of value from any person other than his/her employing school district as a result of involvement in the fundraising activity. Any gifts, prizes, or awards that are not given directly to the students involved or any refunds, rebates, or discounts that may result from the fundraising shall be the property of the District.
13. Advisors/chaperones participating in fundraising and supervision of students may share in revenues raised for costs of the trip.

FUNDRAISER APPLICATION PITTSVILLE SCHOOL DISTRICT

Complete the top portion of the form and give to your building principal.

NAME OF GROUP:	DATE SUBMITTED:
NAME OF ADVISOR:	GRADE(S) OF STUDENTS:
REASON FOR FUNDRAISER:	
PRODUCT(S) TO BE SOLD:	
WHERE PRODUCT(S) WILL BE SOLD:	
FUNDRAISER COMPANY:	
STARTING DATE:	ENDING DATE:
ANTICIPATED PROFIT:	
ACCOUNT IN WHICH INCOME WILL BE DEPOSITED:	

Approved (placed on calendar)

Not Approved

Principal Signature

Date

District Administrator

Date

Complete the information below and turn in to the **Finance Office** with the final deposit.

TOTAL RECEIPTS:	TOTAL EXPENDITURES:	TOTAL PROFIT:

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

FISCAL MANAGEMENT

EXPENDITURES

EXPENSE REIMBURSEMENT

671.2

Approved Travel - Reimbursement of Expenses

Reimbursement of expenses incurred by an employee or School Board Member as a result of approved travel while on school business shall be as follows:

1. Transportation costs shall be reimbursed for the method of transportation which results in the greatest advantage to the School District.
2. Lodging costs – preferred method is to have all lodging costs prepaid by the district. If not prepaid, then the costs shall be limited to the single rate per day when traveling to in-state or out-of-state functions and reimbursement shall not exceed actual cost.
3. In-state or out-of-state meal expenditures shall be limited to the standard IRS CONUS meal allowance rates. Rates will be updated on the Travel Expense Reimbursement Form annually. If you are paying for more than one person's meal, indicate the name(s) of the other(s).

Breakfast shall be paid only when required as part of a multi-day function (i.e., after the first day) and if a breakfast meal is not included with the cost of the event/conference.

Dinner shall be reimbursed when required as part of a multi-day function, or when the employee is scheduled to return home after 7:00 p.m., if a one-day function. A scheduled banquet as part of a conference is an exception to the above guideline.

All meal allowances shall be understood to include cost of tips. An employee may combine costs of individual meal allowances to determine a maximum limit for a full day. No expenditures for alcoholic beverages will be reimbursed.

4. Registration fees shall be reimbursed by the School District, if pre-approved by supervisor.
5. Receipts for all expenses, other than cab fares and parking, are to be turned in to the Business Office, attached to the Travel Expense Reimbursement Form.
6. The School District shall not reimburse expenses paid by outside agencies and any other source, nor shall they School District reimburse expenses incurred by a spouse traveling with an employee.
7. Mileage for school business purposes – reimbursement of mileage incurred as a result of school employees or School Board Members utilizing their personal vehicles for approved school business, when no school vehicle is available or if use of a personal vehicle is preapproved, shall be paid at the IRS standard mileage rate. Submit a Travel Expense Reimbursement Form.
8. Expense reimbursements for other than travel and meal costs –

Purchases an employee or Board Member makes with their own money or charge card for school supplies or other expenses must have prior approval from his/her direct supervisor. If the employee makes a purchase without prior approval, the District is under no obligation to reimburse.

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

FISCAL MANAGEMENT

EXPENDITURES

EXPENSE REIMBURSEMENT

671.2

Approved Travel - Reimbursement of Expenses

The only exception to this is for pre-approved travel expenses where the exact costs are not yet known at the time of the request.

Reimbursement is requested on the Travel Expense Reimbursement Form or the Requisition Order Form, whichever is applicable.

First Reading of Revised Policy: March 14, 2016

Legal Reference: Wisconsin State Statutes: 118.21(1), 118.21(3), 118.24(5), 120.10(4), 120.13(16) and (32)

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

SUPPORT SERVICES

FOOD SERVICES MANAGEMENT

760

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's Director of Food Services shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the Director of Food Services includes the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's Business Office to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.
5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring the proper dissemination and processing of free and reduced price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.
7. Ensuring that students who participate in the free or reduced price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (1) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (2) the distribution of information letters to households with children attending schools in the District; (3) the appropriate posting of the most recent food safety inspection report; (4) the appropriate posting of the mandatory federal nondiscrimination poster; and (5) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
10. Establishing a system to collect and report program ethnic and racial data on an annual basis.

