

**GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
REGULAR SCHOOL BOARD MEETING  
MONDAY, AUGUST 11, 2025 @ 6:45 PM  
GRANTON COMMUNITY LIBRARY**

**Amended 8/8/2025**

**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

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

**III. PUBLIC COMMENTS**

**IV. AGENDA ITEMS**

- A. Check Register
- B. Out of State Field Trip
- C. Budget Discussion
- D. Food Service
- E. Alternative & Part-time Open Enrollments
- F. Policy updates
- G. Student Activity Accounts
- H. 2025-26 Student Handbooks
- I. Employee Handbook
- J. Staffing update
- K. Transportation
- L. Facilities
- M. 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 pm by President Sheryl Young.

### I.B. Roll Call

Doug Eichten - absent, Mark Elmhorst - here, Jamie Elmhorst - here, Erica Bender - here, Sheryl Young - here. Also present was District Administrator Nancy Popp, Principal Joshua Zahl, District Administrative Assistant Char Johnson, and 14 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 Sheryl Young.

### I.E. Approval of Agenda

Motion to approve the agenda as presented. This motion, made by Mark Elmhorst and seconded by Jamie Elmhorst. Voice vote. Motion carried.

### I.F. Consent Agenda

Motion to approve the consent agenda, which includes minutes of the June 9, 2025 regular board meeting, minutes of the July 7, 2025 special board meetings, and review of financial reports. This motion, made by Jamie Elmhorst and seconded by Erica Bender. Voice vote. Motion carried.

### I.G. Other

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

There was no Student Council Report for this meeting.

## **III. PUBLIC COMMENTS**

A community member asked about the Granton School Sign at the C-Store and if that has been located. Sheryl Young reported that the sign has actually been discarded. Some suggestions and thoughts were given about replacing the sign. Another community member asked if it was determined what the school paid in the past years for transportation costs.

## **IV. AGENDA ITEMS**

### IV.A. Check Register

Motion to approve checks 47301-47397 and wire transfers 202400227-202400262 for \$358,911.01. This motion, made by Erica Bender and seconded by Mark Elmhorst. Voice vote. Motion carried.

#### IV.B. Food Service

Motion to disenroll from the CEP program for the 2025-26 school year and begin charging for school breakfast and lunches based on free, reduced or paid eligibility. This motion, made by Mark Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

#### IV.C. 2024-25 Seclusion & Restraint Report

Motion to approve the seclusion and restraint report for the 2024-25 school year. This motion, made by Mark Elmhurst and seconded by Jamie Elmhurst. Voice vote. Motion carried.

#### IV.D. 2025-26 Preliminary Budget Discussion

Mrs. Popp presented preliminary budget numbers for the 2025-26 school year.

#### IV.E. 2025-26 Preliminary Expenditures

Motion to approve authority for operating expenditures to be paid pending approval of the 2025-26 budget. This motion, made by Jamie Elmhurst and seconded by Mark Elmhurst. Voice vote. Motion carried.

#### IV.F. 2025-26 Academic Standards

Motion to approve the 2025-26 Academic Standards as presented. This motion, made by Mark Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

#### IV.G. 2025-26 Professional Development Plan

Motion to approve the 2025-26 Professional Development Plan. This motion, made by Jamie Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

#### IV.H. Student Fees

Motion to not charge student fees for the 2025-26 school year. This motion, made by Mark Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

#### IV.I. Athletics

##### IV.I.a. 2025-26 Athletic Participation Fees

Motion to not charge athletic fees for the 2025-26 school year. This motion, made by Mark Elmhurst and seconded by Jamie Elmhurst. Voice vote. Motion carried.

##### IV.I.b. 2025-26 Athletic Code/Handbook

Motion to approve the 2025-26 Athletic Code Handbook as presented. This motion, made by Mark Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

##### IV.I.c. Athletic Positions

Still looking for an athletic director and C team volleyball coach.

#### IV.J. IT Purchases

Motion to approve the quote from CDW-G for the purchase of Microsoft 365 subscription licenses in the amount of \$6,061.42. This motion, made by Jamie Elmhurst and seconded by Erica Bender. Voice vote. Motion carried.

Motion to approve the SC Networks, LLC invoice for Essential Services Yearly 2025 in the amount of \$6,242.40. This motion, made by Erica Bender and seconded by Jamie Elmhurst. Voice vote. Motion carried.

#### IV.K. Facilities

Driveway sealing bids were discussed. Will hold off on that project at this time and revisit when budget numbers are firmed up. Robby Roehl mentioned that roofing work and repair of pool walls will be some additional projects that will need to be worked on in the near future as well.

