

**GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
REGULAR SCHOOL BOARD MEETING  
MONDAY, DECEMBER 11, 2023 @ 6:45 PM  
GRANTON COMMUNITY LIBRARY**

Amended 12/8/2023

**I. REGULAR BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Verification of Notice to Public
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Consent Agenda
  - a. Previous Minutes
  - b. Financial Reports
- G. Other
  - a. Spotlight on Education
    - i. Student of the Month
    - ii. Staff of the Month

**II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS**

**III. PUBLIC COMMENTS**

**IV. AGENDA ITEMS**

- A. Check Register
- B. Out of State Field Trip
- C. 2024-2025 School Calendar
- D. Resolution for School Start Date Waiver
- E. School Safety Drill Report
- F. Financial Discussion/Smart Lab Presentation
- G. Personnel

**V. OTHER REPORTS**

- A. School Board Committee Reports
- B. Principal's Report
- C. Superintendent's Report
- D. Other

**VI. CORRESPONDENCE**

**VII. EXECUTIVE SESSION**

- A. Convene in Executive Session for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- B. Return to Open Session

**VIII. ADJOURNMENT**

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

## **I. REGULAR BUSINESS**

### I.A. Call to Order

Meeting called to order at 6:45 by President Theresa Hasz.

### I.B. Roll Call

Doug Eichten - here, Mark Elmhurst - here, Dennis Kuehn - here, Theresa Hasz - here, Sheryl Young - here. Also present was District Administrator Nancy Popp, Principal Amanda Kraus, Student Council Representative Kennedy Young, District Administrative Assistant Char Johnson, and seven community/staff members.

### I.C. Verification of Notice to Public

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website and published in the TRG.

### I.D. Pledge of Allegiance

Pledge of Allegiance was led by President Theresa Hasz.

### I.E. Approval of Agenda

Motion to approve the agenda as presented. This motion, made by Mark Elmhurst and seconded by Dennis Kuehn. Voice vote. Motion carried.

### I.F. Consent Agenda

Motion to approve the consent agenda, which includes minutes of the October 9, 2023 regular board meeting, minutes of the October 23, 2023 special board meeting, and review of financial reports. This motion, made by Sheryl Young and seconded by Mark Elmhurst. Voice vote. Motion carried.

### I.G. Other

#### I.G.a. Spotlight on Education

Granton Equestrian Team - State Champions

Mrs. Kraus congratulated the Equestrian Team on their recent successes. She mentioned to the board that she would like to check into cost of banners to hang in the gym for the state and regional championships over the past few years. Suggested banners for the other state winning teams as well throughout the years.

#### I.G.a.i. Student of the Month

Students of the Month are: Elementary - Eliana Earl; MS - Maite Tonche; and HS - Beth Arndt.

#### I.G.a.ii. Staff of the Month

Lindsey Halverson is the Staff Person of the Month.

## **II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS**

Student Council Representative reported on the following: 1) Girls Basketball and Wrestling started today; 2) Hockey started last week; 3) Equestrian Team brought home a state championship; 4) Student Council held a Veteran's Day Program last week; 5) FFA Ag Communications competed at National Convention and received a bronze rating; 6) FFA Fall Banquet was held; 7) FFA students will be putting on a Thanksgiving skit and dinner for 4th graders next week.

### **III. PUBLIC COMMENTS**

A community member asked a question about the lunch program. A community member and substitute teacher asked the Board to consider bringing back home economic type classes for teaching life skills.

### **IV. AGENDA ITEMS**

#### IV.A. Check Register

Motion to approve checks 45775-45842 and wire transfers 202300040-202300049 for \$139,999.39. This motion, made by Douglas Eichten and seconded by Sheryl Young. Voice vote. Motion carried.

#### IV.B. School Board Policy Review Chapter 4, Section C

Motion to approve the changes to Payroll Schedules Policy 4C. This motion, made by Douglas Eichten and seconded by Mark Elmhorst. Voice vote. Motion carried.

#### IV.C. Wisconsin Association of School Board (WASB) Convention

Motion to appoint Sheryl Young as the WASB delegate for the State Convention in January. This motion, made by Douglas Eichten and seconded by Mark Elmhorst. Voice vote. Motion Carried.

#### IV.D. April 2024 Election Update

Theresa and Doug are up for election this year.

#### Important Dates:

Deadline for incumbents to file Notice of Noncandidacy - December 22, 2023 by 5PM

Deadline for filing declarations of candidacy and registration papers is Tuesday, Jan 2, 2024.

Primary election date if needed is Tuesday, Feb 20, 2024

Spring election date is Tuesday, April 2, 2024

#### IV.E. Personnel

Discussion on personnel items moved to Executive Session.

### **V. OTHER REPORTS**

#### V.A. School Board Committee Reports

Mark Elmhorst reported that 4th, 5th and 6th grade girl's basketball started this week. There were 11 girls at this point.

#### V.B. Principal's Report

1) Veteran's Day Program held; 2) behavior incentives include swimming in the elementary. Upper grades will have cappuccino & donut rewards 3) December we will be having academic incentives

#### V.C. Superintendent's Report

1) Impressed by all the community events, FFA, Halloween parade, Equestrian Club; 2) SC networks has started work here; 3) Employee handbook has reviewed the handbook; 4) Electric bus update; 5) Approached by someone from OEM about the possibility of a member organization clinic. This is still in planning stages.

#### V.D. Other

### **VI. CORRESPONDENCE**

There was no correspondence

## **VII. EXECUTIVE SESSION**

VII.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 7:23 for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Roll call vote. Douglas Eichten: Yea, Mark Elmhorst: Yea, Theresa Hasz: Yea, Dennis Kuehn: Yea, Sheryl Young: Yea. Motion carried.

VII.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 8:36 pm. This motion, made by Douglas Eichten and seconded by Sheryl Young. Roll call vote. Douglas Eichten: Yea, Mark Elmhorst: Yea, Theresa Hasz: Yea, Dennis Kuehn: Yea, Sheryl Young: Yea. Motion carried.

School Board Clerk Douglas Eichten reported no action was taken in Executive Session.

## **VIII. ADJOURNMENT**

Motion to adjourn at 8:39 pm. This motion, made by Dennis Kuehn and seconded by Mark Elmhorst. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa Hasz, President