District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

Discrimination complaints regarding the District’s food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

Legal References:

Wisconsin Statutes

- Section 97.33 [school lunchroom management food protection practices certificate requirement]
- Sections 115.34 to 115.347 [school nutrition programs generally]
- Section 118.13 [student nondiscrimination]
- Section 120.10(16) [annual meeting authority to direct the board to provide student lunches]
- Section 120.13(10) [authority to expend funds for a food service program and to charge students and employees for such meals]
- Section 252.18 [restrictions on handling foods]

Cross References:

- 761 [Free and Reduced Price Meals]
- 762 [Vending Machines]
- 763[Management of Student School Meal Accounts (including collection of lunch fees)]

Administrative Regulations

- PI 9.03(1)(i) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

Federal Laws

- National School Lunch Act, as amended [school lunch program provisions and requirements]
- Child Nutrition Act, as amended [school breakfast and special milk program provisions and requirements]

USDA Nondiscrimination Statement and Complaint Information:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

First Reading: March 14, 2016

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SUPPORT SERVICES

FREE AND REDUCED PRICE MEALS

761

The school district shall offer free and reduced price food services to eligible students. Reimbursable meals shall be in accordance with state and federal guidelines pertaining to the National School Lunch and Breakfast Program. The final decision regarding eligibility in each situation will be made by the Director of Food Services or his/her designee, in accordance with established guidelines.

Legal References: Sections 115.34 Wisconsin State Statutes
120.10(16)
120.13(6) & (10)
PL 91-248 National School Lunch Act and Child Nutrition Act of 1966
Amendments of 1970
PL 94-105 National School Lunch Act and Child Nutrition Act of 1966
Amendments of 1975

Cross Reference: 760 [Food Services Management]

1st Reading: March 14, 2016

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SUPPORT SERVICES

VENDING MACHINES

762

Vending machines dispensing food or beverages are permitted in the school building with the approval of the school principal, provided it is not competing with the school food service program or the fundraising activities of any school classes, clubs or organizations.

Beverage or food vending machines shall be located as authorized by the school principal. Operational and financial management of these machines shall be directed by the principal in accordance with state and federal regulations and applicable District policies and procedures.

Vending machines are authorized in teachers' lounges subject to the approval and direction of the school principal.

No food or beverage vending machines other than authorized above are permitted in school buildings.

Legal Reference: Section 118.12, Wisconsin Statutes
Child Nutrition and WIC Reauthorization Act of 2004
U.S.D.A. Food and Nutrition Services [7 CFR parts 210 and 220]

Cross Reference: 760 [Food Services Management]
458 [School Wellness]
662.1 Student Activity Fund Management

First Reading: March 14, 2016

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SUPPORT SERVICES

MANAGEMENT OF STUDENT SCHOOL MEAL ACCOUNTS (INCLUDING COLLECTION OF LUNCH FEES) 763

The School District of Pittsville utilizes a computer software program to keep track of family accounts. As the student purchases meals and/or milk, an offsetting charge for that meal will be made against their family account. Since this system depends on paying for meals in advance, families must keep a positive balance in their account. Accounts below \$25.00 will be notified weekly using email and the SchoolMessenger alert system. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in five (5) working days, the student will no longer be able to participate in the breakfast and/or lunch program. When sufficient money has been added to the account, student(s) can once again participate in the school's breakfast/lunch programs. Applications for Free and Reduced Priced Meals are available in the office throughout the school year and on the district website.

All students are issued a Student Identification Number. This number is entered through a key pad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to insure students are using the correct numbers.

Prepayment of at least one week per child is recommended. You may send in any amount, whether it is daily, weekly, monthly, quarterly, semi-annually, or annually. Checks should be made payable to the "School District of Pittsville". Your canceled check is your receipt. If paying by cash, be sure to place the cash in a sealed envelope with the student's name and the amount enclosed. Money received after 9:00 a.m. will be applied to the next day's food service. If you are paying by cash and want a receipt, be sure to request one on or inside the envelope. You may also mail your payment to the School District of Pittsville, ATTN: Food Services, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. If you prefer, online payments can be made at www.pittsville.k12.wi.us; a \$2.50 per transaction fee will be charged at the time of online payment.

