

The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high quality education in which students gain respect for themselves, others, and their surrounding and develop a desire for excellence while learning the skills to become contributing members of a global society.

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT
Board of Education Special Meeting
Wednesday, August 5, 2026 - 5:00 PM
Middle/High School IMC
1003 Tiffany Street
Boyceville, Wisconsin 54725**

Agenda items may change up to 24 hours prior to the start of the meeting. Please check our web page for the most current agenda - www.boyceville.k12.wi.us.

1. Call to Order
2. Roll Call of Attendance
3. Approval of Agenda
4. **Discussion Items:**
 - a. CESA 10 Referendum Update
 - b. 2026-2027 Pillars/Focus Review & Principal's Updates 3
 - c. Senior Class Advisor Position
 - d. Review Quotes for Elementary and Secondary School Signage 5
 - e. Review Quote for Travelmaster Acoustical Shell 34
 - f. Review Discus Area Proposal
 - g. Review Board Gift Amounts 41
 - h. Health Insurance Projection 43
 - i. First Reading of NEOLA Policies Updates 46
 - j. Discuss Board Governance Training Video - Part 3: Board Member Speech, Access to Information, Open Meetings Law, and Public Records Law 129
5. Special Meeting
 - a. Act on TCE Gym Basketball Hoop Upgrades 157
 - b. Discuss/Act on Toolcat Extended Warranty Maintenance Plan 160
 - c. Act on 2026-2027 School Calendar Revision 166
 - d. Discuss/Act on Teacher Longevity Stipend
6. Adjourn to closed session under Wis. Statutes 19.85(1)(c) for the purpose of discussing employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or

District Office is located at 1003 Tiffany Street, Boyceville, WI 54725 (715) 643-3647
Serving Boyceville, Connorsville, Wheeler and the townships of Forest, Hay River, Lucas, New Haven, Otter Creek, Sheridan, Sherman, Springfield, Stanton, Tainter, Tiffany, Vance Creek, and Wilson.

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exercises responsibility. Specifically, to discuss resignations and/or new hires and a professional staff members unpaid leave request.

7. Reconvene to open session for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.

8. Personnel Resignations and/or New Hire Recommendations

a. Act on the Hiring Recommendation of Sherry Prochnow as a Part-Time Elementary Paraprofessional

b. Act on the Hiring Recommendation of Morgan Lamkin as a Part-Time Elementary Paraprofessional

9. Act on a Professional Staff Member's Unpaid Leave Request

10. Adjournment

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2026-2027 Goals for Tiffany Creek Elementary

Facilities and Fiscal Plans

- Finalize order for the hallway cubbies and plan installation mid school year
- Library furniture updates will be happening throughout the year
- Classroom Furniture updates:
 - Priority determined by staff: 1. Student desks and seating 2. Teacher Desks 3. Storage and other classroom needs.
 - Currently meeting with each team to build out their classroom needs, install will happen mid-year.
- Work with District Admin Team and Construction teams to plan for next summer's flooring project

Curriculum and Instruction

- Curriculum Teams (ELA, Math, Science and Social Studies) will meet throughout the school year to discuss current teaching practices and any updates needed
- Going into the 2nd year of using iReady Math: We have 3 PD days with iReady. We will expand the program into using it within our intervention times.
- Research updating our Social Studies Curriculum
- Research and plan to expand the summer school program at TCE, must fit the requirements of Act 20.

Climate/Culture

- Continue to support the Wellness Committee at TCE and their programs: Walking challenges, Sunshine Cart, and other events
- Support Talyor with a book club reading of "Anxious Generation" and invite staff and parents to discuss book contents.
- Meet with TCE PTO to continue to involve them in their amazing support of our staff and students
- Be present in the classrooms throughout the year, my goal is to visit each one 2x a month
- Empower staff to present at staff meetings on various topics: technology tips, behavior management, classroom movement ideas, and more.



Student Health and Safety

- Continue “Wednesday Wellness Walk” program- try to find grants to support the prizes, trips and supplies.
- Entering 2nd year of using the Character Strong program at TCE, continue to expand the program into our everyday messaging to the staff and students (announcements, bulletin board, behavior reteachings, etc.)
- Working with our Food Service Director to offer “micro-greens” during some of the lunches. A grant was received last year to purchase indoor gardening grow lights.

Technology

- Staff have dedicated chromebooks for the 2026-27 year
- An inventory will be created for ALL chromebooks, sorted by classroom and serial number
- Professional development at staff meetings on topics around: clevertouch apps, Google Suite tips and tricks, and other tech related topics.

Communication

- Staff will receive a weekly note from me, covering weekly events, due dates, etc. The document will also include quick links for teachers: technology, building and transportation request form links.
- Streamline the use of Parent Square throughout the school year
- Student behavior “write-ups” will be communicated through Skyward this year, moving away from the paper copies

Option 1: Adding the EMC to this sign

GRAPHIC HOUSE
CUSTOM SIGNS ★ SERVICE



QUOTE

Opportunity#: 032434
Quote#: 1753
Quote Date: 2/16/2026
Page: 1

SOLD TO:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
US

JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US

CUSTOMER #	SALESPERSON	QUOTE DATE	EXPIRATION DATE
8945	Patrick Boughton	2/16/2026	3/18/2026

LINE	DESCRIPTION	Qty
1	LEXAN FACE REPLACEMENT Lexan face replacement, (2) 37" x 119 1/2" white Lexan panels with vinyl graphics, remove and dispose of existing faces and install new faces, manufactured and installed.	1.0000
2	DOUBLE FACE EMC UNIT (1) Double face EMC message center, (2) 3' 1 13/16" x 9' 5 3/8" units mounted back to back, 10.0mm RGB 96 x 288 matrix, cell modem connection, manufactured.	1.0000
3	INSTALL EMC INTO EXISTING SIGN Install Double face EMC onto existing sign, 3'-1 3/16" x 9'-5 3/8" EMC (2) units mounted back to back (units separate quote), install new EMC into existing sign engineered for future EMC, installed.	1.0000

	AMOUNT
Subtotal	\$40,693.23
Additional Charges	0.00
Estimated Taxes	\$0.00
Total	\$40,693.23

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ELEMENTARY
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BOYCEVILLE, WI 54725
US

TERMS: 75.0% DOWN, NET 30 DAYS UPON COMPLETION, 4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS.

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THE COST OF IMPOSING TARIFFS HAVE NOT BEEN CALCULATED INTO THE COST OF THIS PROJECT. THEREFORE, ANY ADDITIONAL COST INCURRED DUE TO UNKNOWN TARIFFS APPLIED TO MATERIALS WILL BE ADDED AS RECEIVED.

WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? _____

PART OF THIS PROPOSAL REQUIRES THE CUSTOMER TO FILL OUT A CREDIT APPLICATION (SEE ATTACHED).

ALL SIGNS ARE WIRED AT 120 VOLTS UNLESS THE CLIENT IDENTIFIES OTHERWISE IN WRITING.

ALL WARRANTIES WILL BE NULL AND VOID IF FINAL INVOICE IS NOT PAID IN FULL WITHIN 45 DAYS FROM INVOICE DATE.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE SUBJECT TO AN ADDITIONAL \$50.00 FEE.

ELECTRICAL TO SIGNAGE IS NOT PART OF THIS QUOTE. FINAL ELECTRICAL HOOK UP IS CLIENTS RESPONSIBILITY. ALL SIGNS WIRED TO UL SPECIFICATIONS, UNLESS OTHERWISE NOTED.

DELIVERY OF SIGNAGE IS BASED ON 10 WEEKS FROM CLIENT AUTHORIZATION AND PERMIT APPROVAL. ADDITIONAL CHARGES WILL APPLY FOR DATE SPECIFIC AND EXPIDITED DELIVERY. ELECTRONICS WILL REQUIRE ADDITIONAL TIME FOR DELIVERY.

PERMIT TO BE OBTAINED BY: CLIENT GRAPHIC HOUSE, INC.

IF PERMIT IS TO BE OBTAINED BY GRAPHIC HOUSE, INC., ADDITIONAL FEES WILL APPLY.

NOTE: This proposal may be withdrawn by Graphic House, Inc. if not accepted within 30 days.



QUOTE

Opportunity#: 032434
Quote#: 1753
Quote Date: 2/16/2026
Page: 3

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JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US

TERMS AND CONDITIONS

Client is responsible for flagging of property owner's utilities, such as, but not limited to: sprinkling/watering systems, parking lot lighting, landscaping lighting, storm/sanitary sewers, or any other utility that the customer may have buried, etc.

All in-ground bases are engineered for standard soil conditions. Non-standard conditions, such as: sandy soil, clay soil, rocky terrain, water, etc. which require additional concrete, labor, forming, etc. will be at an additional time and materials charge.

Client is responsible for providing access to the JOB site. THERE HAS BEEN NO ALLOWANCE FOR REPAIRS OR BUILDING OF ACCESS TO PERFORM THE DUTIES DESCRIBED IN THE BID DOCUMENTS. ANY ADDITIONAL TIME OR MATERIALS NEEDED TO ACCESS THE JOB SITE OR CREATE A WORK AREA AT THE JOB SITE SO WE ARE ABLE TO PERFORM OUR SCOPE OF WORK, IS THE SOLE RESPONSIBILITY OF THE OWNER. WE ALSO HAVE NO RESPONSIBILITY TO ANY REPAIRS TO JOB SITE OR ACCESS TO JOB SITE BECAUSE OF DAMAGE WE MAY HAVE INCURRED COMPLETING OUR SCOPE OF WORK.

Client has identified the location in which the signage is to be installed. Client is responsible to have existing signage meet all state and local codes, and additional work to bring existing signage to code will be billed at time and materials. The client has the sole responsibility for the structural integrity of all existing structures to support the signage. Graphic House, Inc. is not responsible for any damage that may occur to sign installation areas such as (landscape, blacktop, etc. or otherwise). Graphic House, Inc. will not be responsible in any way for penetrations through roof membranes or wall materials or for any leakage or water damage resulting from any penetrations.

Graphic House, Inc. hereby warrants the sign display against defective workmanship in construction and assembly for one (1) year from the date of the invoice. Faux Corten has a warranty of two (2) years for finish deterioration. No other warranties will apply. All labor for repair of electronic message centers or time and temperature units are covered under warranty for one (1) year from date of installation. All components/parts for electronic message centers or time and temperature units are covered under warranty as outlined by manufacturer. Graphic House, Inc. does not warrant flags. No other warranties or guarantees are expressed or implied, either written or verbal. All warranties will be null and void if anyone other than Graphic House, Inc. services or maintains the signage specified on this proposal, or if the final invoice for this proposal is not paid in full within 45 days of the final invoice date.

Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client's responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of \$400 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances. A manufacturer's label will be affixed to the signage at the discretion of Graphic House, Inc.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS. THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

Company Initials _____

Customer Initials _____

GRAPHIC HOUSE
CUSTOM SIGNS ★ SERVICE



QUOTE

Opportunity#: 032434
Quote#: 1753
Quote Date: 2/16/2026
Page: 4

SOLD TO:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
US

JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US



DEPOSIT INVOICE

Invoice #: 1753-Deposit

Invoice Date: 2/16/2026
 Customer: 8945-BOYCEVILLE
 COMMUNITY SCHOOL DISTRICT -
 TIFFANY CREEK ELEMENTARY
 Page: 1 of 2

SOLD TO:		JOB LOCATION
BOYCEVILLE COMMUNITY SCHOOL DISTRICT 1003 TIFFANY STREET BOYCEVILLE, WI 54725 US		BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK ELEMENTARY 161 EAST STREET BOYCEVILLE, WI 54725 US
SALESPERSON	ORDERED BY	PAYMENT TERMS
Patrick Boughton		75% Down, Due Upon Receipt

QTY	DESCRIPTION	EXT. PRICE
1.0000	Lexan face replacement, (2) 37" x 119 1/2" white Lexan panels with vinyl graphics, remove and dispose of existing faces and install new faces, manufactured and installed.	
1.0000	(1) Double face EMC message center, (2) 3' 1 13/16" x 9' 5 3/8" units mounted back to back, 10.0mm RGB 96 x 288 matrix, cell modem connection, manufactured.	
1.0000	Install Double face EMC onto existing sign, 3'-1 3/16" x 9'-5 3/8" EMC (2) units mounted back to back (units separate quote), install new EMC into existing sign engineered for future EMC, installed.	

Total Quote Amount: \$40,693.23

PLEASE PAY THIS DEPOSIT AMOUNT: \$30,519.92



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

Email to: Receivables@GraphicHouseInc.com

CONFIDENTIAL CREDIT APPLICATION

Legal name of corporation, partnership or proprietorship _____

Address _____ City _____ State _____ Zip _____

Business Phone _____

If this is a subsidiary:

Name and address of parent company _____

TYPE OF ORGANIZATION:

- ☐ Individual Proprietorship
- ☐ Partnership
- ☐ Corporation: State & Date of Incorporation _____
- ☐ Other _____

ADDITIONAL INFORMATION:

How long in existence: _____ years
Tax Exempt ☐ Yes ☐ No
(If yes, please attach an exemption certificate)

Principals: Name	Home Address	Position	Phone #
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A	_____	_____	_____
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B	_____	_____	_____
---	-------	-------	-------

C	_____	_____	_____
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AUTHORIZED INDIVIDUALS TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION:

Name	Title	Number of Signatures Required:
Name _____	Title _____	☐ One ☐ Two

CREDIT REFERENCES:

1. Bank Name _____ Phone # _____ ABA Routing # _____

Street Address _____ City _____ State _____ Zip _____ Acct. # _____

Bank Officer Name _____ Phone # _____ Email _____

2. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

3. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

4. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

I certify that all of the above information is true and correct to the best of my knowledge. I authorize Graphic House, Incorporated to verify this information and/or obtain additional information from credit reporting agencies to verify or supplement the provided information. I agree to pay attorney fees and court costs should they become necessary for the collection of this account.

Printed Name _____

Signed for the Organization _____ Position _____ Date _____

PERSONAL GUARANTEE

In consideration for the credit extended to the above listed organization, I hereby guarantee and agree to be personally liable for all indebtedness incurred by the organization through any of its agents listed above.

Print Name _____

Signed _____ Date _____

FOR GHI Use:

Sales Representative _____

Approved _____ Denied _____ Remarks _____

Credit Dept. Authorization _____

QUOTE

Opportunity#:032433
Quote#: 1754
Quote Date: 2/16/2026
Page: 1

SOLD TO:

Boyceville Community School District
1003 Tiffany St
Boyceville, WI 54725
US

JOB LOCATION:

Boyceville Community School District
1003 Tiffany St
Boyceville, WI 54725
US

CUSTOMER #	SALESPERSON	QUOTE DATE	EXPIRATION DATE
0126490	Patrick Boughton	2/16/2026	3/18/2026

LINE	DESCRIPTION	Qty
1	INSTALL EMC INTO EXISTING SIGN Install Double face EMC onto existing sign, 3'1 13/16" x 9'5 3/8" EMC (2) units mounted back to back (units separate quote), remove and dispose of existing EMC and install new EMC, trim cladding to fit and install filler panels where necessary, field verify, installed.	1.0000
2	DOUBLE FACE EMC UNIT (1) Double face EMC message center, (2) 3' 1 13/16" x 9' 5 3/8" units mounted back to back, 8.0mm RGB 120 x 360 matrix, cell modem connection, manufactured	1.0000
3	LEXAN FACE REPLACEMENT Lexan face replacement, (2) 49" x 119 1/2" white Lexan panels with vinyl graphics, remove and dispose of existing faces and install new faces, manufactured and installed.	1.0000

	AMOUNT
Subtotal	\$47,996.24
Additional Charges	0.00
Estimated Taxes	\$0.00
Total	\$47,996.24

GRAPHIC HOUSE
CUSTOM SIGNS ★ SERVICE



QUOTE

Opportunity#: 032433
Quote#: 1754
Quote Date: 2/16/2026
Page: 2

SOLD TO:

Boyceville Community School District
1003 Tiffany St
Boyceville, WI 54725
US

JOB LOCATION:

Boyceville Community School District
1003 Tiffany St
Boyceville, WI 54725
US

TERMS: 75.0% DOWN, NET 30 DAYS UPON COMPLETION, 4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS.

