

UNITY SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

Agenda

Tuesday, August 8, 2023 6:00 PM

Unity School Board Room, 1908 150th St., Balsam Lake, WI 54810

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is time for public participation, for items germane to the agenda, during the meeting as indicated on the agenda.

Patricia C. Kastens, Clerk

1. **5:30 PM** Summer Project Campus Tour
2. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
3. Approval of the Agenda
4. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) in considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - a. Roll Call
 - b. Approval of Closed Minutes, July 11, 2023 - Regular Board Meeting
 - c. Approval of Closed Minutes, July 18, 2023 - Special Board Meeting
 - d. Approval of Closed Minutes, July 20, 2023 - Special Board Meeting
 - e. Approval of Closed Minutes, July 25, 2023 - Special Board Meeting
 - f. Personnel §19.85 (1)(c)
 - g. Adjourn Closed Session
 - h. Convene Regular Session
5. Possible Action on Recommendation(s) From Closed Session
6. Residents' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to zfugate@unity.k12.wi.us by NOON on Tuesday, August 8, 2023. Such comments will be provided to the Board of Education for consideration and review.) (Board Policy 187 - Public Participation at Board Meetings)
7. Board of Education Member Update
8. **Information**
 - a. Submitted Reports
 - 1) Principal Reports 2
 - b. District Administrator's Report - *Mr. Zachary Fugate* 3
9. **Consent Agenda**
 - a. Approval of Board of Education Meeting Minutes, July 11, 2023 - Regular Board Meeting 9
 - b. Approval of Board of Education Meeting Minutes, July 18, 2023 - Special Board Meeting
 - c. Approval of Board of Education Meeting Minutes, July 20, 2023 - Special Board Meeting 11
 - d. Approval of Board of Education Meeting Minutes, July 25, 2023 - Special Board Meeting 12
 - e. Approval of Elementary/Middle School/High School Activity Accounts 13
 - f. Approval of Vouchers 14
 - g. Financial Report - *Ms. Kara Holden*
 - h. Personnel
 - 1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. Middle School Principal
 - b. Carmen Vitalis, New Hire - Learning Facilitator
 - c. Sawyer Westra, New Hire - Middle School Football Coach
 - d. Kimberly Tunheim, Resignation - Educational Assistant
10. **Action Agenda**
 - a. Consideration and Approval of the 2023-2024 District Employee Handbook - *Mr. Zachary Fugate*
11. Adjourn

Unity Middle School

August 2023 Board Report

Summer Music

Middle School Band Camp is August 14-18. Campers will work on sight reading skills, concert skills, and advancing note and rhythm skills. Students will rehearse as an ensemble with an afternoon concert at 1 pm on August 18th in the Performing Arts Center. Band camp is a great opportunity for all students to have fun and work with each other building lasting relationships within the middle school band program.



Unity Eagle Academy

The first day of school for middle level students is August 30th! Unity School District is proud to announce the return of Unity Academy on August 30 and 31, 2022. The first two days of school will follow an engaging and exciting format this year. Students will participate in team building and problem solving activities. They will set goals, meet their teachers, decorate their lockers, and get organized for a successful 2023-24 school year. Students will report to homerooms on these days. These will be full school days. Normally scheduled bus routes will run during Unity Academy. Unity Food Service will also be serving breakfast and lunch starting these days. Beginning September 5, students will report to all their regularly scheduled classes.

August Summer School

Grades 5 and 6

Challenging and fun August Summer School sessions.

Cake Creations
(Grades 5 and 6) - Students experience baking and assembling layer cakes.

Lego Engineers
(Grade 5)
Students have the choice of one or two weeks of engineering fun. They design and build a variety of three dimensional projects using Legos, 3D pens and more!

UNITY SCHOOL DISTRICT



"THANK YOU to each and every one of you for the incredible creativity, commitment and gift of your time in supporting our children and community."