#### IV.L. Transportation

Transportation needs were discussed. Erica mentioned that drivers need to be trained by a certified trainer. A community member wondered if we talked with Greenwood Bus Service about possibly doing mechanic work for our buses. Discussion was held. Motion to continue transportation services in house. This motion, made by Mark Elmhorst and seconded by Jamie Elmhorst. Roll call vote. Douglas Eichten: Absent, Erica Bender: Abstain (With Conflict), Jamie Elmhorst: Yea, Mark Elmhorst: Yea, Sheryl Young: Yea. Motion carried.

#### IV.M. Joint Library Board Meeting

Joint Library Board Meeting will be held on Monday, August 4, 2025 from 6:45-7:45. We are looking for a board member to attend. Doug Eichten will be asked to attend the meeting.

#### IV.N. Open Positions

This will be discussed during Superintendent report.

#### IV.O. Personnel

Discussion on personnel items moved to Executive Session.

### V. **OTHER REPORTS**

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

Pee Wee League and Little League have been going on. Little League has 3 teams and had a game with Greenwood a few weeks ago. They have been invited for a possible game in Willard. There is an Athletic Booster Meeting on July 27th at the Granton Park.

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

Mr. Zahl introduced himself and his family. He also mentioned that he has been working on the following things; Interviewing for Kindergarten teacher, interviewing for Administrative Assistant, reviewing professional development plan, and reviewing the behavior plan.

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

1) Staffing was discussed. We have hired Josh Zahl as our 4K-12 Principal, Madelyn Nelson was hired as our new 6th grade teacher. Taylor Rundhaug is our new 2nd grade teacher. We have interviewed for the Kindergarten position and are working on offering the position. We have not had further candidates for the music position and are looking into options to still offer music. We are still in need of an elementary Special Education teacher. We are currently interviewing for the 4K-12 Administrative Assistant position. Food service interviews will be scheduled this week and will begin next week. We are still looking for an AD and bus drivers. 2) Transportation was discussed earlier.

#### V.D. Other

### VI. **CORRESPONDENCE**

There was no correspondence in the folder.

## **VII. EXECUTIVE SESSION**

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

Motion to convene in Executive Session at 8:02 pm 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 Mark Elmhorst and seconded by Erica Bender. Roll call vote. Douglas Eichten: Absent, Erica Bender: Yea, Jamie Elmhorst: Yea, Mark Elmhorst: Yea, Sheryl Young: Yea. Motion carried.

VII.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 8:44 pm. This motion, made by Jamie Elmhorst and seconded by Erica Bender. Roll call vote. Douglas Eichten: Absent, Erica Bender: Yea, Jamie Elmhorst: Yea, Mark Elmhorst: Yea, Sheryl Young: Yea. Motion carried.

School Board President Sheryl Young reported no action was taken in Executive Session.

## **VIII. ADJOURNMENT**

Motion to adjourn at 8:45 pm. This motion, made by Erica Bender and seconded by Jamie Elmhorst. Voice vote. Motion carried.

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Sheryl Young, President

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Mark Elmhorst, Vice President

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Acct Nbr	Account Level	Description	Trans Date	Batch	Cash Acct	Amount
	Description				Code	
80 R 800 272 391000 000		Daycare Payments	07/03/2025	25-00001	GEN1	6,109.29
21 R 800 279 500000 024	Green Team	Green Team -- Seed Sales	07/03/2025	25-00001	GEN1	10.00
21 R 800 279 500000 023	FFA	FFA -- David Bender Memorial Donation	07/03/2025	25-00001	GEN1	580.00
21 R 800 279 500000 023	FFA	FFA -- Food for America Award	07/03/2025	25-00001	GEN1	125.00
80 R 800 272 391000 000		Daycare Payments	07/11/2025	25-00002	GEN1	1,760.00
80 R 800 292 500000 000	ADMISSIONS-POOL FEES	Summer Swimming Lessons	07/11/2025	25-00002	GEN1	887.00
21 R 800 291 450000 100	Versiti Scholarship Donation	Versiti -- Scholarship and Grant Payment	07/11/2025	25-00002	GEN1	1,500.00
10 E 800 432 222200 031	Common School Funds - Books	Library -- Credit Refund for Overpayment	07/11/2025	25-00002	GEN1	4,500.00
80 R 800 272 391000 000		Daycare Payments	07/18/2025	25-00003	GEN1	6,029.00
80 R 800 292 500000 000	ADMISSIONS-POOL FEES	Summer Swimming Lessons	07/18/2025	25-00003	GEN1	6.00
80 R 800 272 391000 000		Daycare Payments	07/25/2025	25-00004	GEN1	5,425.00
80 R 800 272 500000 000	COMMUNITY SERVICE FEES	Summer Swimming Lessons	07/25/2025	25-00004	GEN1	743.00
50 R 800 990 500000 000	MISC	Food Service -- Al Cash and Carry Rebate	07/25/2025	25-00004	GEN1	40.00
21 R 800 279 500000 023	FFA	FFA -- David Bender Memorial Donation	07/25/2025	25-00004	GEN1	130.00
Total for Cash Receipts						27,844.29