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WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? _____

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Option 2: updating the appearance

GRAPHIC HOUSE
CUSTOM SIGNS ★ SERVICE



QUOTE

Opportunity#: 032434
Quote#: 1808
Quote Date: 3/3/2026
Page: 1

SOLD TO:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
US

JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US

CUSTOMER #	SALESPERSON	QUOTE DATE	EXPIRATION DATE
8945	Patrick Boughton	3/3/2026	4/2/2026

LINE	DESCRIPTION	Qty
------	-------------	-----

1	LEXAN FACE REPLACEMENT Lexan face replacement, (2) 37" x 119 1/2" white Lexan panels with vinyl graphics, remove and dispose of existing faces and install new faces, manufactured and installed.	1.0000
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	AMOUNT
Subtotal	\$1,949.75
Additional Charges	0.00
Estimated Taxes	\$0.00
Total	\$1,949.75



QUOTE

Opportunity#:032434
Quote#: 1808
Quote Date: 3/3/2026
Page: 2

SOLD TO:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
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JOB LOCATION:

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ELEMENTARY
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QUOTE

Opportunity#: 032434
Quote#: 1808
Quote Date: 3/3/2026
Page: 3

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BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
US

JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US

TERMS AND CONDITIONS

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Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client's responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of \$400 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances. A manufacturer's label will be affixed to the signage at the discretion of Graphic House, Inc.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS. THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



QUOTE

Opportunity#:032434
Quote#: 1808
Quote Date: 3/3/2026
Page: 4

SOLD TO:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT
1003 TIFFANY STREET
BOYCEVILLE, WI 54725
US

JOB LOCATION:

BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK
ELEMENTARY
161 EAST STREET
BOYCEVILLE, WI 54725
US



DEPOSIT INVOICE

Invoice #: 1808-Deposit

Invoice Date: 3/3/2026

Customer: 8945-BOYCEVILLE
COMMUNITY SCHOOL DISTRICT -
TIFFANY CREEK ELEMENTARY

Page: 1 of 2

SOLD TO:		JOB LOCATION
BOYCEVILLE COMMUNITY SCHOOL DISTRICT 1003 TIFFANY STREET BOYCEVILLE, WI 54725 US		BOYCEVILLE COMMUNITY SCHOOL DISTRICT - TIFFANY CREEK ELEMENTARY 161 EAST STREET BOYCEVILLE, WI 54725 US
SALESPERSON	ORDERED BY	PAYMENT TERMS
Patrick Boughton		75% Down, Due Upon Receipt

QTY	DESCRIPTION	EXT. PRICE
-----	-------------	------------

1.0000	Lexan face replacement, (2) 37" x 119 1/2" white Lexan panels with vinyl graphics, remove and dispose of existing faces and install new faces, manufactured and installed.	
--------	--	--

Total Quote Amount: \$1,949.75

PLEASE PAY THIS DEPOSIT AMOUNT: \$1,462.31



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

Email to: Receivables@GraphicHouseInc.com

CONFIDENTIAL CREDIT APPLICATION

Legal name of corporation, partnership or proprietorship _____

Address _____ City _____ State _____ Zip _____

Business Phone _____

If this is a subsidiary:

Name and address of parent company _____

TYPE OF ORGANIZATION:

- ☐ Individual Proprietorship
- ☐ Partnership
- ☐ Corporation: State & Date of Incorporation _____
- ☐ Other _____

ADDITIONAL INFORMATION:

How long in existence: _____ years
Tax Exempt ☐ Yes ☐ No
(If yes, please attach an exemption certificate)

Principals:	Name	Home Address	Position	Phone #
-------------	------	--------------	----------	---------

A				
---	--	--	--	--

B				
---	--	--	--	--

C				
---	--	--	--	--

AUTHORIZED INDIVIDUALS TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION:

Name	Title	Number of Signatures Required:
Name	Title	☐ One ☐ Two

CREDIT REFERENCES:

1. Bank Name _____ Phone # _____ ABA Routing # _____

Street Address _____ City _____ State _____ Zip _____ Acct. # _____

Bank Officer Name _____ Phone # _____ Email _____

2. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

3. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

4. Supplier: Name _____ Phone # _____ Email _____

Street Address _____ City _____ State _____ Zip _____ Contact _____

I certify that all of the above information is true and correct to the best of my knowledge. I authorize Graphic House, Incorporated to verify this information and/or obtain additional information from credit reporting agencies to verify or supplement the provided information. I agree to pay attorney fees and court costs should they become necessary for the collection of this account.

Printed Name _____

Signed for the Organization _____ Position _____ Date _____

PERSONAL GUARANTEE

In consideration for the credit extended to the above listed organization, I hereby guarantee and agree to be personally liable for all indebtedness incurred by the organization through any of its agents listed above.

Print Name _____

Signed _____ Date _____

FOR GHI Use:

Sales Representative _____

Approved Denied Remarks _____

Credit Dept. Authorization _____

GRAPHIC HOUSE
CUSTOM SIGNS

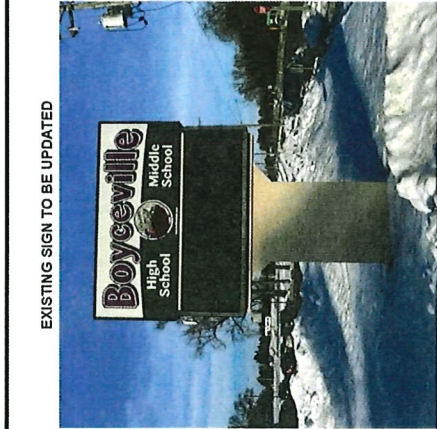
INTERNATIONAL DR
240.911.5440

715-342-9402
www.graphichouseinc.com

BOYCEVILLE SCHOOL DISTRICT -
HIGH SCHOOL & MIDDLE SCHOOL
103 TIFFANY ST, BOYCEVILLE, WI

REP	DATE	OPP #	LINE #	SD #
RICK B	2-6-2026	32433	3	00000000
AUTH				

DATE FOR REPLACEMENT: 2-6-2026



REPLACEMENT

WHITE POLYCARBONATE FACE REPLACEMENTS

STANDARD TRANSLUCENT VINYL GRAPHICS

ILLUSTRATION GRAPHIC - DOUBLE PRINTED VINYL GRAPHIC w/ GLOSS LAMINATE

White Polycarbonate

V1 - 3630-158
Bright Violet Vinyl

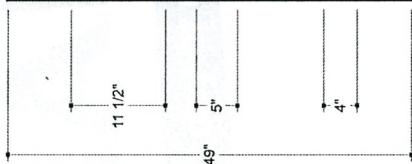
V2 - 3630-51
Silver Gray Vinyl

V3 - 3630-22
Black Vinyl

DPI - Printed Vinyl Graphic

(2) FACES REQUIRED FOR DAY/NIGHT SIGN

119 1/2"



BOYCEVILLE

High School & Middle School

#bulldognation



THIS IS AN ORIGINAL DESIGN CREATED BY GRAPHIC HOUSE. INCORPORATED. THE SUBMITTED DESIGN IS ORIGINAL AND IS PROTECTED UNDER COPYRIGHT LAWS OF THE UNITED STATES. TITLE 17 UNITED STATES CODE, YOU AGREE NOT TO COPY, PHOTOGRAPH, MIMICRY OR SHARE DIRECTLY OR INDIRECTLY ANY OF THE FOREGOING HELD BY YOU OR ANY OTHER PARTY NOR WILL YOU PERMIT ANY THIRD PARTY TO DO ANY OF THE FOREGOING WITHOUT THE WRITTEN CONSENT OF GRAPHIC HOUSE, INC. A DESIGN FEE OF NOT LESS THAN \$5000 WILL BE CHARGED IF THIS DRAWING IS SHARED OR COPIED BY ANYONE WHILE IN YOUR POSSESSION. THIS DOES NOT EXCLUDE ADDITIONAL COMPENSATION THAT MAY BE AWARDED DUE TO COPYRIGHT INFRINGEMENT.

RIGHTS RESERVED

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS & OMISSIONS. LAYOUT ACCURACY, ETC. CUSTOMER HAS SOLE RESPONSIBILITY TO CORRECT ANY ERRORS. DISCLAIMER: IF COLORS SHOWN IN THIS RENDERING PROVIDE CONCEPTUAL COLORS & GRAPHICS LOCATIONS ONLY. THE COLORS MAY NOT MATCH THE ACTUAL AUTOMOTIVE PAINTS. PANTONE OR VINYL COLORS THAT WILL BE USED IN THE SIGN(S) SHOWN, ALL SIZES, SHAPES, COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT. A MANUFACTURER'S LABEL WILL BE ADDED TO YOUR SIGN AT THE DISCRETION OF GRAPHIC HOUSE.

RELEASE NOTE:

GRAPHIC HOUSE
CUSTOM SIGNS

115-412-4402
www.graphichouseinc.com

BOYCEVILL SCHOOL DISTRICT -
TIFFANY CREEK ELEMENTARY
51 EAST ST, BOYCEVILLE, WI

REP	DATE	OPP #	LINE #	SG #
RICK B	2-6-2026	32434	1	0000000
AUTH:		DESIGNED BY	XX	HW

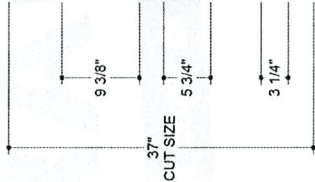
115-412-4402
www.graphichouseinc.com

EXISTING SIGN TO BE UPDATED



(2) FACES Rq'd
FOR D/F LIT SIGN

119 1/2" CUT SIZE



WHITE POLYCARBONATE FACE REPLACEMENTS
STANDARD TRANSLUCENT VINYL GRAPHICS
ILLUSTRATION - DOUBLE PRINTED VINYL
GRAPHIC w/ GLOSS LAMINATE

- White Polycarbonate
- V1 - 3630-158 Bright Violet Vinyl
- V2 - 3630-51 Silver Gray Vinyl
- V3 - 3630-22 Black Vinyl
- DP1 - Printed Vinyl Graphic

IT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

RIGHTS RESERVED
THIS IS AN ORIGINAL DESIGN CREATED BY GRAPHIC HOUSE, INCORPORATED. THE SUBMITTED DESIGN IS ORIGINAL AND IS PROTECTED UNDER COPYRIGHT LAWS OF THE UNITED STATES. TITLE 17 UNITED STATES CODE YOU AGREE NOT TO COPY, REPRODUCE, MODIFY OR SHARE DIRECTLY OR INDIRECTLY ANY OF THE FOREGOING HELD BY YOU OR ANY OTHER PARTY AND YOU PERMIT ANY THIRD PARTY TO DO ANY OF THE FOREGOING WITHOUT THE WRITTEN CONSENT OF GRAPHIC HOUSE, INC. A DESIGN FEE OF NOT LESS THAN \$5000 WILL BE CHARGED IF THIS DRAWING IS SHARED OR COPIED BY ANYONE WHILE IN YOUR POSSESSION. THIS DOES NOT INCLUDE ADDITIONAL COMPENSATION THAT MAY BE DUE TO COPYRIGHT INFRINGEMENT.

RELEASE DATE: _____

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS & OMISSIONS, LAYOUT ACCURACY, ETC. CUSTOMER HAS SOLE RESPONSIBILITY TO CORRECT ANY ERRORS. DISCLAIMER: THE COLORS SHOWN IN THIS RENDERING PROVIDE CONCEPTUAL COLORS & GRAPHICS LOCATIONS ONLY. THE COLORS MAY NOT MATCH THE ACTUAL AUTOMOTIVE PAINTS. PAINTING OR VINYL COLORS THAT WILL BE USED IN THE SIGN(S) SHOWN, ALL SIZES, SHAPES, COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT. A MANUFACTURER'S LABEL WILL BE ADDED TO YOUR SIGN AT THE DISCRETION OF GRAPHIC HOUSE.

2502 Melby St.
Eau Claire, WI 54703
Phone (715)835-6189
Fax (715)835-6868



La Crosse Sign Group

PROPOSAL

Proposal No. **133554**

Date: 06/30/26

Proposal Submitted To:

Boyceville Elementary
Attn: Nick
161 East St
BOYCEVILLE, WI 54725

Phone:

Fax:

Job Name and Address:

Boyceville Elementary
161 East St
BOYCEVILLE, WI 54725

La Crosse Sign Group to provide the following upon acceptance of this proposal: Add EMC to monument

10% Discount applied for winning the 2026 Spring WASBO Conference.

Refurbish the existing double faced monument sign and add a new Daktronics 10mm message center (EMC). The approximate 37" x 120" upper sign and cladding will be removed and brought back to our shop. The upper cabinet, reveals and cladding will be painted one (1) color with new faces installed per approved artwork.

The faces will be produced from white polycarbonate and decorated with three (3) colors of translucent vinyl. A new reveal will be added between the upper sign and message center. The lower reveal and base cladding will be repainted.

Prepare the existing steel support to add an additional 3' for the new message center. Install the base cladding, message center and upper cabinet. Connect the existing power to the upper cabinet.

The existing lighting to remain as the sign was recently updated.

Electrical for the new message centers to be provided by others.

**** A survey will be required to confirm steel support for adding additional sign.**

EMC: Qty 2 displays -full color Daktronics 10MM.

Size: 2'11" x 9'11"

72 x 288 = 20,736 pixels

Verizon 4G Cellular Modem Communication

Grounding rods installed.

Max power per display 1,610 watts

ART 133554 1 MONUMENT \$ 41,725.00 Customer Initials: _____

Base cladding painted one (1) color

ART 133554 2 MONUMENT \$ 41,885.00 Customer Initials: _____

Base cladding painted one (1) color and decorated with 2 colors of standard HP vinyl.

Total: \$ Per selected Option

Sales Tax: \$ On Final billing

Permit Acquisition Fee: \$ 250.00

Permit Cost Allowance: \$ At Cost

Customer Initials: _____

SITE PREPARATION, EXPECTATIONS & EVALUATION

Proposal No. 133554

Date: 06/30/26

Access: Please have the project site cleared for LSC's equipment. Depending on the size of project, LSC could take up an area for an entire day. Your project may require up to three trucks, cranes, and/or trailers on site.

Contact Information: Provide a contact who will be onsite on the day of install. This person should be able to make decisions during the install:

Name _____

Phone _____ Email _____

A/P Contact Information: Provide a contact to whom invoices should be sent to. This person will be responsible for payments per proposal terms.

Name _____

Phone _____ Email _____

Digital display: Fill out the attached account information and return. You will need to complete the training and programming of your display prior to install. If the account has not been created, no content will show on the display. It is our intent to have your display showing content before we leave the site.

Lawns and Landscape: LSC is not responsible for damage incurred to lawns and landscaped areas. LSC takes every precaution to protect lawns and landscaping. However, LSC may have to drive onto your lawn or work around landscaping to complete the project in a safe manner which could damage lawn and landscaped areas.

Electrical: LSC is not a licensed electrician. A licensed electrician will need to supply power to the sign location. Electrical costs are not included in this Contract unless expressly stated and Customer shall be responsible for paying said costs.

Name _____

Phone _____ Email _____

Sign Permit: The production of your sign will not begin until appropriate permits have been approved. All lead times and schedule of work begins after permits have been approved.

Daily Operations: Installation may interrupt business operations. LSC will always seek to accommodate your daily business operations. Be prepared for noise, interruptions and our technicians to be working in and around your building throughout the day.

Underground Utilities: It is La Crosse Sign's obligation to have public underground utilities marked and located prior to digging. Customer is liable for any and all costs or damages incurred as a result of lack of marking any private underground utilities (such as in ground sprinkler systems, etc.)

Underground Obstructions & Environmental: If while digging to install signage, we encounter a soil condition that is unusual or an obstruction that will require additional time or equipment, that will be billed to the Customer as time and material and shall be paid by Customer in addition to the contract price and other charges hereunder. Proposal assumes the use of standard equipment and that soil conditions are clear from bedrock or obstructions for the engineered depth required.

The entire La Crosse Sign Team will work together to make this process run as smoothly as possible with the least amount of inconvenience to you and your business.

TERMS AND CONDITIONS

Proposal No. 133554

Date: 06/30/26

Changes in Work: If the Customer requests any modification or additions to the work set forth in this Contract, the contract price shall be adjusted accordingly. Except as otherwise stated herein, modifications or additions to the work shall be executed in writing, signed by the Customer and LSC, with the change in the contract price set forth in the written document. Any written documentation setting forth additions or changes in the work shall be incorporated and become a part of this Contract.

Responsibilities of the Parties: LSC shall notify the Customer of physical conditions at the project site that differs materially from those indicated in this Contract or unknown conditions differing materially from those originally encountered and generally recognized as inherent in work provided herein. Any expense incurred by LSC due to such conditions shall be paid by Customer as additional work. Customer is responsible for the removal and protection of any personal property and LSC is not responsible for damages to such property, unless such damage is caused by the intentional acts or negligence of LSC.