Acct Nbr	Account Level	Description	Trans Date	Batch	Cash Acct	Amount
	Description				Code	
80 R 800 272 391000 000		EBT Daycare payment	11/06/2023	23-00017	RES	1,199.63
80 R 800 272 391000 000		EBT Daycare Payment	11/06/2023	23-00018	RES	232.00
80 R 800 272 391000 000		Daycare Rev.	11/09/2023	23-00020	RES	8,746.82
50 R 800 251 500000 000	PUPIL LUNCH	Lunch Money	11/09/2023	23-00020	RES	483.25
21 R 800 279 500000 028		JBC Screening	11/09/2023	23-00020	RES	100.00
21 R 800 279 500000 039		School Store Rev.	11/09/2023	23-00020	RES	44.00
21 R 800 279 500000 038		Lynn Dairy	11/09/2023	23-00020	RES	75.00
21 R 800 279 500000 038		Yearbook	11/09/2023	23-00020	RES	42.00
10 R 800 299 500000 000	MISCELLANEOUS LOCAL REVENUE	Scrap Yard	11/09/2023	23-00020	RES	60.80
50 R 800 251 500000 000	PUPIL LUNCH	Employee Purchase - Un crustables	11/09/2023	23-00020	RES	49.58
21 R 800 279 500000 023		Fruit Sale	11/09/2023	23-00020	RES	1,021.00
21 R 800 279 500000 023		Zoetis Donation	11/09/2023	23-00020	RES	31.94
21 R 800 279 500000 023		Provision Donation	11/09/2023	23-00020	RES	500.00
50 R 800 251 500000 000	PUPIL LUNCH	FFA Alumni payback	11/09/2023	23-00020	RES	46.91
50 R 800 251 500000 051	EXTRA MILK	Mary Jo - Milk	11/09/2023	23-00020	RES	7.56
10 R 800 730 500000 381	TITLE IV	Title IV Claim	11/13/2023	23-00014	RES	2,241.02
10 R 800 730 500000 368	RURAL EDUCATION	Title V Claim	11/13/2023	23-00014	RES	64.59
10 R 800 694 500000 000	SPARSITY AID	Sparsity aid	11/13/2023	23-00014	RES	3,958.00
80 R 800 699 391000 700		High Qlty Daycare Grant	11/13/2023	23-00015	RES	2,531.00
80 R 800 699 391000 623		Workforce Rec. Daycare Grant	11/13/2023	23-00015	RES	1,122.00
80 R 800 272 391000 000		EBT Payment	11/13/2023	23-00016	RES	1,035.84
10 L 000 000 811100 000	TEMPORARY NOTES PAYABLE	Short Term Loan	11/16/2023	23-00019	RES	600,000.00
80 R 800 272 391000 000		Daycare Rev	11/17/2023	23-00022	RES	3,827.69
50 R 800 251 500000 000	PUPIL LUNCH	Lunch money	11/17/2023	23-00022	RES	452.75
21 R 800 279 500000 025		Book Fair start up	11/17/2023	23-00022	RES	100.00
21 R 800 279 500000 025		Book Fair	11/17/2023	23-00022	RES	1,714.99
21 R 800 279 500000 023		Return Check paid pack plus fee	11/17/2023	23-00022	RES	574.00
21 R 800 279 500000 039		School Store	11/17/2023	23-00022	RES	105.00
10 R 800 299 500000 000	MISCELLANEOUS LOCAL REVENUE	Background Check money in and out	11/17/2023	23-00022	RES	15.00
21 R 800 279 500000 042		Concession Stand Haunted forest	11/17/2023	23-00022	RES	1.00
21 R 800 279 500000 023		FFA Banquet	11/17/2023	23-00022	RES	48.00
21 R 800 279 500000 023		FFA Trip	11/17/2023	23-00022	RES	35.00
21 R 800 279 500000 005		Papa Murphy's	11/17/2023	23-00022	RES	211.64
21 R 800 279 500000 035		50/50	11/17/2023	23-00022	RES	227.00
27 R 400 611 500000 000	HANDICAPPED AIDS	Sped Aid	11/20/2023	23-00013	RES	10,054.00
10 R 800 650 500000 332	SAGE AID	SAGE Aid	11/20/2023	23-00013	RES	27,080.00

Acct Nbr	Account Level	Description	Trans Date	Batch	Cash Acct	Amount
	Description				Code	
10 R 800 730 500000 365	TITLE II	Title II Claim	11/20/2023	23-00013	RES	3,914.57
80 R 800 272 391000 000		Daycare Rev	11/28/2023	23-00021	RES	3,041.13
21 R 800 279 500000 035		Varsity Club	11/28/2023	23-00021	RES	1,117.00
21 R 800 279 500000 023		FFA Fall banquet	11/28/2023	23-00021	RES	462.00
21 R 800 279 500000 039		School Store	11/28/2023	23-00021	RES	5.00
21 R 800 279 500000 038		YearBook	11/28/2023	23-00021	RES	172.00
50 R 800 251 500000 000	PUPIL LUNCH	Lunch Money	11/28/2023	23-00021	RES	216.00
21 R 800 279 500000 023		FFA Tshirts	11/28/2023	23-00021	RES	56.00
Total for Cash Receipts						677,022.71

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	600,000.00	37,333.98	0.00	637,333.98
21	TRUST FUNDS	0.00	6,642.57	0.00	6,642.57
27	SPECIAL EDUCATION	0.00	10,054.00	0.00	10,054.00
50	FOOD SERVICE FUND	0.00	1,256.05	0.00	1,256.05
80	COMMUNITY SERVICE FUND	0.00	21,736.11	0.00	21,736.11
***	Fund Summary Totals ***	600,000.00	77,022.71	0.00	677,022.71

\*\*\*\*\* End of report \*\*\*\*\*





SEPTEMBER MENU SETIEMBRE

BE A BUDDY WITH A BULLY

Be Safe Be Kind Be Brave



Color Your Tray the Healthy Way!

Tray's Lunch Choice

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION
45845	PETTY CASH	11/04/2023	100.00	BOOKFAIR	Book Fair Start up
45846	MID-STATE TECHNICAL	11/16/2023	15.00	BACKGROUND	
45847	LUCHTERHAND, TIMOTHY	11/17/2023	40.51	FUEL	Fuel for school car
45848	NAEDLER, JASMINE	11/17/2023	237.75	VOLLEYBALL	Volleyball Senior Night
45849	AETNA	11/21/2023	167.40	11202023	Premium Williams Gilbert
45850	AMAZON CAPITAL SERVI	11/21/2023	12.99	1X76-NN16-	Cardstock for class Projects
45850	AMAZON CAPITAL SERVI	11/21/2023	194.48	1L9J-6TLQ-	Foundation Grant - Team Building 1 of 2
45850	AMAZON CAPITAL SERVI	11/21/2023	36.15	1P31-KRTQ-	Student Council Supplies
45850	AMAZON CAPITAL SERVI	11/21/2023	663.55	1t6q-ng11-	Foundation Grant - Art Supplies
45850	AMAZON CAPITAL SERVI	11/21/2023	309.81	1F6N-FDCT-	Sloan sensor replacement parts for touchless faucets
45850	AMAZON CAPITAL SERVI	11/21/2023	69.07	1kxr-04c7w	Bookkeeper Supply
45850	AMAZON CAPITAL SERVI	11/21/2023	149.20	1H4R-YNFF-	Books for PD
45850	AMAZON CAPITAL SERVI	11/21/2023	39.90	1GVP-OQKCP	K-12 Art Classroom Supply Needs
45850	AMAZON CAPITAL SERVI	11/21/2023	273.06	17YM-OVRPV	K-12 Art Classroom Supply Needs
45850	AMAZON CAPITAL SERVI	11/21/2023	50.97	1MC09-NFVY	Foundation Grant - Reading 1 of 2
45850	AMAZON CAPITAL SERVI	11/21/2023	344.85	1RLD-0G1YH	SPED Supplies
45850	AMAZON CAPITAL SERVI	11/21/2023	33.93	1CNW-YX3R-	Nurse Supplies
45850	AMAZON CAPITAL SERVI	11/21/2023	39.89	1rx9-1dj9-	Stylus Pen for Title I assessments.
45850	AMAZON CAPITAL SERVI	11/21/2023	29.99	114k-0ldly	Foundation Grant - School Nurse
45850	AMAZON CAPITAL SERVI	11/21/2023	183.82	1X37-01NRX	Foundation Grant - School Nurse
45850	AMAZON CAPITAL SERVI	11/21/2023	202.80	1DYD-01CD7	food for daycare
45850	AMAZON CAPITAL SERVI	11/21/2023	31.98	19X6-JNC3-	tech supplies
45850	AMAZON CAPITAL SERVI	11/21/2023	114.58	1hh3-0n793	tech supplies
45852	AUMANN, KIM	11/21/2023	31.50	0212400018	Prizes for Elementary Student Council Halloween activities
45853	BATTERIES PLUS BULBS	11/21/2023	86.79	P67280905	AA batteries and exit light batteries
45854	CAROLINA BIOLOGICAL	11/21/2023	98.00	52338891 R	Science Supplies
45854	CAROLINA BIOLOGICAL	11/21/2023	1,899.50	52322709 R	Science Supplies
45854	CAROLINA BIOLOGICAL	11/21/2023	119.00	52288027	Science
45854	CAROLINA BIOLOGICAL	11/21/2023	96.63	52282434	Science
45854	CAROLINA BIOLOGICAL	11/21/2023	146.70	52284747	Science
45855	CDW-G	11/21/2023	571.77	MS69961	Tammie's Monitor
45855	CDW-G	11/21/2023	1,545.00	ZR00408036	google education license
45856	GRANTON HARDWARE	11/21/2023	117.56	45876	Open Supplies PO
45856	GRANTON HARDWARE	11/21/2023	51.34	035815	Open Supplies PO
45857	IMAGE MARKET	11/21/2023	354.95	8937482	Elementary Student Council Shirt Order
45858	IMSE	11/21/2023	34.95	254621	Reading Supplies
45859	JBC SCREENPRINTING	11/21/2023	233.19	15484	Equestrian Team Apparel
45860	LAKESHORE LEARNING M	11/21/2023	185.99	3391660927	Foundation Grant - Reading 2 of 2
45861	MENARDS	11/21/2023	89.85	69429	Open Menards PO
45862	MIDAMERICA BOOKS	11/21/2023	369.15	569891	MidAmerica Books
45863	NASCO	11/21/2023	32.97	525913	Aquaculture Supplies
45864	NEUMAN POOLS INC	11/21/2023	9,181.72	500148	Pool covers for pool and shipping