Checks returned to the School District as "NSF" or non-sufficient funds will be subject to a service charge of \$28.50. The family account will have the total of those amounts deducted from the balance.

At the end of the year, if a family no longer has children attending school or if a family moves out of the district, the family must request reimbursement of any balance in the family account and indicate where it should be sent. Funds for families with students continuing the following year will remain in the family account for the next school year.

If you have any questions regarding the Food Service Program, please contact the Food Services Department at 715-884-2517.

Cross Reference: 760 [Food Services Management]
761 [Free and Reduced Price Meals]
762 [Vending Machines]

First Reading: March 14, 2016

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

EDUCATIONAL PROGRAMS
SPECIAL AND ALTERNATIVE EDUCATION PROGRAMS

PARENT/GUARDIAN NOTICE OF EDUCATIONAL OPTIONS

342.6

**NOTICE OF EDUCATIONAL OPTIONS FOR CHILDREN WHO RESIDE IN THE
PITTSVILLE SCHOOL DISTRICT**

The Pittsville School District offers a variety of educational options and programming to parents and children who reside in the District. The District’s primary educational pathway and instructional program for students involves a progression from 4-year-old kindergarten through grade 12, leading to a high school diploma. The District’s schools, along with each school’s most recent state-assigned Performance Category, are listed below.

SCHOOL	Pittsville School District	Pittsville Elementary School	Pittsville High School
Grade	4K-12	4K-8	9-12
2013-2015 Performance Category	<i>Meets Expectations</i>	<i>Meets Expectations</i>	<i>Meets Expectations</i>

The full versions of the District’s most recent school and school district accountability report, as issued by the Wisconsin Department of Public Instruction under 115.385 of the state statutes, can be accessed via the district’s website at www.pittsville.k12.wi.us.

Educational options for eligible students who are enrolled in the Pittsville School District that involve part-time attendance at an educational institution other than a District school or program include the following:

- Taking specific courses at another educational institution through the Course Options Program, as authorized under section 118.52 of the state statutes.
- Taking specific courses at eligible institutions of higher education through the Youth Options Program, as authorized under section 118.55 of the state statutes.

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Pittsville School District include the following:

- Attendance by high school students meeting certain age and other eligibility requirements at a technical college or in certain other programs for the purpose of completing a program leading to the student’s high school graduation or to a high school equivalency diploma.
- Full-time Open Enrollment through a nonresident school district under section 118.51 of the state statutes (including possible enrollment in certain non-District virtual charter schools).

- Beginning in the 2016-17 school year, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in any private school of the family's choosing (at the family's own cost, as applicable).
- Enrollment in a home-based private educational program as provided under state law.

Educational options for children who reside in the Pittsville School District but who are enrolled in and attending a private school or home-based private educational program include the following:

- Such students have the opportunity to attend certain summer school classes/programs offered in the District.
- Private school students in the high school grades have the opportunity to apply for approval to take up to two courses per semester in a District school, pursuant to section 118.145(4) of the state statutes.
- Students who are enrolled in a home-based private educational program have the opportunity to:
 - Apply for approval to take up to two courses per semester in public schools as provided under section 118.53 of the state statutes.
 - Participate in District interscholastic athletics and other District extracurricular activities as provided under section 118.133 of the state statutes.

For more information about any of the educational options listed in this notice, please contact the principal of your child's school, the District's main administrative office at 715-884-6694 or the Wisconsin Department of Public Instruction.

First Reading: February 8, 2016
Second Reading and Approval: March 14, 2016

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SCHOOL BOARD LEGAL STATUS

FILLING BOARD VACANCIES

133

When a vacancy occurs on the Board of Education as a result of death, resignation, removal, or change in residency, the remaining members of the Board shall appoint a successor to fill the unexpired term until a successor is elected and takes office under 120.06(4).

When a vacancy occurs in the office of a Board members who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election.

If a vacancy occurs in the office of a Board member in the last year of his/her term (i.e., in an office at stake in the next election), the successor shall be elected at the next spring election.

If a vacancy occurs after a spring election (the first Tuesday in April), but on or before the second Tuesday in December in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election.

If a vacancy occurs after the second Tuesday in December and prior to the spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the second following spring election and the appointee shall serve in the interim period.

The vacancy shall be filled by a legal resident of the school district.