Delays: LSC shall not be responsible for delays for the following reasons: failure of issuance of all necessary permits, disbursement of funds held in escrow, acts of neglect or omissions of the Customer, additions or modifications to the original work by Customer, inability to obtain materials from suppliers, acts of God, weather conditions, failure of Customer to make payment, delays or changes caused by government agencies, acts of contractors, holidays, or other delays beyond the LSC's reasonable control.

Work Stoppage: LSC shall have the right to stop work if any payment is not made by Customer when due. This remedy is in addition to any other right or remedy available to the LSC at law or in equity. Customer's failure to pay the LSC constitutes a material breach of this Contract. Customer acknowledges that delays due to stopping and starting the work shall be treated as additional costs, which the Customer agrees to pay the LSC. LSC shall have the right to terminate this Contract in its entirety if Customer defaults or breaches any of the provisions set forth in this Contract.

Severability. The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions are omitted.

Governing Law: This Contract shall be governed under the laws of the State of Wisconsin. Any controversy or claim arising out of or relating to this Contract shall be settled in a court of competent jurisdiction in La Crosse County, Wisconsin.

General Provisions: These Terms and Conditions, along with any exhibits, estimates, quotations, written amendments or additions hereto constitutes the entire agreement between the parties (collectively referred to herein as the "Contract"). This Contract is binding upon the parties hereto, their heirs, successors, and assigns. Customer agrees to pay all expenses incurred by LSC for collection of the amounts owed by Customer hereunder and to enforce the terms of this Contract, including reasonable attorney's fees and costs.

ACCEPTANCE

LSC is hereby authorized to furnish all the materials, equipment, and labor required to complete the work described herein and in the attached exhibits or addenda, for which the undersigned agrees to pay contract price and other charges stated herein and be bound by the terms and conditions set forth herein and including the attached exhibits or addenda.

CUSTOMER

LSC

By: _____

Dan Ekblad

La Crosse Sign Co., Inc.

Date: _____

By:

Title: Authorized Representative

Date: 06/30/26

Note: This proposal may be withdrawn by us if not accepted within 10 days.

WI. BUILDING CONTRACTOR REGISTRATION #1104371

TERMS AND CONDITIONS

Proposal No. 133554

Date: 06/30/26

Payment & Pricing:

Payment Terms: With approved credit, 50% down payment on the contract price at the time this Contract is signed by the Customer. The balance of contract price due upon completion. If the final invoice is not paid in full within thirty (30) days from the date of the invoice, then Interest shall accrue on the unpaid balance until paid in full at the monthly interest rate of 1.5%.

Credit Card Fees: All credit card payments will be subject to a 3% fee charged to the Customer by LSC. Check and Cash will have no additional surcharge.

Pricing: The contract price may be subject to adjustments after acceptance of final project specifications, performance and completion of the initial site survey, and acceptance of artwork. The contract price does not include: (i) applicable tax, permit or permit acquisition fees, all of which shall be paid by the Customer, (ii) labor and material costs for any new primary electrical runs if required, (iii) any additional service work or material beyond what is specified in the estimate/quotation. DUE TO THE VOLATILITY OF RAW MATERIALS, PRICING IS SUBJECT TO REVIEW IF NOT ACCEPTED WITHIN 10 DAYS. QUOTATIONS: Price quotations are not binding beyond 10 days unless mutually agreed. Clerical errors are subject to correction by LSC.

NOTICE OF LIEN RIGHTS: YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY DESCRIBED ON THE REVERSE SIDE HEREOF MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE LA CROSSE SIGN CO., INC., ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. LA CROSSE SIGN CO., INC. AGREES TO COOPERATE WITH THE CUSTOMER AND THE CUSTOMER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Taxes & Permits:

Taxes: Customer shall pay all taxes and other charges imposed by any governmental authority upon the production, sale, use or shipment of the products sold hereunder. Price quotations do not include taxes or other charges, unless specified.

Permits: Customer is responsible for all permit costs. Permits, permit acquisition fees and taxes will be added to the final invoice to be paid by Customer.

Warranty & Liability

Limited Warranty and Limitation of Liability: LSC warrants the products sold and labor provided are free from defects in material and workmanship, subject to reasonable commercial variations. All products are sold and labor provided with the understanding that the Customer has independently determined the suitability of the products for its purposes. Should any failure to conform to this warranty appear, and Customer gives LSC notice of the defect within two (2) years from the date of the final completion of LSC work hereunder at the project site, then LSC shall, upon proper notification hereunder and substantiation, repair or replace the product sold as determined by LSC. Any claims for which notice of defect was not given as required above, are deemed waived. **LSC EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, FOR THE LABOR, MATERIALS AND PRODUCTS, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ALL OF WHICH ARE EXPRESSLY EXCLUDED FROM THIS WARRANTY, AND LSC'S OBLIGATION SHALL NOT EXCEED ITS OBLIGATION SET FORTH IN THIS WARRANTY.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon orders, and will become an extra charge over and above the estimate. It is also agreed that if any unforeseen extra costs, such as other than ideal excavating conditions, are encountered, such extra costs will be added to this estimate on a time and material basis. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance to cover his own properties. Our workers are covered by Worker's Compensation and Public Liability insurance.

Completion: Unless otherwise mutually agreed, this Contract is accepted on the basis that time of completion is not of the essence.

Indemnification: LSC shall not be liable for any claims, suits, losses, expenses, attorney fees, injuries or damages sustained by Customer or any other person or entity at the project site unless such claims, injuries or damages are caused by the acts or negligence of LSC. Customer shall defend, indemnify and hold harmless LSC, along with all of their respective directors, officers, agents, employees, parents, affiliates, subsidiaries, partners, representatives, heirs, successors and assigns (collectively the "Indemnitees") from and against all actions, penalties, assessments, fines, actions by governmental authorities, suits, demands, liabilities, claims, damages, costs, losses and expenses, attorney's fees and costs, which arise out of, incurred in connection with, or are in any way work performed by LSC pursuant to this Contract unless such loss, damage or injury is caused by the negligence or intentional acts of LSC.

Customer Initials: _____

2502 Melby St.
Eau Claire, WI 54703
Phone (715)835-6189
Fax (715)835-6868



La Crosse Sign Group

PROPOSAL

Proposal No. **133553**

Date: 06/30/26

Proposal Submitted To:

Boyceville HS & MS
Attn: Nick
1003 Tiffany St
BOYCEVILLE, WI 54725

Phone:

Fax:

Job Name and Address:

Boyceville HS & MS
1003 Tiffany St
BOYCEVILLE, WI 54725

La Crosse Sign Group to provide the following upon acceptance of this proposal: Re-Face and replace EMC

10% Discount applied for winning the 2026 Spring WASBO Conference.

Refurbish the existing double faced pole sign and add a new Daktronics 10mm message center (EMC). The approximate 50" x 120" upper sign, message center and cladding will be removed and brought back to our shop. The upper cabinet, cladding and reveal will be painted one(1) color with new faces installed per approved artwork.

The faces will be produced from white polycarbonate and decorated with three (3) colors of translucent vinyl.

The two reveals and base cladding will be repainted.

Install the base cladding, message center and upper cabinet and logo option if approved.

Connect the existing power to the upper cabinet.

The existing lighting to remain as the sign was recently updated.

Electrical for the new message centers to be provided by others.

**** A survey will be required to confirm steel support and face dimensions.**

EMC: Qty 2 displays -full color Daktronics 10MM.

Size: 2'11" x 8'8"

72 x 252 = 18,144 pixels

Verizon 4G Cellular Modem Communication

Grounding rods installed.

Max power per display 1,410 watts

ART 133553 1 POLE SIGN \$ 42,260.00 Customer Initials: _____

Base cladding painted one (1) color

ART 133553 2 POLE SIGN \$ 42,685.00 Customer Initials: _____

Base cladding painted and decorated with 2 colors of standard HP vinyl.

ART 133553 2 POLE SIGN \$ 45,400.00 Customer Initials: _____

Base cladding painted and decorated with 2 colors of standard HP vinyl and add two single face illuminated logos.

Total: \$ Per selected Option

Sale Tax: \$ On Final billing

Permit Acquisition Fee: \$ 250.00

Permit Cost Allowance: \$ At Cost

Customer Initials: _____

TERMS AND CONDITIONS

Proposal No. 133553

Date: 06/30/26

Payment & Pricing:

Payment Terms: With approved credit, 50% down payment on the contract price at the time this Contract is signed by the Customer. The balance of contract price due upon completion. If the final invoice is not paid in full within thirty (30) days from the date of the invoice, then Interest shall accrue on the unpaid balance until paid in full at the monthly interest rate of 1.5%.

Credit Card Fees: All credit card payments will be subject to a 3% fee charged to the Customer by LSC. Check and Cash will have no additional surcharge.

Pricing: The contract price may be subject to adjustments after acceptance of final project specifications, performance and completion of the initial site survey, and acceptance of artwork. The contract price does not include: (i) applicable tax, permit or permit acquisition fees, all of which shall be paid by the Customer, (ii) labor and material costs for any new primary electrical runs if required, (iii) any additional service work or material beyond what is specified in the estimate/quotation. DUE TO THE VOLATILITY OF RAW MATERIALS, PRICING IS SUBJECT TO REVIEW IF NOT ACCEPTED WITHIN 10 DAYS. QUOTATIONS: Price quotations are not binding beyond 10 days unless mutually agreed. Clerical errors are subject to correction by LSC.

NOTICE OF LIEN RIGHTS: YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY DESCRIBED ON THE REVERSE SIDE HEREOF MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE LA CROSSE SIGN CO., INC., ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. LA CROSSE SIGN CO., INC. AGREES TO COOPERATE WITH THE CUSTOMER AND THE CUSTOMER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Taxes & Permits:

Taxes: Customer shall pay all taxes and other charges imposed by any governmental authority upon the production, sale, use or shipment of the products sold hereunder. Price quotations do not include taxes or other charges, unless specified.

Permits: Customer is responsible for all permit costs. Permits, permit acquisition fees and taxes will be added to the final invoice to be paid by Customer.

Warranty & Liability

Limited Warranty and Limitation of Liability: LSC warrants the products sold and labor provided are free from defects in material and workmanship, subject to reasonable commercial variations. All products are sold and labor provided with the understanding that the Customer has independently determined the suitability of the products for its purposes. Should any failure to conform to this warranty appear, and Customer gives LSC notice of the defect within two (2) years from the date of the final completion of LSC work hereunder at the project site, then LSC shall, upon proper notification hereunder and substantiation, repair or replace the product sold as determined by LSC. Any claims for which notice of defect was not given as required above, are deemed waived. **LSC EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, FOR THE LABOR, MATERIALS AND PRODUCTS, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ALL OF WHICH ARE EXPRESSLY EXCLUDED FROM THIS WARRANTY, AND LSC'S OBLIGATION SHALL NOT EXCEED ITS OBLIGATION SET FORTH IN THIS WARRANTY.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon orders, and will become an extra charge over and above the estimate. It is also agreed that if any unforeseen extra costs, such as other than ideal excavating conditions, are encountered, such extra costs will be added to this estimate on a time and material basis. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance to cover his own properties. Our workers are covered by Worker's Compensation and Public Liability insurance.

Completion: Unless otherwise mutually agreed, this Contract is accepted on the basis that time of completion is not of the essence.

Indemnification: LSC shall not be liable for any claims, suits, losses, expenses, attorney fees, injuries or damages sustained by Customer or any other person or entity at the project site unless such claims, injuries or damages are caused by the acts or negligence of LSC. Customer shall defend, indemnify and hold harmless LSC, along with all of their respective directors, officers, agents, employees, parents, affiliates, subsidiaries, partners, representatives, heirs, successors and assigns (collectively the "Indemnitees") from and against all actions, penalties, assessments, fines, actions by governmental authorities, suits, demands, liabilities, claims, damages, costs, losses and expenses, attorney's fees and costs, which arise out of, incurred in connection with, or are in any way work performed by LSC pursuant to this Contract unless such loss, damage or injury is caused by the negligence or intentional acts of LSC.

Customer Initials: _____

TERMS AND CONDITIONS

Proposal No. 133553

Date: 06/30/26

Changes in Work: If the Customer requests any modification or additions to the work set forth in this Contract, the contract price shall be adjusted accordingly. Except as otherwise stated herein, modifications or additions to the work shall be executed in writing, signed by the Customer and LSC, with the change in the contract price set forth in the written document. Any written documentation setting forth additions or changes in the work shall be incorporated and become a part of this Contract.

Responsibilities of the Parties: LSC shall notify the Customer of physical conditions at the project site that differs materially from those indicated in this Contract or unknown conditions differing materially from those originally encountered and generally recognized as inherent in work provided herein. Any expense incurred by LSC due to such conditions shall be paid by Customer as additional work. Customer is responsible for the removal and protection of any personal property and LSC is not responsible for damages to such property, unless such damage is caused by the intentional acts or negligence of LSC.

Delays: LSC shall not be responsible for delays for the following reasons: failure of issuance of all necessary permits, disbursement of funds held in escrow, acts of neglect or omissions of the Customer, additions or modifications to the original work by Customer, inability to obtain materials from suppliers, acts of God, weather conditions, failure of Customer to make payment, delays or changes caused by government agencies, acts of contractors, holidays, or other delays beyond the LSC's reasonable control.

Work Stoppage: LSC shall have the right to stop work if any payment is not made by Customer when due. This remedy is in addition to any other right or remedy available to the LSC at law or in equity. Customer's failure to pay the LSC constitutes a material breach of this Contract. Customer acknowledges that delays due to stopping and starting the work shall be treated as additional costs, which the Customer agrees to pay the LSC. LSC shall have the right to terminate this Contract in its entirety if Customer defaults or breaches any of the provisions set forth in this Contract.

Severability. The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions are omitted.

Governing Law: This Contract shall be governed under the laws of the State of Wisconsin. Any controversy or claim arising out of or relating to this Contract shall be settled in a court of competent jurisdiction in La Crosse County, Wisconsin.

General Provisions: These Terms and Conditions, along with any exhibits, estimates, quotations, written amendments or additions hereto constitutes the entire agreement between the parties (collectively referred to herein as the "Contract"). This Contract is binding upon the parties hereto, their heirs, successors, and assigns. Customer agrees to pay all expenses incurred by LSC for collection of the amounts owed by Customer hereunder and to enforce the terms of this Contract, including reasonable attorney's fees and costs.

ACCEPTANCE

LSC is hereby authorized to furnish all the materials, equipment, and labor required to complete the work described herein and in the attached exhibits or addenda, for which the undersigned agrees to pay contract price and other charges stated herein and be bound by the terms and conditions set forth herein and including the attached exhibits or addenda.

CUSTOMER

LSC

By: _____

Date: _____

Dan Ekblad

La Crosse Sign Co., Inc.

By:

Title: Authorized Representative

Date: 06/30/26

Note: This proposal may be withdrawn by us if not accepted within 10 days.

WI. BUILDING CONTRACTOR REGISTRATION #1104371

SITE PREPARATION, EXPECTATIONS & EVALUATION

Proposal No. 133553

Date: 06/30/26

Access: Please have the project site cleared for LSC's equipment. Depending on the size of project, LSC could take up an area for an entire day. Your project may require up to three trucks, cranes, and/or trailers on site.

Contact Information: Provide a contact who will be onsite on the day of install. This person should be able to make decisions during the install:

Name_____

Phone_____Email_____

A/P Contact Information: Provide a contact to whom invoices should be sent to. This person will be responsible for payments per proposal terms.

Name_____

Phone_____Email_____

Digital display: Fill out the attached account information and return. You will need to complete the training and programming of your display prior to install. If the account has not been created, no content will show on the display. It is our intent to have your display showing content before we leave the site.

Lawns and Landscape: LSC is not responsible for damage incurred to lawns and landscaped areas. LSC takes every precaution to protect lawns and landscaping. However, LSC may have to drive onto your lawn or work around landscaping to complete the project in a safe manner which could damage lawn and landscaped areas.

Electrical: LSC is not a licensed electrician. A licensed electrician will need to supply power to the sign location. Electrical costs are not included in this Contract unless expressly stated and Customer shall be responsible for paying said costs.