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	4,500.00	4,500.00
21	TRUST FUNDS	0.00	2,345.00	0.00	2,345.00
50	FOOD SERVICE FUND	0.00	40.00	0.00	40.00
80	COMMUNITY SERVICE FUND	0.00	20,959.29	0.00	20,959.29
***	Fund Summary Totals ***	0.00	23,344.29	4,500.00	27,844.29

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

CHECK		CHECK	INVOICE		INVOICE
NUMBER	VENDOR	DATE	AMOUNT	NUMBER	DESCRIPTION
47398	NICKEL, LADONNA	07/11/2025	805.00	7.11.25 Pa	7.11.25 Good faith payment from district
47399	ROEHL, ROBBY	07/11/2025	935.00	7.11.25 Pa	7.11.25 Good faith payment from district
47400	CITIZENS STATE BANK	07/11/2025	155.50	****5248	Canva -- Sign advertising for bus drivers requested by school board
47400	CITIZENS STATE BANK	07/11/2025	379.09	****5436	Bay Shore Inn Resort -- WASDA Summer Legal Conference Hotel Room -- Nancy Popp
47400	CITIZENS STATE BANK	07/11/2025	444.00	****2087	Oshkosh Marriot Hotel -- Advisor Hotel Room for State FFA Convention
47400	CITIZENS STATE BANK	07/11/2025	1,053.95	****4008	Intuit Quickbooks Yearly Subscription -- Daycare
47400	CITIZENS STATE BANK	07/11/2025	77.70	****4006	Interest Charge for Purchases -- Missed payment for June Statement
47405	CESA 5	07/23/2025	2,224.10	2600053	Regular Support - Infinite Campus and Food Service Support
47405	CESA 5	07/23/2025	550.00	2600446	2025-2026 WiRSA Membership
47406	CESA 6	07/23/2025	3,356.00	INV10532	CMS4Schools App Module Annual Fee - Renewal CMS4Schools Website Annual Fee - Renewal
47406	CESA 6	07/23/2025	2,502.68	INV10349	IEP4Schools Annual Cost - Renewal - Based on Total Student Enrollment IEP4Schools WISE Support/TI Annual Cost - Renewal
47407	CINTAS CORPORTATION	07/23/2025	63.58	10586608	Dust mop rental
47407	CINTAS CORPORTATION	07/23/2025	136.96	10588730	Dust mop rental
47407	CINTAS CORPORTATION	07/23/2025	136.96	10597064	Dust mop rental
47408	DEPARTMENT OF ADMINI	07/23/2025	1,500.00	505-000010	TEACH Services 01/01/25-06/30/25
47409	EAGLE TIRE & SERVICE	07/23/2025	198.50	2682	6/19/25 purchase
47410	FINGER PUBLISHING IN	07/23/2025	150.00	169498	June 2025 Athletic Director Ads
47411	HERMITAGE ART COMPAN	07/23/2025	36.99	1409230	2024-2025 Graduation programs
47412	INDIANHEAD FOOD SERV	07/23/2025	660.75	INV-618815	Daycare - Breakfast -- \$166.24 - Lunch -- \$52.04 - Snacks -- \$442.47
47413	MADISON NATIONAL LIF	07/23/2025	1,514.30	1703298	July 2025 LTD Insurance Premiums
47414	MCHS OCCUPATIONAL HE	07/23/2025	94.00	3764-41186	Employment Physical -- Rachel West
47415	PITNEY BOWES BANK IN	07/23/2025	182.77	July 2025	July 2025 Statement -- Postage
47416	REIDER, KATHRYN	07/23/2025	200.00	7.16.25 Re	7.16.25 Reimbursement -- Fair Registration
47417	SCHOOL STATUS, LLC	07/23/2025	1,500.00	INV-SS-260	Connect Advanced -- Two-way communication platform featuring a centralized app for classrooms and districts
47418	TP PRINTING COMPANY	07/23/2025	2,688.89	271014	June 2025 Ads -- Employment ads, agenda, meeting minutes,