Dr. William DeWitt
-Elementary Principal



800+

Summer School
Students Served

30+

Summer School
Course Offerings

1

Extremely Happy
Principal!

Safe-Way Wisconsin is looking for a few drivers for the upcoming school year. They are offering an excellent wage with a \$1,000 signing bonus! If you are interested, please make sure to give them a call.

SAFE-WAY BUS WISCONSIN
UNITY SCHOOL DISTRICT

**HIRING NOW
SCHOOL BUS
DRIVER**

NO EXPERIENCE REQUIRED!

- PAID TRAINING
- STARTING @ \$1,000 SIGN - ON BONUS
- STARTING PAY \$22/HR WITH 4 HR MIN/DAY
- GET PAID TO TAKE YOUR KIDS TO SCHOOL

CONTACT US AT THE OFFICE
(715) 825-3515 OPTION #8

After 17 great years as Middle School Principal, Mrs. Elizabeth Jorgensen will be taking over as the new Special Education Director. Unity School District is excited to welcome her into this new role and looks forward to great things happening for students!



3



SUMMER PROJECTS

- Bus Garage Office
- Insulated Garages
- Pep Shed Floor
- MS Gym
- HS Gym 2
- LEAP Sandbox
- Pep Shed Insulation



Unity School District would like to welcome Mr. Nic Been as the new High School Principal. Mr. Been has been in education for more than 22 years and is extremely excited to be a part of Unity. During his time in education, Mr. Been has been an Athletic Director, Assistant High School Principal, and most recently has been serving as a Director of Teaching and Learning. Unity School District is excited for Mr. Been to bring his passion, leadership, character, and drive for student and staff success to the High School.





**2023 - 2024
UNITY SCHOOL DISTRICT
GOALS**

- 1. PREPARE STUDENTS FOR THEIR FUTURE BY INCREASING CAREER READINESS THROUGH THE EXPANSION OF YOUTH APPRENTICESHIP, ADVANCED PLACEMENT, EARLY COLLEGE CREDIT PROGRAM, START COLLEGE NOW, AND NEW PROGRAMS.**
- 2. IMPROVE READING ACHIEVEMENT AND LITERACY THROUGH IMPLEMENTATION OF A RIGOROUS CURRICULUM WITH FLEXIBLE AND PERSONALIZED LEARNING OPPORTUNITIES FOR STUDENTS.**
- 3. CONTINUE TO IMPLEMENT SUPPORTIVE MENTAL HEALTH PROGRAMMING FOR STUDENTS.**
- 4. PROMOTE LEADERSHIP DEVELOPMENT AND CHARACTER-BUILDING OPPORTUNITIES FOR ALL STUDENTS.**

UNITY IS

HIRING

CERTIFIED STAFF OPEN POSITIONS

- HIGH SCHOOL/MIDDLE SCHOOL CHOIR DIRECTOR
- ELEMENTARY TEACHERS 4K-GRADE 4
- MIDDLE SCHOOL ELA AND SCIENCE
- SCHOOL PSYCHOLOGIST
- VARIOUS COACHING POSITIONS

Don't miss the opportunity to join our team and gain experience and benefits by working with great leadership!

Apply Now!



JOIN OUR TEAM



UNITY IS

HIRING

SUPPORT STAFF OPEN POSITIONS

- FULL-TIME LEAP CHILD CARE LEADS AND ASSISTANTS
- PART-TIME EDUCATIONAL ASSISTANTS
- PART-TIME SCHOOL NUTRITION
- SUBSTITUTE TEACHERS
- SUBSTITUTES
 - KITCHEN
 - CUSTODIAL
 - EDUCATIONAL ASSISTANTS

Get the opportunity to join our team and gain experience and benefits by working with a great leadership team!

Apply Now!