*Legal Ref.: Section 17.01 Wisconsin State Statutes
 Section 17.26 Wisconsin State Statutes
 Section 120.06 (4) Wisconsin State Statutes*

*First Reading: February 8, 2016
Second Reading and Approval: March 14, 2016*

PROCEDURES FOR FILLING BOARD VACANCIES

When a vacancy occurs on the Board, the following procedure is to serve as a guide in securing a successor to the vacant position.

1. When a School Board vacancy occurs for any reason, the Board Clerk or a designee shall directly notify all remaining Board members of the vacancy. If the Clerk is unavailable or if the vacancy is in the Board seat held by the person serving as Clerk, the Treasurer shall ensure that such notice is provided.
2. The person appointed to fill a vacancy shall be a qualified elector of the District.
3. During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:
 - a) The District Administrator, or his/her designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed on the District website or otherwise first posted or published.
 - b) Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application (addressing qualifications and interest) to the office of the District Administrator. Applications received by the specified deadline are assured consideration. If one or no applications are received by the deadline, the Board President may direct the District Administrator to re-issue the solicitation of interest with the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed of any such extension.
 - c) On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
 - d) The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support of their possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.
 - e) Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.
4. If the vacancy has not been filled by appointment within 60 days pursuant to the previous paragraph, then at a Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the chairperson of the meeting shall call for nominations of any qualified elector who has submitted a letter of interest and sworn declaration of eligibility to hold office. Electors being considered for nomination who are present at the meeting will be given the opportunity to make a brief statement in support of their nomination and possible appointment to the Board. Nominations must be supported by at least two (2) Board members, inclusive of the Board member making the initial nomination. Each Board member may nominate or express his/her support for the nomination of only one elector. Once the qualifying nominees have been identified, the Board shall make a final attempt at this meeting to appoint one of the nominees to fill the vacancy by a majority vote. If after 5 rounds of voting the Board still has been unable to select an appointee by a majority vote, then the chairperson of the meeting shall declare a deadlock and the deadlock shall be broken by the random selection of a qualifying nominee. If, for any reason, the vacancy is still unfilled following such meeting, then the procedures listed in this paragraph shall be repeated as needed at future Board meetings held at approximately monthly intervals.

5. Upon successfully selecting an individual to fill the vacancy, the Board may either
 - a) establish the specific future date on which the appointee will first take office; or
 - b) establish a specific deadline for the appointee to take office, but provide that the appointee may take office immediately as of the time (not later than the deadline) that the appointee takes and files the official oath. However, in the absence of a Board decision to establish such a specific date or deadline for the appointee to take office, the appointee shall first take office on the 14th calendar day after the date of the meeting at which the person was selected to fill the vacancy.
6. After the meeting at which a qualified elector is selected to fill the vacancy, the Board Clerk shall notify the person, in writing, of his/her selection as the appointee. Under state law, this notification shall occur within eight (8) days of the selection, and the person selected to fill the vacancy will be considered to have accepted the appointment unless within five (5) days after such notification he/she files a written refusal to serve with the Board. If the person files a written refusal to serve, the Board will continue to attempt to fill the vacancy.
7. A qualified elector selected to fill a Board vacancy shall not take office unless he/she has taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. If the appointee neglects or refuses to take and file the official oath on or before such date and has not filed a written refusal to serve, such neglect or refusal gives rise to a new vacancy in the office.
8. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.
9. State law determines the date on which an appointee’s term of office expires.
10. The District Administrator and Board President shall jointly ensure that each person who fills a vacancy is provided with a basic orientation to the duties and responsibilities of serving as a Board member.
11. The Board Clerk or a designee will report the name and contact information of the appointed Board member to the clerk and treasurer of each municipality and county having territory in the District in accordance with the requirements of state law.

Legal References:

Wisconsin Statutes

<u>Section 11.0202(1)</u>	[individuals holding a local office shall file a campaign registration statement]
<u>Section 17.01(13)</u>	[board member resignations; how made]
<u>Section 17.03</u>	[cause of vacancies]
<u>Section 17.035</u>	[military leave vacancies]
<u>Section 17.17(5)</u>	[clerk to provide notice of vacancies to school board]
<u>Section 17.26</u>	[filling school board vacancies]
<u>Section 19.01</u>	[oath of office]
<u>Section 59.23(2)(s)</u>	[duty to provide county clerk(s) with lists of local officials]
<u>Section 120.05(1)(d)</u>	[board member residency]
<u>Section 120.06(10)</u>	[clerk to provide notice of appointment; timely oath required]
<u>Section 120.12(28)</u>	[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]
<u>Section 120.17(1)</u>	[clerk to provide municipalities with names and addresses of new board members]

Purpose of these Procedures

The following procedures shall be implemented to fill a specific vacancy on the School Board only if the Board has first voted to direct the use of these procedures in connection with the imminent or pending vacancy. In lieu of passing a motion that directs the implementation of the procedures set forth in this rule, the Board may instead vote to direct the implementation of different procedures in order to fill the vacancy in question.

