

# AGENDA

**SCHOOL DISTRICT OF NEW GLARUS  
REGULAR SCHOOL BOARD MEETING  
MONDAY, AUGUST 6, 2018  
HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183  
7:15 PM**

- I. CALL TO ORDER**
  - A. AGENDA PUBLISHED
  - B. ROLL CALL
  - C. APPROVAL OF AGENDA AND REVISIONS
- II. PUBLIC COMMENT PERIOD**
- III. INTRODUCTIONS-PRESENTATIONS**
- IV. APPROVAL OF CONSENT AGENDA**
  - A. ITEM(S) TO BE REMOVED FROM CONSENT AGENDA
    - 1. BOARD MINUTES 3
    - 2. APPROVAL OF BILLS 6
    - 3. TREASURER’S REPORT
    - 4. STAFFING REPORT 10
    - 5. DONATIONS
  - B. DISCUSS ITEM(S) REMOVED FROM CONSENT AGENDA
- V. COMMITTEE UPDATES**
  - A. POLICY, COMMUNICATION & ADVOCACY
  - B. HANDBOOK AND PERSONNEL
  - C. BUDGET
  - D. CURRICULUM, SPORTS & CO-CURRICULAR
  - E. FACILITIES, TRANSPORTATION AND TECHNOLOGY
- VI. DISCUSSION AND POSSIBLE ACTION ITEMS**
  - A. NEOLA POLICY UPDATES
    - 1. PO3217 - WEAPONS 11

2. PO4217 - WEAPONS	13
3. PO5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE	15
B. FUTURE OPERATIONAL BUDGET NEEDS	
C. BOARD RECOGNITION	
D. RESIGNATIONS	18
E. NEW HIRES	19
<b>VII. FUTURE AGENDA ITEMS</b>	
<b>VIII. FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS</b>	
A. AUGUST 20, 2018 - ANNUAL MEETING	
B. SEPTEMBER 10, 2018 - DISCUSSION & REGULAR BOARD MEETING	
<b>IX. CLOSED SESSION:</b> THE BOARD OF EDUCATION WILL ENTERTAIN A MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO s. 19.85 (1) (e), WIS. STATS., AS APPROPRIATE, TO DISCUSS DELIBERATING OR NEGOTIATING THE PURCHASE OF PUBLIC PROPERTIES. THE BOARD WILL PROPOSE RECOMMENDATIONS IN CLOSED SESSION, THEREAFTER, THE BOARD WILL ENTERTAIN A MOTION TO RECONVENE INTO OPEN SESSION. THE BOARD MAY TAKE FURTHER ACTION THAT IS NECESSARY AND APPROPRIATE. THE BOARD WILL THEN ENTERTAIN A MOTION TO ADJOURN.	
<b>X. ADJOURN</b>	

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.

THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

**SCHOOL DISTRICT OF NEW GLARUS  
DISCUSSION AND REGULAR SCHOOL BOARD MEETING**

Monday, July 16, 2018

**CALL TO ORDER**

The meeting was called to order at 7:17 p.m. by Kari Morrison. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, UB&T Bank of New Glarus, Bank of New Glarus, Old National Bank, New Glarus Post Office, and the District Website.

**ROLL CALL**

Present: Kari Morrison, Paul Eichelkraut, Larry Stuessy, Debra Fairbanks and Jessica Geib.

Absent: Travis Zimmerman and Keith Steffen

**APPROVAL OF AGENDA AND REVISIONS**

Motion by Paul Eichelkraut to approve the agenda as presented. Second by Debra Fairbanks. Motion carried 5-0.

**PUBLIC COMMENT PERIOD**

None.

**INTRODUCTIONS-PRESENTATIONS**

**SCHOOL GARDEN PROJECT:**

Greg Smith, Master Gardener, along with Diane Roska and Patti Rufener gave the Board a tour of the School Garden at the elementary school.

**ELEMENTARY SUMMER PROJECTS:**

Dr. Thayer gave the Board a tour of the summer projects that are nearing completion at the elementary school.