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION
					special meeting minutes, newsletter
47419	VILLAGE OF GRANTON	07/23/2025	305.50	8229	Trash Pick Up -- PA-2
47419	VILLAGE OF GRANTON	07/23/2025	302.10	8233	Trash Pick Up -- PA-2
47420	WISCNET	07/23/2025	1,750.00	23095	WiscNet Digital Student Safety Filter Premium -- Securly Filter Premium Licenses WiscNet Digital Student Safety Classroom Premium -- Securly Classroom Premium Licenses
47422	ALLIED COOPERATIVE	07/28/2025	264.51	June 2025	June 2025 Statement -- Gas Charges
47423	BOARDMAN & CLARK LLP	07/28/2025	511.00	303864	June 2025 -- Legal Assistance -- Explosions
47424	CDW-G	07/28/2025	6,061.42	Quote: PLT	Microsoft 365 Licenses
47425	CLOVERBELT CONFERENC	07/28/2025	2,000.00	2025-2026	2025-2026 Cloverbelt Conference Annual Dues
47426	CODEMONKEY	07/28/2025	2,226.00	3592	Codemonkey Coding program
47427	GC ELECTRIC MOTOR SE	07/28/2025	287.25	091492	Electric motor repairs for orbital floor machine and greenhouse exhaust fan
47427	GC ELECTRIC MOTOR SE	07/28/2025	64.50	091494	Electric motor repairs for orbital floor machine and greenhouse exhaust fan
47428	INDIANHEAD FOOD SERV	07/28/2025	745.57	INV-620209	Daycare Food and School Food Service Supplies - Daycare Lunch -- \$84.82 - Daycare Breakfast -- \$173.75
47428	INDIANHEAD FOOD SERV	07/28/2025	25.68	INV-620207	Food Service Supplies
47428	INDIANHEAD FOOD SERV	07/28/2025	-25.68	CM-83022	CREDIT -- Short on truck -- Cambro Lid Food Tote Box
47429	KELLER, JOHN OR MICH	07/28/2025	40.00	7.27.25 Sw	7.27.25 Summer Swimming Lessons Reimbursement
47430	MADISON NATIONAL LIF	07/28/2025	530.51	1707767	August 2025 Statement -- LTD Insurance Premiums
47431	THE O'BRIEN AGENCY L	07/28/2025	2,740.00	126	District Copy Paper
47432	PITNEY BOWES GLOBAL	07/28/2025	255.54	3321049558	June 5, 2025 through Sept 4, 2025 Postage Meter and Printer Lease
47433	RENAISSANCE LEARNING	07/28/2025	3,906.96	INV5564687	Fastbridge/ eduClimber renewal year 1 2025-26
47434	SC NETWORKS LLC	07/28/2025	6,242.40	INV-0082	SC Networks Essential Service Yearly 2025
47434	SC NETWORKS LLC	07/28/2025	500.00	INV-0092	2025-2026 Annual Help Desk System Renewal
47435	SKYWARD ACCOUNTING D	07/28/2025	4,797.80	238687	Skyward Financial Software
47436	STUDENT ASSURANCE SE	07/28/2025	3,970.00	2025-2026	Pupil Insurance
47437	STUDIES WEEKLY INC	07/28/2025	767.94	536527	Studies Weekly Social Studies Elementary
47438	TRIMLINE LAWN CARE L	07/28/2025	1,415.00	2320	Grass Cutting and Trimming
47439	WASB	07/28/2025	500.00	INV-18266-	WASB Membership Dues
47439	WASB	07/28/2025	2,666.00	INV-17807-	WASB Membership Dues
47439	WASB	07/28/2025	175.00	INV-18738-	WASB Conference Registration
47439	WASB	07/28/2025	160.00	201054	May 2025 Legal Services -- Employee and enrollment

<u>CHECK</u>		<u>CHECK</u>		<u>INVOICE</u>	<u>INVOICE</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	
47440	WISNET	07/28/2025	2,000.00	23321	issues	
					2025-2025 WiscNet Annual	
					Membership Fee	
47441	WISCONSIN DRUG TESTI	07/28/2025	63.50	58970	June 2025 -- MVR and BGC	
		Totals for checks	66,795.22			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	2,044.81	0.00	61,245.14	63,289.95
21	TRUST FUNDS	0.00	0.00	200.00	200.00
50	FOOD SERVICE FUND	0.00	0.00	487.00	487.00
80	COMMUNITY SERVICE FUND	0.00	0.00	2,818.27	2,818.27
***	Fund Summary Totals ***	2,044.81	0.00	64,750.41	66,795.22