JOIN OUR TEAM



Our Website
WWW.UNITY.K12.WI.US

CALENDAR OF EVENTS

DATE	MEETING	PLACE	TIME
Monday, August 7	First Day of August Summer School	District	
Tuesday, August 8	Board Meeting	Board Room	6:00 PM
Tuesday, August 22	Fall In-Service Begins	District	8:00 AM
Monday, August 28	Open House	District	5:00 PM-7:00 PM
Wednesday, August 30	Eagle Academy	District	8:15 AM
Thursday, August 30	Eagle Academy	District	8:15 AM
Tuesday, September 5	1st Day of School!	District	8:15 AM
Thursday, September 7	Elementary Picture Day	District	
Friday, September 8	MS and HS Picture Day	District	
Friday, September 15	Early Release	District	1:00 PM
Friday, September 15	Homecoming-Community Picnic	Elementary Playground	5:00-6:30 PM

Minutes of Regular Meeting

July 11, 2023

The Board of Education

Unity School District

A Regular Meeting of the Board of Education of Unity School District was held Tuesday, July 11, 2023 beginning at 6:00 PM in the Unity School District Board Room.

1. **6:00 PM** Call to Order/Notice of Meeting/Roll Call
 - Members Present:** Debbie Ince-Peterson, Ryan Peterson, Victoria Studtmann, Sheryl Holmgren,
 - Admin. Team Present:** Supt. Zachary Fugate
 - Members Absent:** Pat Kastens, Jeromy Cox, Andrea Jerrick (Andrea Jerrick joined the meeting at 6:09 p.m.)
2. Approval of the Agenda
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) in considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - a. Roll Call
 - b. Approval of Closed Minutes, June 13, 2023 - Regular Board Meeting
 - c. Personnel §19.85 (1)(c)
 - d. Adjourn Closed Session
 - e. Convene Regular Session
4. Possible Action on Recommendation(s) From Closed Session
 - None
5. Residents' Requests to Speak/Address the Board (Max. of 3 min. Items must be germane to the agenda. Any written comment must be submitted by email to zfugate@unity.k12.wi.us by NOON on Tuesday, July 11, 2023. Such comments will be provided to the Board of Education for consideration and review.) (Board Policy 187 - Public Participation at Board Meetings)
 - No comments were received.
6. Board of Education Member Update
7. **Information**
 - a. Submitted Reports
 - 1) Principal Reports
 - 2) Curriculum Reports
 - b. District Administrator's Report - *Mr. Zachary Fugate*
8. **Consent Agenda**
 - a. Approval of Board of Education Meeting Minutes, June 13, 2023 - Regular Board Meeting
 - Motion by Victoria Studtmann to approve Board Minutes from June 13, 2023.
 - Second by Ryan Peterson.
 - Motion carries by unanimous voice vote.
 - b. Approval of Elementary/Middle School/High School Activity Accounts
 - Motion to approve the June 2023 Activity Accounts by Ryan Peterson.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
 - c. Approval of Vouchers
 - Motion to approve the June 2023 Vouchers by Pat Kastens.
 - Second by Ryan Peterson.
 - Motion carries by unanimous voice vote. (Andrea Jerrick and Ryan Peterson Abstained.)
 - d. Financial Report - *Ms. Kara Holden*
 - Motion to receive the June 2023 Financial Report by Ryan Peterson.
 - Second by Andrea Jerrick.
 - Motion carries by unanimous voice vote.

e. Personnel

1) Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:

a. Wade Brabant, Resignation - High School Mathematics Teacher

Motion to approve the resignation of Wade Brabant by Ryan Peterson.

Second by Victoria Studtmann.

Motion carries by unanimous voice vote.

b. Consideration and Approval of the 2023-2024 Fall Extra Duty Contracts - *Mr. Zachary Fugate*

Motion to approve the 2023-2024 Fall Extra Duty Contracts with permission to fill positions as needed by Ryan Peterson.

Second by Andrea Jerrick.

Motion carries by unanimous voice vote.