CHECK		CHECK	INVOICE	INVOICE	
NUMBER	VENDOR	DATE	AMOUNT	NUMBER	
				DESCRIPTION	
45865	NORTHWAY COMMUNICATI	11/21/2023	260.00	118379	Radio
45866	OAK RIDGE CHEMICAL I	11/21/2023	230.00	080852	18 volt disinfectant sprayer
45867	PIONEER VALLEY BOOKS	11/21/2023	73.15	I259128	Reading Supplies
45868	REIDER, KATHRYN	11/21/2023	160.76	BANQUET	FFA Banquet Supplies and Thank You's
45869	SCHILLING PAPER COMP	11/21/2023	2,554.73	935734	Cleaning supplies
45869	SCHILLING PAPER COMP	11/21/2023	402.78	935735	Salt for winter
45870	SCHOLASTIC	11/21/2023	131.78	M7456175	4th Grade Scholastic
45870	SCHOLASTIC	11/21/2023	599.60	M7456177	Elementary Scholastics
45871	SCHOLASTIC BOOK FAIR	11/21/2023	1,666.92	W5421792BF	23-24 Book Fair
45872	SCRIPPS NATIONAL SPE	11/21/2023	187.50	SK32-10018	National Spelling Bee Fee
45873	SUPREME SCHOOL SUPPL	11/21/2023	248.33	167387	Discipline Forms
45874	TCH - OAKDALE	11/21/2023	250.80	PSI2219965	Keys and cores for door locks
45875	WASB	11/21/2023	60.00	32148	Elections Webinar
45876	WASBO	11/21/2023	285.00	13571	School Business Office Professionals Conf.
45877	WORLD BOOK	11/21/2023	792.06	0001655372	World Book online resources
45878	XCEL ENERGY	11/21/2023	10,412.72	852407470	Sept and Oct Usage
45879	ZARNOTH BRUSH WORKS	11/21/2023	538.35	0195821-IN	Brush for skidsteer attachment
45880	AMAZON CAPITAL SERVI	11/21/2023	79.99	1F67-TJC-P	Instrument Supplies
45880	AMAZON CAPITAL SERVI	11/21/2023	61.99	1HFV-ODYKH	Amazon book order
45880	AMAZON CAPITAL SERVI	11/21/2023	353.70	1HW9-OVCYD	Amazon book order
45880	AMAZON CAPITAL SERVI	11/21/2023	17.19	1KQ9-06NT4	ID Badge Holders
45881	AMAZON CAPITAL SERVI	11/22/2023	133.90	1D6W-JDGN-	Middle School books for the book vending machine
45882	AUMANN, KIM	11/22/2023	55.96	Studentcou	Supplies for Kindness Week Shirts
45883	B&D LIQUID WASTE HAU	11/22/2023	115.00	10312023	Portable Toilet
45884	BASCHE, PATRICIA	11/22/2023	716.57	OCTNOV	Oct 9th - Nov 18th Mileage
45885	BOARDMAN & CLARK LLP	11/22/2023	2,480.00	275179	Employment Matters
45886	BUREAU VERITAS NATL	11/22/2023	93.50	23029399	Routine Inspection
45887	CESA # 10	11/22/2023	35,616.00	9002400124	Cesa 10 Services
45887	CESA # 10	11/22/2023	11,744.63	5002400012	Federal Funding Support
45888	CESA #5	11/22/2023	3,078.17	0002400826	Sept Business Services
45889	CHIPPEWA VALLEY SPOR	11/22/2023	57.67	270699	Volleyball Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	52.75	001	Flowers for Laschen
45890	CITIZEN'S STATE BANK	11/22/2023	611.83	002	FFVP - Festival
45890	CITIZEN'S STATE BANK	11/22/2023	145.00	003	Art Conference - WAEA
45890	CITIZEN'S STATE BANK	11/22/2023	35.99	004	Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	78.62	005	PBIS Incentive - Foot Beer Floats
45890	CITIZEN'S STATE BANK	11/22/2023	9.27	006	Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	44.75	007	Fuel SPED Conference
45890	CITIZEN'S STATE BANK	11/22/2023	175.00	008	MobyMax
45890	CITIZEN'S STATE BANK	11/22/2023	117.94	009	SPED Conf. Travel
45890	CITIZEN'S STATE BANK	11/22/2023	280.00	010	Granton FFA T-shirts
45890	CITIZEN'S STATE BANK	11/22/2023	2,500.00	011	Daycare Continued Ed. Books
45890	CITIZEN'S STATE BANK	11/22/2023	100.00	012	FFVP
45890	CITIZEN'S STATE BANK	11/22/2023	62.10	013	Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	38.16	014	Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	37.26	015	Student Council Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	39.95	016	After School Program

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION
45890	CITIZEN'S STATE BANK	11/22/2023	74.08	017	Materials Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	279.99	018	Daycare Special Needs Grant from Amazon
45890	CITIZEN'S STATE BANK	11/22/2023	99.98	019	Daycare Special Needs Grant from Amazon
45890	CITIZEN'S STATE BANK	11/22/2023	29.98	022	Daycare Special Needs Grant from Amazon
45890	CITIZEN'S STATE BANK	11/22/2023	48.29	023	Daycare Special Needs Grant from Amazon
45890	CITIZEN'S STATE BANK	11/22/2023	179.99	024	Conf. Hotel
45890	CITIZEN'S STATE BANK	11/22/2023	47.48	WALMART232	Carseat
45890	CITIZEN'S STATE BANK	11/22/2023	298.00	HILTON2324	Hotel - Conf. Stay Rachel
45890	CITIZEN'S STATE BANK	11/22/2023	275.00	EDULASTIC	Middle School Social Studies
45890	CITIZEN'S STATE BANK	11/22/2023	125.00	PAYPAL2324	Asbestos operating and maintenance refresher training required yearly
45890	CITIZEN'S STATE BANK	11/22/2023	2.99	FESTIVAL23	Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	8.00	AGCLASS	Middle School Ag Class Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	230.14	FESTIVAL23	FFVP
45890	CITIZEN'S STATE BANK	11/22/2023	35.99	QUIZLET1	Quizlet
45890	CITIZEN'S STATE BANK	11/22/2023	785.94	CONCOURSE	Hotel Stay Sup. Conf.
45890	CITIZEN'S STATE BANK	11/22/2023	84.89	CONFERENCE	Sup. Conf. Meal
45890	CITIZEN'S STATE BANK	11/22/2023	71.79	ROGERS1	Beyond the Bell Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	52.90	MICHAELS1	Reading Supplies
45890	CITIZEN'S STATE BANK	11/22/2023	300.00	CPM1	Geometry 3 year e-books
45890	CITIZEN'S STATE BANK	11/22/2023	86.77	Food	Food Science and Feeding America
45890	CITIZEN'S STATE BANK	11/22/2023	78.15	GG523	Supplies for Growing Granton Strong Bingo Night
45890	CITIZEN'S STATE BANK	11/22/2023	29.22	FOUNDATION	Foundation Grant - Team Building 2 of 2
45891	CITIZENS STATE BANK	11/22/2023	102.00	EPAYMENT	License renewal PTO for boiler and unfired pressure vessels
45892	COMPLETE CONTROL INC	11/22/2023	205.00	SRVCE05023	Service on Exhaust Fan
45893	DE MONFORT LLC	11/22/2023	199.00	GASD-2023-	Fitness Assessment Software K-12
45894	DEPARTMENT OF WORKFO	11/22/2023	1,088.90	OCTSTMT	Unemployment
45895	DISCOVERY EDUCATION	11/22/2023	360.00	02	Oct 2,3,5
45895	DISCOVERY EDUCATION	11/22/2023	165.00	03	Oct 9,10
45895	DISCOVERY EDUCATION	11/22/2023	637.50	04	Oct 16,17,19,23,30 Nov 2,9
45896	EID, MARY	11/22/2023	180.00	OCT	Oct 31 Nov 2 & 3 Mileage
45896	EID, MARY	11/22/2023	120.00	OCT1	Oct 17,19 Mileage
45896	EID, MARY	11/22/2023	60.00	OCT2	OCT 24,26 Mileage
45896	EID, MARY	11/22/2023	69.43	THORP	Thorp School Observation Mileage
45896	EID, MARY	11/22/2023	17.04	LOYAL	Loyal School Observation Mileage
45896	EID, MARY	11/22/2023	120.00	NOV	Nove 9,14,16
45896	EID, MARY	11/22/2023	9.95	SUPPLIES	1st Grade Supplies
45897	EMC INSURANCE COMPAN	11/22/2023	16,222.66	7001241392	Sept/Oct Premium
45898	GRANTON FFA ALUMNI	11/22/2023	135.00	111023	FFA Mission Impact Conference

