

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

Thursday, October 20, 2022 @ 4:00 PM

Location: Syble Hopp School

755 Scheuring Rd

De Pere, WI 54115

This meeting will be held in person.

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of Minutes
RECOMMENDED MOTION: That the minutes for the September 20, 2022 Board Meeting be approved.
4. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: Board Meeting Schedule October 2022 - June, 2023
RECOMMENDED MOTION: That the Board approve the new BCCDEB meeting schedule for the 2022-2023 school year.
9. Action Item: First Reading – Service Dog Policy
RECOMMENDED MOTION: That the Board move the Service Dog Policy on to the second and final reading at the November 17, 2022 Board meeting.
10. Action Item: Resignations
RECOMMENDED MOTION: That the Board approve the resignation of Instructional Aides Erin Zimdars & Crystal Arrowood.
11. Action Item: Hires
RECOMMENDED MOTION: That the Board approve the hiring of Erin Kotenberg and Kristen Trochta.
12. Discussion Item: Construction and Renovation Project Update
13. Discussion Item: COVID Update
14. Discussion Item: Policy Updates
15. Discussion Item: Administrator's Report
16. Discussion Item: Parent Organization Report
17. Executive Session: The Board will move to executive session as allowed by 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 pursuant to Wis. Stats. Sec. 118.22.
18. Adjournment
RECOMMENDED MOTION: That the October 20, 2022 Brown County Children with Disabilities Education Board meeting be adjourned.

*Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Thursday, October 19, 2022, so arrangements can be made.

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, September 20, 2022

Board Members Present: S. King, T. Hansen, K. Lukens, L. Franke, B. Clancy (phone)

Excused: J. Wieland

Others Present: K. Pahlow, A. Schmidt, S. Johnson, C. Maricque, N. Kohls, J. Titera, P. Dudek

Action Item: Call to Order

1. S. King called the meeting to order at 3:33 PM.
2. Open Forum – None
3. Action Item: Approval of the August 16, 2022 Board Meeting minutes.
Motion made by K. Lukens, seconded by T. Hansen, that the minutes of the August 16, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by T. Hansen, seconded by K. Lukens, that the agenda for the September 20, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
A.Schmidt reviewed the donations and reflected on the annual donation from the Wayside-Morrison Lions Club.
Motion made by T. Hansen, seconded by L. Franke, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
Disbursements for July 1, 2022 thru August 31, 2022 were presented. Expenses were larger than normal due to construction payments.
Motion made by K. Lukens, seconded by T. Hansen, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
C. Maricque reviewed the Revenues ending June 30, 2022. Revenue was higher than expected due to Medicaid payments. The Medicare Administrative Contractor (MAC) payment was high than anticipated. Expenses continue to show overage, but these were offset by savings in other areas.
Motion made by L. Franke, seconded by K. Lukens, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
8. Action Item: General Fund Transfer to Special Education Fund
Per DPI, the Special Education Fund (Fund 27) must have a zero-fund balance and the Food Service Fund (Fund 50) can not have a negative fund balance at the end of the school year. Levy is recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year.
Motion made by T. Hansen, seconded by L. Franke, that the transfer to \$1,869,049.70 from BCCDEB's General Fund to BCCDEB's Special Revenue fund to cover the Special Revenue fund negative balance be approved. MOTION CARRIED UNANIMOUSLY.
9. Action Item: Tuition Receivable for the Unified School District of De Pere
The Unified School District of De Pere will be using federal funds to pay for the 2021-2022 tuition. In order to prevent a reconciling difference on the Special Education Report they are requesting that the revenue be recognized in the 2021-2022 school year.
Motion made by K. Lukens, seconded by L. Franke, that the Board approve the recognition of revenue for 2021-2022 tuition from the Unified District of De Pere although payment will be received greater than 90 days after the end of the fiscal

year 2022. MOTION CARRIED UNANIMOUSLY.

10. Action Item: Job Description(s)
K. Pahlow present the job description for a Teacher Mentor position. This hourly position will be used to assist current teachers who have a provisional license.
Motion made T. Hansen, seconded by L. Franke, that the Board approve the Teacher Mentor Job Description. MOTION CARRIED UNANIMOUSLY.
11. Action Item: Resignations
Motion made by K. Lukens, seconded by T. Hansen, that the Board approve the resignation of Stanley Smith, Instructional Aide and Jennifer Joyce, EC Teacher. MOTION CARRIED UNANIMOUSLY.
12. Action Item: Hires
Motion made by L. Franke, seconded by T. Hansen, that the Board approve the hiring of Rachel Bittner as a BCCDEB Teacher, Diana Achterberg, Isabella Garcia and Lisa Smith as Instructional Aides and Laurie Sukowaty, Nancy Pfankuch and Carissa Gerhardt as Teacher Mentors for our staff with provisional licenses. MOTION CARRIED UNANIMOUSLY.
13. Action Item: Capital Campaign Donations
K. Pahlow presented confirmed Capital Campaign pledges and donations received from May 11, 2022 thru September 18, 2022.
Motion made by K. Lukens, seconded by T. Hansen, that the board accept the pledged and received donations designated to the Syble Hopp Capital Campaign between May 11, 2022 and September 15, 2022 totaling \$205,617.00
14. Discussion Item: Construction and Renovation Project Update
K. Pahlow reported that school opened on September 1st as planned with little interruption from construction. The new addition is set to be completed by October 24th. We are waiting for a few items to come in yet and continue to work thru flooring concerns. The garage in back will be completed by the end of October. Bussing will continue to be in the front of the school until the back is completed and is everything is tested as far as space, etc.
15. Discussion Item: DPI Pupil Restraint and Seclusion Report
A.Schmidt presented the Annual Pupil Restraint and Seclusion report for the 2021-2022 school year. This report will be submitted to the Department of Public Instructions as required by Wisconsin Act 118. In addition to the compliance of reporting this information, Syble Hopp School complies with the parent notification and documentation requirement and provides crisis intervention training to staff through the Crisis Prevention Institute (CPI) on an annual basis. Additional training using a trauma informed approach through UKERU is also be provided during the 2022-2023 school year.
16. Discussion Item: COVID Update
Syble Hopp is following the same procedure that was in place at the end of last school year for the most part. We are currently averaging 10 staff absents a day related to COVID, other illnesses and preplanned requests. Staff have been extremely flexible and helpful filling vacancies.
17. Discussion Item: Administrator's Report
S. Johnson reported that Early Childhood in the district is not fully staffed yet, however staff are exceptional at supporting each other and very accommodating.