9. **Action Agenda**

a. Consideration and Approval of Grade Level Sections - *Dr. William DeWitt*

Motion by Victoria Studtmann to approve the Grade Level Sections as presented.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

b. Consideration and Approval of the Early Learning Calendar 2023-2024 - *Dr. William DeWitt*

Motion by Victoria Studtmann to approve the Early Learning Calendar 2023-2024 with the authority for Administration to make changes as needed.

Second by Ryan Peterson.

Motion carries by unanimous voice vote.

c. Consideration and Approval of the 2023-2024 Student & Parent Handbooks – *Administration*

Motion by Ryan Peterson to approve the 2023-2024 Student & Parent Handbooks with the authority for Administration to make changes as needed.

Second by Andrea Jerrick.

Motion carries by unanimous voice vote.

d. Consideration and Approval of the 2023-2024 LEAP Family Handbook - *Ms. Amanda Warner*

Motion by Ryan Peterson to approve the 2023-2024 LEAP Family Handbook.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

e. Consideration and Approval of the 2023-2024 Lunch Program and Prices - *Ms. Kara Holden*

Motion by Ryan Peterson to approve the 2023-2024 Lunch Program and Prices to remain as listed.

Second by Sheryl Holmgren.

Motion carries by unanimous voice vote.

f. Consideration and Approval of Food Service Account Balance Payoff - *Ms. Kara Holden*

Motion by Ryan Peterson to approve the Food Service Account Balance Payoff of \$2,905.35.

Second by Andrea Jerrick.

Motion carries by unanimous voice vote.

g. Approval by the Board of the annual declaration and parent notice of the District's student academic standards that will be in effect for the 2023-2024 school year, pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes. - *Mr. Zachary Fugate*

Motion by Victoria Studtmann to approve the annual declaration and parent notice of the District's student academic standards that will be in effect for the 2023-2024 school year, pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes.

Second by Andrea Jerrick.

Motion carries by unanimous voice vote.

10. Adjourn

Motion to adjourn by Victoria Studtmann.

Second by Andrea Jerrick.

Motion carries by unanimous voice vote by 7:51 p.m.

Minutes of Special Meeting

July 20, 2023

The Board of Education

Unity School District

1. **5:30 PM** Call to Order/Notice of Meeting/Roll Call
 - Members Present:** Debbie Ince-Peterson, Pat Kastens, Victoria Studtmann, Andrea Jerrick
 - Members Absent:** Jeromy Cox, Ryan Peterson, Sheryl Holmgren
 - Admin Present:** Supt. Zachary Fugate
2. Approval of the Agenda
 - Motion to Approve the Agenda by Victoria Studtmann.
 - Second by Andrea Jerrick.
 - Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) to interview and consider candidates for the position of high school principal and may select one or more candidates for the position and WI § 19.85(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - a. Roll Call
 - b. Personnel §19.85 (1)(c)
 - c. Consideration of Bus Company Contract §19.85(g)
 - d. Adjourn Closed Session
 - e. Convene Regular Session
 - Motion to Convene to Regular Session by Victoria Studtmann.
 - Second by Andrea Jerrick.
 - Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
 - None
5. Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. New Hire – High School Principal
 - No action taken at this time.
6. Adjourn
 - Motion to adjourn by Andrea Jerrick.
 - Second by Victoria Studtmann.
 - Motion carries by unanimous voice vote by 6:20 p.m.