Upon a decision by the Board to implement these procedures, these procedures will be used by the remaining members of the Board to attempt to fill a vacancy by appointment within the first 60 days after the date on which the vacancy in question first exists. Accordingly, these procedures are intended to be implemented in a manner that facilitates the Board reaching an opportunity to vote to select an appointee on or before the 60th day after the vacancy first exists.

Vacancy Notice and Candidate Application

1. After ensuring that all Board members have been notified of the vacancy and that the Board has voted to direct the use of these procedures in connection with the specific vacancy, the Clerk or a designee shall ensure that a notice of the vacancy is prominently posted on the District website and at the location(s) used to post public notice of school board meetings. At the discretion of the Board, the Board President, or District Administrator, notice of the vacancy and the vacancy-filling process may be further publicized by additional means. The posted notice shall include at least the following information :
 - a. The date on which the appointment will expire;
 - b. The place and manner in which qualified electors who are interested in serving as the appointee may declare their interest and apply; and,
 - c. The deadline by which, if a complete application has been filed, the applicant is assured to receive full consideration. The deadline will be a reasonable length of time to allow interested parties to apply. Unless the Board establishes a specific application deadline at the meeting at which the Board directs the implementation of these procedures, the District Administrator shall select a deadline that is at least 14 calendar days after the date that the notice of the vacancy is first posted.
2. Prospective candidates will be asked to submit a written application to the Board, in care of the District Administrator at the District Office. The written application shall consist of a letter of interest that includes at least the following information:
 - a. The name, residential address, and telephone number of the potential appointee.
 - b. The reason(s) that the candidate wants to serve on the Board.
 - c. The individual's qualifications and experience relevant to holding the office.The letter of interest may further address topics such as the following:
 - a. Any items that the individual believes should be the school board's top priorities in connection with improving student achievement.
 - b. The candidate's general views on District strengths and areas that may need improvement.
 - c. The individual's general views regarding role of the Board and role of the District Administrator/other administrative leaders.
 - d. The candidate's availability for Board duties.
3. All applicants must be residents and qualified electors of the District.
4. Prior to the first date that the Board meets to consider the potential appointees, each potential appointee shall file a signed and dated statement in the care of the District Administrator at the main District Office affirming that the potential appointee meets the applicable age, citizenship, residency, and voting qualification requirements for holding office as an appointee to the vacant seat on the Board.

5. If, as of the established deadline for declaring interest in serving as an appointee, only one person or no one has been identified as a potential appointee, then the Board may choose to seek additional potential appointees by extending the deadline for declaring interest, by permitting individual Board members to nominate a potential appointee, or by using other methods as determined by the Board. If at least one qualified elector has been identified as a potential appointee and the Board does not vote to seek or approve additional potential appointees, the Board shall proceed to further consider the one potential appointee.