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION
45899	GROSS MOTORS INC	11/22/2023	504.64	487107	Gray Dodge - Service/Parts
45899	GROSS MOTORS INC	11/22/2023	84.85	487108	Maroon Service
45900	HANDT ELECTRIC	11/22/2023	75.00	10114	Service Call
45901	HEITING, KAY	11/22/2023	39.00	YEARBOOK	Yearbook Refund
45902	HUEBSCH	11/22/2023	361.26	MULTIPLE	Invoices: 10407877, 10401117, 10403364, 10398949, 10405586, 10396389
45903	ILLUMINATE EDUCATION	11/22/2023	4,574.25	INVIE01010	Software Programs eduClimber, Fastbridge
45904	INDIANHEAD FOOD SERV	11/22/2023	1,001.81	INV-431801	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	508.07	INV-434069	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	89.99	INV-427038	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	538.40	INV-427047	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	191.26	INV-427051	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	806.05	INV-429533	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	1,208.29	INV-436318	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	1,139.80	INV-424526	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	617.64	INV-438637	Breakfast
45904	INDIANHEAD FOOD SERV	11/22/2023	1,038.04	INV-138621	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	2,541.49	INV-424529	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	2,329.60	INV-436322	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1,364.75	Inv-429518	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1,872.70	INV-427060	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	150.48	INV-434084	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1,292.05	INV-431805	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1.95	INV-436305	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1.95	INV-429523	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	719.67	INV-434077	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1,871.33	INV-434072	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	1,217.81	INV-417685	Lunch
45904	INDIANHEAD FOOD SERV	11/22/2023	147.77	INV-438613	Ala Carte
45904	INDIANHEAD FOOD SERV	11/22/2023	44.58	INV-434073	Ala Carte
45904	INDIANHEAD FOOD SERV	11/22/2023	72.19	INV-438617	FFVP
45904	INDIANHEAD FOOD SERV	11/22/2023	270.57	INV-424516	FFVP
45904	INDIANHEAD FOOD SERV	11/22/2023	324.80	INV-436311	FFVP
45904	INDIANHEAD FOOD SERV	11/22/2023	143.65	INV-431789	FFVP
45904	INDIANHEAD FOOD SERV	11/22/2023	74.74	INV-434081	FFVP
45904	INDIANHEAD FOOD SERV	11/22/2023	43.28	INV-438609	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	563.44	INV-424513	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	240.43	INV-436308	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	254.27	INV-429531	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	82.38	INV-431792	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	112.17	INV-434071	Supplies
45904	INDIANHEAD FOOD SERV	11/22/2023	664.12	INV-427045	Afterschool Program Snack
45904	INDIANHEAD FOOD SERV	11/22/2023	115.44	INV-438611	Childcare
45904	INDIANHEAD FOOD SERV	11/22/2023	123.37	INV-438615	FFA
45904	INDIANHEAD FOOD SERV	11/22/2023	340.96	INV-438619	Breakfast
45905	IT VOICE	11/22/2023	393.80	ITV1772	Server Management (last payment)
45906	JANSEN, STINA	11/22/2023	101.75	91923	Sped Training
45907	KLEIN, DANA	11/22/2023	53.69	1172023	School Store Supplies
45908	KUHL EQUIPMENT	11/22/2023	513.52	01-3732	Skidsteer Service
45909	KWIK TRIP INC	11/22/2023	39.20	9727958	Breakfast and Lunch
45909	KWIK TRIP INC	11/22/2023	23.20	9599109	Breakfast
45909	KWIK TRIP INC	11/22/2023	39.20	9634822	Breakfast Lunch
45910	MARAWOOD CONSTRUCTIO	11/22/2023	4,347.59	21333	June Progress (Parking Lot)_

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION
45910	MARAWOOD CONSTRUCTIO	11/22/2023	4,737.92	21486	July Progress (Parking Lot)
45911	MARSHFIELD CLINIC	11/22/2023	59.10	13731016-1	Ppd Skin Test
45912	MAURER ROOFING INC	11/22/2023	2,065.00	10262023	Pipe Support Stands / Walkway pads reduce snow slide
45913	MEDFORD AREA PUBLIC	11/22/2023	5,529.19	FALLPAYMEN	Fall Payment - RVA
45914	MENARDS	11/22/2023	39.07	68646	Haunted Forest Supplies
45914	MENARDS	11/22/2023	154.45	67484	Haunted Forest Supplies
45914	MENARDS	11/22/2023	135.95	68448	Haunted Forest Supplies
45915	MIDSTATE TECHNICAL C	11/22/2023	6,935.60	3000720194	Fall Courses
45916	MISSISSIPPI WELDERS	11/22/2023	40.30	1672283	Tank Rentals
45917	MSA PROFESSIONAL SER	11/22/2023	160.00	R14866002	Construction Admin Labor
45918	NEILLSVILLE SCHOOL D	11/22/2023	1,113.40	0044	Bus Driving, Mileage, Supervisory
45918	NEILLSVILLE SCHOOL D	11/22/2023	1,186.64	0045	Bus Driving, Mileage, Supervisory
45918	NEILLSVILLE SCHOOL D	11/22/2023	952.49	0052	Bus Driving, Mileage, Supervisory
45919	NELSON, BILLIE	11/22/2023	39.00	101123	Yearbook Refund
45920	NORTHCENTRAL TECHNIC	11/22/2023	1,102.54	1062023	Fall Courses
45921	OAK RIDGE CHEMICAL I	11/22/2023	819.00	080794	Floor Cleaner Service/Parts
45922	ORLOWSKI, CAROLYN	11/22/2023	645.00	OCT-23	Food Service
45923	OTIS ELEVATOR CO	11/22/2023	4,568.75	CVW1581600	Elevator Service
45923	OTIS ELEVATOR CO	11/22/2023	1,065.25	CVW1582500	Elevator Services
45924	PH HOSPITALITY GROUP	11/22/2023	153.25	0132803+20	Lunch
45924	PH HOSPITALITY GROUP	11/22/2023	299.50	0132702910	Lunch
45925	PITNEY BOWES INC	11/22/2023	627.72	OCTNOV	Postal Machine Initial Set Up
45926	POPP, NANCY	11/22/2023	81.22	10262023	Finance Meeting Mileage
45927	PROVISION PARTNERS C	11/22/2023	3,178.52	SEPT	Sept Fuel/Diesel
45928	REALLY GREAT READING	11/22/2023	95.00	42085	4k Online Launchpad
45929	RHOM CONSTRUCTION LL	11/22/2023	13,897.00	2337-1	Canopy
45930	SC NETWORKS LLC	11/22/2023	10,500.00	0042	Essential Services Monthly Oct 2023 - June 2025
45930	SC NETWORKS LLC	11/22/2023	12,900.00	0043	Block Hours
45931	SCHMITZ, MICHELLE	11/22/2023	238.00	KALAHARI	WSCA Hotel
45932	SCHOESSOW, COURTNEY	11/22/2023	78.00	YEARBOOK	Yearbook Refund
45933	SECURITY HEALTH PLAN	11/22/2023	70,783.03	NOV	Nov. Premium
45933	SECURITY HEALTH PLAN	11/22/2023	62,736.25	DEC	Dec Premium
45934	SECURITY HEALTH PLAN	11/22/2023	261.76	NOV	Nov. Prem Gilbert
45934	SECURITY HEALTH PLAN	11/22/2023	261.76	DEC	Dec Premium Gilbert
45934	SECURITY HEALTH PLAN	11/22/2023	239.67	NOVD	Nov Prem. Diane
45934	SECURITY HEALTH PLAN	11/22/2023	239.67	DECD	Dec Prem Diane
45935	TRIMLINE LAWN CARE L	11/22/2023	250.00	1981	Grass Cutting/New Seed
45936	VERIZON WIRELESS	11/22/2023	280.17	9947612628	Oct Services
45937	WALZ, DALE	11/22/2023	37.19	10122023	Kerosene - Haunted Forest
45938	WASB	11/22/2023	1,456.67	200272	Employee Handbook Reveiw
45939	WE ENERGIES	11/22/2023	983.39	4797308330	Oct. Services
45940	WEBER'S FARM STORE I	11/22/2023	2,053.91	IVC0007748	Milk
45941	WISCNET	11/22/2023	726.00	21296	Annual Cost for Network Access
45942	WISCONSIN DRUG TESTI	11/22/2023	276.75	54884	MVR,BGC
45943	WISCONSIN DEPARTMENT	11/22/2023	170.09	00101	WRS Fee
45944	WSMA	11/22/2023	248.00	17025	Member School Dues
45945	CITIZEN'S STATE BANK	11/28/2023	239.99	020	Daycare Special Needs Grant from Amazon
45946	MSA PROFESSIONAL SER	11/28/2023	1,174.78	R14866002	Construction Admin Labor and Mileage