Minutes of Special Meeting

July 25, 2023

The Board of Education

Unity School District

1. **5:30 PM** Call to Order/Notice of Meeting/Roll Call
 - Members Present:** Debbie Ince-Peterson, Pat Kastens, Victoria Studtmann, Sheryl Holmgren
 - Members Absent:** Jeromy Cox, Ryan Peterson, Andrea Jerrick
 - Admin Present:** Supt. Zachary Fugate
2. Approval of the Agenda
 - Motion to Approve the Agenda by Victoria Studtmann.
 - Second by Sheryl Holmgren.
 - Motion carried by unanimous voice vote.
3. Consideration to Suspend Regular Session and Convene Closed Session for the Purpose of WI § 19.85 (1)(c) in considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - a. Roll Call
 - b. Personnel §19.85 (1)(c)
 - c. Adjourn Closed Session
 - d. Convene Regular Session
 - Motion to Convene to Regular Session by Victoria Studtmann.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
4. Possible Action on Recommendation(s) From Closed Session
 - None
5. Consideration and Approval of Various Hires, Retirements, and Resignations, including but not limited to:
 - a. New Hire – High School Principal
 - Motion by Victoria Studtmann to offer a contract to chosen candidate.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote.
6. Adjourn
 - Motion to adjourn by Victoria Studtmann.
 - Second by Sheryl Holmgren.
 - Motion carries by unanimous voice vote by 6:20 p.m.

UNITY SCHOOL DISTRICT

ACTIVITY ACCOUNT SUMMARY AS OF JULY 31, 2023

HIGH SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
164400-General Account	\$12,944.35	\$316.02		\$13,260.37
164401-Basketball - Boys	\$5,487.29		\$253.73	\$5,233.56
164402-Baseball - HS	\$5,060.57		\$650.00	\$4,410.57
164403-FFA	\$8,783.27		\$80.94	\$8,702.33
164404-FBLA	\$2,582.90			\$2,582.90
164405-Skills USA	\$4,445.98			\$4,445.98
164406-Athletics	\$556.54			\$556.54
164407-Football	\$3,442.27			\$3,442.27
164408-Volleyball	\$3,106.04		\$336.00	\$2,770.04
164409-Basketball - Girls	\$0.00			\$0.00
164410-Softball	\$2,307.18			\$2,307.18
164411-Soccer Club	\$0.00			\$0.00
164412-Grad Party	\$0.00			\$0.00
164413-Migizi Club	\$641.97			\$641.97
164414-Music Club	\$5,776.51			\$5,776.51
164415-Natnl Honor Society	\$658.65			\$658.65
164416-Student Council	\$1,884.50			\$1,884.50
164417-Theatre Arts	\$4,293.72			\$4,293.72
164418-Library	\$1,827.64			\$1,827.64
16419-Farm2School	\$758.00			\$758.00
164420-Tennis	\$3,831.37			\$3,831.37
164422 - Class of 2022	\$465.24			\$465.24
164423 - Class of 2023	\$0.00			\$0.00
164424 - Class of 2024	\$2,971.47			\$2,971.47
164425 - Class of 2025	\$689.20			\$689.20
164426 - Class of 2026	\$0.00			\$0.00
TOTALS	\$72,514.66	\$316.02	\$1,320.67	\$71,510.01
MIDDLE SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSES	END BALANCE
General	\$8,580.61	\$107.61	\$31.08	\$8,657.14
Student Council	\$3,017.75			\$3,017.75
Drama	\$551.17			\$551.17
Sopko	\$424.43			\$424.43
PE Program	\$623.50			\$623.50
MS Athletics	\$537.52			\$537.52
Girls Traveling Bball	\$10,080.88			\$10,080.88
Wrestling	\$1,069.56			\$1,069.56
TOTALS	\$24,885.42	\$107.61	\$31.08	\$24,961.95
ELEMENTARY SCHOOL				
ACCOUNT	BEG BALANCE	INCOME	EXPENSE	END BALANCE
General	\$6,694.47	\$39.74		\$6,734.21
Yearbook	\$2,094.78			\$2,094.78
TOTALS	\$8,789.25	\$39.74	\$0.00	\$8,828.99