Name_____

Phone_____Email_____

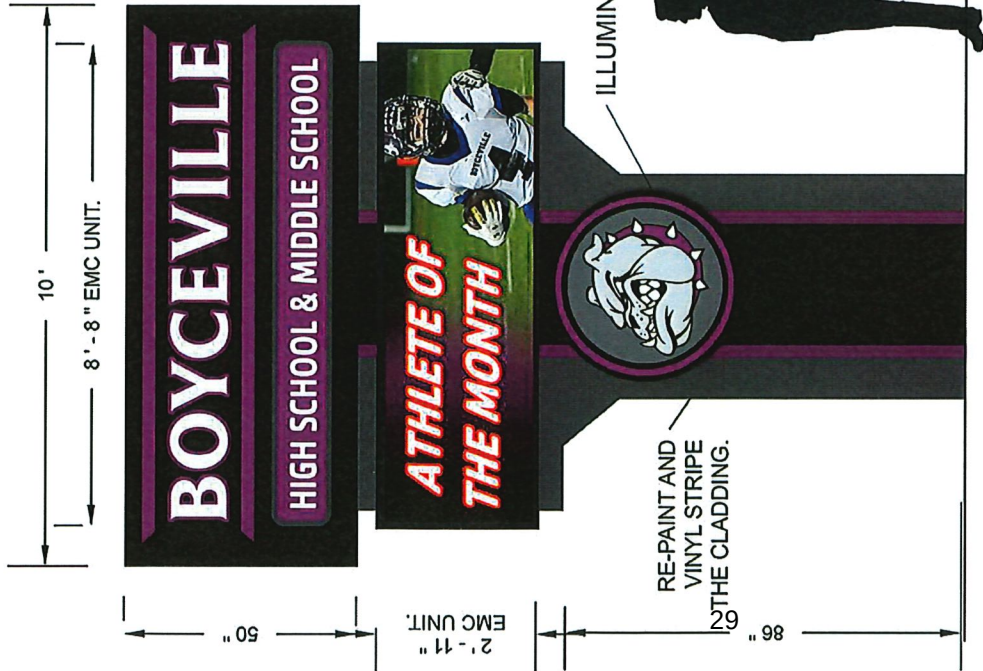
Sign Permit: The production of your sign will not begin until appropriate permits have been approved. All lead times and schedule of work begins after permits have been approved.

Daily Operations: Installation may interrupt business operations. LSC will always seek to accommodate your daily business operations. Be prepared for noise, interruptions and our technicians to be working in and around your building throughout the day.

Underground Utilities: It is La Crosse Sign's obligation to have public underground utilities marked and located prior to digging. Customer is liable for any and all costs or damages incurred as a result of lack of marking any private underground utilities (such as in ground sprinkler systems, etc.)

Underground Obstructions & Environmental: If while digging to install signage, we encounter a soil condition that is unusual or an obstruction that will require additional time or equipment, that will be billed to the Customer as time and material and shall be paid by Customer in addition to the contract price and other charges hereunder. Proposal assumes the use of standard equipment and that soil conditions are clear from bedrock or obstructions for the engineered depth required.

The entire La Crosse Sign Team will work together to make this process run as smoothly as possible with the least amount of inconvenience to you and your business.



DAY VIEW.

NIGHT VIEW.

La Crosse Sign Group
 lacrossesign.com
 1400 Oak Forest Drive
 Oshkosh, WI 54601
 Phone: 920-232-5155
 Fax: 920-232-5155

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BOYCEVILLE HS & MS
 1003 TIFFANY STREET
 BOYCEVILLE WI, 54725

Project
 MONUMENT SIGN.

Consultant **Design Art**
 DAN EKBLAD MICHAEL V JOLIN

RE-FURBISH EXISTING MONUMENT SIGN.

Color Key
 ① WHITE.
 ② BLACK.
 ③ PURPLE.
 ④ GRAY.

Job Number
 133553

Creation Date
 6/19/2026

Revision Date **Revision Number**
 6/19/2026 1

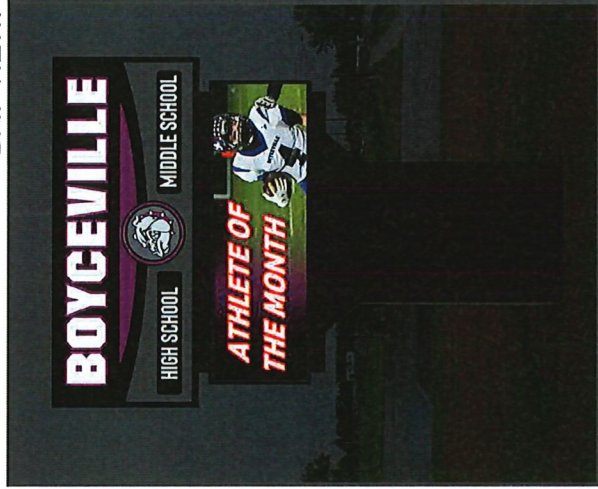
File Path

Approved by: _____ Date: _____ Landlord: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.
 **To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.



DAY VIEW.



NIGHT VIEW.

La Crosse Sign Group
lacrossesign.com

1450 Oak Road Drive
Oshkosh, WI 54601
Phone: 920.233.5555
Fax: 920.233.5555

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otherwise be used without permission. It is the property of La
Crosse Sign Group and must be returned to them upon request.

BOYCEVILLE HS & MS
1003 TIFFANY STREET
BOYCEVILLE WI, 54725

Project
MONUMENT SIGN.

Consultant Design Art
DAN EKBLAD MICHAEL V JOLIN

RE-FURBISH EXISTING MONUMENT SIGN.

Color Key
1 WHITE.
2 BLACK.
3 PURPLE.
4 GRAY.

Job Number
133553

Creation Date
6/19/2026

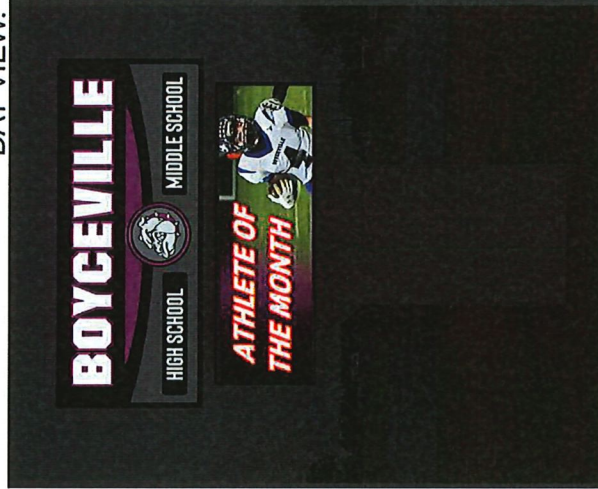
Revision Date 6/19/2026
Revision Number 1

File Path

Approved by: _____ Date: _____ Landlord: _____ Date: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.

*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.



La Crosse Sign Group
lacrossesign.com
1450 Oak Forest Drive
Madison, WI 53718
2522 Lehigh Street
Oakdale, WI 53634
608-222-5353
608-222-5353
715-835-6189

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BOYCEVILLE HS & MS
1003 TIFFANY STREET
BOYCEVILLE WI, 54725

Project
MONUMENT SIGN.

Consultant **Design Art**
DAN EKBLAD MICHAEL V. JOLIN
RE-FURBISH EXISTING MONUMENT SIGN.

Color Key
① ☐ WHITE.
② ☐ BLACK.
③ ☐ PURPLE.
④ ☐ GRAY.

Job Number
133553

Creation Date
6/19/2026

Revision Date **Revision Number**
6/19/2026 1

File Path

Approved by: _____ Date: _____ Landlord: _____ Date: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.

*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.



La Crosse Sign Group
lacrossesign.com

1810 Oak Street Drive
2242 Mustang Way
2502 Melby Street
Oshkosh, WI 54609
Madison, WI 53718
Eau Claire, WI 54601

608-761-1419
608-222-2333
715-835-6189

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Client
BOYCEVILLE ELEMENTARY
161 EAST STREET
BOYCEVILLE WI, 54725

Consultant **Design Art**
DAN EKBLAD MICHAEL V JOLIN

Color Key

- 1 ☐ WHITE.
- 2 ☒ BLACK.
- 3 ☒ PURPLE.
- 4 ☒ GRAY.

Job Number
133554

Creation Date
6/22/2026



NIGHT VIEW.



1400 Oak Forest Drive
2242 N. Highway
2502 Midway Street
Oshkosh, WI 54909
Madison, WI 53718
Eau Claire, WI 54603

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and may not otherwise be
used without permission.
It is the property of
La Crosse Sign Group
and must be returned to
them upon request.

Client

BOYCEVILLE ELEMENTARY
161 EAST STREET
BOYCEVILLE WI, 54725

Consultant

Design Art
DAN EKBLAD MICHAEL V JOLIN

Color Key

- 1 WHITE.
- 2 BLACK.
- 3 PURPLE.
- 4 GRAY.

Job Number

133554

Creation Date

6/22/2026

NIGHT VIEW.

Design • Permitting • Fabrication • Installation • Maintenance

Quote Date: 7/27/2026
 Expires: 8/26/2026
 Payment Terms: Net 30 Days



CORPORATION

QUOTE 3402262

Wenger Corporation
 555 Park Drive
 Owatonna, MN 55060-4940
 United States

Phone: 507-455-4100
 Fax: 507-455-4258

Page 1 of 2

Quote To: Boyceville Cmty School Dist 1003 Tiffany St Boyceville WI 54725-7401 United States	Ship To: Boyceville Cmty School Dist 1003 Tiffany St Boyceville WI 54725-7401 United States
Phone: (715)643-3647	Salesperson: Cole Nasman Phone: +1 (507) 774-8396 E-Mail: Cole.Nasman@wengercorp.com

Quote Comments:

Customer to check and verify all items before ordering.

Assembly required

Current estimated lead-time is 1-2 weeks plus transit, subject to change.

Please include the quote number on the PO when you send the order to us.

Wenger Corporation expressly incorporates by reference all of the terms and conditions as specified at: (www.wengercorp.com/terms-and-conditions.php) and makes them part of this quotation.

Tariffs, Taxes, Duties, Fees and Permits Imposed: With respect to any product purchase hereunder, if any federal, state or local Tariff, Tax, Duty, Fee or Permit is imposed by Applicable Law on the Seller in connection with any such purchase, then the Buyer shall be required to pay to Seller such additional costs.

				USD
Line	PartNum/Description	Qty	Net Price	Ext. Price
1.00	L525 Travelmaster Shell Set Oyster 4 Base-3 Filler Panels Choral	1 EA	\$10,223.00	\$10,223.00
2.00	064A170 Travelmaster Storage Cart	1 EA	\$1,377.00	\$1,377.00
3.00	Freight Freight Services	1 EA	\$1,411.24	\$1,411.24

TAILGATE DELIVERY

Freight reflected in this quotation is for common carrier shipment with tailgate delivery. Tailgate delivery will require your staff to unload the truck, move the product into the building and complete any assembly or installation. The Driver does not help unload the truck.

DO YOU REQUIRE INSIDE DELIVERY, LIFTGATE DELIVERY, OR INSTALLATION SERVICES?

If you do not have a loading dock or staff available to unload the products from the common carrier trailer,

Quote Date: 7/27/2026
Expires: 8/26/2026
Payment Terms: Net 30 Days

Travelmaster shell L 525 and cart



C O R P O R A T I O N

QUOTE 3402262

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States

Phone: 507-455-4100

Fax: 507-455-4258

Page 2 of 2

then contact your Wenger sales representative to discuss these delivery methods and to find out the additional charges.

Freight quoted is for a one-time shipment. As a result, once orders are placed, delivery dates may change. Customer-requested split shipments will result in an additional freight charge.

Lines Total	\$13,011.24
-------------	-------------

Total Taxes	\$0.00
-------------	--------

Quote Total	\$13,011.24
-------------	-------------

Terms and Conditions: <https://www.wengercorp.com/terms-and-conditions.php>



35





Intellectual Property: All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "IP Rights") in and to the Goods (other than intellectual property provided by Buyer or a third party) shall be owned by WENGER CORP. Following Buyer's acceptance and final payment, WENGER CORP shall grant to Buyer a non-exclusive, non-transferable, non-sublicensable license to use the IP Rights solely to the extent necessary to enable Buyer to operate, maintain, and repair the Goods pursuant to the terms of the Agreement and any applicable end user agreement(s).

Confidential Information: All non-public, confidential or proprietary information of WENGER CORP, including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts, or rebates, disclosed by WENGER CORP to Buyer, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated, or otherwise identified as "confidential" in connection with the Agreement, is confidential, solely for the use of performing the Agreement, and may not be disclosed or copied unless authorized in advance by WENGER CORP in writing. Upon WENGER CORP'S request, Buyer shall promptly return all documents and other materials received from WENGER CORP. WENGER CORP shall be entitled to injunctive relief for any violation of this paragraph. This paragraph does not apply to information that is: (a) in the public domain; (b) known to Buyer at the time of disclosure; or (c) rightfully obtained by Buyer on a non-confidential basis from a third party.

Force Majeure: WENGER CORP shall not be liable or responsible to Buyer, nor be deemed to have defaulted under or breached the Agreement, for any failure or delay in fulfilling or performing any term of the Agreement, when and to the extent such failure or delay is caused by or results (directly or indirectly) from acts beyond WENGER CORP'S reasonable control, including, without limitation: (a) acts of God; (b) flood, fire, earthquake, explosion, or natural disasters; (c) war, invasion, hostilities (whether war is declared or not), cyber-attacks, sabotage, terrorist threats or acts, riot or other civil unrest; (d) foreign or domestic government order, law, or actions; (e) actions, embargoes or blockades in effect on or after the date of the Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) public health emergencies; (i) strikes, labor stoppages or slowdowns or other industrial services (provided WENGER CORP has exercised commercially reasonable efforts to avoid it); (j) failures of utilities or public services; (k) sub-supplier delays caused by any of the above provided the same are not caused or contributed to by the negligence or fault of WENGER CORP; or (l) any other cause beyond the reasonable control of WENGER CORP.

Applicable Law and Forum: Any disputes between Buyer and WENGER CORP shall be in the state and federal courts of Steele County, Minnesota or the county and state in which the project is located, as mutually agreed to in writing by the parties. Buyer agrees to submit to such jurisdiction and agrees that the dispute shall be governed by and construed in accordance with the laws of the State of Minnesota or the county and state in which the project is located, as mutually agreed to in writing by the parties, without giving effect to any choice or conflict of law provision or rule.

Miscellaneous: No amendment to the Agreement or waiver of the rights or obligations of either party shall be effective unless in writing signed by the parties. Any provision of the Agreement that by its express terms or by its nature is intended to survive the expiration or termination of the Agreement will survive any such expiration or termination, including, without limitation, paragraphs "Warranty and Disclaimer," "Limitations of Liability," "Compliance with Law," "Intellectual Property," "Confidential Information," "Applicable Law and Forum," and "Miscellaneous." If any provision of the Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of the Agreement will remain in full force and effect. Any provision of the Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. A party's failure to insist on compliance or enforcement of any provision in the Agreement will not affect its validity or enforceability or constitute a waiver of future enforcement of that provision or any other provision in the Agreement. Unless otherwise set forth in the Agreement, the Agreement will be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, successors, and assigns. The parties are independent contractors, and nothing in the Agreement or otherwise will be deemed or construed to create any other relationship, including one of employment, joint venture, or agency.



Buyer shall make all payments in immediately available funds and in U.S. Dollars. Buyer may be charged the lower of 1.5% interest per month or the maximum legal rate, calculated daily and compounded monthly, on all amounts not received by the due date. Buyer shall reimburse WENGER CORP for all costs or charges, including reasonable attorneys' fees, incurred by WENGER CORP in the collection of any past due amounts from Buyer. In addition to any other remedies available under these Terms and Conditions or at law, WENGER CORP shall be entitled to defer performance hereunder until such default is resolved.

Changes and Cancellations: Buyer may request in writing changes or additions to the Goods consistent with WENGER CORP'S specifications and criteria. In the event such changes or additions are accepted by WENGER CORP, WENGER CORP shall have the absolute right to revise the prices and dates of delivery, and to add charges for work and materials rendered unnecessary by such changes or additions. In the event Buyer requests the changes within 15 days of shipment, a 25% fee may apply.

Buyer may at any time cancel all or any part of the Goods by written notice to WENGER CORP. Upon termination, Buyer will pay WENGER CORP an amount equal to the sum of: (a) the price for that portion of the Goods furnished, accepted, and delivered prior to cancellation; plus (b) 25% of the cost of any non-custom Goods subject to the Agreement but not yet delivered; and (c) 100% of the cost of any custom Goods subject to the Agreement but not yet delivered; provided, however, that in no event will the amount paid by Buyer exceed the total purchase price under the Agreement, less any payments previously made.