CHECK		CHECK	INVOICE		INVOICE
NUMBER	VENDOR	DATE	AMOUNT	NUMBER	DESCRIPTION
45947	DICKINSEN, BRENT	11/28/2023	65.00	11302023	Girls JV Official
45948	NEVILLE, BILL	11/28/2023	55.00	11302023	Girls JV Official
45949	TDS TELECOM	11/29/2023	5,755.38	SEPT-NOV	Sept-Nov. Payment
45950	WEBER'S FARM STORE I	11/29/2023	2,848.44	IVC0007851	Milk
202300055	CITIZEN'S STATE BANK	11/17/2023	595.00	20231117AD	Payroll accrual
202300056	WEA MEMBER BENEFITS	11/17/2023	90.90	20231117AD	Payroll accrual
202300056	WEA MEMBER BENEFITS	11/17/2023	100.00	20231117AD	Payroll accrual
202300056	WEA MEMBER BENEFITS	11/17/2023	1,216.00	20231117AD	Payroll accrual
202300057	WI DEPT OF REVENUE	11/17/2023	35.00	20231117AD	Payroll accrual
202300057	WI DEPT OF REVENUE	11/17/2023	2,951.85	20231117AD	Payroll accrual
202300058	EFTPS	11/17/2023	4,847.97	20231117AD	Payroll accrual
202300058	EFTPS	11/17/2023	455.00	20231117AD	Payroll accrual
202300058	EFTPS	11/17/2023	1,443.52	20231117AD	Payroll accrual
202300058	EFTPS	11/17/2023	6,172.24	20231117AD	Payroll accrual
202300058	EFTPS	11/17/2023	1,443.52	20231117AF	Payroll accrual
202300058	EFTPS	11/17/2023	6,172.24	20231117AF	Payroll accrual
202300060	DELTA DENTAL OF WI	11/20/2023	4,530.06	737062	December Premium
202300061	DELTA DENTAL OF WI	11/20/2023	4,530.06	727453	November Premium
Totals for checks			413,687.02		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	162,909.68	0.00	184,665.31	347,574.99
21	TRUST FUNDS	0.00	0.00	4,003.46	4,003.46
27	SPECIAL EDUCATION	2,632.43	0.00	23,137.11	25,769.54
50	FOOD SERVICE FUND	586.41	0.00	30,580.27	31,166.68
80	COMMUNITY SERVICE FUND	1,974.12	0.00	3,198.23	5,172.35
***	Fund Summary Totals ***	168,102.64	0.00	245,584.38	413,687.02

\*\*\*\*\* End of report \*\*\*\*\*

**GRANTON AREA SCHOOL DISTRICT**

**SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WISCONSIN STATE STATUTE 118.045 (1) AND ADMINISTRATIVE CODE PI 27.03 (3)(4)**

WHEREAS, according to Wis. State Statute 118.045 (1) Except as provided in subs. (2) and (3), beginning in the year 2000, no public school may commence the school term until September 1.

WHEREAS, according to Wis. State Statute 118.045 (3) A school board may commence the school term before September 1 in any school year if the school board requests the department to allow it to commence the school term before September 1 and the school board includes reasons with its request. The department may grant a request only if it determines that there are extraordinary reasons for granting it. The department shall promulgate rules to implement and administer this subsection.

WHEREAS, Administrative Code PI 27.03 (3)(a) and (b) requires a school board may commence a school term prior to September 1, if it submits a written request to the department under sub. (4) asking for an earlier school start date, and such request is granted by the department. The request shall be submitted annually by January 1 prior to the beginning of the school term. If an extraordinary event occurs after the January 1 deadline, the school board shall submit the written request under par. (a) at the earliest possible time prior to the beginning of the school term.

WHEREAS, Administrative Code PI 27.03 (4) requires that the request under sub. (3) shall be adopted as a written resolution by the school board at a school board meeting that complies with the open meetings law under ss. 19.83 and 19.84, Stats. The request and resolution shall include all of the following: (a) The reasons and any other relevant facts relating to the request for an earlier school start date. (b) when an extraordinary event took place or a chronology of events leading to the request.

WHEREAS, the reason for the request for this waiver is due to the loss of instructional time due to the COVID-19 pandemic.

NOW, THEREFORE BE IT RESOLVED, that:

1. On December 11, 2023, the Board of Education held an open meeting, in satisfaction of Administrative Code PI 27.03 (4)(a)(b), concerning requests for waivers of the requirements identified herein; and
2. In compliance with Administrative Code PI 27.03 (3)(4), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or his/her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (OSPI) for the waiver of the following:
  - a. Waiver of the requirement of Wis. Stat. §118.045(1) and the administrative rules promulgated by the department regarding commencement of school term.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on December 11, 2023.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Granton Area School District  
BOARD OF EDUCATION

\_\_\_\_\_ Theresa Hasz, Board President

\_\_\_\_\_ Douglas Eichten, Board Clerk



# **Granton School District**

## **Crisis Response Plan**

Granton Area School District

217 N Main Street

Granton WI 54436

715-238-7175

## Overview

1. The following booklet is intended to provide Granton School with an effective means of dealing with safety and crisis response.
2. Each tab will direct you to actions needed to take or steps to follow.