The Appointment Process

1. If at any point in the process the Board concludes that it would be beneficial to narrow the field of potential appointees who are under active consideration, it may do so under procedures approved by a majority vote. However, a decision to exclude one or more potential appointees from active consideration shall not prevent the Board, also by a simple majority vote, from re-including any previously excluded individual later in the process.
2. At a meeting, the Board will permit each individual who is under active consideration for appointment to make an initial statement of introduction and interest
3. The Board will interview potential appointees in a question and answer format. Depending on the number of potential appointees who will be interviewed, the Board may conduct the interviews either in a panel format (rotating the order of the responses) or in an individual format (using a randomly determined order and during which those individuals who have yet to be interviewed will be asked to voluntarily step outside of the meeting room).
4. Upon completion of the statements and interviews and prior to any vote that is taken to select the appointee, the Board President will call for discussion by Board members. If there is only one person under active consideration, the voting procedures described below may be adjusted by a majority vote of the Board.
5. Each of the remaining Board members will be permitted to vote for one of the individuals who is under active consideration for appointment using signed written ballots. A signed ballot indicating a vote for "none of the above" shall count as a vote cast. If one person receives the majority of the votes cast, he/she is thereby appointed to fill the vacancy. If no candidate receives a majority of the votes, the results of the voting will be announced and balloting will continue until one candidate receives a majority of the votes cast or until five (5) rounds of voting have been completed. Additional discussion shall be permitted in connection with each round of voting.
6. If no appointment has been made after five (5) rounds of voting, and unless a majority of the Board votes to continue with additional rounds of voting at that meeting, the matter of the appointment to fill the vacancy shall be deemed postponed. By a majority vote, the Board may determine the date(s) of a subsequent meeting(s) at which the postponed matter will again be considered by the Board, provided that any such meeting shall normally be scheduled on or before the 60th day after the vacancy in question first existed. In connection with any such subsequent meeting, the Board may vote to take any additional steps (such as seeking additional potential appointees or scheduling further interviews) as the Board determines may be beneficial to the process. If no appointment to fill the vacancy is made at such a subsequent meeting or if the Board does not hold such a subsequent meeting, the Board shall apply the Board-adopted procedures that establish how a Board vacancy will be filled if the remaining Board members have not filled the vacancy within such 60-day period.
7. Upon successfully selecting an individual to fill the vacancy:
 - a. The person selected for appointment to the Board will be publicly announced at the Board meeting.
 - b. The Board may either (1) establish the specific future date on which the appointee will first take office; or (2) establish a specific deadline for the appointee to take office, but provide that the appointee may take office immediately as of the time (not later than the deadline) that the appointee takes and files the official oath. However, in the absence of a Board decision to establish such a specific date or deadline for the appointee to take office, the appointee shall first take office on the 14th calendar day after the date of the meeting at which the Board selected the person to fill the vacancy.

After a Board Meeting at which an Appointment Is Made

12. The Board Clerk shall notify the person, in writing, of his/her selection as the appointee. Under state law, this notification shall occur within eight (8) days of the Board's decision, and the person selected to fill the vacancy will be considered to have accepted the appointment unless within five (5) days after such notification he/she files a written refusal to serve with the Board. If the person files a written refusal to serve, the Board will continue to attempt to fill the vacancy.
13. The appointee shall not take office unless and until he/she takes and files the official oath on or before the applicable date or deadline for taking office. If the appointee neglects or refuses to take and file the official oath on or before such date, such failure gives rise to a vacancy in the office.
14. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.
15. The District Administrator and Board President will ensure that all applicants who were not selected receive a courtesy notification of the final selection and an expression of the Board's appreciation of their willingness to consider service on the Board.
16. The District Administrator and Board President shall ensure that each person who fills a vacancy is provided with a basic orientation to the duties and responsibilities of serving as a Board member.
17. The Board Clerk or a designee will report the name, phone number, electronic mail address, and post-office address of the appointed Board member to the clerk and treasurer of each municipality and county having territory in the District in accordance with state law.

SCHOOL DISTRICT OF PITTSVILLE**NOTICE OF SCHOOL BOARD VACANCY AND REQUEST FOR LETTERS OF INTEREST FROM ELECTORS WHO WISH TO BE CONSIDERED FOR APPOINTMENT TO FILL THE VACANCY**

The electors of the School District of Pittsville are hereby given notice that, as of *[insert date]*, there is a vacancy in the office of School Board Member. The office was formerly held by *[insert name of prior incumbent]*.

Under state law, the vacancy will be filled by appointment by the remaining members of the School Board. The person who is appointed to fill the vacancy:

1. Must be a resident and elector of the School District of Pittsville who is eligible under state law to hold the office of School Board Member in the District; and
2. Will serve as an appointee until *[insert the applicable date]*.

Following the conclusion of the appointee's term of office, it is expected that an elected successor to the appointee (who shall be elected at the April *[insert the applicable year]* spring election) will assume office on the 4th Monday of April of *[insert the applicable year]*.

Any eligible person who desires to be considered for appointment to this public office must file the following materials at the Office of the District Administrator, which is located at 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466.

1. A sworn Declaration of Eligibility to hold the vacant board seat. The relevant form is available upon request from the Office of the District Administrator. The Declaration must be sworn to before a notary or another official who is authorized to administer oaths.
2. A letter of interest that identifies the potential appointee's name, residential address, and telephone number, and that also addresses the individual's qualifications and the reasons he/she is interested in serving on the School Board.