A.Schmidt reported that the aides had a Professional Development Day on Monday that was very well received. Great things are happening with staff supporting and learning from each other.

K. Pahlow stated that several aides with associates or bachelors degree have been applying for a 3-year Substitute Teaching License. This is very helpful when the classroom teacher is absent, they are able to “sub up” and fill that position.

18. Discussion Item: Parent Organization Report

The Syble Hopp Parent Organization had their first meeting of the 2022-2023 school year with a great turn out. Proceeds from the last school years Winter Blast, Golf Outing, Nut Sale and Scarecrow Sale went to the Capital Campaign. The Scholastic Bookfair is scheduled for September 29-October 7th. Saturday Morning Movie is planned for October 1st and the Winter Blast is scheduled for January 20, 2023.

19. Executive Session: The Board will move to executive session as allowed by 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 pursuant to Wis. Stats. Sec. 118.22

Motion made by L. Franke, seconded by T. Hansen, that the Board move into Executive Session at 4:28 PM. MOTION CARRIED UNANIMOUSLY.

Motion made by L. Franke, seconded by K. Lukens, that the Board move back into open session at 4:45 PM. MOTION CARRIED UNANIMOUSLY

20. Action Item: Adjournment

Motion made by L. Franke, seconded by T. Hansen, that the September 20, 2022 Brown County Children with Disabilities Education Board meeting be adjourned at 4:45 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

DONATIONS – OCTOBER 2022 BOARD MEETING		
DONOR	AMOUNT	ITEM/PURPOSE
Fuel Good		Iced Coffee and Power Drinks for the Staff
Country Critters	\$55	Construction Paper, Glue Sticks, Paints for the new Art Teacher
Knights of Columbus Council #4439	\$1,502.46	Camp SOAR
Mack’s Pub & Grill	\$150	Hopp Needs
Knights of Columbus Council #3955	\$1,000	Hopp Needs
Life Church	\$200	Hopp Needs
Sandra & Roger Melroy	\$500	Hopp Needs – a bench in honor of Neal and Betty Richtman
Theresa & James Schmelzle	\$50	Hopp Needs – in honor of Joy & David Jirikowic’s 25 th Wedding Anniversary
Total Donation	\$3,457.46	

Report Date 10/12/22 09:37 AM

SYBLE HOPP SCHOOL

Page No 1

Check Date 09/01/22 - 09/30/22

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ACC AUTOMATED	COMFORT CONTROLS	100051					
	0100002830	09/13/22	31920		Progammin Service-Faulty Fan Motor	3-10-100-324-253300-019-000000-2	257.00
	0100002830	09/13/22	31922		AHU 1 was in Fault	3-10-100-324-253300-019-000000-2	345.75
					Check Total		602.75
					Vendor Total		602.75
AT&T		100460					
	0100002823	09/02/22	9203383429	8/22	Monthly Service 8/19-9/18	3-27-100-999-158000-019-000000-2	52.02
					Check Total		52.02
	0100002847	09/27/22	9203383429	9/22	Monthly Service 9/19-10/18	3-27-100-999-158000-019-000000-2	52.02
					Check Total		52.02
					Vendor Total		104.04
ATMOSPHERE COMMERCIAL INTERIORS		107827					
	0100002831	09/13/22	41264		Office Funiture	3-40-100-444-255000-019-000000-2	12,656.10
					Check Total		12,656.10
					Vendor Total		12,656.10
BALESTRIERI ENVIRONMENTAL & DEVELOPMENT		118108					
	0100002848	09/27/22	2110-02		Additional Coring & Exterior Wall Work	3-40-100-310-255000-019-000000-2	17,116.11
					Check Total		17,116.11
					Vendor Total		17,116.11
CAMERA CORNER		101244					
	0100002838	09/13/22	81918		7 Asic Dome Cameras	3-40-100-482-255000-019-000000-2	7,510.00
					Check Total		7,510.00
					Vendor Total		7,510.00
CDW		101346					
	0100002832	09/13/22	CG93853		Cisco Wall Count IP Phones	3-40-100-482-255000-019-000000-2	368.83
					Check Total		368.83
					Vendor Total		368.83
CELLCOM		101353					
	0100002849	09/27/22	878164		Monthly Service 9/16-10/15	3-10-100-355-263300-019-000000-2	118.28
					Check Total		118.28
					Vendor Total		118.28