## Emergency Contact Numbers

Clark County Dispatch: 1-800-743-2420 OR 911

Clark County Sheriff's Department: 715-743-3157 OR 911

Fire Department: 911

First Responders/Ambulance: 911

## Internal Contact Numbers

Nancy Popp (Superintendent): 106

Amanda Kraus (4K-12 Principal): 211

Char Johnson (District Secretary): 108

Tammie Cramer (4K-12 Secretary): 209

Shelly Schmitz (Counselor): 325

Custodians: 207

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# School Layout

## Introduction and Philosophy

The possibility of handling safety and crisis situations within the school, such as; an armed intruder, serious bomb threat, suicide, severe injury, sudden death, serious car accidents, school bus accidents, fatal illnesses, or disaster, may seem remote. It is, however, an unfortunate fact of modern life that we can no longer assume that schools are sanctuaries. Today's challenge is to protect students as much as possible in an increasingly violent world.

Handling such emergencies effectively requires planning and training. The most important step is to develop a written plan and to familiarize school staff with it. The following document is intended to provide Granton Area Schools with an effective means of dealing with safety and crisis response.

## Communication

In a time of crisis, people want and need information. Parental rights and the privacy of the students and the maintenance of the educational process should not be obstructed. In order to insure the privacy of the students and maintain the educational process, it is the administrator's role to complete the following tasks/roles, or to designate personnel to do so:

- **The District Administrator is the spokesperson and no other school personnel should make any statements to the media unless directed to do so.**
  - Initial statements will be prepared by the District Administrator and will provide the basic facts of what has transpired.
  - Access is restricted to the building for the public and the media. Statements given to the public or media will be given outside the school building or via the phone. Persons answering the phones will be given explicit instructions on what statements to make.
  - If necessary, a press conference will be held.
- **No interview of students or staff on the school grounds.**
- **Persons directly involved are to keep a log of what procedures were followed in order to assist the District Administrator with the preparation of a fact sheet for distribution to the staff. Other forms of communication will be used to inform parents of what has happened.**
- **The District Administrator will assign appropriate personnel to:**
  - Review student and personnel records and notify parents and/or spouses.
  - Oversee transportation needs.
  - Got to the hospital or emergency medical site where injured students have been taken.

## **Entrance Protocol**

### Protocol for Office staff

- **Office staff will request vocal verification of visitor over the camera's located in each vestibule**
- **After verbal verification, the guest will be buzzed into the building and directed to the Elementary or MS/HS Offices.**
- **Guests upon entering the office will sign in and receive a visitor pass. At the conclusion of their time, guests will return to the office and sign-out.**

### Protocol for Library Staff

- **Office staff will request verification and allow guest entrance into the building.**
- **Guests upon entering the building will report to the library, sign in and receive a visitor pass. At the conclusion of their time, guests will sign out on the library log and exit the building.**

### Protocol for Student Entrance and Dismissal Observation

- **Staff will be in charge of monitoring all activity by the MS/HS Lobby during Entrance and Dismissal.**
- **Staff will be in charge of monitoring all activity by the Elementary Lobby during Entrance and Dismissal.**

## **Safe Locations**

Locations based off of Zones: Exact locations communicated with staff but withheld from this document for safety reasons.

- **Zone 1: Location 1 and 2**
- **Zone 2: Location 3, 4 and 5**
- **Zone 3: Location 1 and 3**
- **Zone 4: Location 2, 3 and 4**

## Lockout! Threat Outside of Building

### Classroom Instructor/Staff Procedures

1. If outside, enter building
2. Notify the main office
3. Be prepared to lock outside doors and remain in rooms away from doors and windows.
4. Account for all students on Crisis Log
5. Note Time on Crisis Log
6. Communicate with all staff on Safety Communication System Attendance
7. Remain in rooms until given further instructions

### Out of Building-Related Instruction/Recess

1. Notification on Walkie Talkie to re-enter the building or proceed to nearest safe location if deemed appropriate based on location of threat
2. Notify the main office when either inside building or at safe location
3. Be prepared to lock outside doors and remain in rooms away from doors and windows.
4. Account for all students
5. Note Time on Crisis Log
6. Communicate with all staff on Safety Communication System Attendance
7. Remain in rooms until give further instructions

## Lockdown! Intruders/Weapons/Fighting/Student Restraint

### Intruders

#### Instructor/Staff Procedures

1. Report intruder's location (if known)
2. If a severe situation or if an individual will not identify themselves or are threatening in any manner, do not confront and contact the office immediately. If the office is closed, call the police.
3. If a non-severe situation, ask the purpose of presence.
4. If the purpose is acceptable, ask for identification and accompany them to the main office.
5. If there is a severe situation, go to the main office and inform the proper personnel.
6. Announcement over the PA System will be made indicating **LOCKDOWN!**.
7. Prepare to lock doors and remain in rooms away from doors and windows.
8. Account for all students and communicate through our Safety Communication System Attendance
9. Note Time on Crisis Log
10. Remain in rooms until given further instruction.

### Weapons on Premises

#### Instructor/Staff Procedures

1. In a non-threatening situation, confiscate weapon(s), and control potential offender(s).
2. Notify main office
3. If applicable, be prepared to evacuate the area.
4. If situation becomes severe, call 911, alert office, and secretaries will announce **LockDown** Procedure
5. If **LockDown** is called, remain in rooms away from doors and windows until "All Clear" is announced.
6. Grab any student in the hallway nearest you while locking the door.
7. Do not open the door for anyone once locked. Clark County Sheriff's Department has a set of master keys to our building.
8. Account for all students and communicate through our Safety Communication System Attendance
9. Note Time on Crisis Log
10. Administrative staff will evacuate common areas, hallways, etc. to safe locations.
11. Administrative staff will notify staff and students outside of the building to move to safe locations.

## Fighting

1. Assess Situation
  - Who is involved
  - What is happening
  - Location
  - Date/time
  - Who did you contact
2. Contact Principal Secretary/District Secretary
  - Administration will determine if the Wellness Team needs to be called
  - Students go to alternately assigned classrooms
  - Secretarial staff will contact a staff member to help escort students
3. Verbally stop situation
  - If verbal isn't working, separate combatants (if safe to do so)
  - Do not let students help
4. Once situation is under control separate students to office
  - Office contact Counselor
  - Students write down his/her version
  - Teacher resumes class
  - Complete Crisis Log and file Incident Report ASAP
  - Administration will takeover situation and contact parent/guardian

## Student Restraint Plan

1. Try and de-escalate the situation without physically interfering.
2. Send the rest of your class to alternately assigned classrooms if necessary.
3. Do not put hands on a student unless totally necessary. The Wellness Team should be called by one of the office staff to deal with any student restraint situations.
4. Contact Principal Secretary/District Secretary
  - a. Call to Wellness Team and alert Administration
5. Send the rest of your class to alternately assigned classrooms.
  - a. Decompress student
  - b. If needed, school goes into **LockDown** or **Hold** based on need.
6. Office Staff turn off bells (keep students in class)
7. Account for all students and communicate through our Safety Communication System
8. Note Time on Crisis Log
9. Once situation is under control send student to room/office
  - a. Administration take over
  - b. Document all information

- c. Plan a meeting to debrief and discuss action taken with the Wellness Team.

## LockDown! Accidents/Injuries

### In Classroom/On School Grounds

1. Evaluate the accident scene.
2. If the accident scene is safe, proceed to the victim.
3. If the accident is minor, assist the victim to the main office.
4. If an accident is severe, call for assistance (ask student(s) or staff to call 911 and school offices).
  - a. Office Staff will; activate Medical Team and get custodial staff on standby
5. Administer First Aid/CPR if trained to do so.
  - a. All responders grab equipment on the way.
    - i. Primary to scene check victim and care.
    - ii. Help primary if needed/control bystanders.
    - iii. Help with bystanders/clear area/wait for EMS and take to the victim.
    - iv. Wait for EMS and take the victim.
  - b. Office Staff **LockDown** or **Hold** if needed.
6. File incident report and complete Crisis Log.
7. Plan meeting to debrief with the Medical Team and incident.