To ensure consideration, the letter of interest must be **received in the Office of the District Administrator prior to 4:00 p.m. on *[insert the appropriate date]***, and the sworn Declaration of Eligibility must be completed and filed in the office on or before the date of the Board meeting at which the Board considers the potential appointees. The letter and sworn Declaration may be hand delivered to the filing office or sent by U.S. Mail. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the materials on a timely basis. It is the sole responsibility of the individual submitting a letter of interest to ensure that the letter has been received. Accordingly, he/she may wish to contact the office to confirm that the District Administrator is in receipt of the letter.

Individuals submitting letters of interest should be aware that, unless otherwise directed or permitted under section 17.275, section 19.36(7), or Subchapter II of Chapter 19 of the state statutes, their submissions (including name and residential address) are generally subject to inspection or copying in response to requests submitted under section 19.35(1).

Following the deadline for receipt of letters of interest, the Board intends to interview one or more individuals who have been identified as potential appointees. The School Board then intends to attempt to fill the vacancy from the pool of interviewees.

Inquiries regarding this Notice may be directed to the District Administrator] by telephone at 715-884-6694 or by email at *[insert email address]*.

The Board sincerely appreciates the community's interest in our schools and any resident's interest in possible school board service.

For the School Board,

[insert name], School Board President

[insert name], School Board Clerk

[insert name], District Administrator

Date of Notice: *[DD/MM/YYYY]*

PITTSVILLE SCHOOL DISTRICT

DECLARATION OF ELIGIBILITY TO HOLD OFFICE AS AN APPOINTEE TO THE SCHOOL BOARD

This document shall be sworn before a notary or other person who is authorized to administer oaths.

I, _____, being duly sworn, state that I am willing to be considered for Election to the office of school board member, [insert the seat number], as an appointee to fill a vacancy and that I meet the applicable age, citizenship, residency, and voting qualification requirements prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for the office if I am selected to fill a vacancy on the School Board of School District of Pittsville.

I further state that I have not been convicted of a felony in any court within the United States for which I have not been pardoned and that I know of no reason that would otherwise make me ineligible to hold the above-identified office.

My present address, including my municipality of residence for voting purposes is:

Town of _____ OR Village of _____ OR City of _____

House or fire no./Street Name

Mailing Municipality and State

Zip code

(Signature of the person, named above, wishing to be considered for appointment)

STATE OF WISCONSIN

County of _____ }
(County where sworn)

ss.

Subscribed and sworn to before me this _____ day of _____, 20__.

(Signature of person authorized to administer oaths) (Printed name)

Notary Public or _____
(Official title, if not a notary)

For a Notary: My commission expires _____ or is permanent

NOTARY SEAL NOT REQUIRED

CERTIFICATE OF APPOINTMENT TO THE SCHOOL BOARD

STATE OF WISCONSIN
PITTSVILLE SCHOOL DISTRICT

}
} ss.

Pursuant to section 17.26 of the Wisconsin Statutes, I, [insert name of the school district clerk], Clerk of the Pittsville School District certify that at a meeting held on [insert date of meeting], the remaining members of the School Board appointed [insert name of appointed person] to the office of School Board member, [insert the seat number or identify the seat's apportioned area, if either is applicable]. The appointment is for an unexpired term which shall commence [according to the board's specific appointment decision, insert either of the following: " on {specific date the board established for the appointee to take office}" or " as of the time, no later than {date established by the school board as the deadline for taking office}, that the certified appointee takes and files the official oath"]. Said unexpired term of office ends on [insert the date that the appointee's term ends].

Pursuant to section 17.26(3) of the Wisconsin Statutes, this Certificate of Appointment serves as notice of the appointment. The duly-appointed individual shall be deemed to have accepted the selection unless within five (5) days after being notified of his/her selection (and prior to taking and filing the official oath) such individual files with the school district clerk a written refusal to serve. The certified appointee shall not take office unless and until he/she timely takes and files the official oath.

IN TESTIMONY WHEREOF,

I have set my hand this ____ day of
_____, 20 ____.

Clerk, Pittsville School Board

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

STUDENTS

STUDENT HEALTH AND WELFARE

SCHOOL WELLNESS POLICY

458

The School District of Pittsville promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. This Wellness policy encourages all members of the school community to create an environment that supports instilling lifelong healthy habits. Nutrition and physical activity influence a child's development, health, well being, and potential for learning. The District believes school programming needs to reflect and encourage positive nutrition and physical activity messages and choices.