**APPROVAL CONSENT AGENDA**

**ITEM(S) TO BE REMOVED FROM CONSENT AGENDA**

1. BOARD MINUTES & CLOSED SESSION MINUTES
2. APPROVAL OF BILLS
3. TREASURER'S REPORT
4. STAFFING REPORT
5. DONATIONS

Motion by Jessica Geib to approve the Consent Agenda. Second by Debra Fairbanks. Motion carried 5-0.

## **COMMITTEE UPDATES**

POLICY, COMMUNICATION & ADVOCACY; Met. Reviewed NEOLA policy updates.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Met. Received an update on the 2017-2018 Budget, reviewed the 2018-2019 Preliminary Budget, and the 2018-2019 Tax Levy, discussed future operational budget needs, and future space/land needs.

CURRICULUM, SPORTS & CO-CURRICULAR; Did not meet.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Did not meet.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

### **A. 2018-2019 PRELIMINARY BUDGET**

Tammy Marty reviewed the 2018-2019 Preliminary Budget with the Board.

Motion by Debra Fairbanks to approve the 2018-2019 Preliminary Budget as presented.  
Second by Paul Eichelkraut. Motion carried 5-0.

### **B. 2018-2019 TAX LEVY**

Tammy Marty reviewed the 2018-2019 proposed Tax Levy with the Board. The Administration proposed to keep the mill rate the same at \$11.63

Motion by Paul Eichelkraut to approve the 2018-2019 Tax Levy at \$11.63 as presented for final adoption at the Annual Meeting. Second by Jessica Geib. Motion carried 5-0.

### **C. ANNUAL TRANSPORTATION REPORT**

Laura Eicher reviewed the Annual Transportation Report with the Board.

Motion by Paul Eichelkraut to approve the Annual Transportation Report as presented. Second by Jessica Geib. Motion carried 5-0.

### **D. ANNUAL ADOPTION OF STANDARDS**

State law requires school boards in Wisconsin to annually adopt curriculum standards. The Administration and Curriculum Committee recommend approval of the Wisconsin State Standards for all grades and subjects.

Motion by Larry Stuessy to adopt the current Wisconsin State Standards for all grades and subjects. Second by Paul Eichelkraut. Motion carried 5-0.

### **E. ANNUAL SECLUSION/RESTRAINT REPORT AND TRAININGS**

The Board reviewed the Annual Seclusion/Restraint Report.

F. BOARD RECOGNITION

The Board reviewed thank you drafts for staff members. Kari Morrison will write the thank you cards and send to staff members.

G. RESIGNATIONS

~None.

H. NEW HIRES

~None.

**FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**

- August 6, 2018 – Discussion & Regular Board Meeting
- August 20, 2018 – Annual Meeting

**ADJOURN**

Motion by Paul Eichelkraut, second by Jessica Geib to adjourn the meeting at 8:06 p.m. Motion carried 5-0.