### Accident/Injury on Transportation Vehicle

1. Call 911 or send someone to call or obtain assistance.
2. If the scene is safe, administer aid to any victims until help arrives.
3. Administer First Aid/CPR if trained to do so.
4. Account for all students/staff.
5. Contact the main office.
  - a. Office Staff will activate the Medical Team (if near the school building) and notify Dale Erickson (transportation director).
  - b. Administration will help where needed (bystanders, lockdown, checking classrooms)
  - c. File Incident Report and Crisis Log.
  - d. Consult Crisis Bag for student emergency contact numbers and re-unification protocol

# LockDown! Sexual Assault/Missing Student/Kidnapping

## Sexual Assault

### Staff/Instructor Procedures

1. Contact the main office/administration (Shelly or Devin in administrative absence).
2. Stay with the victim until administrative staff arrives.
3. Be aware of evidence i.e., physical conditions, statements made to document.
4. Document and file Incident Report with school and with police, if asked.

## Missing Student

### Staff/Instructor Procedures

1. After a student, who has been present during school hours, is deemed missing, contact the main office and administration.
  - a. Office Staff will activate the Assessment Team to formulate a plan.
2. Office Staff will call **Hold** and resume class as usual until "All Clear" is called.
3. Account for all students and staff
4. Communicate through our Safety Communication System Attendance.
5. Complete Crisis Log with any known details of the incident (identifying what student was wearing, any strangers seen, etc).
6. If a student returns, contact the main office regarding the situation.

## Kidnapping

### Staff/Instructor Procedures

1. Call 911
2. Contact Administration and activate the Assessment Team
3. Office Staff will call **LockDown** if kidnapping occurs at school or **LockOut** if kidnapping occurs outside of the building.
4. Account for all students and staff
5. Communicate through our Safety Communication System Attendance.
6. Complete Crisis Log with any known details of the incident (identifying what student was wearing, any strangers seen, etc).

## Evacuate! Bomb Threat

### Person Learning of Threat:

1. Call 911 immediately
2. Notify Administration immediately.
3. Office Staff will call for **Evacuation** to safe location(s).
4. Fill out bomb threat checklist
5. If threat made by phone:
  - a. Keep the caller on line as long as possible and get as much detailed information as possible: Where located, time before bomb is activated, etc.
  - b. Evaluate the caller: Man, woman, child. Possible age, voice pattern, accent, mispronounced words, voice: angry, excited, joking, laughing, etc.
  - c. Evaluate call for: Background noise, strange sounds, machinery, traffic, music, talking, and any peculiar noise. Anything that would give you a clue as to the person or where the call may be coming from.
  - d. Do not hang up the phone, leave it off the hook and note the time the call was received.
6. If threat made by Social Media/Written
  - a. Screenshot or picture of the threat shared with Administration.
  - b. Office Staff will call the Assessment Team to determine severity and seriousness.
    - i. Depending on the type/seriousness of the threat, the Assessment Team and Administration will determine course of action.
  - c. Call 911 or the Sheriff's Department if deemed a threat.
7. If verbal threat:
  - a. Bring in Administration to assess severity, intent, and seriousness.
    - i. They will call the Assessment Team to discuss an action plan.
  - b. Document what was said on the Bomb Threat form.
  - c. Call 911 or the Sheriff's Department if deemed a threat.

## Shelter! Severe Storm/Inclement Weather

Inclement weather can be defined as any unusual act of nature that would make conditions hazardous to students or staff, including, but not limited to flooding, ice storms, snow storms or other acts of nature which could create hazardous driving conditions or loss of power.

### Internal

1. Administration will be responsible for issuing a decision regarding a closing. The decision to close, prior to the start of school, will be made by 6:00 am if possible.
2. Administration will contact TV and radio stations.
3. Administration will initiate the Calling Tree to all families.

## Tornado/Severe Weather

Signal: Intermittent alarm of Voice message from District Office

**Tornado Watch** means no funnel cloud has been sighted, but conditions are right for the development of one.

### Administrative Procedures

1. District office will send email to staff informing them of a tornado watch. Announcements will be made over the PA system telling staff to check their email.
2. Monitor the situation.

### Instructor/Staff Procedures

1. Be prepared to evacuate the area when given instructions.

**Tornado Warning** means a funnel cloud has been sighted. Location and direction of travel is usually given when warning is issued.

### Administrative Procedures

1. Announce tornado evacuation **Shelter!** from the PA system.

### Instructor/Staff Procedures

1. Evacuate to the nearest tornado shelter area.
2. Stay away from windows or areas with high roofs.
3. Follow evacuation routes found in each room.

## Post Tornado Procedures

### Instructor/Staff Procedures

1. Check students/take roll.
2. Identify any injuries or missing students.
3. Try and restore calm.
4. Be aware that more funnel clouds may be in the area.
5. If any students or staff have injuries, call for assistance.
6. Await further instructions from the main office.

### Administrative Procedures

1. When the crisis situation is over, inform all staff and, if possible, reoccupy the building.
2. If injuries have been sustained, contact 911 for medical response.
3. If a building has been damaged, evacuate the area cautiously, contact utility companies.
4. Continue to monitor weather in case of further funnel clouds.
5. Initiate Calling Tree to all families.
6. In the event of no available telecommunications, parents should meet up with students at designated area(s).
7. File incident report and complete Crisis Logs (how long you're in the drill, all students accounted for, communicate via Safety Communication System).

## Fire/Explosion/Evacuation

### Evacuation

Signal: Fire alarm or voice message from district office

#### Instructor/Staff Procedures

1. Evacuate area when alarm is sounded.
2. Follow evacuation routes found in each room and practice during drills.
3. Take a crisis bag with you.
4. Close the door and windows and turn off lights when leaving the room.
5. Reassemble students quietly at a predetermined area, a minimum of 100 feet from the building, and take roll.
6. Check attendance and report any missing students via Safety Communication System.
7. Complete Crisis Log form.
8. Reoccupy the building when given all clear.

### Small Fire

#### Staff/Instructor Procedures

1. Pull the fire alarm.
2. Evacuate students from the area.
3. Notify the main office regarding possible need to evacuate the building.
4. Use a fire extinguisher.
  - a. If fire cannot be extinguished, notify the main office, follow evacuation procedures.
  - b. If the fire is extinguished, notify the main office that the fire has been controlled.
5. If applicable, open windows, start fans.
6. If no additional hazards present (smoke, etc.) reoccupy the room.

## Utility Failure

### Electrical

#### Staff/Instructor Procedures

1. Instructors with class remain in the classroom until further instructions.
2. Instructors without class and other staff report to the main office for instructions.
3. If during lunch, all instructors and other staff assist with supervision of the area.
4. While communicating with staff, use the Safety Communication System
  - a. *Note: phones that work when no electricity: elevator phone or personal cell phone*

### Gas Leak

#### Staff/Instructor Procedures

1. Communicate possible gas leak with Sheila and/or Anne.
2. Evacuate area.
3. Announce to **not** close windows or doors. Do **not** shut off lights or operate any other electrical switches.
4. Use Crisis Plan Safe Location to evacuate the school building
5. If the gas shut off is located in the room, turn it off!
6. Do **not** operate any electrical switches.
7. Contact the main office.
8. Complete Crisis Log and communicate with staff via Safety Communication System.

### Hazardous Material Release

#### Staff/Instructor Procedures

1. Avoid direct or indirect contact with released material.
2. Avoid direct contact with chemical if possible
  - a. If chemicals have contacted skin or eyes, flush for at least 15 minutes.
3. Contact the main office.
4. Keep students and staff away from the area.
5. Do not attempt to clean up spilled chemicals without reviewing MSDS and obtaining proper protective equipment.
6. Contact custodial staff to section off the area, clean the scene (if trained in that hazardous material), or contact trained personnel to dispose of material.
7. Complete Crisis Log and communicate with staff via Safety Communication System.

## Hold! Medical or Behavioral Emergency in the building

### Medical

#### Staff/Instructor Procedures

1. School personnel will come over the announcements signaling a Hold! Drill.
2. Teachers will grab any student near their classroom, lock their doors, document with the office "ALL CLEAR" when achieved and keep teaching.
3. Students will go to the nearest classroom and communicate where their location was supposed to be.
4. All staff will wait for an ALL CLEAR by school personnel before going back to business as usual.
5. The Medical Team will come if called and will send their students to their assigned location.