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
COUNTRY VISIONS COOPERATIVE		112876					
	0100002833	09/13/22	1036914 8/22		Gas for Lawn Mower	3-10-100-411-253300-019-000000-2	45.75
					Check Total		<u>45.75</u>
					Vendor Total		<u>45.75</u>
Creative Sign		101748					
	0100002850	09/27/22	39337		Signs for Front Door For Buzzer	3-10-100-411-253300-019-000000-2	60.00
					Check Total		<u>60.00</u>
					Vendor Total		<u>60.00</u>
DE PERE Y-MART		114547					
	0100002842	09/22/22	YMART 7/22		Gas for Vehicle	3-27-100-348-256610-011-000000-2	43.94
					Check Total		<u>43.94</u>
					Vendor Total		<u>43.94</u>
EPPSTEIN UHEN ARCHITECTS INC		102442					
	0100002834	09/13/22	86750		School Renovation Thru August 22	3-40-100-541-255000-019-000000-2	7,205.79
					Check Total		<u>7,205.79</u>
					Vendor Total		<u>7,205.79</u>
GFL Environmental		117896					
	0100002828	09/02/22	U60000096706		September Trash Service/Extra Pickup	3-10-100-324-253300-019-000000-2	141.20
					Check Total		<u>141.20</u>
					Vendor Total		<u>141.20</u>
GRAFTON SCHOOL INC		118203					
	0100002835	09/13/22	001614		Ukeru Training	3-27-100-310-264400-165-000000-2	8,228.33
					Check Total		<u>8,228.33</u>
					Vendor Total		<u>8,228.33</u>
JONES SIGN COMPANY INC		104032					
	0100002836	09/13/22	275619		Lettering/Sign	3-40-100-541-255000-019-000000-2	737.88
					Check Total		<u>737.88</u>
					Vendor Total		<u>737.88</u>

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
KEYSER PLUMBING & HEATING INC		104202					
	0100002824	09/02/22	16689		Repair Corner Shower Faucet Girls Locker	3-10-100-324-253300-019-000000-2	304.00
						Check Total	<u>304.00</u>
						Vendor Total	<u>304.00</u>
KYLES CONSULTING		114953					
	0100002825	09/02/22	1327		August SBS/MAC Monthly Service Fee	3-27-800-310-223310-019-000000-2	900.00
						Check Total	<u>900.00</u>
						Vendor Total	<u>900.00</u>
LA FORCE INC		104511					
	0100002843	09/22/22	1201106		Redo Pool Doors, Add Mullion	3-10-100-324-253300-019-000000-2	1,988.00
						Check Total	<u>1,988.00</u>
						Vendor Total	<u>1,988.00</u>
LAMERS BUS LINES INC		104534					
	0100002844	09/22/22	21034		September Route Transportation	3-27-100-341-256750-011-000000-2	41,622.47
						Check Total	<u>41,622.47</u>
						Vendor Total	<u>41,622.47</u>
ProGuard (Ecolab)		102323					
	0100002845	09/22/22	6271842701		Kitchen Cleaning Supplies	3-50-800-411-257100-000-000000-2	414.72
	0100002845	09/22/22	6271848894		Kitchen Sanitizer	3-50-800-411-257100-000-000000-2	260.68
						Check Total	<u>675.40</u>
	0100002851	09/27/22	6272064262		Digital Thermometer	3-50-800-411-257100-000-000000-2	14.38
						Check Total	<u>14.38</u>
						Vendor Total	<u>689.78</u>

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SAN A CARE INC		112498					
	0100002826	09/02/22	567014-1		Roll Dispensers	3-10-100-411-253300-019-000000-2	979.70
						Check Total	979.70
	0100002839	09/13/22	577138		HydrPerxwipes School Use	3-27-100-411-253300-165-000000-2	644.65
						Check Total	644.65
	0100002846	09/22/22	577138-1		Hydrperxwipes	3-27-100-411-253300-165-000000-2	341.74
						Check Total	341.74
						Vendor Total	1,966.09
TDS METROCOM		107847					
	0100002840	09/13/22	9203364367 9/22		Monthly Service 9/10-10/09	3-10-100-355-263300-019-000000-2	156.17
						Check Total	156.17
						Vendor Total	156.17
TWEET GAROT MECHANICAL INC		108187					
	0100002829	09/02/22	115326		Preventive Maintenance Program	3-10-100-324-253300-019-000000-2	8,272.00
						Check Total	8,272.00
						Vendor Total	8,272.00

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	0100002859	09/30/22	PCARD 9/22		Gift Card to Purchase Supplies	3-27-100-411-158000-019-000000-2	50.00
	0100002859	09/30/22	PCARD 9/22		Water for Sensory Rovers	3-27-100-411-218100-019-000000-2	7.96
	0100002859	09/30/22	PCARD 9/22		Honey Bear Straw Cups-OT	3-27-100-411-218100-019-000000-2	15.29
	0100002859	09/30/22	PCARD 9/22		Replacements Bands Steamroller	3-27-100-411-218100-019-000000-2	38.00
	0100002859	09/30/22	PCARD 9/22		Online Assessment Forms OT	3-27-100-411-218100-019-000000-2	90.00
	0100002859	09/30/22	PCARD 9/22		Gift Card for Snack/Cooking	3-27-100-415-158000-019-000000-2	300.00
	0100002859	09/30/22	PCARD 9/22		Gift Cards for Snack/Cooking	3-27-100-415-158000-019-000000-2	500.00
	0100002859	09/30/22	PCARD 9/22		Gift Cards for jSnack/Cooking	3-27-100-415-158000-019-000000-2	1,000.00
	0100002859	09/30/22	PCARD 9/22		Gift Cards for Snack/Cooking	3-27-100-415-158000-019-000000-2	1,000.00
	0100002859	09/30/22	PCARD 9/22		Gift Cards for Snack/Cooking	3-27-100-415-158000-019-000000-2	1,000.00
	0100002859	09/30/22	PCARD 9/22		Gift Card for Snack/Cooking	3-27-100-415-158000-019-000000-2	1,000.00
	0100002859	09/30/22	PCARD 9/22		Gift Card for Snack/Cooking	3-27-100-415-158000-019-000000-2	650.00
	0100002859	09/30/22	PCARD 9/22		Earmuff Hearing Protection	3-27-110-411-152000-317-000000-2	27.94
	0100002859	09/30/22	PCARD 9/22		Hanging Folders, File Folders	3-27-800-411-232100-019-000000-2	61.65
	0100002859	09/30/22	PCARD 9/22		Gift Card to Purchase Supplies	3-27-100-411-158000-019-000000-2	150.00
	0100002859	09/30/22	PCARD 9/22		Gift Card to Purchase Supplies J Jirkowi	3-27-100-411-158000-019-000000-2	100.00
	0100002859	09/30/22	PCARD 9/22		Letter & Legal Laminating Pouches	3-27-100-411-158000-019-000000-2	854.24
	0100002859	09/30/22	PCARD 9/22		Gift Card to Purchase Supplies-R Petit	3-27-100-411-156600-019-000000-2	100.00
	0100002859	09/30/22	PCARD 9/22		Lamp Ballasts	3-10-100-411-253300-019-000000-2	445.25
	0100002859	09/30/22	PCARD 9/22		43" Smart TV - Principal Office	3-10-100-411-253300-019-000000-2	229.99
	0100002859	09/30/22	PCARD 9/22		50" LED TV-Hallway	3-10-100-411-253300-019-000000-2	299.99
	0100002859	09/30/22	PCARD 9/22		5X8 American Flag	3-10-100-411-253300-019-000000-2	37.99
	0100002859	09/30/22	PCARD 9/22		Fans for Kitchen & Offices	3-10-100-411-253300-019-000000-2	64.96
	0100002859	09/30/22	PCARD 9/22		Dust/Wet Mops/Handles/Door Mats	3-10-100-324-253300-019-000000-2	241.43
	0100002859	09/30/22	PCARD 9/22		Large & Medium Gloves School Use	3-27-100-416-253300-165-000000-2	1,397.60
	0100002859	09/30/22	PCARD 9/22		KN95 Masks/3 Ply Disposable Masks	3-27-100-416-253300-165-000000-2	343.41
	0100002859	09/30/22	PCARD 9/22		Gift Card Purchase Supplies-E Stonelake	3-27-100-411-152000-019-000000-2	50.00
	0100002859	09/30/22	PCARD 9/22		Gift Card to Purchase Supplies	3-27-100-411-152000-019-000000-2	50.00
	0100002859	09/30/22	PCARD 9/22		Containers, Napkins, Gloves Lunch Room	3-50-800-411-257100-000-000000-2	765.21
	0100002859	09/30/22	PCARD 9/22		Portion Cups & Sip Straws	3-50-800-411-257100-000-000000-2	125.03
	0100002859	09/30/22	PCARD 9/22		CLR Calcium, rust cleaner-Kitchen	3-50-800-411-257100-000-000000-2	22.38