Return Policy: WENGER CORP must approve in writing any and all returns and will only accept Goods returned within six months from the date of manufacture, un-used, and current production models. All authorized returns are subject to a minimum 20% restocking/rehandling fee. Buyer must obtain from WENGER CORP a Returned Material Authorization ("RMA") number for any Goods Buyer wishes to return for credit. Buyer is responsible for payment of return shipping fees unless such returned Goods result from a WENGER CORP order processing error. WENGER CORP will not accept returns for Goods that are custom-built or installed for Buyer, as such items cannot be resold by WENGER CORP.

Warranty and Disclaimer: The terms and conditions of WENGER CORP'S warranty with respect to the Goods is available at: https://www.wengercorp.com/Lit/Wenger_Product%20Warranty.pdf.

WENGER CORP MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, EXCEPT AS IS SPECIFICALLY SET FORTH IN THESE TERMS AND CONDITIONS. WENGER CORP EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Limitations of Liability. IN NO EVENT SHALL WENGER CORP BE RESPONSIBLE FOR ANY LOSSES ARISING OUT OF OR RELATED TO THIS AGREEMENT, OTHER THAN DIRECT LOSSES ARISING SOLELY AS A RESULT OF WENGER CORP'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. ACCORDINGLY, IN NO EVENT SHALL WENGER CORP BE REQUIRED TO PAY OR BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, INDIRECT, EXEMPLARY, OR PUNITIVE DAMAGES, OPPORTUNITY COSTS, LOSS OF USE, OR LOST PROFITS, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL WENGER CORP'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE AMOUNT PAID BY BUYER TO WENGER CORP FOR THE GOODS.

Compliance with Law: Buyer shall comply with all applicable laws, regulations, and ordinances. Buyer shall maintain in effect all licenses, permissions, authorizations, consents, and permits necessary to carry out its obligations under the Agreement. Buyer shall comply with all applicable import and export laws, regulations, orders, and requirements of all countries involved in the sale of the Goods; provided, however, that WENGER CORP shall obtain any applicable export approvals and pay any customs duties, taxes, and other fees as may be required by the U.S. government in connection therewith. Unless otherwise expressly agreed in writing by WENGER CORP, any and all customs, duties, taxes, and other fees in any form which may be charged or assessed with respect to the importation into any foreign country of any Goods or technical data related thereto shall be for the account of and paid for by Buyer. WENGER CORP may terminate the Agreement if any governmental authority imposes antidumping or countervailing duties or any other duties or penalties on the Goods.

Termination: In addition to any remedies that may be provided under these Terms and Conditions, WENGER CORP may terminate the Agreement with immediate effect upon written notice to Buyer, if Buyer: (a) fails to pay any amount when due under the Agreement; (b) has not otherwise performed or complied with any of these Terms and Conditions, in whole or in part; or (c) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization, or assignment for the benefit of creditors.

1.800.493.6437 • 555 Park Drive, Owatonna, MN 55060 • www.wengercorp.com



Wenger Corporation Terms and Conditions (www.wengercorp.com/terms-and-conditions.php)

Controlling Provisions: These terms and conditions and supplemental exhibits contained herein (the "Terms and Conditions") govern the sale by WENGER CORPORATION ("WENGER CORP") and purchase by any direct buyer ("Buyer") of certain services, products, replacement parts and related software (collectively, the "Goods"). These Terms and Conditions comprise the entire agreement between the parties (collectively, the "Agreement") and supersede all prior or contemporaneous understandings, agreements, or representations, whether oral or written. These Terms and Conditions shall supersede any provisions, terms, and conditions contained on any purchase order or other written form Buyer may use or provide prior or subsequent to the date of the Agreement, unless otherwise specifically agreed to in writing by WENGER CORP. Fulfillment by WENGER CORP of Buyer's order does not constitute acceptance of any of Buyer's terms and conditions and does not serve to modify or amend these Terms and Conditions.

Quotations: Any quotation is a good faith estimate. Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgement and approval of the quotation as written and an acceptance of these Terms and Conditions. Written quotations which have not been finalized by a binding purchase order shall expire on the date specified in the quotation or, in the absence of such specification, 30 calendar days from the date issued. WENGER CORP may revise or withdraw a quotation at any time prior to the finalization of a binding purchase order.

Shipping: While WENGER CORP will use commercially reasonable efforts to maintain the delivery date(s) acknowledged or quoted by WENGER CORP, all shipping dates are approximate and not guaranteed. WENGER CORP reserves the right to make partial shipments. WENGER CORP, at its option, shall not be bound to tender delivery of any Goods for which Buyer has not provided shipping instructions and other required information. The actual shipping weights may vary.

A minimum of two weeks' advance notice is required when Buyer requests any delays in shipment, delivery, or installation beyond WENGER CORP'S acknowledged ship date. The costs of storage, rehandling, additional freight, and additional installation or labor costs will be billed to Buyer. If the Goods require storage, transfer to storage will be deemed as shipment to Buyer for all purposes, including but not limited to, invoicing and payment.

Title, Risk of Loss, Inspection of Goods: Title to the Goods and risk of loss for the Goods shall pass to Buyer upon WENGER CORP'S delivery of the Goods to the shipping point. Buyer shall immediately inspect the Goods upon receipt, and any damage must be noted on the delivery carrier's bill of lading at time of receipt. If Buyer arranges a delivery carrier, WENGER CORP shall not be held liable for any damages caused after WENGER CORP provides product to Buyer's delivery carrier. WENGER CORP is not liable for any shortages or nonconformance unless notified by Buyer within two business days of Buyer's receipt of the Goods.

Installation and Use: Buyer will be solely responsible for the proper application, installation, and service of the Goods. Installation instructions are supplied by WENGER CORP and must be followed. WENGER CORP may provide installation services upon request for an additional fee.

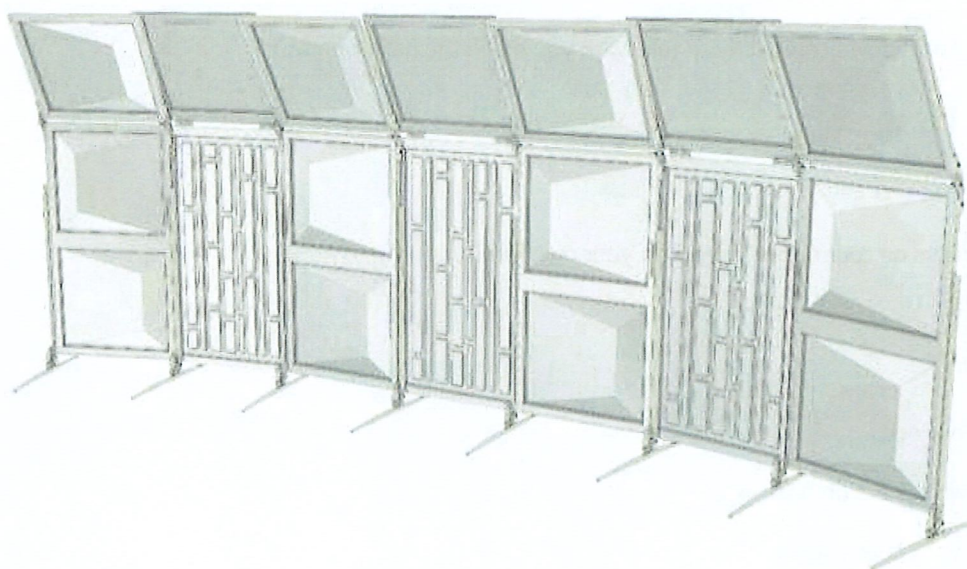
Buyer's Acts or Omissions: If WENGER CORP'S performance of its obligations under the Agreement is prevented or delayed by any act or omission of Buyer or its agents, subcontractors, consultants, or employees, WENGER CORP shall not be deemed in breach of its obligations under the Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Buyer, in each case, to the extent arising directly or indirectly from such prevention or delay.

Price; Payment Terms: All prices are FOB shipping point, unless otherwise stated or referenced. Prices may be subject to change without notice. Instruments and accessories displayed with Goods throughout WENGER CORP'S catalog shall be priced separately.

Buyer shall pay WENGER CORP the purchase price as set forth in the respective order between WENGER CORP and Buyer. All prices are in U.S. Dollars and are exclusive of all freight, storage, insurance, sales, use, and excise taxes, import taxes and duties, and any other similar charges of any kind imposed by any governmental authority. Unless otherwise agreed to in writing between WENGER CORP and Buyer, Buyer shall be responsible for all such charges, costs, and taxes. If WENGER CORP is required to pay any such charges, costs, and taxes, Buyer shall immediately reimburse WENGER CORP upon notice from WENGER CORP of same.

All payments are due within approved credit terms. The credit terms granted on each order are subject to WENGER CORP'S continuing approval of Buyer's credit. WENGER CORP may withdraw the extension of credit and require modified payment terms if, in WENGER CORP'S sole judgment, Buyer's credit or financial standing is impaired such that WENGER CORP in good faith deems payment insecure.

1.800.493.6437 • 555 Park Drive, Owatonna, MN 55060 • www.wengercorp.com



Travelmaster Shell

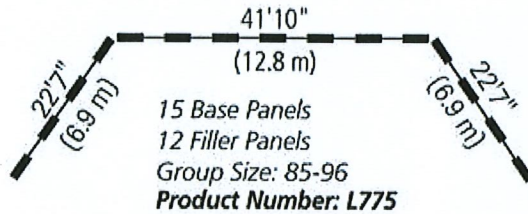
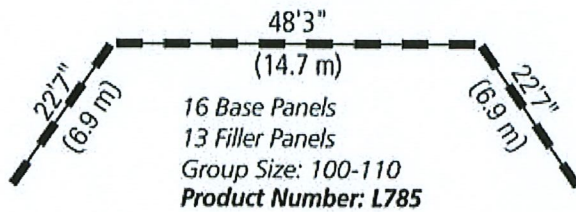
SKU#:TRAVELMASTER SHELL

Configuration *

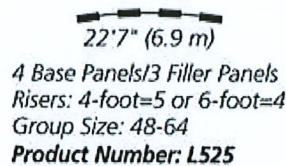
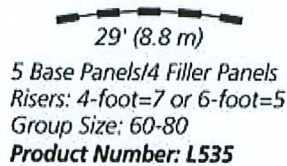
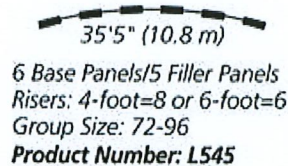
Choose an Option...

Additional Information

TRAVELMASTER BAND/ORCHESTRA SETS



TRAVELMASTER CHORAL SETS



Construction

- Durable, lightweight panels provide large, acoustically reflective geometric surfaces
- Legs designed to fold out for fast setup
- Legs are detachable for compact hauling and storage
- Base panels adjust from 9'4" to 12'2" (2845 to 3708 mm) heights
- Filler panels attach to base panels — each is 9'6" x 37" (2896 x 940 mm)
- Formed ABS panels in Oyster color
- Clean, attractive painted steel framework

Literature & Videos

Literature

- [Travelmaster Acoustical Shell Product Sheet](#)
- [Travelmaster Acoustical Shell Technical Sheet](#)
- [Travelmaster Acoustical Shell Owner's Manual](#)

The Boyceville Community School District Board of Education would like to recognize employees during life events in an equitable, timely, and caring manner. The following guidelines will be used to determine the appropriate recognition. Any events not listed are at the discretion of the District Administrator and/or in consultation with the administrative team. These guidelines are only for the Board of Education and the District Office staff. The elementary and high school may have their own Sunshine Funds or guidelines.

So that events are not overlooked, the immediate supervisor of the employee is responsible for notifying the District Office via an email to the Head Clerical Assistant of such employee life events.

Deaths

Currently Enrolled Student	Card, Flower/Plant or Memorial to the family (\$25-\$50 max)
Current Employee/Board Member	Card, Flower/Plant or Memorial to the family (\$25-\$50 max)
Current Employee/Board Member's Death of an Immediate Family Member (spouse or child/grandchild or parent)	Card with memorial to BEST (\$25)

Hospitalization/major surgery/Extended Period

Of Illness (at least over 5 days)

Current Employee/Board Member	Get Well Card with gift card (\$20) (*Walmart or Fleet Farm)
-------------------------------	---

Birth of Child/Marriage

Current Employee	Congratulations Card with gift card (\$20) (*Walmart)
------------------	--

Years of Service

10 years	Apple (Crystal)
20 years	Apple (Gold)
30 years	Watch or Clock

40 years

Engraved Item Appropriate for Female/Male
(such as vase or pen)

Retirement

Employee

Thank you card for years of service, certificate (\$50) and meal for Retiree/Guest at Annual Recognition organized by Union

Board Member

Certificate, thank you card and Cake at Last Board Meeting

Resignation of Administrator/Board Member

Cake at Last Board Meeting if individual desires

Notes

Cards – from the district office staff and board of education

Sympathy – a donation has been sent to Boyceville education scholarship trust (BEST) in memory of....



Boyceville Community School District Medical Renewal

7/1/2026

	Current		Renewal		Plan Option 1		Plan Option 2		Plan Option 3	
	UHC		UHC		UHC		UHC		UHC	
In-Network Benefits	\$3300-100% HSA Ded/Coins		\$3500-100% HSA Ded/Coins		\$5000-100% HSA Ded/Coins		\$3500-90% HSA Ded/Coins		\$3500-80% HSA Ded/Coins	
Annual deductible	\$3,300	single	\$3,500	single	\$5,000	single	\$3,500	single	\$3,500	single
Annual out-of-pocket max	\$6,600	family	\$7,000	family	\$10,000	family	\$7,000	family	\$7,000	family
Preventive health care	\$3,300	single	\$3,500	single	\$5,000	single	\$6,350	single	\$6,350	single
	\$6,600	family	\$7,000	family	\$10,000	family	\$12,700	family	\$12,700	family
	100%	coverage	100%	coverage	100%	coverage	100%	coverage	100%	coverage
Out-of-Network Benefits										
Annual deductible	\$10,000	per person	\$10,000	per person	\$10,000	per person	\$7,500	per person	\$7,500	per person
Annual medical out-of-pocket	\$20,000	per family	\$20,000	per family	\$20,000	per family	\$15,000	per family	\$15,000	per family
	\$20,000	per person	\$20,000	per person	\$20,000	per person	\$12,700	per person	\$12,700	per person
	\$40,000	per family	\$40,000	per family	\$40,000	per family	\$25,400	per family	\$25,400	per family
Coinsurance	70%	after Ded.	70%	after Ded.	70%	after Ded.	70%	after Ded.	60%	after Ded.
Estimated Monthly Premium										
Employee	15	\$1,179.86	15	\$1,296.67	15	\$1,131.66	15	\$1,118.35	15	\$1,067.92
Family	48	\$2,716.98	48	\$2,985.97	48	\$2,605.99	48	\$2,575.33	48	\$2,459.20
Estimated Monthly Premium	\$148,112.94		\$162,776.61		\$142,062.42		\$140,391.09		\$134,060.40	
Estimated Annual Premium	\$1,777,355.28		\$1,953,319.32		\$1,704,749.04		\$1,684,693.08		\$1,608,724.80	
\$ Difference from Renewal			\$175,964.04		-\$248,570.28		-\$268,626.24		-\$344,594.52	
% Difference from Renewal			9.90%		-12.73%		-13.75%		-17.64%	



**Boyceville Community School District
Medical Renewal
7/1/2026**

INSURANCE GROUP	Current		Renewal	
	UHC		UHC	
	\$6250-100% HSA Ded/Coins		\$6250-100% HSA Ded/Coins	
In-Network Benefits				
Annual deductible	\$6,250	single	\$6,250	single
	\$12,500	family	\$12,500	family
Annual out-of-pocket max	\$6,250	single	\$6,250	single
	\$12,500	family	\$12,500	family
Preventive health care	100%	coverage	100%	coverage
Out-of-Network Benefits				
Annual deductible	\$13,000	per person	\$13,000	per person
	\$26,000	per family	\$26,000	per family
Annual medical out-of-pocket	\$14,900	per person	\$14,900	per person
	\$29,800	per family	\$29,800	per family
Coinsurance	80%	after Ded.	80%	after Ded.
Estimated Monthly Premium				
Employee	1	\$879.61	1	\$966.69
Family	2	\$2,025.57	2	\$2,226.09
Estimated Monthly Premium	\$4,930.75		\$5,418.87	
Estimated Annual Premium	\$59,169.00		\$65,026.44	
\$ Difference from Renewal			\$5,857.44	
% Difference from Renewal			9.90%	