### Behavioral

#### Staff/Instructor Procedures

6. School personnel will come over the announcements signaling a Hold! Drill.
7. Teachers will grab any student near their classroom, lock their doors, document with the office "ALL CLEAR" when achieved and keep teaching.
8. Students will go to the nearest classroom and communicate where their location was supposed to be.
9. All staff will wait for an ALL CLEAR by school personnel before going back to business as usual.
10. The Wellness Team will come if called and will send their students to their assigned location.

## Death of Staff or Student

1. Person learning of death contact Administration (telling no one else until instructed)
2. Administration will call the Assessment Team (starting with Guidance/Counseling Staff)
3. Guidance/Counseling Staff will speak to family to obtain accurate information and discuss how/what should be shared
  - a. An email to all staff will be shared out remembering that all communication regarding this should be directed to administration
4. Contact Clark County resources and neighboring school mental health personnel to be onsite as support.
5. All staff meeting will be held to debrief about the events and what to share with students and who they can talk with throughout the day.

*\*If death by suicide, Assessment Team along with Clark County Mental Health Services will communicate a plan of action to staff at debriefing meeting.*

## Suicide Threat

1. Contact Guidance/Counseling or Administration (if the Guidance/Counseling staff are not available) to complete Suicide Threat Assessment
2. Document as much as you can about the situation, conversation, other details
3. If/when a student returns, do not address it with the student or peers unless directly asked to do so by the student.
  - a. Business as usual
  - b. Watch for additional warning signs
  - c. Randomly check in with the student to gauge their well-being.

School/District Name: <u>Granton Area Schools</u>	
City: <u>Granton</u>	ShareFile Contact: <u>Manda Kraus</u>

~Only one box should be checked for each requirement~

**Section A: Situational Requirements**

**1. Blueprints/Maps**

- My school/district previously submitted blueprints/maps/requirement checklist and there have been no structural changes.
- There has been a structural change to one or more of our building(s) so my school/district will need to submit revised blueprints/maps into the corresponding **Due by 1-1-2023** ShareFile folder for the school(s) listed in the box below:

School(s): \_\_\_\_\_

- My school/district never submitted our blueprints/maps into the corresponding ShareFile folder so my school/district will need to submit blueprints/maps into the corresponding **Due 1-1-2023** ShareFile folder.

*Wis State Statute 118.07 (4)(cf): "...a school board shall submit a copy of the most recent blueprints of each school building and facility in the school district to each local law enforcement agency with jurisdiction over any portion of the school district and to the office of school safety." "...a governing body of a private school shall submit a copy of the most recent blueprints of the private school and all of its facilities to each local law enforcement agency with jurisdiction over the private school and to the office of school safety."*

**Section B: Triennial Requirements**

**2. School Safety Plan**

- My school/district previously submitted the **school safety plans** or requirement checklist (triennial review **not** required).
- My school/district previously submitted the school safety plans or requirement checklist (triennial review required).
- My school/district never submitted our school safety plan into the ShareFile folder so my school/district will need to submit our school safety plan into the corresponding **Due by 1-1-2023** ShareFile folder.

**3. School Safety Assessment**

\* Best practice is for schools to consult with a local law enforcement agency to review an on-site safety assessment in conjunction with reviewing your school safety plan, every three years.

- My school/district previously submitted the safety assessment/requirement checklist.
- My school/district has not submitted our school safety assessment and will submit.

*\*LE Consultation Information*

Date: <u>10-17-23</u>	Law Enforcement Agency: <u>Clark County, Granton Fire + First Responders</u>
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~ Continue to other side ~

**Section C: Annual Requirements**

**4. School Safety Training**

- My school/district is submitting a general document providing the date, name of training and number of attendees.

**5. School Safety Drills**

- My school/district is submitting a written evaluation and date of our school safety drill, signed by our school board/governing body within 30 days of the drill.

**Section D: ShareFile Contact Updates**

- No changes are needed to my school/district's ShareFile contacts.
- My school/district would like to add additional contacts to our ShareFile account and will provide their names and email addresses in the designated boxes below:

Name: <i>Jancy Popp</i>	Email Address: <i>poppj@granton.k12.wi.us</i>
Name:	Email Address:
Name:	Email Address:

- My school/district would like to remove a contact from our ShareFile account but will contact the Office of School Safety directly to complete this process.

~ Upon completion of this form, please return to the Office of School Safety at [schoolsafety@doj.state.wi.us](mailto:schoolsafety@doj.state.wi.us) ~

Notes:

Dates: From 4/29/22 to 5/23/23

### Wisconsin School District Record of Fire / Tornado / School Safety / Other Evacuation Drills

School District Name: Brookston Area School District  
 School Name: Brookston Elementary Municipality: \_\_\_\_\_ County: Clark

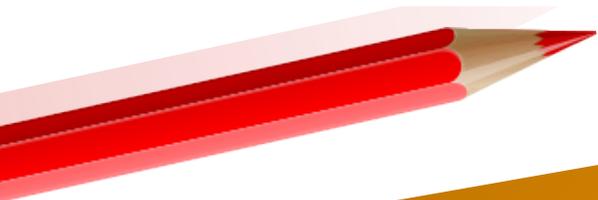
School Address: 217 Park Main St. Brookston WI 54430

Date of Drill	Time of Drill	Evacuation Time (min/sec)	# Students	# Adults	Fire Dept Invited? Y/N	Type of Drill (Fire, Tornado, School Safety, Other)	Evacuation Drill Remarks (Attach sheet if necessary.)
8-25	8:00	8:29	47	5		Fire	MS Bus Safety
8-26	8:00	8:29	59	15		Fire	MS Bus Safety
8-29	12:00	12:30	106	10		Fire	Elem. Bus Safety
8-31	2:15	2:18	260	47		Fire	Fire Drill
9-30	9:25	9:30	260	47		Fire	Fire Drill
10-26	9:20	9:25	260	47		Fire	Fire Drill
1-30	2:10	2:19	260	47		Fire	Medical Drill
2-8	1:43	2:15	260	47		Fire	Medical Drill
1-17	2:15	2:20	260	47		Fire	Fire Drill
2-28	2:15	2:18	260	47		Fire	Evacuation
3-30	8:00	8:29	106	10		Fire	MS Bus Safety
4-22	8:00	8:15	59	15		Fire	MS Bus Safety
5-17	10:30	1:30	260	47		Fire	Evacuation Drill

On this form, or as an attachment, please note any deficiencies concerning: (1) the performance of alarm equipment; (2) staff functions; (3) student performance; (4) obstructions; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. Use of this form is mandated per section 118.07 (2) (b) of the Wisconsin Statutes for annual reporting to the fire department. The person having direct charge of the school is responsible for ensuring corrections of deficiencies.

School Official's Signature: [Signature] Title: Principal Date: 5-30-23

See other side



Dec.  
2023



Smartlab

STEAM Learning



# Skills

What skills are employers looking for in new employees?

- Analytical Skills
- Communication Skills
- Interpersonal Skills
- Hard Skills
- Soft Skills
- Problem Solving
- Team Work



# Funding

Use for educational programming that will close gaps created by COVID-19

## ESSER III

## After School Grant

- Use data to see which students have the most need
- Find ways to impact different populations, such as EL, Special Education, and Gifted and Talented learners
- Purchase sustainable product
- Staff Training



# Smartlab at Work



<https://www.smartlearning.com/resources/educators-talk-about-smartlab-learning-is-different-here-1/?sbrc=15exOD8IE8dAV4EP40JWtJw%3D%3D%24cFIAhn3dWJTNa77yUoo4Fw%3D%3D>

<https://www.youtube.com/watch?v=S8TI0aGDjN8>

# Option

## Board of Commissioners of Public Lands

- BCPL State Trust Fund Loan Program
- District needs to apply and pass a resolution to borrow from them
- Interest rate is 6.25%
- Borrow \$278,432 for 10 years  
\$38,488.32 a year





Thank You!