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	0100002859	09/30/22	PCARD 9/22		Bleach for Kitchen	3-50-800-411-257100-000-000000-2	5.52
	0100002859	09/30/22	PCARD 9/22		Copy Paper	3-27-100-417-158000-019-000000-2	264.36
	0100002859	09/30/22	PCARD 9/22		A-Z Learning License Renewal 1 Yr	3-27-100-360-158000-019-000000-2	1,515.00
	0100002859	09/30/22	PCARD 9/22		Sub Teaching License-R Bittner	3-27-100-290-158000-019-000000-2	125.00
	0100002859	09/30/22	PCARD 9/22		Sub Teaching License-T MacAuley	3-27-100-290-158000-019-000000-2	125.00
	0100002859	09/30/22	PCARD 9/22		Sub Teaching License T Oskey	3-27-100-290-158000-019-000000-2	125.00
	0100002859	09/30/22	PCARD 9/22		Sub Teaching License-E Krahn	3-27-100-290-158000-019-000000-2	125.00
	0100002859	09/30/22	PCARD 9/22		Motor/Sensory/Neurochemistry Train-Shimek	3-27-100-310-264400-019-000000-2	102.00
	0100002859	09/30/22	PCARD 9/22		Motor/Sensory/Neurochemistry Train-VanAls	3-27-100-310-264400-019-000000-2	102.00
	0100002859	09/30/22	PCARD 9/22		Motor/Sensory/Neurochemistry Train-Hebbar	3-27-100-310-264400-019-000000-2	102.00
	0100002859	09/30/22	PCARD 9/22		Motor/Sensory/Neurochemistry Train-Mathew	3-27-100-310-264400-019-000000-2	102.00
	0100002859	09/30/22	PCARD 9/22		Standard Rate Conference-K Hebbard	3-27-100-310-264400-019-000000-2	575.00
	0100002859	09/30/22	PCARD 9/22		Motor/Sensory/Neurochemistry Train-Oskey	3-27-100-310-264400-019-000000-2	102.00
	0100002859	09/30/22	PCARD 9/22		IPad Charges, Cables for Smartboards	3-10-100-481-295000-019-000000-2	229.84
	0100002859	09/30/22	PCARD 9/22		Luggage Tags-IT Dept	3-10-100-481-295000-019-000000-2	9.89
	0100002859	09/30/22	PCARD 9/22		IPad Cases, Double Sided Tape	3-10-100-481-295000-019-000000-2	561.32
	0100002859	09/30/22	PCARD 9/22		Self Adhesive Cable Mgmt Clips	3-10-100-481-295000-019-000000-2	15.95
	0100002859	09/30/22	PCARD 9/22		WCASS Fall Conference-S Johnson	3-27-800-310-264400-019-000000-2	350.00
	0100002859	09/30/22	PCARD 9/22		State Supt Conference-S Johnson	3-27-800-310-264400-019-000000-2	90.00
Check Total							15,645.20
Vendor Total							15,645.20
WI DEPT OF JUSTICE		109010					
	0100002827	09/02/22	G2841 8/22		August Background Checks	3-27-800-310-231700-019-000000-2	182.00
Check Total							182.00
Vendor Total							182.00

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WISCONSIN PUBLIC SERVICE		109151					
	0100002837	09/13/22	4267479964		SH Electric Service 7/26-8/23/22	3-10-100-336-253300-019-000000-2	5,107.59
	0100002837	09/13/22	4266277664		Duplex Utilities 7/26-8/23/22	3-27-100-999-158000-019-000000-2	176.76
	0100002837	09/13/22	4276393077		Gas Transportation 8/1-8/31/22	3-10-100-331-253300-019-000000-2	190.61
						Check Total	5,474.96
						Vendor Total	5,474.96
						Grand Total	132,139.67