Boyceville Community School District
Dental Renewal
7/1/2026

	Current		Renewal		Self-Insured	
	Lincoln Financial		Lincoln Financial		HealthPartners	
Annual maximum benefit	\$2,000		\$2,000		\$2,000	
In-Network Benefits						
Annual deductible	\$0	Individual	\$0	Individual	\$0	Individual
	\$0	Family	\$0	Family	\$0	Family
Waived for		Preventative		Preventative		Preventative
Out-of-Network Benefits						
Annual deductible	\$0	Individual	\$0	Individual	\$0	Individual
	\$0	Family	\$0	Family	\$0	Family
Waived for		Preventative		Preventative		Preventative
Estimated Monthly Premium						
Employee	15	\$50.81	15	\$52.33	15	\$52.34
Family	48	\$150.35	48	\$154.86	48	\$154.86
Estimated Monthly Premium	\$7,978.95		\$8,218.23		\$8,218.38	
Estimated Annual Premium	\$95,747.40		\$98,618.76		\$98,620.56	
\$ Difference from Renewal			\$2,871.36		\$1.80	
% Difference from Renewal			3.00%		0.00%	

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

Policy Updates for Board Approval

SPECIAL UPDATE: ACT 57 / ACT 89 / Personal Communication Devices

BYLAWS	Bylaw 0144.5 (ACT 89) – Board Member Behavior, Communications, and Code of Conduct
1000	*Policies 1213/3213/4213 (ACT 57/89) – Student Supervision and Welfare
2000	
3000	
5000	Policy 5136 – Personal Communication Devices
7000	Policy 7530.02 (ACT 89) – Staff and School Officials Use of Personal Communication Devices
	Policy 7540.03 (ACT 89) – Student Technology and Acceptable Use and Safety
	Policy 7544 (ACT 89) – Use of Social Media
8000	Policy 8210 (ACT 89) – Volunteers
	*Policy 8462 (ACT 57/89) – Child Abuse and Neglect

TECHNICAL CORRECTIONS: VOL. 35, NO.1

POLICIES 1213/3213/4213

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

Special Update - Act 57 - February 2026 WI

Special Update - Act 57 - February 2026 OVERVIEW

01 - OVERVIEW

July 10, 2026

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Special Update - Act 57 - February 2026

OVERVIEW

WISCONSIN OVERVIEW AND COMMENTS

Special Update - Act 57

February 2026

Act 57 SUMMARY

This Special Update is issued to Neola Clients in response to 2025 Wisconsin Act 57, enacted in December 2025. Act 57 establishes strict new requirements for school districts regarding the notification of parents when a report of sexual misconduct by a staff member is received. Under this law, school boards, private schools, and charter operators must notify the parents of any student alleged to be a victim or target if there is "reasonable cause" to suspect the conduct occurred. The Act mandates a timely response, requiring notification by 5:00 p.m. the same day if a report is received during school hours, or by noon the following day if received after school hours. Additionally, it requires school districts to provide parents with annual information regarding their right to access school employee disciplinary records under Wisconsin's public records laws.

Please make any revisions in BoardDocs using the instructions provided to you. You may direct content-related questions to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to comply with applicable Federal and State laws on that topic.

Any proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in their entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, enough changes have been made to justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

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Policies to be deleted from the policy manual require Board action to rescind the policy.

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Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

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Policies in this update have been reviewed by Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

This Update includes the following documents:

02 - Sample Annual Parental Notice

In compliance with the 2025 Wisconsin Act 57, the included sample notice provides an annual summary of parents' and guardians' rights to access school employee disciplinary records under Wisconsin's public records laws.

Policy 1213/3213/4213 - Student Supervision and Welfare (Revised)

These policies establish a standard of care to protect student safety by clearly defining behavioral boundaries for all staff. As required by 2025 Wisconsin Act 57, the updated language mandates that parents be notified of sexual misconduct reports by 5:00 p.m. on the same day (or noon the next day if the report is received on a school day after the end of regularly scheduled instruction or on a day that is not a school day, by noon of the next calendar day.). A new, comprehensive optional section on "Appropriate Staff and Student Relationships" further safeguards students by explicitly prohibiting "boundary invasions"—such as grooming, inappropriate digital contact, or unauthorized transport. Violations of this policy may result in disciplinary action, up to

and including termination, and may be reported to external agencies as required by law.

Finally, the policy now requires an annual notice to parents regarding their statutory right to access staff disciplinary records. The non-optional language changes are required for policy compliance with WI Act 57.

Policy 8462 - Child Abuse and Neglect (Revised)

This policy establishes a comprehensive framework for the mandatory identification and immediate reporting of child abuse or neglect. It requires all staff to complete Department of Public Instruction (DPI) training within their first six months and every five years thereafter. A critical update, aligned with 2025 Wisconsin Act 57, integrates specific reporting requirements for sexual misconduct by staff members, carrying severe disciplinary consequences for a failure to report. By strictly prohibiting "investigative" delays by staff, the policy ensures that law enforcement and child welfare agencies can intervene immediately to protect students and preserve evidence. The changes are required for policy compliance with WI Act 57.

These documents may be downloaded from the WI Policy Local Update menu in your BoardDocs console. If you have questions about any of these Special Update materials, contact your Neola Associate.

All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: accounts@neola.com).

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

Special Update - Act 89 - May 2026

Special Update - Act 89 - May 2026 OVERVIEW

01 - OVERVIEW

July 10, 2026

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Special Update - Act 89 - May 2026 OVERVIEW

WISCONSIN OVERVIEW AND COMMENTS

Special Update - Act 89

May 2026

Act 89 SUMMARY

This Special Update is issued to Neola Clients in response to 2025 Wisconsin Act 89 (Wis. Stat. 118.07(7)), enacted in March 2026, that requires all public and private schools to adopt formal policies by September 1, 2026, governing appropriate communication between employees and students both during and outside school hours. The law mandates annual staff training to help school personnel identify, prevent, and report "grooming" behaviors and professional boundary violations. Furthermore, it requires schools to establish clear consequences for these violations, which can include the termination of employment.

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Policies in this update have been reviewed by Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

This Update includes the following documents:

Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct (Revised)

This bylaw is a vital framework to help School Board members act as a cohesive, professional body rather than a collection of individuals. By establishing clear ethical standards and legal boundaries, the District protects its reputation and minimizes the risk of costly legal disputes. Ultimately, it keeps the focus where it belongs: on students' educational welfare through transparent and responsible governance.

The recent updates modernize the code of conduct to address the digital realities of social media and instant communication. By aligning with the 2025 Wisconsin Act 89 and giving the Board options that align with staff and volunteer requirements, these new options create necessary safeguards for Board-to-student interactions and ensure that private digital conversations don't undermine public transparency. These options are recommended, but not required.

Policy 1213/3213/4213 - Student Supervision and Welfare (Revised)

These policies provide Board guidance for student safety, designed to clarify everything from physical accidents to sexual exploitation. It protects students by establishing for staff standards of care with accountability. It seeks to address the concept of "student

welfare" into a set of mandatory, enforceable behaviors that keep the learning environment guarded, and establishes a standard of care to protect student safety by defining behavioral boundaries for all staff.

As required by 2025 Wisconsin Act 89, the updated language creates student protections, providing explicit definitions for "grooming" and "boundary violations" to attempt to address predatory behavior before it escalates. By mandating the use of District-approved communication platforms, the changes regulate the digital loopholes where inappropriate relationships often begin. Furthermore, these revisions ensure the District remains in strict compliance with new 2025 state laws. These changes are required by 2025 Wisconsin Act 89.

Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices (Revised)

This policy bridges the gap between personal convenience and public accountability, so that District business conducted on private devices remains secure, professional, and legally compliant. It protects the privacy of students and staff by regulating how sensitive data is stored and where devices can be used.

This revision establishes oversight of digital interactions by requiring the use of District-sanctioned communication platforms for all student-related correspondence. These changes are required by 2025 Wisconsin Act 89.

Policy 7540.03 - Student Technology and Acceptable Use and Safety (Revised)

This policy ensures District technology is used strictly for educational purposes while maintaining compliance with federal and state safety mandates, such as the Children's Internet Protection Act. It establishes clear behavioral standards regarding digital conduct and artificial intelligence to mitigate institutional liability and protect students from inappropriate content. By defining monitoring protocols and privacy limits, the policy provides the necessary framework for the Board to manage resources and maintain a secure learning environment.

The revisions regarding digital communication are required by 2025 WI Act 89 (Wis. Stat. 118.07(7)), which mandates that school boards define "appropriate content" for interactions between staff and students. While the specific Artificial Intelligence (AI) and social media protocols are optional local additions, they are necessary to maintain academic integrity and prevent the unauthorized disclosure of student data. These revisions are important because they provide a standardized framework for managing modern technological risks that traditional screening methods cannot address. The

revisions due to 2025 WI Act 89 and consideration of related options are legally required, however, the revisions due to AI are recommended but not required.

Policy 7544 - Use of Social Media (Revised)

This policy is essential for maintaining professional boundaries by prohibiting private one-on-one digital interactions between staff and students and ensuring all social media activity is archived as a public record.

Under 2025 WI Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communication and to address staff-student interactions. While the boundary and safety mandates are legally required, the specific designation of which platforms to use and the level of public interactivity allowed remain optional Board decisions. Revisions in this policy are recommended for consistency with other required policy changes

Policy 8210 Volunteers (Revised)

This policy is important because it establishes rigorous vetting through background checks and sets clear boundary expectations for all community members, including Board members, who interact with students.

Under 2025 Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communications, providing that volunteer interactions remain professional and school-related. These revisions are important as they extend the same safety standards and platform restrictions to volunteers that are already applied to all staff members. These revisions are required by 2025 Wisconsin Act 89.

Policy 8462 - Child Abuse and Neglect (Revised)

This policy is essential for safeguarding student welfare by establishing mandatory reporting procedures and requiring recurring staff training on the identification of abuse and neglect.

The revised sections concerning immediate parental notification for alleged sexual misconduct or unauthorized student representations are required by law under Wis. Stat. 118.07(5) and Wis. Stat. 948.098(1)(d). These changes are important because they create a standardized, time-sensitive communication protocol that ensures families are informed when their child is a suspected victim of misconduct. These revisions are required under 2025 Wisconsin Act 57 and 89.

These documents may be downloaded from the WI Policy Local Update menu in your BoardDocs console. If you have questions about any of these Special Update materials, contact your Neola Associate.

All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: accounts@neola.com).

BOYCEVILLE COMMUNITY SCHOOL DISTRICT

Draft - Policy Manual

Ready for Board - Act 57/89 Updates

9 policies

July 10, 2026

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0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board, as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District are prohibited.

Any authority delegated to the Board President in this ~~policy~~ bylaw is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this ~~policy~~ bylaw.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings. Board members are expected to review agenda materials prior to a Board meeting and to submit questions to the District Administrator in advance of the meeting, whenever practicable, to allow for efficient and respectful meetings; this expectation does not in any way intrude upon a Board member's right to ask questions or engage in discussion at a Board meeting.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board bylaws/ ~~policies~~ bylaws governing Board member conduct and Board member ethics,

rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, or controversial matters, or matters involving disagreement.
- H. At all times, conduct themselves in the best interest of the School District, including avoiding implicating the District in an unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator in accordance with Policy 1100 - District Organization.
- M. Communicate to other Board members , in accordance with the Open Meeting Law, and the District Administrator expressions of public reaction to Board policies and school programs (see Board Member Communication section below, Bylaw 0143.1 - Public Expression of Board Members, and Bylaw 0167.5 - Use of Electronic Mail) .

- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal or partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or, in the President's absence, the Vice President. The Board may, by majority vote, delegate this responsibility to another Board member in a specific circumstance. In every case, the Board member ~~Member~~ communicating the Board's position shall do so as determined by the Board, and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an

officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action, if any, on the subject matter.

[DRAFTING NOTE: The following section is in alignment with 2025 Wisconsin Act 89 (118.07(7), Wis. Stat.) - for appropriate communication with students. Act 89 does not expressly pertain to Board members; however, this optional language is consistent with Act 89's expectations and could be adopted by the Board to align with employee and volunteer requirements. The statute does not define "appropriate content," but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

[X] Appropriate Discussion Content When Using Personal Communication Devices (PCD)

[X] _ When using PCDs to communicate with student(s), Board members must use District-approved communication platforms to preserve communications to be reviewed by parents and administrators.

[X] _ When _ Board members communicate with students using PCDs, discussions must be appropriate _ and related to legitimate school purposes. Whenever possible, Board members should direct students who contact them to contact an appropriate school staff member.

[X] _ Appropriate content is content in a communication that fits into one of the following categories:

- A. (X) Instructional communication (assignments, coursework, academic support);
- B. (X) Scheduling or logistical information related to school programs (classes, clubs, athletics, events, field trips, rehearsals);
- C. (X) Safety or emergency communication when necessary;
- D. (X) Referring the student to the appropriate school staff member who can address the matter raised in any communication from a student;
- E. () - _____.

[.] Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Board members should avoid one-on-one communication with students. (See Board Policy 1213 - Student Supervision and Welfare).

[Drafting Note: 2025 Wisconsin Act 89 does not create an exception for communication between employees and volunteers and their family members.]

[X] Nothing in this section is intended to prohibit Board members from engaging in appropriate communication with their family members who are parents of students enrolled in the District. Parents may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the Board member's official capacity. This exception does not permit Board members to engage in District-related communications with other students outside approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct and conflicts of interest.

[END OF OPTIONAL SECTION]

Board Member Use of Electronic Communication Devices Prohibited

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during an open session and during a closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or laptop computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with the authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board policies governing employee anti-harassment, nondiscrimination ~~non-~~ discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any parent, student, staff member, or District resident ~~person~~ and ~~must~~ can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President, who under such circumstances shall perform the duties of the Board President described in this policy. All Complaints shall bear the name and signature of the complainant and include a detailed description of the alleged misconduct, any evidence supporting the allegations, and the action/relief being requested. :

The President ~~or Vice President~~ shall review the complaint and ~~determine whether the officer can~~ investigate the matter. The President may ~~or if the President or Vice President needs to~~ contact the School District's legal counsel for support in the investigation of the complaint and/or other matters related to the complaint. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be ~~disciplined,~~ prevented from participating in Board meetings, or removed from office by the Board. However, ~~the~~ The Board may consider the following:

- A. formal censure by resolution passed by a majority of the Board in an open session meeting of the Board;
- B. removal from Board committee assignments that is an ~~for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignments.~~ Approval of this sanction is an adopted exception to Bylaw 0155 - Committees;
- C. restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;
- D. referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;
- E. referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;
- F. other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

If a complainant or any other person contacts an individual Board member, other than the Board President, to discuss a complaint or investigation under this policy, the Board member shall inform the person that the Board member has no authority to act in an individual capacity and shall refer the person to this bylaw or the Board President for further assistance.

Revised 2/16/22

Revised 8/17/22

T.C. 7/19/23

T.C. 1/10/24

17.13, Wis. Stats.

118.07(7), Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

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po1213 - 7/10/26 AK *Act 57/89

Copy of STUDENT SUPERVISION AND WELFARE

1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility and/or harm to the welfare of the student(s).

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

Required Notification

The District Administrator shall notify the parent(s) ~~or guardian(s)~~ of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

1. Sexual misconduct by a school staff member against a student;
2. A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or
3. A registered sex offender has intentionally captured an image of a minor student without the parent's ~~or guardian's~~ written consent.

Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

Timing and Method of Notification

Timing

1. If the report is received before the end of the regular school day, the District shall notify the parent ~~or guardian~~ by 5:00 p.m. that same day.

2. If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.

Method

1. Notice must be provided in person or by phone (including voicemail) to the parent(s) ~~or guardian(s)~~ of the specific student who is alleged to have been the victim, target, or recipient of the conduct.
2. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

Annual Notice of Rights

The District shall provide an annual notice to all parents ~~and guardians~~ informing them of their rights to access records related to the discipline of a school employee under public records law

~~This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981 , Wis. Stats. and Policy 8462 -- Child Abuse and Neglect :~~

Standard of Care of Students

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

D. An administrator shall not send students on any personal errands.

E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the administrator's family member.

H. ~~A student shall not be required~~ An administrator shall not require a student to perform work or services that may be detrimental to their health.

I. Administrators ~~are discouraged from engaging~~ shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event s. where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct /Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity, and a student enrolled or otherwise participating in any aspect of the District programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

A. Grooming - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

1. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.

B. Boundary Violations Invasions - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations **invasions**.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation.

(X) Inappropriate boundary violations ~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~
5. ~~showing pornography to a student;~~
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;

19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary violations ~~invasions~~ are prohibited and must be reported promptly.