CHECK #	VENDOR	CHECK DATE	AMOUNT
18950	SUBWAY	7/10/23	\$ 159.96
18951	ELECTRONIC FEDERAL TAX PAYMENT	7/5/23	\$ 58,679.09
18952	WEA TAX SHELTERED ANNUITY TRUST	7/5/23	\$ 14,616.68
18953	WISCONSIN DEPARTMENT OF REV	7/5/23	\$ 9,759.43
18954	CASH	7/19/23	\$ 350.00
18955	ELECTRONIC FEDERAL TAX PAYMENT	7/20/23	\$ 59,651.02
18956	WEA TAX SHELTERED ANNUITY TRUST	7/20/23	\$ 4,616.68
18957	WISCONSIN DEPARTMENT OF REV	7/20/23	\$ 9,907.03
18958	UNITY FOOD SERVICE	7/24/23	\$ 485.00
18959	HORACE MANN LIFE INSURANCE COM	7/24/23	\$ 1,900.00
18960	THRIVENT FINANCIAL FOR LUTHERANS	7/24/23	\$ 3,416.68
18961	PAYROLL ACCOUNT	7/20/23	\$ 405,111.61
18962-18963	STANDARD INSURANCE COMPANY	7/26/23	\$ 3,901.38
18964	J HILL CONSTRUCTION LLC	7/26/23	\$ 3,806.25
18965	WISCONSIN RETIREMENT SYSTEM	7/31/23	\$ 106,473.16
18966	ALCIVIA	7/27/23	\$ 353.25
18967-18968	AMAZON CAPITAL SERVICES	7/27/23	\$ 6,070.39
18967-18968	AMAZON CAPITAL SERVICES	7/27/23	\$ (6,070.39)
18969	BALSAM LAKE ACE HARDWARE	7/27/23	\$ 3,934.13
18970	BALSAM LAKE WATER/SEWR COMMIS.	7/27/23	\$ 459.89
18971	BARTINGALE MECHANICAL	7/27/23	\$ 9,929.75
18972	CARLSON CONSTRUCTION	7/27/23	\$ 15,580.79
18973	CENTURIA UTILITIES	7/27/23	\$ 92.83
18974	CESA #10	7/27/23	\$ 448.00
18975	EQUAL RIGHTS DIVISION	7/27/23	\$ 7.50
18976	INDIANHEAD FOODSERVICE DIST.	7/27/23	\$ 254.20
18977	INT'L CHEMTEX CORP.	7/27/23	\$ 1,640.37
18978	LEARNING OPPORTUNITIES	7/27/23	\$ 6,972.16
18979	NEW ERA TECHNOLOGY	7/27/23	\$ 12,058.46
18980	POLK BURNETT ELECTRIC COOP.	7/27/23	\$ 278.59
18981	ST CROIX HEALTH	7/27/23	\$ 9,181.50
18982	STAPLES ADVANTAGE	7/27/23	\$ 6,376.20
18983	TYLER TECHNOLOGIES	7/27/23	\$ 205.00
18984	WASB	7/27/23	\$ 3,691.47
18985	WATERMAN RECYCLING AND DISPOSAL LLC	7/27/23	\$ 1,802.60
18986	WI DEPT OF JUSTICE	7/27/23	\$ 56.00
18987-18988	AMAZON CAPITAL SERVICES	7/27/23	\$ 6,035.39
18989	SECURITY CHECK ME	7/27/23	\$ 35.00
18990	POLK BURNETT ELECTRIC COOP.	7/28/23	\$ 4,400.50
18991	TENDRUP, ELDON	7/28/23	\$ 150.00
18992	UNITY SCHOOL DISTRICT	7/28/23	\$ 50,000.00
18994	BMO MASTERCARD	7/27/23	\$ 9,997.37

18995 CHASE CARD SERVICES	7/27/23	\$	6,089.33
18996 COWBELL CYBER	7/27/23	\$	7,754.00
18997 HUEBSCH SERVICES	7/10/23	\$	1,730.52
18998 NORTHWESTERN WIS ELECTRIC CO	7/17/23	\$	16,772.62
18999 WE ENERGIES	7/10/23	\$	1,375.47
			<hr/> <hr/>
			\$ 860,496.86