Syble Hopp Balance Sheet as of July 31, 2022

ACCOUNT DESCRIPTION	07/31/22
GENERAL FUND	
CASH	5,655,862.47
TOTAL ASSETS	5,655,862.47
ACCOUNTS PAYABLE	11,900.31
TOTAL LIABILITIES	11,900.31
EQUITY ACCOUNT	5,643,962.16
TOTAL FUND BALANCE	5,643,962.16
SPECIAL EDUCATION FUND	
CASH ACCOUNT	146,454.85
RECEIVABLE	52,171.71
TOTAL ASSETS	198,626.56
PAYABLE ACCOUNT	1,612.35
CONTRACTS PAYABLE	287,426.92
TOTAL LIABILITIES	289,039.27
EQUITY ACCOUNT	(90,412.71)
TOTAL FUND BALANCE	(90,412.71)
FOOD SERVICE FUND	
CASH	20,639.78
TOTAL ASSETS	20,639.78
CONTRACTS PAYABLE	1,361.94
DEFERRED REVENUE	6,023.26
TOTAL LIABILITIES	7,385.20
EQUITY ACCOUNT	13,254.58
TOTAL FUND BALANCE	13,254.58

Syble Hopp Revenue Summary for the Month Ended July 31, 2022

DESCRIPTION	2022-2023 Amended Budget	Actual Amount	Variance	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,938,953.00	-	(2,938,953.00)	
INTEREST	21,000.00	2,498.31	(18,501.69)	
RENT (DUPLEX)	9,000.00	750.00	(8,250.00)	
MEDICAID MAC REIMBURSEMENT	170,000.00	-	(170,000.00)	
MISCELLANEOUS	2,000.00	-	(2,000.00)	
TOTAL GENERAL FUND	3,140,953.00	3,248.31	(3,137,704.69)	
SPECIAL REVENUE FUND				
STUDENT FEES	5,460.00	645.00	(4,815.00)	
SOAR STUDENT REGISTRATIONS	27,065.00	-	(27,065.00)	
EC GRANT \$'S FROM DISTRICTS	41,177.00	-	(41,177.00)	
DISTRICT PAYMENT FROM IDEA FUNDS	130,050.00	-	(130,050.00)	
TUITION-SCH DISTRICT(OUT OF COUNTY)	278,448.00	-	(278,448.00)	
TRANSIT OF STATE AIDE (CESA)	7,876.00	-	(7,876.00)	
CESA 7 - REIMB SUBS	5,600.00	-	(5,600.00)	
SPECIAL EDUCATION AID FROM STATE	1,703,000.00	-	(1,703,000.00)	
GENERAL STATE AID	1,650,000.00	-	(1,650,000.00)	
HIGH COST KIDS (STATE AND FEDERAL)	10,000.00	-	(10,000.00)	
ESSER III	388,051.00	-	(388,051.00)	
MEDICAID REIMBURSEMENT	248,000.00	-	(248,000.00)	
TOTAL SPECIAL REVENUE FUND	4,494,727.00	645.00	(4,494,082.00)	
FOOD SERVICE FUND				
STUDENT LUNCH	32,000.00	214.10	(31,785.90)	
ADULT LUNCH	366.00	-	(366.00)	
FOOD SER/STATE AID	750.00	-	(750.00)	
FOOD SERVICE/FED AID	39,423.00	-	(39,423.00)	
FED AID/COMMODITIES	6,900.00	-	(6,900.00)	
MISCELLANEOUS	-	-	-	
TOTAL FOOD SERVICE REVENUE FUND	79,439.00	214.10	(79,224.90)	