C. (X) Preferential Treatment or Favoritism - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~[END OF OPTION] - Romantic or Sexual Conduct - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

A. (X) Instructional communication (assignments, coursework, academic support);

B. (X) School-related activities (clubs, athletics, events, field trips, rehearsals);

C. (X) Scheduling or logistical information related to classes or school programs;

D. (X) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. (X) Safety or emergency communication when necessary;

(-) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

District - Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media /communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/ are :

A. (X) District email/messaging;

[X] The District - approved communication platform(s) shall be listed on the District's website .

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents ~~or guardians~~ of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and

school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

1. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (), or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
2. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. a designated administrator /Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info:
<https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access and Training - This policy will be:

1. posted on the District's website;
2. reviewed annually with staff; and
3. included in new employee onboarding.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in " Required Notification to Parents for Alleged Sexual Misconduct " in Policy 8462 - Reporting of Child Abuse and Neglect , and Sexual Misconduct , each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy.

Revised 4/17/19

Revised 7/15/20

Revised 3/17/21

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

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po3213 - 07/10/26 AK *Act 57/89

Copy of STUDENT SUPERVISION AND WELFARE

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations that, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

Standard of Care of Students

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities or threats of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

E. A professional staff member shall not send students on any personal errands.

F. A professional staff member shall not associate with students at any time in a manner that gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the professional staff member's family member.

I. ~~A professional staff member shall not require a~~ ~~A student shall not be required~~ to perform work or services that may be detrimental to their health.

J. Staff members ~~are discouraged from engaging~~ ~~shall not engage~~ students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, ~~and~~ Policy 7540.04 - Staff Technology Acceptable Use and Safety.

K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally, include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the

event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

f. Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct /Behaviors

~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

~~**Preferential Treatment or Favoritism** -- Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~

A. Grooming - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. Boundary Violations ~~Invasions~~ - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary ~~v~~ violations ~~invasions~~.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. ~~;~~ However, ~~;~~ ~~however,~~ the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

~~(X)~~ Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation.

~~(X)~~ Inappropriate boundary ~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~

5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary violations ~~invasions~~ are prohibited and must be reported promptly.

C. (X.) Preferential Treatment or Favoritism - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~**Romantic or Sexual Conduct -** Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

A. (X.) Instructional communication (assignments, coursework, academic support);

B. (X.) School-related activities (clubs, athletics, events, field trips, rehearsals);

C. (X.) Scheduling or logistical information related to classes or school programs;

D. (X.) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. (X.) Safety or emergency communication when necessary;

~~**(F.) Other**~~ _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

District - Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media /communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

A. (X) District email/messaging;

[X] The District - approved communication platform(s) shall be listed on the District's website.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. Student Reporting Process - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor . (.) , or via the District's anonymous reporting tool **[END OPTION]** . All reports will be treated confidentially to the extent legally possible.

B. Staff Required Reporting of Misconduct - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. a ~~A~~ designated administrator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info:
<https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access and Training - This policy will be:

1. posted on the District's website;
2. reviewed annually with staff; and
3. included in new employee onboarding.

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - **Reporting of** Child Abuse and Neglect, **and Sexual Misconduct**, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "**Additional Required Reporting** Required Notification to Parents of Alleged Sexual Misconduct" in Policy

8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy.

Revised 12/18/06

Revised 4/21/14

Revised 4/17/19

Revised 7/15/20

Revised 3/17/21

Revised 3/15/23

T.C. 2/19/25

48.981, Wis. Stats.

118.07(6), Wis. Stats.

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948.095, Wis. Stats.

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po4213 - 7/10/26 AK *Act 57/89

Copy of STUDENT SUPERVISION AND WELFARE

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations that, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member or a person who works or volunteers with children, who is found to have had sexual contact with any student, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats., and Policy 8462 - Child Abuse and Neglect.~~

Standard of Care of Students

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities, which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities or threats of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.

D. A support staff member shall not send students on any personal errands.

E. A support staff member shall not associate with students at any time in a manner that gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive, or sexually suggestive, or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the support staff member's family member.

H. A support staff member shall not require a student ~~A student shall not be required~~ to perform work or services that may be detrimental to their health.

I. Staff members ~~are discouraged from engaging~~ shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.

J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the

event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

f. Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct /Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior. It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

A. Grooming - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

Preferential Treatment or Favoritism - ~~Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~

B. Boundary Violations **Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations **invasions**.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. ~~;~~ However, ~~;-however-~~ the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation.

(X) Inappropriate boundary violations ~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
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5. ~~showing pornography to a student;~~
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
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11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
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16. being overly touchy with students;
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18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary violations **invasions** are prohibited and must be reported promptly.

C. (X) Preferential Treatment or Favoritism - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

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D. (X.) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. (X.) Safety or emergency communication when necessary.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

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school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

1. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (.), or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
2. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. a designated administrator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info:
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Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access and Training - This policy will be:

1. posted on the District's website;
2. reviewed annually with staff; and
3. included in new employee onboarding.

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Reporting of Child Abuse and

Neglect, and Sexual Misconduct, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy.

Revised 12/18/06

Revised 4/21/14

Revised 4/17/19

Revised 7/15/20

Revised 3/17/21

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T.C. 2/19/25

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118.07(7), Wis. Stats.

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po7530.02 - 7/10/26 AK *Act89

Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

District - Approved PCD Platform - When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should

pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to the protection of the security, integrity, and availability of the data stored on a PCD, regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received, may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD, may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in

accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or his/her designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, students' records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee's his/her personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, student records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

A. social security numbers

B. driver's license numbers

C. credit and debit card information

D. financial account numbers

E. student personally identifiable information

F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

Revised 5/21/18

Revised 2/21/19

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

118.07(7), Wis. Stats.

948.072, Wis. Stats.

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po7540.03 - 7/10/26 AK *Act 89

Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and

records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form.

Off-premises use of E-Rate-supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events.

Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

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When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

A. (X) District email/messaging;

[X] The District-approved communication platform(s) shall be listed on the District's website .

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

A. (X) Instructional communication (assignments, coursework, academic support);

B. (X) School-related activities (clubs, athletics, events, field trips, rehearsals);

C. (X) Scheduling or logistical information related to classes or school programs;

D. (X) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. (X) Safety or emergency communication when necessary;

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must

disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI) .

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Building Principals as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Revised 8/17/09

Revised 9/17/12

Revised 10/15/12

Revised 10/26/15

Revised 5/21/18

T.C. 7/14/20

Revised 7/15/20

T.C. 10/22/25

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 47 C.F.R. 54.500 47 C.F.R. 54.501 47 C.F.R. 54.502 47 C.F.R. 54.503 47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517 47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522 47 C.F.R. 54.523 942.09 , Wis. Stats. 118.07(7) , Wis. Stats.

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po7544 - 7/10/26 AK *Act 89

Copy of USE OF SOCIAL MEDIA

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The District Administrator is charged with designating the District-approved social media platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use when communicating via social media with each other and/or with students. These communication platforms shall be listed on the District's website.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered

limited public forums. District-authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building-level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from a District Administrative team member use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff

or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents /guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). Identification of a student in any publication and/or social media post from the District must be approved by the parent in advance. Any postings by District employees that identify students must be consistent with Policy 1213/ ~~Policy~~ 3213/ ~~Policy~~ 4213 - Student Supervision and Welfare.

~~Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.~~

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees and District-approved volunteers are prohibited from using District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are prohibited from using personal communication devices to access social media for personal use during work hours.

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law or Board policies. If an employee/volunteer's communication interferes with their ability to effectively perform their job or violates State or Federal law or Board policies, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

Revised 7/19/23

Revised 6/12/24

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

118.07(7), Wis. Stats.

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Copy of VOLUNTEERS

8120 - **VOLUNTEERS**

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any ~~Any~~ volunteer who works with or has access to students shall submit to a criminal history records check prior to being allowed to participate in any activity or program.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms .

The approved communication platform(s) is/are:

A. ☒ District email/messaging;

☒ The District - approved communication platform(s) shall be listed on the District's website .

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

A. ☒ Instructional communication (assignments, coursework, academic support);

B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. (X) Scheduling or logistical information related to classes or school programs;

D. (X) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. (X) Safety or emergency communication when necessary.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries . . (See Policy 3213 /4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

A Board member may serve as a volunteer coach or supervisor of an extracurricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation ~~by Private Vehicle for District-Sponsored Activities or Trips~~.

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving

as a volunteer, nor is the person eligible for workers' compensation;

C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Revised 5/15/17

T.C. 8/17/22

Revised 1/10/24

Revised 6/12/24

Revised 10/22/25

118.07(7), Wis. Stats.

120.20, Wis. Stats.

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po8462 - 7/10/26 AK *Act 57/89

Copy of CHILD ABUSE AND NEGLECT (2)

8462 - **REPORTING OF CHILD ABUSE AND NEGLECT, AND SEXUAL MISCONDUCT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Protective Services and/or ~~Welfare Department or~~ local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, ~~guardian,~~ or another staff member, and reports should be made accordingly.

Required Notification to Parents for Alleged Sexual Misconduct ~~Additional Required Reporting.~~

~~This section addresses the reporting requirements of Policies 1213/3213/4213 - Student Supervision and Welfare.~~ Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the District Administrator of the report. ~~the District Administrator and/or their immediate supervisor.~~ After receiving a report that alleges any of the following, the District Administrator shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:

- A. Sexual misconduct, as defined in § 948.098 (1)(d), Wis. Stats., ~~s. 948.098 (1)(d),~~ by a school staff member, as defined in s. 948.098 (1)(c). ;

B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13, Wis. Stats., ~~s. 948.13,~~ has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13. ; and/or

C. That a sex offender, as defined in 948.14 (1)(d), Wis. Stats., ~~s. 948.14 (1)(d),~~ has intentionally captured a representation of a minor student ~~pupil~~ without the written consent of the minor student's ~~pupil's~~ parent ~~or guardian~~.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

If reporting relative to items A, B, and/or C above, then the following apply:

Timing

A. If the report is received before the end of the regular school day, the District Administrator shall notify the parent by 5:00 p.m. that same day.

B. If the report is received after school hours or on a non-school day, the District Administrator shall provide notification by noon of the next calendar day.

Method

A. Notice must be provided in person or by phone (including voicemail) to the parent(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.

B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.

Revised 10/15/12

Revised 2/21/19

~~48.02(1)(em), Wis. Stats~~

48.981, Wis. Stats.

~~118.07(5), Wis. Stats.~~

118.07(6), Wis. Stats.

175.32, Wis. Stats.

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Copy of PERSONAL COMMUNICATION DEVICES

ADOPTED Jan 14, 2004 · REVISED Oct 22, 2025

5136 - PERSONAL COMMUNICATION DEVICES

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment."

Personal communication devices" ("PCDs"), also referred to as " wireless communication devices " , as used in this policy , mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following: are defined in Bylaw 0100.

1. cellular/mobile telephone ;
2. tablet computer ;
3. laptop computer ;
4. gaming device ;
5. smartphone ;
6. e-reader ;
7. smartwatch ;
8. wearable technology ;
9. any other web-enabled devices of any type.

Students ~~in grades 9-12~~ may use PCDs before and after school ~~; during their lunch break, in between classes~~ as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra curricular activities), or at school-related functions. Use of PCDs ~~, except those approved by a teacher or~~

administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Elementary students and students in grades 6-8 may not use PCDs during the school day.

However, technology, including but not limited to PCDs, intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity ~~their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs~~; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Policy Violations

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in

accordance with Policy 5771 Search and Seizure. If multiple offenses occur, a student may lose the his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

1. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.
2. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs (.) as approved by the District Nurse (.) as defined in the individual student health plan **[END OF OPTIONS]**.
3. **Individualized Education Plans:** Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.
4. **Educational Purposes:** Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.

Duty to Report

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students Responsible for Their PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

Revised 7/16/12

Revised 3/17/21

T.C. 8/17/22

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Roles & Responsibilities Webinar Series – Part III

Topics covered:

- Board member speech
- Board member access to information
- Open meetings law
- Public records law

Board Member Speech



Board Member Speech

- **First Amendment to the U.S. Constitution:**

*Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; **or abridging the freedom of speech, or of the press**; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.*

- Board members do not lose their First Amendment rights by being a board member.
- Board members may speak for or against an issue with certain caveats.

Board Member Speech

- Board members may participate in outside committees or groups that advocate a particular viewpoint.
- Board members still need to be aware of open meetings law implications if they participate in an advocacy group with other board members.
- Board members should not purport to speak on behalf of the board without the board's authorization.
- If you do not have authorization to speak on the board, make sure to explain that you are speaking on your own behalf and not on behalf of the board.

Board Member Speech

- Board members must be careful about posting school board-related business to their personal social media accounts. Deleting replies and/or blocking others from viewing your posts can raise First Amendment concerns.

Lindke v. Freed, 601 U.S. 187, 144 S.Ct. 756, 218 L.Ed.2d 121 (2024): “[Freed] deleted Lindke’s comments and blocked him from commenting again. So far as deletion goes, the only relevant posts are those from which Lindke’s comments were removed.

Blocking, however, is a different story. Because blocking operated on a page-wide basis, a court would have to consider whether Freed had engaged in state action with respect to any post on which Lindke wished to comment. The bluntness of Facebook’s blocking tool highlights the cost of a “mixed-use” social-media account: If page-wide blocking is the only option, a public official might be unable to prevent someone from commenting on his personal posts without risking liability for also preventing comments on his official posts. ***A public official who fails to keep personal posts in a clearly designated personal account, therefore, exposes himself to greater potential liability.***

- These posts can also raise public records law and records retention concerns.

Board Member Access to Information



Board Access to Information

- Individual school board members possess all the rights granted to them by applicable state law, federal law and board policies.
- Individual board members may request and sometimes obtain statistics, data, and reports, etc., as follows:
 - as directed by the board,
 - as required by their office (e.g., President, Clerk or Treasurer),
 - as available as a parent/guardian, or
 - as available pursuant to a public records or directory data request.

Board Access to Information

- How information is shared may be addressed in board policy, so it's important for you to review your board's operational policies and procedures.
- Also understand that creating, receiving, and/or sending records can create implications under the:
 - Open meetings law
 - Public records law
 - Records retention law

Board Access to Confidential Information

- **Closed session:** Information received in closed session must remain confidential.
- Redisclosing information obtained in a closed session without proper authorization may (for example):
 - Violate the law (e.g., pupil records, medical records, etc.).
 - Violate board policy (e.g., board code of conduct).
 - Waive attorney-client privilege.
 - Create legal liability for the district and the board member who shared the information.
 - Destroy trust/working relationships.

Open Meetings Law



Open Meetings Law

- Wisconsin's open meetings law applies to all meetings of governmental bodies, including school boards, their subunits, and their committees (there is an exception for certain collective bargaining meetings).
- Meeting: In order for there to be a “meeting,” the “numbers” and “purpose” requirements must be met.

Open Meetings Law

- Numbers: Typically, if one-half or more of the members of a governmental body are present, the numbers requirement is met.
 - Caution: A “negative quorum” can be created if one-half or fewer of the members can control the body’s course of action or vote down a proposal.
- Purpose: Members must be present to conduct governmental business (e.g., discussion, decision, or information gathering).
 - The law does not apply to social or chance gatherings.

Open Meetings Law

Public Notice – Wis. Stat. 19.84

- Content: Each meeting must be preceded by a public notice that sets forth the “time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.”
- Timing: Notice must be given “at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance.”
- Recipients: “As required by any other statutes” and to the public, to those news media who have filed a written request for such notice, and to the official newspaper or, if no official newspaper exists, to a news medium likely to give notice in the area.

Open Meetings Law

Areas for concern:

- Generic notice items: Items that do not meet subject matter specificity requirements (e.g., old business, new business, personnel matters).
 - Same concern with closed session items. The Attorney General has advised that notice of closed sessions must contain the specific nature of the business, as well as the exemption(s) under which the chief presiding officer believes a closed session is authorized. Merely identifying and quoting from a statutory exemption does not reasonably identify any particular subject that might be taken up thereunder and thus is not adequate notice of a closed session.

Open Meetings Law

Areas for concern:

- Closed session procedure: Each meeting must be convened in open session even if the first item of business is a closed session. Once convened in open session, the board may go into closed session following the procedure described in s. [19.85\(1\)](#).
- Closed session discussions: Closed sessions are authorized for the discussion of a very limited set of topics. Once in closed session, board members must stay on topic or return to open session. Talking about issues that are not authorized for closed session in a closed session is a violation of the open meetings law. ss. [19.85\(1\)\(a\)-\(h\)](#).
- Walking quorums: A series of gatherings of separate groups of members, each less than a quorum, who agree to act uniformly in sufficient number to reach a quorum.
- Electronic communications: Depending on how they are used, electronic communications such as email or text messaging can create an illegally held meeting.