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
57284	ADVANCED DISPOSAL	07/20/2018	A100007133	JULY SERV	576.00
Totals for 57284					576.00
57285	ARTOME, LLC	07/20/2018	11790	ART SHOW FRAMES	1,254.00
Totals for 57285					1,254.00
57286	ASSOCIATED TRUST COMPANY	07/20/2018	9302	TRUST SERV	475.00
Totals for 57286					475.00
57287	AWSA	07/20/2018	9552	MEMBERSHIP RENEWAL	750.00
		07/20/2018	9098	MEMBERSHIP RENEWAL	765.00
		07/20/2018	9194	MEMBERSHIP RENEWAL	750.00
Totals for 57287					2,265.00
57288	BADGER SPORTING GOODS CO INC	07/20/2018	AAR006094-	BB SUPPLIES	75.00
		07/20/2018	AAR005955-	SOFTBALL SUPPLIES	133.00
		07/20/2018	AAR006134-	BB SUPPLIES	80.00
		07/20/2018	AAR005966-	BB SUPPLIES	375.00
Totals for 57288					663.00
57289	BRENDAS BLUMENLADEN	07/20/2018	5204	GRADUATION FLOWERS	350.50
		07/20/2018	5242	ARRANGEMENT	50.85
Totals for 57289					401.35
57290	CESA 2	07/20/2018	1669	PALS TESTING	970.10
Totals for 57290					970.10
57291	CHARTER COMMUNICATIONS	07/20/2018	6197062318	JULY SERV	870.00
Totals for 57291					870.00
57292	CO OP OIL ASSC	07/20/2018	june 2018	fuel	586.04
Totals for 57292					586.04
57293	DANE COUNTY BABE RUTH	07/20/2018	01/16./18	TEAM	405.00
Totals for 57293					405.00
57294	DARROW, DANA	07/20/2018	JULY 2018	TOLLS	18.65
Totals for 57294					18.65
57295	EDUCLIMBER,LLC	07/20/2018	1242	ASSESSMENTS	3,896.00
Totals for 57295					3,896.00
57296	EMC INSURANCE COMPANIES	07/20/2018	D-86920261	VEHICLE ADJ	278.00
Totals for 57296					278.00
57297	EMPLOYEE BENEFITS CORPORATION	07/20/2018	2251279	ADMIN FEES	347.00
Totals for 57297					347.00
57298	ENVIRONMENTAL MANAGEMEMNT CONSULTIN	07/20/2018	7538	RENEWAL	2,550.00
Totals for 57298					2,550.00
57299	1ST AGENCY	07/20/2018	41840	RENEWAL	6,280.00
Totals for 57299					6,280.00
57300	FRONTLINE TECHNOLOGIES GROUP, LLC	07/20/2018	77593	RENEWAL	4,490.44
Totals for 57300					4,490.44

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
57301	INSTRUCTURE, INC	07/20/2018	327990	RENEWAL	1,465.00
		07/20/2018	327893	RENEWAL - CANVAS	3,812.00
				Totals for 57301	5,277.00
57302	INTEGRATED SYSTEMS CORPORATION	07/20/2018	692632	JULY SERV	425.00
		07/20/2018	693189	AUG SERV	425.00
				Totals for 57302	850.00
57303	KOMPAS CARE LLC	07/20/2018	75277	JULY SERV	212.00
				Totals for 57303	212.00
57304	LIENHARDT, ALFRED	07/20/2018	JULY 2018	TOLLS	22.60
				Totals for 57304	22.60
57305	MARTY, TAMMY	07/20/2018	07/19/18	MILEAGE/PARKING	53.53
				Totals for 57305	53.53
57306	MONROE CLINIC	07/20/2018	2002258 MA	MAY PT SERV	3,752.46
		07/20/2018	2002258 JU	JUNE PT SERV	520.24
				Totals for 57306	4,272.70
57307	MONTICELLO BASKETBALL	07/20/2018	07/09/18	TOURNAMENT	300.00
				Totals for 57307	300.00
57308	NEFF COMPANY	07/20/2018	002681086	BAND EMBLEMS	210.65
				Totals for 57308	210.65
57309	NEW GLARUS BAKERY	07/20/2018	062018NGSD	BIRTHDAY COUPONS	204.80
				Totals for 57309	204.80
57310	NSBA NATIONAL AFFILIATE	07/20/2018	306571	ANNUAL RENEWAL	975.00
				Totals for 57310	975.00
57311	PAC-VAN INC	07/20/2018	8741030	RENTAL	135.00
				Totals for 57311	135.00
57312	PIONEER MANUFACTURING COMPANY	07/20/2018	682532	FIELD PAINT	1,211.00
				Totals for 57312	1,211.00
57313	POSTER COMPLIANCE CENTER	07/20/2018	3003799-RN	RENEWAL	209.85
				Totals for 57313	209.85
57314	NEW GLARUS POST OFFICE	07/20/2018	box 67	RENEWAL	208.00
				Totals for 57314	208.00
57315	PROJECT LEAD THE WAY, LLC	07/20/2018	135572	RENEWAL	5,000.00
		07/20/2018	138294	RENEWAL	1,500.00
				Totals for 57315	6,500.00
57316	RBS ACTIVEWEAR	07/20/2018	6639 FB	FB UNIFORMS	9,962.00
		07/20/2018	137319	JERSEYS	400.00
				Totals for 57316	10,362.00
57317	RHYME BUSINESS PRODUCTS - LEASE	07/20/2018	22970122	lease	921.73
				Totals for 57317	921.73

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	INVOICE/CHECK AMOUNT
57318	RIDDELL/ ALL AMERICAN SPORTS CORP	07/20/2018	950607726	RECONDITIONING FB EQUIP	3,060.00
				Totals for 57318	3,060.00
57319	ROGERS ATHLETIC CO.	07/20/2018	248819	FB EQUIPMENT	2,156.38
				Totals for 57319	2,156.38
57320	SCHOOL TECH SUPPLY	07/20/2018	35946	See quote number 00058247 - (65) Google Chrome Management license	1,625.00
				Totals for 57320	1,625.00
57321	SCHOOL TECHNOLOGY ASSOCIATES, INC	07/20/2018	5596	RENEWAL	6,200.00
				Totals for 57321	6,200.00
57322	SIMPLEX GRINNELL LP	07/20/2018	84671852	SERVICE CALL	509.00
				Totals for 57322	509.00
57323	STRANG, PATTESON, RENNING, LEWIS, &	07/20/2018	61034	MAY SERV	1,247.00
				Totals for 57323	1,247.00
57324	TIERNEY BROTHERS INC.	07/20/2018	771255	See quote #128072 - (58) TechTub2 for grades K-3	10,619.76
		07/20/2018	771100	See quote#128178 - (2) PowerGistics Tower8	1,799.98
				Totals for 57324	12,419.74
57325	WIS ASSC OF SCHOOL BOARDS INC	07/20/2018	60211	RENEWAL	3,501.00
		07/20/2018	60704	RENEWAL	730.00
				Totals for 57325	4,231.00
57326	WEAVER AUTO PARTS	07/20/2018	MAY 2018	BUS SUPPLIES	8.74
				Totals for 57326	8.74
57327	WEST INTERACTIVE SERVICES CORPORATI	07/20/2018	94127	WEB HOSTING RENEWAL	1,378.91
				Totals for 57327	1,378.91
57328	WISCONSIN FFA CENTER	07/20/2018	4607	DUES	350.00
				Totals for 57328	350.00
57329	WISCONSIN RURAL SCHOOLS ALLIANCE	07/20/2018	2018 - 201	MEMBERSHIP RENEWAL	500.00
				Totals for 57329	500.00
57330	WRECKTIFY COLLISION AND RESTORATION	07/20/2018	3880	RPR BUS DOOR	167.00
				Totals for 57330	167.00
				Totals for checks	92,104.21

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	2,885.13	0.00	79,160.47	82,045.60
22	DONATIONS/GIFTS	530.00	0.00	4,515.38	5,045.38
27	SPECIAL EDUCATION FUND	4,272.70	0.00	212.00	4,484.70
39	DEBT SERVICE-REFERENDUM DEBT	0.00	0.00	475.00	475.00
50	FOOD SERVICE FUND	0.00	0.00	53.53	53.53
***	Fund Summary Totals ***	7,687.83	0.00	84,416.38	92,104.21

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

**STAFFING REPORT  
AUGUST 2018**

<b>CHANGES</b>	<b>Employee Leaving Position</b>	<b>New Employee in Position</b>	<b>hours per day / % of empl</b>	<b>Term of Employment</b>	<b>Position</b>
	Megan Genens coaching resignation	Dennis Haak	varies	2018 Fall Season	Cross Country Asst Coach
	Jessica Keehn	Jocelyn Andreas	5 hrs/day	2018-19 School Year	Special Ed Asst
	Julie Slattery resignation	Gail Murray	100%	2018-19 School Year	Elementary Teacher

<b>OPEN POSITIONS</b>	<b>Position</b>	<b>Term of Employment</b>	<b>hours per day / % of empl</b>	<b>Reason for opening</b>
Coach	Girls Basketball Assistant Coach	2018-19 Winter Season	varies	Addl Coach needed

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of WEAPONS
Number	po3217
Status	Policy Committee Review
Adopted	March 13, 2017

### 3217 - WEAPONS

The Board ~~of Education~~ prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

#### Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

#### Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers (per Wisconsin State Statute 948.605);
- B. items approved by a Principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy. 120.13(1), Wis. Stats.

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Legal

- 120.13(1), Wis. Stats.
- 175.60, Wis. Stats.
- 943.13, Wis. Stats.
- 948.605, Wis. Stats.
- 18 U.S.C. 921(a)(3)
- 18 U.S.C. 922
- 20 U.S.C. 7151

Last Modified by Jennifer Thayer on July 12, 2018

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of WEAPONS
Number	po4217
Status	Policy Committee Review
Adopted	March 13, 2017

#### 4217 - WEAPONS

The Board ~~of Education~~ prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law, without the permission of the District Administrator.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

#### Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

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- B. items approved by the District Administrator, as part of a class or individual presentation under adult supervision, including but not limited to hunters' education course, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- C. ~~theatrical props used in appropriate settings;~~
- D. ~~starter pistols used in appropriate sporting events; and~~
- E. ~~a lockback knife having a blade no longer than three (3) inches in length,~~ a knife lawfully used for food consumption or

preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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Legal  
120.13(1), Wis. Stats.  
175.60, Wis. Stats.  
943.13, Wis. Stats.  
948.605, Wis. Stats.  
18 U.S.C. 921(a)(3)  
18 U.S.C. 922  
20 U.S.C. 7151

Last Modified by Jennifer Thayer on July 12, 2018

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Number	po5330
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 9, 2017

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board ~~of Education~~ shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent ~~or guardian~~ in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when

both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). [The plan shall state whether and to what extent the District or individual schools will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.](#)

### **Epinephrine Auto-Injectors**

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website

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Legal                      118.29, 118.291, 121.02 Wis. Stats.  
                                   PI 8.01(2)(g)  
                                   Wis. Admin. Code N 6.03  
                                   2009 Wisconsin Act 160

Last Modified by Jennifer Thayer on May 24, 2018

Julie Slattery  
3809 Cosgrove Drive, Madison, Wisconsin 53719  
608-576-6526  
slattery@tds.net

July 20, 2018

Laura Eicher  
1701 2nd Street  
New Glarus, WI 53574

Dear Laura,

It is with great excitement and quite a bit of sadness that I present this letter of resignation. I have accepted a new position at Emerson Elementary School with the Madison Metropolitan School District for the 2018-19 school year. I am extremely excited to be in my home school district, on the same calendar as my children, and to take this opportunity to continue my crusade of being a lifelong learner.

My sadness comes from all of the wonderful students and their families that I will now leave behind. Each day has given me something to smile or giggle about. These students are gems and I will miss them tremendously!

My loyalty to New Glarus will never end. I have become the teacher I am because of the experiences I have had in the last 22 years. For that I am beyond grateful. However, the time has come for me to challenge myself and see where I need to and can go professionally.

If you are a *Grease* fan, instead of Rydell High forever, it will be New Glarus forever. Thanks for everything!

Warmly,



Julie Slattery

**New Hire Board Approval  
08/06/2018**

**Name:** Dennis Haak  
**Position:** Cross Country Assistant Coach  
**Percentage of employment:** varies  
**Term of employment:** 2018 Fall season  
**Pay rate:** \$1800 for season

**New Hire Board Approval  
August 6, 2018**

**Name:** Jocelyn Andreas  
**Position:** Special Education Assistant  
**Percentage of employment:** 5 hours per day  
**Term of employment:** School Year  
**Placement on Wage Chart:** Spec Ed Asst, Step 1

**New Hire Board Approval  
08/06/2018**

**Name:** Gail Murray  
**Position:** Elementary Teacher  
**Percentage of employment:** 100%  
**Term of employment:** 2018-19 school year  
**Placement on Salary Grid:** MA, Level 20