Syble Hopp Expenditures Summary for the Month Ended July 31, 2022

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 7/31/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 7/31/2022	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	300.00	33.33	-	300.00	33.33	
FISCAL/FINANCE	189,334.00	26,448.77	26,098.72	163,235.28	350.05	Subscriptions/licenses have been paid for Alio, Absence Management, and Time and Attendance.
BUILDING AND SITE OPERATION	289,413.00	23,270.84	15,425.46	273,987.54	7,845.38	Project to strip the floors is not expected to be done until later in the year.
BUILDING AND SITE MAINTENANCE	30,300.00	2,525.00	-	30,300.00	2,525.00	
DUPLEX	1,895.00	157.92	-	1,895.00	157.92	
TELEPHONE	3,320.00	276.67	272.99	3,047.01	3.68	
NON-INSTRUCTIONAL STAFF TRAINING	990.00	82.50	-	990.00	82.50	
TECHNOLOGY	58,940.00	6,693.85	6,807.85	52,132.15	(114.00)	
INSURANCE AND JUDGMENTS	112,820.00	9,401.67	9,331.84	103,488.16	69.83	
COUNTY IDC AND TECH SERVICES	115,149.00	9,595.75	9,992.12	105,156.88	(396.37)	
TRANSFER TO CAPITAL EXPANSION	1,486,833.00	-	-	1,486,833.00	-	
TOTAL GENERAL FUND	2,289,294.00	78,486.29	67,928.98	2,221,365.02	10,557.32	
SPECIAL REVENUE						
EARLY CHILDHOOD	414,269.00	-	25.00	414,244.00	(25.00)	
SPEECH/LANGUAGE	430,847.00	-	200.00	430,647.00	(200.00)	
SPECIAL EDUCATION	1,920,537.00	12,900.00	17,327.78	1,903,209.22	(4,427.78)	Curriculum software and supplies have been purchased.
RETIREE VEBA PAYMENT	35,000.00	-	-	35,000.00	-	
EC INSTRUCTIONAL AIDES	67,968.00	-	-	67,968.00	-	
SE INSTRUCTIONAL AIDES	1,245,945.00	-	769.58	1,245,175.42	(769.58)	Vocational work done to prepare for school year.
SE SUB TEACHERS/AIDES	95,270.00	-	-	95,270.00	-	
EC SUB TEACHERS/AIDES	22,177.00	-	-	22,177.00	-	
SPECIALTY TEACHERS	249,839.00	-	305.95	249,533.05	(305.95)	Supplies purchased for school year.
DIRECTION OF SOCIAL WORK	83,797.00	-	214.01	83,582.99	(214.01)	Supplies purchased for school year.
NURSING	145,874.00	-	278.33	145,595.67	(278.33)	Supplies purchased for school year.
OCCUPATIONAL THERAPY	357,286.00	-	256.32	357,029.68	(256.32)	Supplies purchased for school year.
PHYSICAL THERAPY	144,991.00	-	6,754.12	138,236.88	(6,754.12)	Sensory equipment purchased.
TRAINING	64,626.00	5,385.50	-	64,626.00	5,385.50	
SE AND PRINCIPAL	449,047.00	34,542.08	31,218.14	417,828.86	3,323.94	
BOARD AND AUDIT	10,515.00	2,342.92	1,671.00	8,844.00	671.92	WASB dues have been paid for the year.
ADMINISTRATOR	202,632.00	15,587.08	14,310.05	188,321.95	1,277.03	
VEHICLE REPAIR AND FUEL	7,795.00	649.58	-	7,795.00	649.58	
TRANSPORTATION AND BUS AIDES	795,883.00	-	-	795,883.00	-	
OPERATIONS - ESSER	23,000.00	1,916.67	603.55	22,396.45	1,313.12	
UNEMPLOYMENT	10,912.00	909.33	67.76	10,844.24	841.57	
CESA SERVICES AND DISTRICT PMTS	30,576.00	-	-	30,576.00	-	
SUMMER SESSION	63,533.00	31,766.50	17,056.12	46,476.88	14,710.38	
TRANSIT OF AID TO DISTRICTS	85,660.00	-	-	85,660.00	-	
TOTAL SPECIAL REVENUE FUND	6,957,979.00	105,999.65	91,057.71	6,866,921.29	14,941.95	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	72,239.00	-	-	72,239.00	-	
FOOD - LUNCH PROG	300.00	-	-	300.00	-	
FOOD	6,900.00	-	-	6,900.00	-	
TOTAL FOOD SERVICE FUND	79,439.00	-	-	79,439.00	-	

Syble Hopp Balance Sheet as of August 31, 2022

ACCOUNT DESCRIPTION	08/31/22
GENERAL FUND	
CASH	5,554,908.88
TOTAL ASSETS	5,554,908.88
ACCOUNTS PAYABLE	7,230.40
RETAINAGE PAYABLE	2,063.40
TOTAL LIABILITIES	9,293.80
EQUITY ACCOUNT	5,545,615.08
TOTAL FUND BALANCE	5,545,615.08
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(219,685.08)
RECEIVABLE	52,171.71
TOTAL ASSETS	(167,513.37)
PAYABLE ACCOUNT	9,539.11
TOTAL LIABILITIES	9,539.11
EQUITY ACCOUNT	(177,052.48)
TOTAL FUND BALANCE	(177,052.48)
FOOD SERVICE FUND	
CASH	19,999.39
TOTAL ASSETS	19,999.39
DEFERRED REVENUE	6,023.26
TOTAL LIABILITIES	6,023.26
EQUITY ACCOUNT	13,976.13
TOTAL FUND BALANCE	13,976.13

Syble Hopp Revenue Summary for the Month Ended August 31, 2022

DESCRIPTION	2022-2023		Variance	COMMENTS
	Amended Budget	Actual Amount		
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,938,953.00	-	(2,938,953.00)	
INTEREST	21,000.00	9,920.73	(11,079.27)	
RENT (DUPLEX)	9,000.00	1,500.00	(7,500.00)	
MEDICAID MAC REIMBURSEMENT	170,000.00	-	(170,000.00)	
MISCELLANEOUS	252,000.00	26.00	(251,974.00)	Budget Adjustment for Dehumidification ARPA funds.
TOTAL GENERAL FUND	3,390,953.00	11,446.73	(3,379,506.27)	
SPECIAL REVENUE FUND				
STUDENT FEES	5,460.00	2,085.00	(3,375.00)	
SOAR STUDENT REGISTRATIONS	27,065.00	-	(27,065.00)	
EC GRANT \$'S FROM DISTRICTS	41,177.00	-	(41,177.00)	
DISTRICT PAYMENT FROM IDEA FUNDS	130,050.00	-	(130,050.00)	
TUITION-SCH DISTRICT(OUT OF COUNTY)	278,448.00	-	(278,448.00)	
TRANSIT OF STATE AIDE (CESA)	7,876.00	-	(7,876.00)	
CESA 7 - REIMB SUBS	5,600.00	-	(5,600.00)	
SPECIAL EDUCATION AID FROM STATE	1,703,000.00	-	(1,703,000.00)	
GENERAL STATE AID	1,650,000.00	-	(1,650,000.00)	
HIGH COST KIDS (STATE AND FEDERAL)	10,000.00	-	(10,000.00)	
ESSER III	388,051.00	-	(388,051.00)	
MEDICAID REIMBURSEMENT	248,000.00	-	(248,000.00)	
TOTAL SPECIAL REVENUE FUND	4,494,727.00	2,085.00	(4,492,642.00)	
FOOD SERVICE FUND				
STUDENT LUNCH	32,000.00	935.65	(31,064.35)	
ADULT LUNCH	366.00	-	(366.00)	
FOOD SER/STATE AID	750.00	-	(750.00)	
FOOD SERVICE/FED AID	39,423.00	-	(39,423.00)	
FED AID/COMMODITIES	6,900.00	-	(6,900.00)	
MISCELLANEOUS	-	-	-	
TOTAL FOOD SERVICE REVENUE FUND	79,439.00	935.65	(78,503.35)	