Open Meetings Law

Recommendations:

- The risk of inadvertently violating the open meetings law when using electronic communications can be reduced if:
 - One-way communication: Emails and texts are used principally to transmit information one-way to a body's membership and not to initiate a substantive discussion.
 - Reply warnings: The originator of the message reminds recipients to reply only to the originator, if at all.
 - Forwarding: Message recipients are scrupulous about minimizing the content and distribution of their electronic communications.
- By following these recommendations, board members can reduce the risk of creating a meeting and/or a walking quorum.

Open Meetings Law - Resources

Additional open meetings law resources:

- WASB Legal Comments:
 - “Recent Developments Regarding the Open Meetings Law”
 - “Avoiding Common Open Meetings Law Errors”
 - “School Board Member Communications”
- WI Department of Justice’s *Wisconsin Open Meetings Law Compliance Guide*

Public Records Law



Public Records Law

Core concepts:

- The public records law presumes complete public access to district records and that the denial of public access is generally contrary to the public interest.
- A district may only deny access to public records in “exceptional cases.”
- “Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.
- In other words, a “record” is any information created or kept in connection with the official purpose or function of the school district.

Public Records Law

Core concepts:

- Not all documents or information constitute a public record.
- A record does not include (for example):
 - Drafts, notes, preliminary documents and similar materials prepared for the originator's personal use.
 - Published material available for sale or at the library.
 - Material with access limited due to copyright, patent, or bequest.
 - An identical copy of an otherwise available record.

Public Records Law

- Legal Custodian:
 - An elected official, such as a school board member, is the legal custodian of his or her records. This means that you can be the recipient of a request for your records and have an obligation to turn over records that are responsive to the request.
 - The school board president is responsible for the board's records unless a records custodian is designated.
 - A committee chair is responsible for the committee's records.
 - Responding to a records request is mandatory and destroying records that are responsive to a request is against the law.

Public Records Law

- Electronic communications:
 - Board members are obligated to ensure that electronic communications that they send or receive related to district business are appropriately retained, such that the communications can be:
 - Retrieved
 - Evaluated
 - Where appropriate, disclosed pursuant to a lawful request.

Public Records Law

- Electronic communications:
 - Emails regarding matters within the authority of the district are subject to records retention requirements and are likely subject to release as public records, *regardless of whether the email is from a district or personal email account.*
 - Which email account should board members use?
 - School district account
 - ~~Personal account~~
 - ~~Private sector employer account~~
 - ~~Public sector employer account~~

Public Records Law

- Electronic communications:
 - Blogs, social media entries, and text messages can be subject to the public records law.
- Records subject to the request: Once a records request is received, the record(s) subject to the request may only be destroyed under very limited circumstances.
- Response time: Upon receiving a request for a record, the records custodian must respond to the request “as soon as practicable and without delay.”

Public Records Law

- Recommendations:
 - Review your board's public records notice and policies.
 - Do not write anything in an email that you would not want printed on the front page of a newspaper.
 - Establish sound practices in regard to the use of email (and for other correspondence) from the start.
 - Solely use your school email address for school-related business so that all of your school-related emails are automatically retained on the district's server.
 - If you receive a request, solicit guidance from the district administrator and if necessary, an attorney.

Public Records Law - Resources

- WASB Legal Comments:
 - “Five Things School Board Members Should Know About Public Records Requests”
 - “Common Questions Regarding Well-Functioning School Boards”
 - “School Board Member Communications”
- WI Department of Justice’s *Wisconsin Public Records Law Compliance Guide*

Presenter Information

Ben Richter is a WASB staff counsel and directly represents many school districts across the State of Wisconsin on employment, human resources and school law matters. Ben also provides general legal information to all WASB member school districts and drafts or edits various WASB publications.

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brichter@wasb.org

833-320-5333 (WASB – toll free)

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THANK YOU

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@2026

sean.haskamp@cv-sports.com



<u>Date</u>	6/9/2026
<u>Cust.</u>	Boyceville School District
<u>Name</u>	Nick Kaiser
<u>Address</u>	161 East Street
<u>City State</u>	Boyceville, WI 54725

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sean.haskamp@cv-sports.com

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1947
Toll Free 1-877-444-9409
www.cv-sports.com

<u>Invoice No.</u>	
<u>Invoice Date</u>	
<u>P.O. Number</u>	Bid 060926.2
<u>Ship To</u>	Tiffany Creek Elementary
<u>Title</u>	
<u>Address</u>	161 East Street
<u>City & State</u>	Boyceville, WI 54725

Ordered From:							
Purchase Order Number:							
<u>Quantity</u>	<u>Unit</u>	<u>SKU</u>				<u>Price</u>	<u>Per:</u>
2	ea	OFX4235E	Gym Upgrade Package to Include:			\$ 1,835.00	
			42"x72" Glass Backboard, Basketball Rim,				
			DuraSkin Padding: Color TBD				
1	ea		Installation			\$ 600.00	
1	ea		Shipping (Estimate)			\$ 400.00	
			Quote Valid for 30 Days				
Customer responsible for any and all electrical work to make product functional.						<u>Total:</u>	\$ 4,670.00
						<u>Transportation:</u>	
<u>Picked Up By:</u>	<u>Packer</u>	<u>Date:</u>	<u>Shipped</u>	<u>Count</u>	<u>Tax:</u>		
					<u>Invoiced Total:</u>		\$ 4,670.00

sean.haskamp@cv-sports.com



<u>Invoice No.</u>	
<u>Invoice Date</u>	
<u>P.O. Number</u>	Bid 060926.2
<u>Ship To</u>	Tiffany Creek Elementary
<u>Title</u>	
<u>Address</u>	161 East Street
<u>City & State</u>	Boyceville, WI 54725

<u>Date</u>	6/9/2026
<u>Cust.</u>	Boyceville School District
<u>Name</u>	Nick Kaiser
<u>Address</u>	161 East Street
<u>City State</u>	Boyceville, WI 54725

Ordered From:											
Purchase Order Number:											
<u>Quantity</u>	<u>Unit</u>	<u>SKU</u>					<u>Price</u>	<u>Per:</u>	<u>Total:</u>		
2	ea	OFX4235E	Gym Upgrade Package to Include:				\$ 1,835.00		\$ 3,670.00		
			42"x72" Glass Backboard, Basketball Rim,								
			DuraSkin Padding: Color TBD								
1	ea		Installation				\$ 600.00		\$ 600.00		
1	ea		Shipping (Estimate)				\$ 400.00		\$ 400.00		
			Quote Valid for 30 Days								
Customer responsible for any and all electrical work to make product functional.							Total:		\$ 4,670.00		
							Transportation:				
Picked Up By:	Packer	Date:	Shipped		Count	Tax:					
						Invoiced Total:		\$ 4,670.00			

UW53 Bobcat Tool cat (3 point)

This machine is a little less versatile due to the 3 point, however a necessity to our grounds. Trade-in on this machine is different from the other. This machine is not as easy to find, and the market is smaller. What I would like to do, Use referendum dollars to do initial trade in (next spring) or when a buyer is available, and then trade in every 2-5 years when my budget allows.



Quotation Number: **AS1926925**
 Quote Sent Date: **Jul 20, 2026**
 Expiration Date: **Jul 31, 2026**
 Prepared By: **Anthony Stambaugh**
 Phone: 7154049551
 Email: tstambaugh@bobcatplus.com

Customer
Boyceville Community School District
 1003 TIFFANY ST
 BOYCEVILLE, WI, 54725-7401
 Phone: +17155052670

Contact
Derrick Retz
 Phone: +17155052670
 Email: derrickr@boyceville.k12.wi.us

Dealer
Bobcat Plus, Eau Claire, WI
 8500 CHAYNE DRIVE
 EAU CLAIRE, WI, 54703

Item Name	Item Number	Quantity	Price Each	Total
Bobcat UW53	M1227	1	70,465.50	70,465.50
Standard Equipment:				
Adjustable Vinyl Seats			Falling Object Protective Structure (FOPS) - Meets Requirements of SAE-J1043 & ISO3449, Level I	
All-Wheel Steer			Dome Light	
Automatically Activated Glow Plugs			Interior Trim	
Auxiliary Hydraulics			Joystick, Manually Controlled with Lift Arm Float	
Variable Flow with dual direction detent			Lift Arm Support	
High Flow Hydraulics and Attachment Control Kit			Limited Slip Transaxle	
Beverage Holders			Parking Brake, automatic	
Power Bob-Tach			Power Steering with Tilt Steering Wheel	
Boom Float			Radiator Screen	
Cowl and Cowl Support			Radio:	
Cruise Control			AM/FM/Weatherband	
Deluxe Equipment:			Aux Input & Head Phone Jacks	
Cab Enclosure with Heater and Air Conditioning			Lower Engine Cover	
Deluxe Operator Cab (Front Window, Rear Window, Front Wipers)			Rear Receiver Hitch	
Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, rear work light, and headlights)			Seat Belts, Shoulder Harness	
Engine and Hydraulic Monitor with Shutdown			Spark Arrestor Muffler	
Front Work Lights			Storage Bins	
Full-time Four-Wheel Drive			Suspension, 4-wheel independent	
Horsepower Management			Tires: 27 x 10.5-15 (8 ply), Lug Tread	
Speed Management			Toolcat Interlock Control System (TICS)	
Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts.			Two-Speed Transmission	
Heavy Duty Battery			Traction Control	
PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer)			Machine Warranty: 12 Months, unlimited hours	
Three-Point Hitch Package (Three-Point, depth position gauge)			Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty	
Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics)				
Roll Over Protective Structure (ROPS) - Meets Requirements of SAE-J1040 & ISO 3471				
Block Heater	M1227-A01-C02	1	117.60	117.60
29 X 12.5 Turf Tires	M1227-R05-C05	1	788.90	788.90
Total for Bobcat UW53				71,372.00

Quote Subtotal	71,372.00
Dealer PDI	850.00
Freight Charges	1,100.00
2024 UW53 Toolcat	-52,500.00
Sales Total before Taxes	20,822.00
Taxes	0.00
Quote Total - USD	20,822.00

Customer Acceptance:

Quotation Number: AS1926925

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt: Y ☐ / N ☐

UW56 Bobcat Tool cat (box)

The UW56 is our main machine out of the two, it is a little more versatile for our needs. My hope would be to use referendum dollars to do the initial trade in for this machine, after initial trade-in the estimated yearly trade-in of 5,000-6,000\$, I would pull from my grounds budget. This would keep one machine under warranty at all times.



Quotation Number: **AS1877483**
 Quote Sent Date: **Jun 23, 2026**
 Expiration Date: **Jun 30, 2026**
 Prepared By: **Anthony Stambaugh**
 Phone: 7154049551
 Email: tstambaugh@bobcatplus.com

Customer
Boyceville Community School District
 1003 TIFFANY ST
 BOYCEVILLE, WI, 54725-7401
 Phone: +17155052670

Contact
Derrick Retz
 Phone: +17155052670
 Email: derrickr@boyceville.k12.wi.us

Dealer
Bobcat Plus, Eau Claire, WI
 8500 CHAYNE DRIVE
 EAU CLAIRE, WI, 54703

Item Name	Item Number	Quantity	Price Each	Total
Bobcat UW56	M1225	1	59,113.60	59,113.60
S/N: B4RC19307				
Standard Equipment:				
Adjustable Vinyl Seats			Horsepower Management	
All-Wheel Steer			Roll Over Protective Structure (ROPS) . Meets	
Automatically Activated Glow Plugs			Requirements of SAE-J1040 & ISO 3471	
Auxiliary Hydraulics			Falling Object Protective Structure (FOPS) .	
Variable Flow with dual direction detent			Meets Requirements of SAE-J1043 & ISO3449,	
Beverage Holders			Level I	
Bob-Tach			Dome Light	
Boom Float			Hydraulic Dump Box	
Cargo Box Support			Instrumentation: Standard 5" Display with Keyless	
Cruise Control			Start, Engine Temperature and Fuel Gauges, Hour	
Speed Management			meter, RPM and Warning Indicators. Includes	
Enclosed Cab with HVAC			maintenance interval notification, fault display, job	
Dual Port USB charger			codes, quick start, and security lockouts.	
Lower Engine Guard			Joystick, Manually Controlled with Lift Arm Float	
Limited Slip Transaxle			Lift Arm Support	
Engine and Hydraulic Monitor with Shutdown			Parking Brake, automatic	
Front LED Work Lights			Power Steering with Tilt Steering Wheel	
Full-time Four-Wheel Drive			Radiator Screen	
			Rear Receiver Hitch	
			Seat Belts, Shoulder Harness	
			Spark Arrestor Muffler	
			Suspension, 4-wheel independent	
			Tires: 27 x 10.5-15 (8 ply), Lug Tread	
			Toolcat Interlock Control System (TICS)	
			Two-Speed Transmission	
			Machine Warranty: 12 Months, unlimited hours	
			Bobcat Engine Warranty: Additional 12 Months or	
			total of 2000 hours after initial 12 month warranty	
High Flow Package	M1225-R03-C02	1	1,592.50	1,592.50
Rear View Camera	M1225-R20-C01	1	289.10	289.10
Attachment Control	M1225-R08-C02	1	206.50	206.50

Power Bob-Tach	M1225-R14-C03	1	928.20	928.20
Radio Option	M1225-R15-C02	1	435.40	435.40
Traction Control	M1225-R16-C02	1	511.00	511.00
Deluxe Road Package	M1225-P01-C01	1	2,384.90	2,384.90

Included: Deluxe Road Package includes:
Backup Alarm, Turn Signals, Flashers, Tail
Lights, Brake Lights, Rear view mirror, Side
Mirrors, Horn, Rear work lights, and headlights

29 X 12.5 Turf Tires	M1225-R05-C05	1	788.90	788.90
Heavy Duty Battery	M1225-R07-C02	1	84.70	84.70
Interior Trim	M1225-A01-C04	1	165.90	165.90
Engine Block Heater	M1225-A01-C02	1	117.60	117.60

Total for Bobcat UW56	66,618.30
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Quote Subtotal	66,618.30
Dealer PDI	850.00
Freight Charges	1,550.00
2024 Bobcat UW56	-54,500.00
Sales Total before Taxes	14,518.30
Taxes	0.00
Quote Total - USD	14,518.30

Customer Acceptance:

Quotation Number: AS1877483

Purchase Order: _____

Authorized Signature: _____

Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt:

Y ☐ / N ☐

2026-2027 STAFF CALENDAR

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 - New Staff In-service
 17-20, 24 - In-service (5)
 19 - Open House (2-6PM)
 25, 26 - District Transition Days (6,7)
 27 - First Day of School
 3 Student Days

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day (Off) (1)
 28 - In-service (8)
 20 Student Days

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 - Parent/Teacher Conferences
 TCE 4-7 pm, MS/HS 5-8 pm (8.5)
 22 - Parent/Teacher Conferences
 TCE 4-7 pm, MS/HS 5-8 pm (9)
 23 - Off
 21 Student Days

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - MS/HS First Day of 2nd Quarter
 23 - In-service (10)
 24-27 - Thanksgiving Break (Off)
 26 - Thanksgiving Holiday (Off) (2)
 16 Student Days

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23-31 - Holiday Break (Off)
 16 Student Days

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Holiday Break (Off)
 4 - School Resumes
 18 - In-service (11)
 19 - MS/HS First Day of 3rd Quarter, TCE First Day of 2nd Semester
 19 Student Days

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

22 - Parent/Teacher Conferences
 TCE 4-7 pm, MS/HS 5-8 pm (11.5)
 25 - Parent/Teacher Conferences
 TCE 4-7 pm, MS/HS 5-8 pm (12)
 25 - In-service (13)
 26 - Day off
 18 Student Days

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 - MS/HS First Day of 4th Quarter
 26 - Good Friday (Off) (2.5)
 25-29 - Off
 20 Student Days

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 - Off
 24 - Prom
 21 Student Days

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 - Graduation
 27 - Last Day of School (Early Release)
 TCE 12:30PM, MS/HS 12:40PM
 28 - In-service (14)
 31 - Memorial Day (Off) (3.5)
 19 Student Days

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 - In-service (14.5)

Days Off	
3.5	Teacher Holidays
12.5	In-service
2	S/T/P Conferences
173	Student School Days
191	Total Contract Days