NUTRITION EDUCATION

- The school will provide a comprehensive learning environment for development and practicing lifelong wellness behavior.
- The staff responsible for nutrition education will have adequate resources and tools to effectively deliver an accurate nutrition education program. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- The school will serve as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom.
- The school will provide information to families and the broader community to encourage them to teach their children about positive health and nutrition.
- Students will be encouraged to start each day with a healthy breakfast.

PHYSICAL ACTIVITY

- Physical activity will be encouraged inside and outside of the classroom.
- Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge. This will be encouraged through instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- The school will provide a daily recess period.
- Physical activity participation and education will take into consideration the "balancing equation" of food intake and physical activity.
- The school will provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted. Adequate equipment will be available for all students to participate in physical education.
- Information will be provided to families to help them incorporate physical activity into their student's lives.
- The school will provide opportunities for community access for students and community members to use the school's physical activity facilities, which can be made available, outside the normal school day and will encourage families and community members to institute programs that support physical activity, such as a walk to school program.

OTHER SCHOOL BASED ACTIVITIES

- Wellness policy goals are considered in planning all school-based activities, such as school events, field trips, dances, and assemblies.
- Support for the health of all students is demonstrated by hosting clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children’s health insurance programs.
- The wellness committee will be comprised of families, teachers, administrators, and students to plan, implement, and improve nutrition and physical activity in the school environment.

GUIDELINES FOR SCHOOL MEALS

- Reimbursable meals in the cafeteria will meet the caloric needs for the appropriate age groups while staying within the established guidelines for fat and saturated fat.
- The school will follow the National Association of State Boards of Education recommendation that students should be provided adequate time to eat lunch.
- Lunch periods are scheduled as near the middle of the school day as possible
- Drinking water is available for students at meals.
- The school lunch will not be used as a reward or a punishment for student behaviors, unless it is detailed in a student’s Individual Education Plan (IEP).
- The child nutrition program will aim to be financially self-supporting.
- The school will strive to increase participation in the available federal Child Nutrition.
- The school will employ a food service employee, who is a properly qualified, certified, and/or credentialed professional who will administer the school food service program and satisfy reporting requirements. All food service personnel shall have adequate training in food service operations.

GUIDELINES FOR OTHER FOODS ON CAMPUS

- All foods made available on campus will be reviewed yearly to insure they are meeting the guidelines set forth in this policy. The areas of service include, but are not limited to:
 - Vending machines
 - A la carte
 - Beverage contracts
 - Fundraisers
 - Concession stands
 - Student stores
 - School parties/celebrations
- Food providers will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. Food providers will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.
- Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in school will be connected to activities that encourage physical activity, academic achievement, or positive youth development and are in compliance with local guidelines.
- Food provider logos and trademarks on school grounds, along with other advertisings of foods and beverages in the areas accessible to students during meal times, must be approved by the building principal. Advertisings of food and beverages must be consistent with established nutrition environment standards.
- Classroom snacks will feature healthy choices.

FOOD SAFETY/FOOD SECURITY

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are in place to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations are limited to Child Nutrition staff and authorized personnel. For further guidance, see the US Department of Agriculture food security guidelines.
- Foods obtained through the farm-to-school program will be given extra attention to ensure a safe and wholesome project. When students are involved in the harvesting, cleaning, and preparation of fruits and vegetables, they will be under the supervision of trained personnel to ensure proper food handling guidelines are followed.

EMPLOYEE WELLNESS

The School District of Pittsville values the health and well-being of every staff member and will implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The District’s Wellness Committee will commit to the development and promotion of yearly activities to promote staff health and wellness. The activities planned will be based on input solicited from school staff with the goal to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

MONITORING and EVALUATION OF WELLNESS POLICY

The Wellness committee will be responsible for the implementation and monitoring of the school wellness policy. The committee will meet annually to ensure implementation of the wellness policy and monitor/report results of the wellness initiatives within the policy.

The public will be informed of the wellness results/progress through communication in the school newsletter and District website at least two times per year (Each semester). The School Board will also be informed of the progress of the policy initiatives annually.

Legal References:

Wisconsin State Statutes 93.49 Farm to School Programs
 118.01 Sale of Goods and Services at School
 120.13(23) Pupil Participation in School Activities
Healthy, Hunger-Free Schools Act of 2010

Cross Reference: 523.5 Employee Wellness
 761 Food Service Program, Nondiscrimination

Updated: *November 10, 2014*
First Reading of Updates: *February 8, 2016*
Second Reading and Approval: *March 14, 2016*