Syble Hopp Expenditures Summary for the Month Ended August 31, 2022

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 8/31/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 8/31/2022	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	300.00	66.67	-	300.00	66.67	
FISCAL/FINANCE	189,334.00	40,022.54	40,256.50	149,077.50	(233.96)	Subscriptions/licenses have been paid for Alio, Absence Management, and Time and Attendance.
BUILDING AND SITE OPERATION	289,413.00	46,541.68	39,574.05	249,838.95	6,967.63	Project to strip the floors is not expected to be done until later in the year.
BUILDING AND SITE MAINTENANCE	280,300.00	46,716.67	45,816.50	234,483.50	900.17	
DUPLEX	1,895.00	315.83	-	1,895.00	315.83	
TELEPHONE	3,320.00	553.33	549.07	2,770.93	4.26	
NON-INSTRUCTIONAL STAFF TRAINING	990.00	165.00	-	990.00	165.00	
TECHNOLOGY	58,940.00	11,047.69	11,238.39	47,701.61	(190.70)	
INSURANCE AND JUDGMENTS	112,820.00	18,803.33	18,663.68	94,156.32	139.65	
COUNTY IDC AND TECH SERVICES	115,149.00	19,191.50	18,376.29	96,772.71	815.21	
TRANSFER TO CAPITAL EXPANSION	1,486,833.00	-	-	1,486,833.00	-	
TOTAL GENERAL FUND	2,539,294.00	183,424.24	174,474.48	2,364,819.52	8,949.76	
SPECIAL REVENUE						
EARLY CHILDHOOD	414,269.00	-	1,951.95	412,317.05	(1,951.95)	Supplies and software purchased for the school year.
SPEECH/LANGUAGE	430,847.00	-	1,466.11	429,380.89	(1,466.11)	Supplies and software purchased for the school year.
SPECIAL EDUCATION	1,920,537.00	32,700.00	35,200.63	1,885,336.37	(2,500.63)	Curriculum software and supplies have been purchased.
RETIREE VEBA PAYMENT	35,000.00	-	-	35,000.00	-	
EC INSTRUCTIONAL AIDES	67,968.00	-	-	67,968.00	-	
SE INSTRUCTIONAL AIDES	1,245,945.00	-	2,846.06	1,243,098.94	(2,846.06)	Vocational work done to prepare for school year.
SE SUB TEACHERS/AIDES	95,270.00	-	-	95,270.00	-	
EC SUB TEACHERS/AIDES	22,177.00	-	-	22,177.00	-	
SPECIALTY TEACHERS	249,839.00	-	305.95	249,533.05	(305.95)	Supplies purchased for school year.
DIRECTION OF SOCIAL WORK	83,797.00	-	214.01	83,582.99	(214.01)	Supplies purchased for school year.
NURSING	145,874.00	-	1,402.68	144,471.32	(1,402.68)	Supplies purchased for school year and hours incurred to prepare for school year.
OCCUPATIONAL THERAPY	357,286.00	-	606.32	356,679.68	(606.32)	Supplies purchased for school year.
PHYSICAL THERAPY	144,991.00	-	6,754.12	138,236.88	(6,754.12)	Sensory equipment purchased.
TRAINING	64,626.00	10,771.00	9,268.33	55,357.67	1,502.67	
SE AND PRINCIPAL	449,047.00	62,930.31	61,637.01	387,409.99	1,293.30	
BOARD AND AUDIT	10,515.00	3,085.83	1,853.00	8,662.00	1,232.83	
ADMINISTRATOR	202,632.00	31,174.15	29,516.15	173,115.85	1,658.00	
VEHICLE REPAIR AND FUEL	7,795.00	1,299.17	830.47	6,964.53	468.70	
TRANSPORTATION AND BUS AIDES	795,883.00	-	-	795,883.00	-	
OPERATIONS - ESSER	23,000.00	3,833.33	2,537.05	20,462.95	1,296.28	
UNEMPLOYMENT	10,912.00	1,818.67	131.89	10,780.11	1,686.78	
CESA SERVICES AND DISTRICT PMTS	30,576.00	-	-	30,576.00	-	
SUMMER SESSION	63,533.00	63,533.00	22,615.75	40,917.25	40,917.25	Only one provider needed assistance for their summer program due to our students' participation.
TRANSIT OF AID TO DISTRICTS	85,660.00	-	-	85,660.00	-	

Syble Hopp Expenditures Summary for the Month Ended August 31, 2022

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 8/31/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 8/31/2022	COMMENTS
TOTAL SPECIAL REVENUE FUND	6,957,979.00	211,145.46	179,137.48	6,778,841.52	32,007.98	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	72,239.00	-	-	72,239.00	-	
FOOD - LUNCH PROG	300.00	-	-	300.00	-	
FOOD	6,900.00	-	-	6,900.00	-	
TOTAL FOOD SERVICE FUND	79,439.00	-	-	79,439.00	-	



Brown County Children with Disabilities Education Board
Syble Hopp School

755 Scheuring Road
De Pere, WI 54115

920-336-5754
920-660-3944 (cell)

2022-2023 BCCDEB Meeting Schedule

Meetings are held every third Thursday of the month at 4:00 pm at Syble Hopp School (unless otherwise noted with an *).

July 19, 2022

August 16, 2022

September 20, 2022

October 20, 2022

November 17, 2022

December 15, 2022

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

*May 11, 2023

June 15, 2023

Support Document #9

To: Kim Pahlow, Administrator

From: Sarah Johnson, Director of Special Education and Pupil Services
Abbie Nizzia, Syble Hopp Principal

RE: Requests to Hire

Date: October 20, 2022

The purpose of this memo is to recommend the hiring of the following pending successful completion of the hiring process:

- Erin Kotenberg as a One Year (with a Provisional License) Early Childhood Teacher (.20-.40) for the 2022-23 school year. This will partially fill a vacancy from a recent Early Childhood Teacher resignation and restructuring of Early Childhood teaching staff.
- Kristen Trochta as One Year .10 FTE Early Childhood Teacher and .90 Instructional Aide. This will partially fill a recent vacancy in Early Childhood and at Syble Hopp School.

SERVICE ANIMALS AT BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD POLICY

The Brown County Children with Disabilities Education Board (BCCDEB) recognizes the important role that service animals, including service dogs or miniature horses where applicable, perform for individuals with disabilities. It is the policy of the BCCDEB that service animals assisting individuals with disabilities are generally permitted in all facilities and programs except as described below. The BCCDEB is committed to an environment of non-discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status or physical, mental, emotional or learning disability/handicap.

The Brown County Children with Disabilities Board complies with applicable laws in making such accommodations, including the Individuals with Disabilities Education Act of 2004, Section 504 of the Vocational Rehabilitation Act, the Americans with Disabilities Act (Amendment Acts), Title II and any other applicable laws.

A service animal is defined under Title II as any guide or signal animal or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Other animals, whether wild or domestic, do not qualify as service animals. Service animals are not considered pets, classroom animals, or curriculum aids. Animals that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals.

Inquiries: The BCCDEB shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal:

1. Ask if the animal is required because of a disability; and
2. What work or task the animal has been trained to perform.

The BCCDEB shall not require documentation, such as proof that the service animal has been certified, trained, or licensed as a service animal. The District will not make these inquiries when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability (e.g., the service animal is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility

disability).

Visitors: The BCCDEB shall permit visitors to use service animals in BCCDEB facilities and at school events and make reasonable accommodations for the individual's use of a service animal on BCCDEB property. The BCCDEB shall not ask about the nature or extent of the visitor's disability, but may make the following inquiries on whether an animal qualifies as a service animal:

1. The BCCDEB may ask if the animal is required because of a disability; and
2. What work or task the animal has been trained to perform.

Staff may not ask the visitor to produce documentation of his/her disability or documentation that the animal is certified, licensed, trained or is being trained to be a service animal. If the animal is not a service animal, the site administrator/designee should inform the visitor of Board policy regarding animals on school grounds.

Service Animals for Students and Staff

The BCCDEB shall permit students or staff to use service animals in BCCDEB facilities and at school events. The BCCDEB may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities; however, the BCCDEB will ensure that its safety requirements are based on actual risks, not on mere speculation, stereotypes or generalizations about individuals with disabilities.

Providing Notice to BCCDEB Administration: When a student or staff member has notified BCCDEB administration that they intend to bring a service animal onto BCCDEB property on a regular basis, a meeting shall be held to discuss the plan which includes, but is not limited to:

- 1) If the animal is required because of a disability;
- 2) The tasks the service animal is trained to perform for the student or staff member;
- 3) The student or staff member's daily schedule and the expected use and needs of the animal during all parts of the daily schedule;
- 4) Transportation considerations, if applicable;
- 5) Documentation will be provided by the student or staff member relative to all vaccination, licensing and/or veterinary requirements at this meeting.

Vaccination, Licensing and/or Veterinary Requirements: All animals, including service animals, housed on BCCDEB property or brought on BCCDEB property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including, but not limited to, rabies vaccination or other inoculations required for the animal to be properly licensed.

General: The BCCDEB is not responsible for the care or supervision of the service animal. The BCCDEB shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability; however, the BCCDEB may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control the animal;
2. The animal is not housebroken;

3. The animal poses a direct threat in that it is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures; or
4. The presence of the animal fundamentally alters the learning or work environment. Examples may include, but are not limited to, areas requiring protective clothing or food preparation areas.

Conditions warranting review under the direct threat analysis include:

1. is unclean and has a foul odor;
2. is not under the control of its handler;
3. urinates or defecates in inappropriate or undesignated locations;
4. makes unsolicited contact with persons while on District property or on the school bus;
5. disrupts the normal course of school business;
6. works with unnecessary vocalization (barking, growling, or acting in a threatening manner towards students and staff);
7. shows aggression toward people or other animals;
8. solicits or steals food or other items from persons while on BCCDEB property;
9. has not been specifically trained to perform its duties in public and is not accustomed to being in public;
10. cannot remain quietly beside the handler without blocking aisles, doorways, etc.; or
11. does not stay within close proximity of the individual or during tasks that require it to be working at a greater distance.

Handler's Control. The service animal is to be under the control of its handler. The service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).

If an animal is properly excluded under the Title II Direct threat regulation (see 28 CFR 35.136(b)), the BCCDEB shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

Access to Areas of the BCCDEB: Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of BCCDEB's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant are allowed to go.

Surcharges: The BCCDEB shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the BCCDEB normally charges individuals for the damage a service animal causes, an individual with a disability may be charged for that damage.

While service animals are frequently service dogs, miniature horses are being trained in greater numbers due to the length of their life and opportunity for longer service to disabled individuals. Accordingly, the federal law specifically provides regulations that guide the use of miniature horses as service animals.

Miniature horses: The BCCDEB shall make reasonable modifications in its policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In making such a determination, the BCCDEB shall consider:

1. The type, size and weight of the miniature horse and whether the facility can accommodate those features;
2. Whether the handler has sufficient control of the horse;
3. Whether the horse is housebroken; and
4. Whether the horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operations.

Items with respect to handler's control, care or supervision, inquiries, access to areas of the public entity and surcharges as noted above apply to miniature horses.

LEGAL REFERENCES:

Wis. Stat. § 118.13

Wis. Stat. § 252.21

Wis. Stat. § 254.56

Wisconsin Administrative Code TRANS 300.16,

Americans with Disabilities Act

Individuals with Disabilities Education Act of 2004, Section 504 of the Vocational Rehabilitation Act

First Reading by BCCDEB Board:

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