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

# Parental/Guardian Permission Form for Additional Food Purchases

## 2025-26 School Year

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

### Students Authorized to take extra food

Name

Grade

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**\*\*By signing this form, I authorize the above students to purchase extra entrées, fruits, vegetables, salad bar, milk and/or individual portions that are not part of a reimbursable meal I understand that I am responsible for any food charges that my child(ren) incurs.**

\_\_\_\_\_  
Parent/Guardian Signature

**See other side for price list**

## Ala Carte Price List

Breakfast Entrée	\$1.75
Breakfast Bar	\$1.00
Cereal	\$1.00
Cheese Stick	\$ .75
Chips	\$1.00
Cookie/dessert item/frozen dessert	\$1.25
Fruit	\$ .75
Juice	\$ .75
Lunch Entrée	\$2.75
Milk	\$ .45
Muffin	\$1.25
Slushie	\$1.25
Small Salad	\$2.75
Large Salad	\$4.25
Veggie	\$ .75
Yogurt	\$1.25
Bottled Water	\$1.00 MS/HS Only
Propel Zero	\$2.00 MS/HS Only
Gatorade	\$2.25 MS/HS Only
Sparkling Ice Fruit Juice	\$2.75 MS/HS Only
Smoothie	\$1.50

## LETTER TO HOUSEHOLDS/FREQUENTLY ASKED QUESTIONS - SCHOOL YEAR 2025-26

Dear Parent/Guardian:

Children need healthy meals to learn. Granton Area Schools offers healthy meals every school day. Breakfast costs \$1.75; lunch costs \$4.05. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may qualify to receive free or reduced price meals if your household income is at or below the limits on the Federal Income Eligibility Guidelines.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2025-26			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	28,953	2,413	557
2	39,128	3,261	753
3	49,303	4,109	949
4	59,478	4,957	1,144
5	69,653	5,805	1,340
6	79,828	6,653	1,536
7	90,003	7,501	1,731
8	100,178	8,349	1,927
Each additional person:	10,175	848	196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Nancy Popp at [poppn@granton.k12.wi.us](mailto:poppn@granton.k12.wi.us) or call 715-238-7292.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Any office in the district or mail it to 217 North Main, Granton, WI 54436 c/o Charlotte Johnson.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility notification, contact **Carolyn Orłowski at [orłowskic@granton.k12.wi.us](mailto:orłowskic@granton.k12.wi.us) or call her at 715-937-4162** immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.
5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOL? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.

6. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [Granton.k12.wi.us](http://Granton.k12.wi.us) to begin or to learn more about the online application process. Contact **Carolyn Orłowski** at [orłowskic@granton.k12.wi.us](mailto:orłowskic@granton.k12.wi.us) or call **715-937-4162** if you have any questions about the application process.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through **10/14/2025** or when a new eligibility is determined. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
8. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
9. MY CHILD PARTICIPATES IN BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children participating in BadgerCare Plus or Medicaid may be eligible for free or reduced price meals, but it is based on income. Please submit an application.
10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or experience a financial hardship may become eligible for free and reduced price meals if the household income drops below the income limit.
12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Sheryl Young** at [youngs@granton.k12.wi.us](mailto:youngs@granton.k12.wi.us) or call **715-238-7292**.
13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.
17. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.
19. IF THIS APPLICATION IS APPROVED WILL MY CHILD RECEIVE SUMMER EBT BENEFITS? Yes. An approved Household Application for Free or Reduced Priced Meals qualifies your household for Summer EBT benefits. More information is available at <https://dpi.wi.gov/school-nutrition/programs/SummerEBT>.

If you have other questions or need help, call 715-937-4162.

Sincerely,

Carolyn Orlowski  
Food Service Director

**STUDENT ACTIVITIES FUNDS MANAGEMENT**

1. All class, club or organizational funds must be included in a school activity fund. Separate accounts shall be maintained for the various accounts by the office clerical staff.
2. Receipts shall be issued for all funds turned in and posting shall be made to the various accounts from these receipts.
3. Expenditures shall be made by check signed by the District Administrator properly supported by a voucher drawn by a class or activity officer and signed by an advisor and the building Principal.
4. The activity fund ledger will be maintained by the district bookkeeper and be subject to periodic review by the District Administrator.
5. After one school year, following the graduation of a class or the disbanding or dissolution of a club or organization, the fund balance of the class, club or organization will be transferred from the activity fund to the general fund, its use then to be determined by the Board of Education.

Adopted: May 13, 1986  
Revised: January 14, 2014  
Reviewed: November 9, 2020

Legal  
References: