

School District of Mauston

Information For School Board Candidates

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SCHOOL DISTRICT OF MAUSTON

510 Grayside Avenue • Mauston, WI 53948 • (608) 847-5451 • Fax (608) 847-4635

SUPERINTENDENT – Joel Heesch

November 2024

Hello Board Candidate:

I have included some general school board information for you as you consider filing for candidacy for our school board.

- 1) Regular School Board Meetings are held every month on the third Monday of the month beginning at 6:00 PM unless otherwise posted.
- 2) Special School Board Meetings can be held on any day and are scheduled by the Board.
- 3) School Board members are asked to have flexibility in their schedules so that when it is necessary to schedule the Board to meet, the full Board can rely on a quorum of attendance.
- 4) School Board members are asked to convene, often with short notice, when there is the unfortunate consideration of a student expulsion.
- 5) School Board members are on Board Committees, and these committees meet generally once a month. Each school board member is expected to be seated on at least one committee. Board Committees include Finance, Policy & Personnel, and Property & Transportation.
- 6) School Board members have opportunities to attend Wisconsin Association for School Board professional development conferences and seminars, as well as other professional development related to a school board member's function.
- 7) The School District of Mauston Annual Meeting and Budget Hearing is held in late August each year. Attendance is vital for the Annual Meeting.
- 8) School Board members are encouraged to attend school functions such as a new teacher breakfast in August, various athletic and non-athletic staff, and student events.
- 9) Newly elected school board members take office on the 4th Monday in April. They must file the Oath of Office on or before the 4th Monday in April.

Thank you, and should you have any questions, please don't hesitate to give me a call or email.
Best of luck!

Yours in Education,

Joel Heesch

Joel Heesch
Superintendent

2025 BALLOT ACCESS CHECKLIST FOR SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 18, 2025 Spring Primary** and the **April 1, 2025 Spring Election**.

The filing officer for School District offices is the School District Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

All School District Candidates must:

- ☐ **Complete and Submit a Registration Statement (Form CF-1)** to the filing officer prior to raising or spending any funds, and no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.

- **New Candidates**

- File** a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- **Continuing Candidates**

- Amend** your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- ☐ **Complete and Submit a Declaration of Candidacy (Form EL-162sd)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

If nomination papers are used, a school district candidate must also:

- ☐ **Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2024. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

Board of School Directors - 1st Class Cities	400 - 800
School District Officer - with Territory within a 2nd Class City	100 - 200
School District Officer - with no Territory within a 1st or 2nd Class City	20 - 100

Declaration of Candidacy School Board Candidates

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

☐

Yes (if you have already filed a DOC for this election)

☐

No (if this is the first DOC you have filed for this election)

I, _____, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member _____
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

				Town of <input type="checkbox"/>	
				Village of <input type="checkbox"/>	
				City of <input type="checkbox"/>	
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting	

My name as I wish it to appear on the official ballot is as follows:

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN

County of _____
(County where oath administered)

}

SS.

(Signature of candidate)

Subscribed and sworn to before me this _____ day of _____, _____.

(Signature of person authorized to administer oaths)

☐ Notary Public or ☐ other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____ or ☐ is permanent.
(date commission expires)

**NOTARY SEAL
REQUIRED, IF OATH
ADMINISTERED BY
NOTARY PUBLIC**

EL-162SD For School District Candidates | 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 |
| 608-261-2028 | web: gab.wi.gov | email: elections@wi.gov |

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to school district office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper school district clerk no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the school district clerk no later than the filing deadline **and** the signed original declaration is received by the school district clerk with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- Type or print your name on the first line.
- The title of the office and **any seat number or apportioned district** for which you are seeking election must be inserted on the second line.
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of). If your address changes before the election, an amended Declaration of Candidacy must be filed with the School District Clerk. Wis. Stat. §.8.21.
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county, municipal or school district clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the date the notary's commission expires must be listed, and *the notary seal is required*.

All school district candidates must file this form with the appropriate school district clerk no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b).



CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE
STATE OF WISCONSIN

***CAUTION:** A personal telephone number that is identified as a confidential telephone number on page 3 of this form should **not** be entered on page 1 of this form. Do **not** enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form.

1. Is this an Amendment? ☐ No ☐ Yes

SECTION A: GENERAL INFORMATION

A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)				
A2. Committee Email		A3. Committee Phone (Do not enter a confidential phone number)		
A4. Mailing Address		A5. City	A6. State	A7. Zip
Depository Institution Information				
A8. Institution Name	A9. Street Address	A10. City	A11. State	A12. Zip
Treasurer/Administrator Information				
A13. Name		A14. Treasurer Email	A15. Treasurer Phone (*See Caution)	
A16. Mailing Address		A17. City	A18. State	A19. Zip
Other Officers (Optional)				
A20. Name	A21. Title	A22. Email	A23. Phone (* See Caution above)	
A24. Name	A25. Title	A26. Email	A27. Phone (* See Caution above)	
Filing Exemption <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>			A28. Exemption Affirmation <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.	

SECTION B: CANDIDATE INFORMATION

B1. Office Sought (include District/Branch)		B2. Political Party	B3. Election Date
Candidate Information			
B4. Name		B5. Candidate Email	B6. Candidate Phone (* See Caution)
B7. Mailing Address		B8. City	B9. State B10. Zip
Second Candidate Committee <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>		B11. Is this your only registered candidate committee in Wisconsin? <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.	
B12. Other Office Held or Sought (include District/Branch) Only complete B12 if you responded "No" to B11.			

SECTION C: CERTIFICATION

Accurate Information

- ☐ I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.

Timely Amendments

- ☐ I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.

Records Retention

- ☐ I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).

Continuing Compliance

- ☐ I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.

Treasurer

C1. Printed Name	C2. Signature	C3. Date

Candidate

C4. Printed Name	C5. Signature	C6. Date

Form Instructions

Candidates must complete all sections A, B, and C.

Item 1. Is this an amendment? Have you registered with this local clerk to run for office in a prior election?

Item A1: Committee Name. All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

A28: Exemption. Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

Depository Institution Information. All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

Treasurer Information. Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If you are serving as your own treasurer, please write "Self" or "Candidate". A candidate serving as their own treasurer does not need to provide their name, address and contact information here because that information will already be provided in section B. Do not leave this section blank.

Section B: Candidate Information

B1. Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.

B2. Party - "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

Section C: Certification. All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.



CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE—CONFIDENTIAL PHONE CONTACTS
STATE OF WISCONSIN

All information on pages 1 and 2 of this form is available to the public. Pursuant to 2023 Wisconsin Act 120, candidates, treasurers, and any other custodian of books and accounts (such as an assistant treasurer) are required to provide a personal telephone number. This page provides you the space to provide those required telephone numbers. Personal telephone numbers are confidential and are not subject to the right of inspection and copying under WIS. STAT. § 19.35(1). *See* WIS. STAT. § 11.0203(bd). However, a personal email address provided is subject to the right of inspection and copying under WIS. STAT. § 19.35(1) and may be disclosed.

Failure to provide a valid email may result in failure to receive filing reminders and notifications from the filing officer. Failure to receive a form or notice from a filing officer does not exempt a committee from a reporting requirement under this chapter (WIS. STAT. §11.0103(b)). The candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change. WIS. STAT. § 11.0203(3).

Candidate Information	
Name	Personal Phone Number

Treasurer Information	
Name	Personal Phone Number

Other Custodians' Information	
Name	Personal Phone Number
Name	Personal Phone Number
Name	Personal Phone Number

The background of the entire cover is a photograph of a voting station. In the upper left, a white ballot box is visible with a large American flag graphic and the word 'VOTE' in bold, black, sans-serif capital letters. Below the box is a modern, light-colored wooden ballot booth with a grid-patterned top and four metallic legs. The background shows a brick wall and some structural elements of the building.

GUIDE FOR CANDIDATES

2025 Spring Election Edition

(Published October 2024)

**WISCONSIN ASSOCIATION
OF SCHOOL BOARDS**

The WASB Guide for Candidates is designed to provide general information and commentary as a service to WASB members based on state law and agency guidance as they existed at the time of publication. It should not be relied upon as legal advice. If legal advice is needed, the services of the school district's designated legal counsel should be obtained.

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WISCONSIN ASSOCIATION OF
SCHOOL BOARDS, INC.

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WASB.org

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SCHOOL BOARD MEMBER ELECTION DATES

Clerks Publish the “Type A” Notice of Election (this notice identifies the school board seats that will be contested in the district at the Spring Election and includes other information about the election and candidacy process) —

- The fourth Tuesday in November (November 26, 2024)

Deadline for Candidates to File to Appear on the Spring Election Ballot —

- The standard deadline for declaring candidacy is 5 p.m. on the first Tuesday in January (January 7, 2025).

In order to be eligible to appear on the official ballot at the Spring Election, a candidate needs to file a declaration of candidacy and a campaign finance registration statement with the filing office identified in the district’s Notice of Election by no later than the applicable deadline.

In some school districts, candidates must also file nomination papers with a sufficient number of signatures in order to qualify for the ballot.

- Nomination papers *may not* be circulated or filed prior to Dec. 1, 2024.

The appropriate forms can be obtained from the websites of the Wisconsin Elections Commission and the Wisconsin Ethics Commission (select “Form” in “Document Type”), or from the school district’s main administrative office.

Spring Primary (if a primary election is needed) —

- Third Tuesday in February (February 18, 2025)

Spring Election —

- First Tuesday in April (April 1, 2025)

WASB New School Board Member Gatherings —

- Held regionally around the state, usually in mid to late April. Please refer to the schedule on WASB.org once it is available.

Persons Elected (or Re-Elected) to the School Board at the Spring Election Must Take and File the Official Oath of Office —

- On or before the fourth Monday in April (no later than April 28, 2025)

Persons Elected (or Re-Elected) to the School Board Take Office —

- Fourth Monday in April (April 28, 2025)

NOTICE: This pamphlet provides general information and is not intended as legal advice. The dates shown on this page reflect the standard dates established in state law as of the date of publication, but certain exceptions can sometimes apply. Please monitor WASB.org and other WASB communications for any changes, updates, or corrections to the information presented herein.



A MESSAGE FROM THE WASB PRESIDENT

Congratulations! You have made the important decision to run for your local board of education. Whatever the outcome of your election, your community is grateful that you made the decision to step up and get involved to make your local school district even better.

Wisconsin has 421 public school districts, each one governed by locally elected school board members. Their job is to make the policy decisions that will provide all of their students with the best education possible and to hire, supervise, and evaluate the superintendent. There are numerous state and federal laws that must be observed, and many of them need community decision makers to fine-tune the requirements to fulfill the spirit of the law, as well as the letter, for each district. Working with superintendents, administrators, and teachers, school board members go about building effective educational systems to benefit their students and their communities.

As a community member, you have always had the opportunity to voice your thoughts, concerns, goals and desires to enhance your school district. As an elected board member, you have the added responsibility to be involved in the full decision-making process. Working with the other members of your board, you will have the responsibility of approving policy for administration and staff to follow, evaluating the superintendent, setting annual budgets, and advocating for your students and your district.

As a member of the Wisconsin Association of School Boards, your district has the opportunity to utilize the many tools developed by the WASB to follow good governance guidelines including webinars, workshops, conferences, and the annual State Education Convention held every January.

Best wishes to you in your election journey, and thank you for stepping up to make your local district a great one.

A handwritten signature in black ink, appearing to be "Mike Humke". The signature is stylized, with a large, looping "M" and a simple "H" and "U" following.

Mike Humke, WASB President
Dodgeville



ADVOCATES FOR CHILDREN

School boards and school board members are uniquely positioned to be advocates for children and to make student learning and student achievement the center of their work.

A member of a school board is entrusted with one of the most important responsibilities that can be assigned to any citizen—that of helping to direct the education of the youth of his or her community.

In no other country is there local responsibility for and authority in education comparable to the American school board. This local responsibility and authority—local control—varies in degree from state to state, but it assures that public schools are flexible and responsive to community needs and values.

Wisconsin school board members are the elected representatives of their districts and set policy for the education of the district's children.

In Wisconsin, nearly 2,800 school board members are making decisions affecting more than 800,000 children enrolled in the public schools of the 421 districts in the state. These board members, as individuals, generally have no more power or authority than any other citizen in the district. It is only when these individuals are meeting collectively as a board that they can legally make decisions affecting the district.

Board members in Wisconsin must go through an established procedure to gain election to the school board. This brochure describes general requirements. Your district administrator or school district clerk will tell you the specific requirements for your district.

Thank you for your interest in becoming a school board member!

Daniel M. Rossmiller, Executive Director
Wisconsin Association of School Boards

QUALITIES OF A SCHOOL BOARD MEMBER

There are many qualifications and qualities that experienced school board members have indicated are important to school board membership. These include:

- A commitment to the belief that all children of the school district are entitled to have available to them a beneficial educational program.
- An open mind and readiness to learn.
- A willingness to attend seminars and workshops which can help them make intelligent decisions in school affairs.

[The first WASB events for newly elected school board members are the New School Board Member Gatherings held in mid to late April in 15 regions throughout the state to briefly review school board member responsibilities and introduce the new members to the services and information provided by the WASB.]

- A vision and an ability to understand changes in our society.
- The ability to act with other school board members to advance the best interests of the school district.
- The capability to articulate the philosophy and goals of the school and to listen carefully to the criticisms offered by people with differing views.
- A willingness to invest the hours that will be necessary to faithfully discharge their duties.
- Freedom from conflicts of interest.

WHAT DOES THE SCHOOL BOARD DO?

School boards lead and govern the schools and educational programs of our local public school districts. That leadership role is performed as part of a team that includes the district administrator (also sometimes called the superintendent). The leadership team, in turn, operates within a unique framework of authority, duties, and powers that is established by a variety of state and federal laws and that is supplemented by local policy decisions.

There are several different types of public school districts in Wisconsin, including K-12 common school districts, K-8 common school districts, union high school districts, unified school districts, and the Milwaukee Public Schools. While the different types of school districts and their boards share many general characteristics, there are also some differences in the specific powers and responsibilities that are assigned to them. All school districts and school boards are alike, however, in that student learning and student achievement constitute the centerpiece of their mission.

Major Responsibilities:

STUDENT ACHIEVEMENT: The school board adopts academic standards for pupils and establishes expectations for education in the district. The school board monitors student achievement and exercises general supervision over the schools.

POLICYMAKING: Policymaking covers the broad range of goals, expectations, rules and regulations that school boards enact, alter or repeal. Board policies are the basis of school district operations. It is through policy-making that the board acts, directing the district administrator and staff regarding district priorities. To have a well-organized school system, the board needs a sound philosophy of education as a basis for policymaking.

BOARD-ADMINISTRATOR RELATIONS: Research has shown that the board-administrator relationship is central to the success of the district. Effective board members are aware of the differences between their role and that of school administrators. In essence, the school board determines *what* needs to happen and the district administrator and staff determine *how* to make it happen. The school board sets its goals and operational policies and expects the district administrator to carry them out. Although the board should refrain from becoming involved in the day-to-day operation of the schools, it should follow up on the administration and operation of the schools and require periodic reports for purposes of evaluation.

EVALUATION: Evaluation is a continuous function that applies to policies, people and programs. Regular evaluation of all facets of school operations uncovers areas of success and opportunities in the school system and establishes a basis for future action.

BUDGET RESPONSIBILITY: Nothing conveys what is important to a school board more than the budget it adopts. The board uses public input to align resources with the school system's vision and goals. After that, the board supervises the execution of the budget, reviews school district accounts and business procedures and provides for an annual audit of the accounts as required by law.

COMMUNICATING WITH THE PUBLIC: There are times when school board members need to take the story of the district's success to the public, building support of public education. At other times, listening becomes the key communication strategy, to understand the values and concerns of the community, so that appropriate priorities can be established. Effective board members utilize both types of communication strategies to build support and establish relationships with their stakeholders.

ADVOCACY: The board serves as the key advocate in the community for students and their schools—encouraging progress, energizing systemic change and dealing with children as whole persons in a diversified society. In addition, effective school board members engage with state and federal policy makers to ensure that those policymakers understand the impact of legislative action taken at those levels of government.

More detailed information on the role, rights and duties of a school board member in Wisconsin is available from a variety of sources through the WASB.

TIME COMMITMENT: A regular term of office for a school board member is 3 years. School boards are required to hold a regular board meeting at least once each month at a time and place determined by the school board, according to sections 120.11(1) and 120.43(2) of the state statutes. School boards may choose to have more than one regular board meeting each month as a matter of local policy or by any decision of the board. Aside from the meetings that are approved or scheduled by a policy or other decision of the school board, state law also establishes procedures for calling additional, special meetings of the board.

QUESTIONS AND ANSWERS

Q. What are the legal qualifications for being a school board member?

A board member must be an eligible elector of the school district. According to the Wisconsin Elections Commission, in order to qualify for placement on the ballot as a candidate in a school board election, a person must:

- (a) Be a citizen of the United States;
- (b) Be 18 years of age or older;
- (c) Have no disqualifying prior criminal convictions; and
- (d) Be a resident of the school district for at least 28 consecutive days at the time of filing a declaration of candidacy.

In some school districts, school board members are elected to numbered seats, to designated and apportioned election districts, or according to a plan of apportionment of board seats among the cities, towns and villages in the district. Where a plan of apportionment is in place, the person elected to an apportioned seat must reside in the designated geographic area at the time he or she takes the oath of office. In all school board elections other than in Milwaukee and Racine, each board member is ultimately elected by the votes of the electors of the entire school district.

Q. What are some potential conflicts of interest to consider before filing a declaration of candidacy?

There are at least three different potential conflict of interest situations that a candidate should consider before filing his or her declaration of candidacy:

Private interest in public contracts: School board members are prohibited by a felony criminal statute from having private, pecuniary interests, either direct or indirect, in school district contracts that involve aggregate receipts or disbursements by the school district of more than \$15,000 in any year. Some limited exceptions to this prohibition are enumerated in the statutes. Significantly, abstaining from participation in particular board discussions and board votes does not always resolve this type of conflict. For example, bidding on certain school district contracts in one's private capacity while simultaneously holding office as a school board member can, by itself, trigger criminal liability under this statute. (see s. 946.13)

Code of Ethics: The Code of Ethics for Local Government Officials prohibits local public officials (including school board members) from engaging in specified conduct that might otherwise involve a conflict of interest, the improper use of a public position for personal gain, or other divided loyalties. For example, a local public official may neither (1) use his or her office to obtain financial gain or anything of substantial value for private benefit for himself or herself, or his or her immediate family, or for an organization with which he or she is associated; nor (2) take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. (see s. 19.59)

It should be noted that the Wisconsin Ethics Commission and its predecessors (the former Government Accountability Board and former State Ethics Board) have consistently interpreted the phrase “anything of substantial value” to mean anything of more than nominal, token, or inconsequential value in light of the totality of the circumstances. Although the Ethics Commission has not identified a specific figure, previous opinions suggest that anything worth more than several dollars may be suspect.

Further, the Code of Ethics does not define “substantial financial interest” and fails to contain a safe harbor like the \$15,000 annual threshold found in s. 946.13 mentioned above. Thus, unlike s. 946.13, it is likely that financial interests in matters involving far less than \$15,000 will trigger the application of the Code. Finally, whereas s. 946.13 restricts an individual’s conduct in both the person’s private and public capacities, as it deals with private interest in public contracts, the Code of Ethics is primarily concerned with actions that a local public official takes in his or her public (i.e., official) capacity.

Incompatibility of Office: The common law doctrine of incompatibility of office is generally understood to prohibit a school board member from being simultaneously employed by the same school district where he or she is on the school board, and it may restrict school board members from serving the district in other capacities as well (e.g., in certain volunteer roles (exceptions may apply under section 120.20)). Opinions of the Wisconsin Attorney General and the former State Ethics Board suggest that holding even a relatively minor employment position (e.g., substitute teaching) can give rise to incompatibility concerns.

Before seeking a school board seat, a potential school board candidate who already holds some other public office should also determine if there may be a legal incompatibility between the currently held office and the office of school board member.

Q. What are the election procedures for the office of school board member?

In Wisconsin school districts, school board members are elected in April in connection with the spring election of various municipal and judicial officers. A regular term of office for a school board member is 3 years.

In common, union high and unified school districts, candidates who wish to appear on the election ballot must file a campaign finance registration statement, a declaration of candidacy, and, if required, nomination papers, with the school district clerk on or before 5 p.m. on the first Tuesday in January (or on the next day if Tuesday is a holiday). This deadline may be extended by 72 hours where an incumbent, without giving prior written notification of noncandidacy, fails to file as a candidate for re-election. (If this extension applies, the board clerk will give public notice of the 72-hour filing extension.)

If required, nomination papers may not be circulated for signatures or filed before December 1. Staff in the office of the district administrator (superintendent) should be able to identify whether candidates in the district are required to solicit and file nomination signatures, as well as how many signatures are required.

Notwithstanding the final January deadline for filing the forms that qualify a candidate to appear on the ballot, a candidate must also separately comply with the campaign finance registration requirement by no later than the time that he or she becomes a “candidate” as that term is defined by the campaign finance laws in Chapter 11 of the Wisconsin statutes. A person can become a “candidate” under Chapter 11 **prior** to the January ballot-access deadline.

The candidate(s) who are elected to the school board at the spring election must take and file the official, written oath of office **on or before** the 4th Monday in April. The oath of office does **not** have to be administered at or in connection with a school board meeting. Failure to take and file the oath by the deadline gives rise to a vacancy. The term of office begins on the 4th Monday in April.

Q. What are some of the basic campaign finance requirements for candidates?

As mentioned above, the campaign finance laws found in Chapter 11 of the Wisconsin statutes include the requirement that every person who meets the definition of a “candidate” must file a campaign finance registration statement with the school district clerk. Each candidate registers as a “candidate committee.” Requirements for designating a candidate committee treasurer and a depository (checking account) for campaign funds are also set out in Chapter 11.

While every school board candidate (defined to also include every actively serving school board member) must be registered, a candidate may claim an exemption from filing periodic financial reports. If a candidate declares on his or her current registration statement that he or she does not anticipate accepting contributions, making disbursements, or incurring obligations in an aggregate (i.e., combined total) amount exceeding \$2,500 in a calendar year, and if he or she does not actually exceed that dollar threshold, then the candidate’s committee is exempt from filing periodic financial reports. The reporting exemption does **not** encompass what is known as a termination report. See s. 11.0104 or visit the Ethics Commission website for more information (ethics.wi.gov).

Notwithstanding the \$2,500 aggregate threshold for claiming the reporting exemption, **all** candidates and their committees (including those who have claimed the reporting exemption) must adhere to the general limits that apply to contributions from specific sources, as further specified in Chapter 11. In addition, it is very important for candidate committees to understand that claiming the exemption from filing reports does **not** relieve the candidate and his or her candidate committee from other obligations imposed by the campaign finance laws. For example, **all** candidates and their committees must (1) track and keep adequate records of all receipts and disbursements, (2) include appropriate “paid for by” attribution statements on applicable campaign materials, and (3) eventually file a termination report at the appropriate time.

For guidance on anonymous contributions, view Guideline ETH-1304.

Q. What happens to election committees after the election?

Nonincumbent candidates that lost the election may wish to terminate their committee by filing the appropriate paperwork. Committees for candidates winning the election must remain active and cannot be terminated until the board term ends. Candidates that do not terminate their candidate committees must file periodic finance reports unless they qualify for the exemption from filing.

Q. Do school board members get paid for their service?

In common and union high school districts, the annual meeting of district electors may vote annual salaries for board members or an amount for each school board meeting that the board member actually attends.

In unified school districts, each school board member may be paid an annual salary or an amount fixed by the school board for each school board meeting the member actually attends. In the Milwaukee Public Schools, the members of the board of school directors are paid an annual salary in an amount set by the board.

School board members may refuse their salary by giving timely written notice. For more information, see s. 119.13 (Milwaukee), s. 120.45 (unified school districts), and s. 120.07 (common and union high school districts).

Q. Are school board members protected from civil suits?

The laws of Wisconsin provide some protection for school board members and other public officials who become involved in a legal action in their official capacity. The protection comes in the form of limited immunity from certain suits, and in the form of a right to be indemnified by the school district in certain other civil suits. School districts generally maintain liability insurance policies that help the district meet its obligations to indemnify its officers.

However, school board members are not entirely immune from or indemnified for all possible personal liability. For example, there can be personal liability when a court or jury determines that a board member's conduct caused harm to another person and was also outside the scope of his or her duties as a board member, as might be the case with certain intentional and/or criminal acts. For instance, personal liability may arise from a board member's violation of the Wisconsin Open Meetings Law and from other failures to perform legally mandated duties. Some violations of the law by public officials constitute criminal offenses.

Q. How are vacancies on school boards filled?

Vacancies in school board offices in common, union high and unified school districts are generally filled by appointment by the remaining members within 60 days of the actual vacancy. Such appointees hold office until a successor is elected and takes office. Although the exact process to be followed varies by the timing of the vacancy, it is often the case that a partial (or "unexpired") term of either one or two years that is connected to a vacancy will appear on the ballot at the spring election, in order to replace the board's appointee with a duly elected board member. A vacancy on the board of school directors in the Milwaukee Public Schools is filled by a special election.



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Supporting, Promoting and Advancing Public Education

School District of Mauston

Board of Education Handbook

What Every Board Member Needs to Know



Revised April 2024

Term Expires – 2027 Elected – 2024	Charlotte Gyllin W5754 County Road G East Mauston, WI 53948	385-2054 cgyllin@maustonschools.org
Term Expires – 2025 Elected – 2007 (pre.years)	RJ Rogers 541 Maple Drive Mauston, WI 53948	547-8169 rjrogers@maustonschools.org
Term Expires – 2027 Elected – 2018	Michael Coughlin N3569 State Road 58 Mauston, WI 53948	963-9346 mcoughlin@maustonschools.org
Term Expires – 2026 Elected – 2020	Joanne Schumer N3027 State Road 58 Mauston, WI 53948	547-0432 jschumer@maustonschools.org
Term Expires – 2025 Elected – 2010 (pre.years)	Betty Kryka 115 Elmberta Street Mauston, WI 53948	847-4617 bkryka@maustonschools.org
Term Expires – 2026 Appt'ed – 2019 (pre.years)	Michael Zilisch 935 Elm Street Mauston, WI 53948	548-1944 mzilisch@maustonschools.org
Term Expires – 2025 Elected – 2019	Tom Morris N2647 Carpenter Road Mauston, WI 53948	547-2212 tmorris@maustonschools.org

Board Committees

Finance, Policy and Personnel, and Property and Transportation

Administration Team

<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>	<u>Home/Personal Cell</u>
Joel Heesch	847-5451, ext.6682	608-547-9942	608-432-9117
Sue Goyette	847-5451, ext. 6681	608-547-5159	--
Lynda Oleinik	847-5451, ext. 6688	608-547-3338	608-219-1280
Jim Dillin	847-4410, ext. 4424	608-547-2803	608-847-6289
Randy Gyllin	847-4410, ext. 4425	608-547-1297	--
Jack Hammer	847-6603, ext. 3341	608-547-7251	--
Jolene Routson	847-1828, ext. 1149	608-547-2999	--
Bobbi Steele	847-5616, ext. 1149	608-547-9439	--
Mary O'Brien	847-5451, ext. 6602	608-547-2741	--
Brian Johnson	847-4410, ext. 4456	608-350-6511	--
Mark Vallier III	847-4410, ext. 4482	608-547-8723	--
Angie Tolbert	847-4410, ext. 4431	608-847-8750	--
Cheryl Cyert	847-4410, ext. 4442		--
Mike Stoughtenger	847-6603, ext. 3311		
Chad Bailey	847-4410, ext. 4451	608-547-6363	608-548-6105

District Mission Statement:

Your School District of Choice where students, educators and community embrace high expectations in academics, arts, extracurricular activities and community engagement to best prepare each learner to achieve success in the world of work, college and life.

Legal Name of District:

The legal name of the district is *School District of Mauston*. All official documents must refer to the District by this name. Casually, the District may be referred to as the Mauston School District.

Purpose of Handbook:

We want you to be a successful School District of Mauston Board of Education member. As such, this handbook was created for board members to help bring clarity to general practices and expectations within the School District of Mauston.

Municipalities We Serve:

The School District of Mauston encompasses the City of Mauston, Village of Lyndon Station, all or parts of the townships of Lisbon, Lindina, Lyndon, Seven Mile Creek, Marion, Lemonweir, Summit, Plymouth, Germantown, and Kildare.

Schools:

The School District of Mauston has several schools in its District: Mauston High School, iLEAD Charter School, Olson Middle School, Lemonweir Academy, Grayside Elementary School, Mauston Montessori Charter School, West Side Elementary School, and Lyndon Station Elementary School. The District also offers a virtual program called JEDI and works with the Wisconsin Virtual System for additional classes. The District had almost 1,410 students last year and approximately 250 dedicated staff members. Please note that about 60% of the student population is economically disadvantaged, almost 16% are students with disabilities, and 1% are English Learners.

Miscellaneous:

The only union present in the School District of Mauston is the Mauston Educators Association (MEA). The support staff is not unionized.

Our District is contracted with JEVCO Transit, LLC for our bus transportation.

District website: www.maustonschools.org

Reminder: All board policies are on the district website. Job descriptions are housed in the HR department.

Board of Education:

The School District of Mauston is a common school district as defined by Wisconsin Law, and our board consists of seven members elected by the district's voters and serve a three-year term. Board officers include President, Vice-President, Clerk, and Treasurer.

There are several standing committees of the Board of Education. They are Policy and Personnel, Property and Transportation, and Finance. If you wish to attend a committee that is not your assigned committee, please let the chair, the Superintendent, and the Board Secretary know. Four members is a quorum of the full board and must be noticed as such.

Board members' terms commence on the fourth Monday of April after the election. Each newly elected Board member will file the oath of office and take an oral oath of office administered by the Clerk, President, or in their absence, by the Board Secretary and a notary.

The School District of Mauston is a Wisconsin Association of School Boards (WASB) member. Board members are encouraged to access WASB resources on their website and attend conferences, workshops, and regional meetings. www.wasb.org

The salary for the board members is set at the District's annual meeting. Board members are paid two times per year (April and October) and in total, paid \$3,100/year. You will receive notices of various workshops, seminars, etc., relating to school business. If you want to attend any meeting, please call the Board Secretary. She will get you registered. Actual and necessary expenses when Board members are traveling in performing their duties shall be reimbursed as approved by the district's annual meeting.

Policies that Board Members Should Know:

- **Meetings (Policy 0164)**

The Board shall hold a meeting at least once a month. Normally, meetings are held on the third Monday of the month and are held at the District Office Community Room at 6:00 pm, unless otherwise noted on the posted agenda. Board members will receive an agenda and supporting packet material before the meeting via BoardBook. The Wisconsin Open Meetings Law provides that meetings of governmental bodies must be open to the public, and every meeting must be preceded by public notice. All discussion and action must be initiated, deliberated, and acted upon in an open session, except where the meeting has moved to a closed session for a permitted purpose.

- **Parliamentary Procedure/Voting (Policies 0161 & 0167.1)**

The parliamentary procedure governing the Board for the orderly conduct of meetings shall be Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees", including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards." Any failure to comply with the procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

A Board member's presence at a meeting includes his/her presence if attending by remote access, so long as such remote access complies with State law. Remote access during quasi-judicial functions will not be permitted after consultation with legal counsel. Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. All actions requiring a vote may be conducted by voice, a show of hands, or roll call, provided each member's vote is recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

- **Board Member Behavior and Code Of Conduct (Policy 0144.5)**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest both financial and non-financial, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

- **Conflict of Interest (Policy 0144.3)**

Board members in the Mauston School District are expected to perform their duties in accordance with the highest moral and ethical standards, and this policy outlines some general guidelines to assist members in avoiding conflicts of interest. However, it ultimately is each board member's responsibility to ensure that their actions comply with relevant conflict of interest law. That law includes but is not limited to, the Wisconsin Code of Ethics for Public Officials and Employees, the doctrine of incompatible offices, and Wisconsin's criminal code as it relates to having a private interest in public contracts.

When a Board member has a conflict of interest; they will be expected to physically leave the room where the discussions are occurring.

A. Use of Office for Financial Gain

1. Use of Office for Private Benefit

School board members shall not use their office or take any official action to obtain financial gain or anything of substantial value for their private benefit, or for the benefit of their immediate family, or for any organization with which they are associated. This policy shall not be interpreted to prohibit a board member from using the title or prestige of their office to obtain campaign contributions that are otherwise permitted and reported as required by law.

2. For purposes of this policy, “immediate family” means (1) a Board Member’s spouse; and (2) a board member’s relative by marriage, lineal descent, or adoption who receives, directly or indirectly, more than one-half of their support from the board member or from whom the board member receives, directly or indirectly, more than one-half of their support.
3. For purposes of this policy, an “organization with which [a Board Member] is associated” includes any organization in which a board member or a member of their immediate family is a director, officer, or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or of which the board member or their immediate family is an authorized representative or agent.

The following are examples of actions that are considered conflicts of interest and are prohibited by this section: If a board member’s spouse is an employee in the Mauston School District, the member may not participate in discussions, negotiations, or votes on the district compensation, health, and other benefits and employment conditions, including the Employee Handbook for employees.

- a. If a board member is covered by the School District of Mauston’s health benefits, that member may not participate in discussions, negotiations, or votes on labor contracts that include health benefits.
- b. If a board member has a private interest in a contract that is under consideration by the board, the member may not vote on the matter, regardless of the monetary amount involved.

- c. In the event a board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the school district, the board member should refrain from debating or voting upon the question of contracting with the company. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a board member is an employee of the firm. The policy is designed to prevent placing a board member in a position where their interest in the public schools and their interest in the board member's place of employment (or indirect interest) might conflict.

B. Gifts

No board member may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the board member's vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction on the part of the board member. The following are examples of actions that are prohibited by this section:

1. Accepting gifts or favors from a vendor or representative of any commercial entity that engages in business or would like to engage in business with the school district.
2. Accepting gifts or favors from any person seeking preferential or special treatment of any kind.

C. Campaign Contributions

No Board Member shall promise to give or withhold their vote or influence upon the condition that any other person make or refrain from making a political contribution.

D. Contracts of More Than \$15,000/Year

No Board Member may, in their private capacity, negotiate, bid for, enter into, or participate in the making of a contract that involves receipts and disbursements aggregating more than \$15,000 in any year if the board member has a direct or indirect private pecuniary interest in the contract. Additionally, no Board Member, in their private capacity, may perform in regard to such a contract any function requiring the exercise of discretion on the board member's part.

E. Incompatible Offices

No Board Member may be employed by the Mauston School District or hold any other office that creates a conflict of interest with their duties as a Board Member. However, a Board Member may serve as a volunteer coach or supervisor of an extra curricular activity if the provision of 120.20, Wis. Stats., Policy 8120 – Volunteers, and this policy are satisfied.

F. Voting in Quasi-Judicial Capacity

Board Members who participate in quasi-judicial functions such as expulsions must execute their voting responsibilities in an unbiased and non-prejudicial manner. Accordingly, if a Board Member asked to perform such a quasi-judicial role has a conflict of interest that is direct, definite, and capable of demonstration, they should abstain from discussion, consideration, action, and voting.

- **Authority of Individual Board Members (Policy 0143)**

Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

No Board member, by virtue of their office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee.

The Board of Education is elected to represent the needs of its students, and held accountable to the community for the performance of its students, how they spend taxpayers' dollars, and how they help students learn new skills and become college or career ready. The Board is responsible for establishing standards and policies for the District.

Their duties include:

- a. Representing the electors of the community
- b. Oversight of fiduciary responsibility
- c. Monitoring how well the District accomplishes anticipated outcomes
- d. Being visionary and thinking strategically

Their duties do not include:

- a. Keeping up with staff or approving staff plans

- b. Adding another layer of administration to the District

- **Board Staff Communication (Policies 3112 & 4112)**

The Board of Education has a legitimate interest in maintaining order by directing that employee communications to the School Board move initially through the chain of command to the Superintendent. Employees are expected to follow the established chain of communication.

- **Staff Communications to the Board**

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted *through the Superintendent*. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

- **Board Communications to Staff**

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

- **Social Interaction**

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. **However**, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

NOTES/ QUESTIONS:

[illegible]

Book	Policy Manual
Section	0000 Bylaws
Title	BOARD POWERS
Code	po0122
Status	Active
Adopted	August 20, 2018
Last Revised	April 15, 2024

0122 - **BOARD POWERS**

The power of this Board extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The objective of the School Board is to function within the state statutes and court interpretations.

In all cases where the state laws do not provide or prohibit, the School Board shall consider itself the agent responsible for establishing and appraising the educational activities. The School Board is responsible for the making and adoption of all policies which affect the operation of the public schools.

A Board member has no individual legal authority since the law assigns powers, duties, and responsibilities to the School Board as a whole.

The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school, at school functions, enroute on school buses, or otherwise under the supervision of school authorities.

T.C. 10/1/21

T.C. 7/24/23

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Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.

Last Modified by Evalyn A Shroyer on April 25, 2024

Book	Policy Manual
Section	0000 Bylaws
Title	AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code	po0143
Status	Active
Adopted	August 20, 2018
Last Revised	November 15, 2021

0143 - AUTHORITY OF INDIVIDUAL BOARD MEMBERS

Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

Board member information requests will be considered under the procedures outlined in Bylaw 0143.2 - Board Member Information Requests.

No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee.

Revised 6/15/20

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Last Modified by Robin Dosser on December 2, 2021

WASB Legal Response on Conflicts of Interest and Incompatibility of Office

Please find linked below information on conflicts of interest and incompatibility of office. There could be issues that the potential board member needs to be apprised of under the various statutory provisions listed below and the common law principles on conflict of interest if the position is paid by the District either as an employee or as an independent contractor.

WASB legal council is pleased to discuss the issue with the candidate/board member if that would be helpful, however, the WASB does not provide legal advice to individual school board members/candidates for the individual's benefit nor do we provide legal advice where there is a conflict between two or more board members.

The statutes that may come into play in this involve, first the code of ethics for public officials. Wisconsin Statute §§19.41-59, Criminal liability under Wisconsin Statute §946.12 (misconduct in public office) and Wisconsin Statute §946.13 (private interest in public contracts) of the Wisconsin statutes. There is also the common law doctrine of incompatible offices and conflicts of interest. The above provisions are not limited solely to salary compensation, but are broader in scope to cover anything of substantial value.

Under the first item, no local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Please see Wisconsin Statute 19.59. The preceding statute provides that (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11. Wisconsin Statute §19.59. Participating in a discussion or vote on the compensation, benefits, or employment terms for a substitute teacher could raise an issue under this statute. The best advice for the board member would be to abstain from the discussion and vote under this particular statute. As noted below, the abstention would not solve potential issues under the provisions set forth in Wisconsin Statute 946.13 and on the incompatibility of office.

Under Wisconsin Statute 946.13 the general rule is that an employee or board member may not have a private pecuniary interest in contracts with the school district if those contracts involve receipts and disbursements of more than \$15,000 in any year.

Violation of this requirement constitutes a felony. This is a "strict liability" statute. This statute can be violated either in an individual capacity or in a board member's public capacity. Abstention from all board discussion/action on a contract does NOT necessarily cure this kind of conflict of interest although we do recommend that this be a minimum step that the board member take if his spouse, parent or child is considering employment with the District or if the board member is entering into a contract with the District or doing business either directly or indirectly with the district. Working as a substitute teacher could raise an issue under this statute, but most probably would not since it is unlikely that the compensation would reach \$15,000.00. WASB has further advised that it is best practice for the board member to actually physically leave the board room in these situations. Again, depending upon the specific facts the above actions may not insulate the board member from liability under Wis. Stats. 946.13, the code of ethics provisions in Wis. Stats. 19.59 or the incompatibility of office issues.

Please see WASB Legal Comments, (www.wasb.org; go to "Legal Information" drop-down menu; click on "Legal Comments List."). WASB Legal Comments: May 2013, Nov. 2013, March 2008, April 2007, July 2003.

Also provided here is information on the doctrine of incompatibility if the board member is hired as an employee regardless of the amount of money he/she is paid. Incompatibility of office is a common law doctrine that bars a person from holding two offices where one office is superior to the other, so that the duties exercised under each might conflict to the detriment of the public, or where the nature and duties of two offices are such that public policy considerations bar one person from discharging the duties of both offices. There is an exception to this for a board member who **volunteers** to be a coach or an advisor.

There is not an exception for a board member who chooses to be a paid employee, either full-time, part-time or as a per diem substitute. There also is not an exception for a board member who wants to volunteer in an area beyond being a coach or advisor. Please see the statute listed below (my emphasis added):

120.20 School board members; compatible positions. (1) A school board member may serve as a volunteer coach or a supervisor of an extracurricular activity if all of the following apply:

(a) The school board member does not receive compensation for serving as a volunteer coach or supervisor.

(b) The school board member agrees to abstain from voting on any issue that comes before the school board that substantially and directly concerns the activity that he or she coaches or supervises while he or she is serving as a volunteer coach or supervisor.

(c) The school board receives the results of a criminal background investigation of the school board member conducted by the department of justice or the federal bureau of investigation.

(2) Subsection (1) (b) may not be construed to require a school board member who is serving as a volunteer coach or supervisor to abstain from voting on the school district's annual budget.

(3) Notwithstanding s. 120.001, this section applies to members of a school board of a common, union high, or unified school district.

Please see 2015 Wisconsin Act 92

The above highlighted language requires the board member to abstain from voting on a coaching or advisor position even if he/she is not receiving any compensation, directly or indirectly. The doctrine is designed to preclude the possibility of conflicts or inconsistency in carrying out the functions of two offices. It is well recognized that if one office is subordinate to another, the two offices are incompatible. The consequence of violating the doctrine of incompatibility is severe -by accepting a second office that is incompatible with a person's first office, the person loses his or her first office. Please see the legal comments on incompatibility of offices and conflicts of interest linked below.

One avenue that the board member/candidate might consider pursuing would be seeking a formal (and confidential) ethics opinion from the State Ethics Board. There is a process established for this under Ch. 19 of the state statutes. I have attached the contact information for them below:

<http://ethics.wi.gov/content/contact-us>

SCHOOL DISTRICT OF MAUSTON

2024-2025





REGISTRATION

We offer online registration for parents/guardians of new or returning 4K-12 students to the School District of Mauston.

All returning students' parents/guardians will need to add or verify student, parent/guardian, emergency contact, and health information, as well as complete forms for the upcoming school year through Skyward Family Access. Parents/Guardians can also make food service or other fee payments.

Please contact your building secretary if you need assistance with new or returning student online enrollment.

School Supply Lists can be found on the District's website and app!

SCHOOL DISTRICT OF MAUSTON LAUNCHES PARENTSQUARE TO ENCOURAGE STRONGER SCHOOL-HOME CONNECTION



The School District of Mauston has launched ParentSquare to reach and engage every parent, helping ensure all parents have the opportunity to actively participate in their children's education. ParentSquare is now available for staff and parents to use on their computers or mobile devices. It replaces the School District App and SchoolMessenger.

By unifying multiple tools into one communications app and service, ParentSquare will provide a seamless experience for parents and staff. Parents will be able to keep track of news, activities and events from all their children's schools in one place.

The District hopes ParentSquare's intuitive, two-way platform will foster greater communication and family involvement. With ParentSquare, parents can enjoy photos posted by teachers, fill out forms and permission slips, sign up for parent-teacher conferences, check grades and attendance, and much more. School staff and parents can engage in one-to-one and group messaging with real-time language translation.

More information about how you can register your account can be found on the School District's website.

Download ParentSquare:





Transportation

Transportation Director - Sue Goyette
JEVCO Coordinator - Lisa Bauer

Student Safety

Bus drivers ensure safe conduct on Mauston school buses. Riding the bus is a privilege, not a right. Students misbehaving after a verbal warning will receive a written warning sent to the principal, transportation director, and parents. Persistent rule violations may result in bus suspension. Concerns can be addressed with the school principal.

Bus Drop-Off Information

Parents/Guardians can choose two pickup/drop-off locations for their children. An additional emergency address and contact person must be provided. For 4K and Kindergarten students, a parent/guardian or designated adult must meet them at the bus. Advanced notice is required for alternative drop-offs (2PM of school day), and the driver won't release students to unfamiliar individuals without permission.

School Closing Information

Besides ParentSquare, parents may also tune in to the radio and TV stations listed below between 6:00 and 7:30 a.m. for school closing announcements. Announcements will also be made on social media.

WRJC - 92.1FM/92.9FM	WISCTV - Channel 3
WRDB - 1400AM	WMTV - Channel 15
WNFM - 104.9FM	WKOW - Channel 19
WBOG - AM1460/96.1FM	WKBT - Channel 8
WCOW - 97.1FM	

Drop-Off/Pick Up Information

MHS Families: Enter the parking lot off Grayside Avenue on the far west side of the building. The traffic loop is solely for the high school and does not connect to the other driving lane/parking lot for the other buildings. Students are dismissed at approximately 3:20 p.m. and may proceed to the pick-up lane in front of the high school.

OMS Families: Enter the parking lot on the east side of the OMS building for drop-off and pick-up.

GSE/WSE Families and Families With Students in Multiple Buildings: Cars will enter off County Road G and proceed towards Grayside Elementary. Follow the arrows into the loop between West Side Elementary and Grayside Elementary. There will be parking on the sides of the loop if parents need to help their students in or out of the vehicle.

LSE Families: Refrain from parking in front of the school as that lane is for the buses. For pick-up, all cars park along the road starting at the stop sign on Trainer Lane. Once the buses leave, the first car in line is to pull up as far as they can parallel with the school.

Do not drop off or pick up your students in the parking lots during drop off and dismissal times. This is a safety hazard for students and staff.

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August

SUN

MON

TUE





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Color Key

	Floating Teacher Work Days		All Staff Work Days
	Registration Assistance Day		New Staff Workshop



Full Staff Directory

1

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3

7pm - MHS Fall Athletics Parent/Coaches Meeting

4

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8am -12:00pm - JV/Varsity Football Equipment Handout
Football Practice Starts

5:30pm - Montessori Governance Council Meeting

11

12

13

14

15

16

17

MHS Girls Tennis Starts

FFA Food Stand at Juneau County Fair Starts

Juneau County Fair Week

18

19

20

21

22

23

24

FFA Food Stand at Juneau County Fair Ends
Juneau County Fair Parade

MHS Cross Country, Volleyball, and Boys Soccer Starts
5:30pm - LEAD Governance Council Meeting
6pm - Board of Education

3:45pm - GSE/MM/WSE PTC Meeting
5:30pm- MM Family Picnic and Bridging Ceremony

25

26

27

28

29

30

31

4-6pm - All District Open House

5pm-6pm - Sharing Supper

Meet the Leadership Team



Joel Heesch
Superintendent
Years in District -
26
608-847-5451
jheesch@maustonschools.org



Jim Dillin
**MHS/iLEAD
Principal**
Years in District -
29
608-847-4410
jdillin@maustonschools.org



Jolene Routson
**WSE Principal
MM Administrator**
Years in District -
7
608-847-1828
jroutson@maustonschools.org



Sue Goyette
Business Manager
Years in District -
14
608-847-5451
sgoyette@maustonschools.org



Randy Gyllin
**MHS Assist
Principal
Lemonweir
Academy Principal**
Years in District -
15
608-847-4410
rgyllin@maustonschools.org



Brian Johnson
**Director of
Buildings &
Grounds**
Years in District -
3
608-847-4410
bjohnson@maustonschools.org



Lynda Oleinik
**Dir. of Teaching &
Learning**
Years in District -
11
608-847-5451
loleinik@maustonschools.org



Jack Hammer
OMS Principal
Years in District -
29
608-847-6603
jhammer@maustonschools.org



Angie Tolbert
**Director of Food
Service**
Years in District -
8
608-847-4410
atolbert@maustonschools.org



Mary O'Brien
**Dir. of Student
Services
LSE Principal**
Years in District -
6
608-847-5451
mobrien@maustonschools.org



Bobbi Steele
GSE Principal
Years in District -
10
608-847-5616
bsteele@maustonschools.org



Mark Vallier III
**Director of
Technology**
Years in District -
11
608-847-5451
mvallier@maustonschools.org

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

All events are subject to change

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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1	2 No School Labor Day	3 First Day of School for Grades 4K-6 & 9 First Day of EASP	4 First Day of School for Grades 7-8 & 10-12 6pm - Athletic Booster Club Meeting	5	6	7
8	9 5:30pm - LEAD Governance Council Meeting	10	11 5pm - LSE PTC Meeting	12 5pm - Elementary Family Fun Night	13	14 ACT Test at MHS
15	16	17	18 MM & WSE Picture Day 5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting	19 LSE Picture Day	20 MHS & OMS Picture Day	21
22	23 GSE Picture Day 6pm - Board of Education	24	25 6pm - Juniors' Parent Meeting at MHS 7pm - Seniors' Parent Meeting at MHS	26 5pm-6pm - Sharing Supper	27	28
29	30 Junior Career Expo/Wisconsin Education Fair	<div>Be Your Best Self Week</div> <div> <div>Visit the district website for calendar updates and athletic schedules.</div> <div> <div>First Day of School (Grades 4K-6, & 9)</div> <div>First Day of School (Grades 7-8, & 10-12)</div> <div>No School</div> </div> </div>				

FOOD SERVICE

The School District of Mauston is committed to providing healthy school meals and snacks to students

Free and Reduced Lunch Program

Has your income changed recently, or has your household situation changed? You can apply for the free and reduced lunch program any time during the school year by submitting an application directly to your school or District Office.

Payment Information

The District uses the Skyward system for the meal program. Payments can be made at any of the school offices or online through your Skyward Family Access. If making cash payments, please list the family account. More information can be found on the Food Service page on the district's website.

2024-2025 School Meal Prices*

Meals	Price
Grades 4K-12 Breakfast	FREE
Adult Breakfast	\$3.00
Grades 4K-2 Lunch	\$3.00
Grades 3-5 Lunch	\$3.10
Grades 6-8 Lunch	\$3.20
Grades 9-12 Lunch	\$3.45
Adult Lunch	\$4.75

*Extra entrees and fruits/vegetables are available for an additional cost at all schools. A la Carte items are available at the high school. Note: these items are not included in the Free/Reduce Lunch Pricing.



CONTACT

608-847-5451, 6686
foodservice@maustonschools.org

To restrict or block extra charges beyond breakfast and lunch, please call the District Office.

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

All events are subject to change

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUN

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Mauston Community Pool

The Mauston Community Pool is open to everyone and located in Olson Middle School. Fees do apply. Hours of operation, pool fees, and programs are subjected to change. Visit the school website for up-to-date information or the pool's Facebook page. Questions? Contact the Pool Director at 608-847-7282.

		1	2 EARLY RELEASE Students Dismissed at 12:45 p.m. - NO EASP 1-6pm - District Parent/Teacher Conferences 6pm - Athletic Booster Club Meeting	3	4	5
6	7 5:30pm - LEAD Governance Council Meeting	8	9 3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting	10 5pm - LSE Family Fun Night	11 2pm - Homecoming Parade 7pm - Homecoming FB Game	12 8pm-10:45pm - MHS Homecoming Dance
13	14	15 GSE Picture Retake Day	16 5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting	17 5pm - Elementary Family Fun Night MHS & OMS Picture Retake Day	18 No School/No EASP <u>Eagle Care Available</u>	19
20 FFA Fruit Cheese and Sausage Sale Begins 6pm - Board of Education 7pm - OMS & MHS Choir Concert	21	22	23 MM & WSE Picture Retake Day	24 LSE Picture Retake Day MHS Business Expo	25	26
27	28	29	30	31 5pm-6pm - Sharing Supper	Color Key  Early Release for Students  Professional Development Day No School for Students	

Homecoming Week

National FFA Convention

Student HEALTH



Tammy Heath, RN, BSN
Alyssa Holzberger, RN

HEALTH

SAFETY

Our school nurses promote student success by removing or limiting some of the extenuating barriers to learning caused by health problems. Optimal learning requires optimal health. In keeping with district policy and Wisconsin Statutes, students will be sent home if they have a health problem that is contagious to other persons. Children must stay home from school if they have a temperature greater than 100°F and for 24 hours after the fever is below 100° without medication. Also, students must be kept home if they are vomiting or have diarrhea AND for 24 hours after their last episode of either one. This prevents the illness from spreading to other buildings.

If you have questions pertaining to school health policies or a specific concern about your child's health as it relates to school performance and attendance, please call your child's school nurse.

October

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20	21	22	23	24	25	26
27	28	29	30	31		

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November

All events are subject to change

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Color Key  Early Release for Students  No School  Professional Development Day - No School for Students				Visit the district website for calendar updates and athletic schedules.			1	2
							End of 1st Quarter	
3	4	5	6	7	8	9		
Daylight Savings Time Ends	5:30pm - LEAD Governance Council Meeting Wisconsin Fall Leadership Conference at Stevens Point		FFA Fruit Cheese and Sausage Sale Ends 3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting 6pm - Athletic Booster Club Meeting	5pm - Elementary Family Fun Night	No School/No EASP <u>Eagle Care Available</u> 7pm - Mauston High School Community Musical	7pm - Mauston High School Community Musical		
10	11	12	13	14	15	16		
3pm - Mauston High School Community Musical	9am - GSE/MM/WSE Veterans Program 10:15am - MHS Veterans Day Program 11am - LSE Veterans Day Program Girls Basketball and Hockey Starts							
17	18	19	20	21	22	23		
	6pm - Board of Education Boys Basketball and Wrestling Starts		5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting					
Mauston High School Food Drive								
24	25	26	27	28	29	30		
		9am-10am - MHS Food Drive Assembly	EARLY RELEASE Students Dismissed at 12:45 p.m. - NO EASP End of 1st Trimester	Thanksgiving Break - No School				



LYNDON STATION ELEMENTARY

The Small School with a Big Heart!

201 Hoehn Dr., Lyndon Station, WI 53944

School hours: 7:55a.m.-3:10p.m.

Office Hours: 7:30a.m.-3:30p.m.

608-747-2500

ABOUT US

Lyndon Station Elementary's multi-grade level education fosters a unique learning environment where students of different ages and abilities learn together, promoting peer mentoring and individualized instruction.

Active parent and community engagement further enhances this educational model by creating a supportive network that enriches the learning experience and provides additional resources.

Strong teacher-student relationships are pivotal in this setting, as they ensure personalized attention and guidance, helping each student reach their full potential.

**LYNDON
STATION PRIDE!**



S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

All events are subject to change

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The Mauston Community Pool is open to everyone and located in Olson Middle School. Fees do apply. Hours of operation, pool fees, and programs are subjected to change. Visit the school website for up-to-date information or the pool's Facebook page. Questions? Contact the Pool Director at 608-847-7282.

WEST SIDE ELEMENTARY

"Where Learners Grow and Kindness
is Cultivated"

512 Grayside Ave., Mauston, WI 53948
608-847-1828
School Hours: 7:55am-3:10pm



ABOUT US

West Side students and staff embrace a collaborative growth mindset. Through personalized learning and goal setting, we encourage the exploration of new concepts. We strive to meet all students' learning needs by delivering differentiated instruction that is inclusive, relevant, and engaging.

Our pre-kindergarten through second-grade campus provides a dynamic student-centered learning environment that focuses on the whole child's development.

It is our goal to provide engaging academic opportunities that are aligned with real-world experiences. Students will build confidence to achieve academic excellence and social-emotional learning through a positive, fun, and nurturing environment.



December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

All events are subject to change

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SUN

MON

TUE

WED

THU

FRI

SAT

Color Key

- Classes Resume
- Professional Day - No School for Students
- No School



Full Staff Directory



1

No School -
New Year's
Day

No Eagle Care

2

Classes
Resume

3

4

5

6

7

8

9

10

11

5:30pm - LEAD Governance
Council Meeting

5pm - LSE PTC Meeting
6pm - Athletic Booster Club
Meeting

12

13

14

15

16

17

18

5pm - Lemonweir
Governance Council Meeting
5:30pm - Montessori
Governance Council Meeting

End of 2nd Quarter

No School/No
EASP
Eagle Care
Available

19

20

21

22

23

24

25

6pm - Board of Education

4-6:30pm - Elementary
Parent/Teacher Conference

4:30-6:30pm - MHS Course
Registration Open House

4-6:30pm - Elementary
Parent/Teacher Conference

26

27

28

29

30

31

4-6:30pm - Elementary
Parent/Teacher Conference

5pm - LSE Family Fun Night
5pm-6pm - Sharing Supper

Grayside Elementary

510 Grayside Ave., Mauston, WI 53948

608-847-5616

School Hours: 7:55am-3:15pm



Teachers and staff at Grayside support a positive school environment that includes differentiated instruction. We also provide educational programs that are academically challenging, personalized, and engaging for students, and support the exploration of new ideas.

About Us



Learning Each Day

Every day, we enrich learning with engaging curriculum and personalized approaches to meet each student's needs. We also prioritize nurturing students by integrating social, emotional, and behavioral learning into their educational experience.

Setting Goals

We prioritize the importance of goal setting, understanding its impact on future success. Through trimester goals, we enhance academics, character, and behavior, empowering students to strive for excellence in all aspects of their education and personal growth.



Serving Others

At our school, we embody the spirit of service by employing caring staff members dedicated to providing for students and families. We actively develop and foster programs that encourage giving back to our school, community, and each other, cultivating a culture of compassion, support, and unity.

Investing in Learning

We believe in investing in learning by inspiring creativity in our Makerspace, where students explore and innovate. Collaborative learning spaces foster a sense of community and teamwork, allowing students to learn from one another's perspectives. Additionally, we prioritize providing a safe and secure learning environment for all, ensuring that students can focus on their education without distractions or concerns for their well-being.



125 Anywhere St., Any City

January

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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUN

MON

TUE

WED

THU

February

All events are subject to change

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FRI

SAT

Color Key

- Professional Development
- Day - No School for Students

Visit the district website for calendar updates and athletic schedules.

Mauston Community Pool

The Mauston Community Pool is open to everyone and located in Olson Middle School. Fees do apply. Hours of operation, pool fees, and programs are subjected to change. Visit the school website for up-to-date information or the pool's Facebook page. Questions? Contact the Pool Director at 608-847-7282.

1
FBLA Regional Leadership Conference at Fennimore High School

2	3	4	5	6	7	8
	5:30pm - LEAD Governance Council Meeting		3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting 6pm - Athletic Booster Club Meeting			
9	10	11	12	13	14	15
				5pm - Elementary Family Fun Night	No School/No EASP <u>Eagle Care Available</u>	
16	17	18	19	20	21	22
	4-6pm - OMS & MHS In-Person Parent/Teacher Conferences 6pm - Board of Education	4:30pm-6:30pm - FFA Pancake Supper	5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting			MHS Winterfest South Central Conference Solo and Ensemble Festival
23	24	25	26	27	28	
			MHS Visual Arts Classic 4-6pm - OMS & MHS Virtual Parent/Teacher Conferences	5pm-6pm - Sharing Supper		

N a t i o n a l F F A W e e k

Olson Middle School

Be Safe, Responsible, and Respectful

508 Grayside Ave, Mauston, WI 53948

School Hours: 7:55am-3:20pm
608-847-6603

PERSONAL GROWTH

Supporting mental health development and teaching positive behaviors foster a nurturing school environment. In our school, guiding students through rapid physical growth with sensitivity while protecting their dignity empowers them and enhances their confidence and self-esteem.

SCHOOL COMMUNITY

In our school, staff respects, understands, and values middle-level students, creating a welcoming, inclusive, and affirming environment for all. Families are welcomed as vital partners, and a sense of fun, camaraderie, and respect flourishes among students and staff.

ACADEMICS

Our curriculum is challenging and engaging, featuring active and purposeful instruction that fosters a love of learning and an attitude of inquiry. Assessments are authentic and meaningful, ensuring students' progress is genuinely reflected and valued.

OPPORTUNITIES

Our school encourages creativity and discovery by offering diverse opportunities for students through exploratory classes, band, and choir. Co-curricular sports, clubs, and activities provide additional engagement and extend learning and fun beyond the regular school day.



March

S	M	T	W	T	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22

S	M	T	W	T	F	S
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26
		29	30			

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	1 / 8
	5:30pm - LEAD Governance Council Meeting		3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting 6pm - Athletic Booster Club Meeting		End of 2nd Trimester	
9	10	11	12	13	14	15
Daylight Savings Time Starts	Track & Field Starts 7pm - OMS/MHS Winter Band Concert			4-6pm - Incoming 4K Play Day 5pm - Elementary Family Fun Night 7pm - OMS Musical	No School/No EASP <u>Eagle Care Available</u> 9-11am - Incoming 4K Play Day 7pm - OMS Musical	
16	17	18	19	20	21	22
	6pm - Board of Education Softball Starts	7pm - OMS Choir Concert	5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting	7pm - MHS Choir Concert	End of 3rd Quarter	
23	24	25	26	27	28	29
	Baseball and Boys Soccer Starts	Spring Break - No School Eagle Care Available				
				5pm-6pm - Sharing Supper		
30	31	<div> <div></div> Professional Development Day - No School for Students </div> <div> <div></div> No School </div> <div> </div> <div> Full Staff Directory </div>				
	Boys Tennis and Girls Soccer Starts FBLA State Leadership Conference at Green Bay					



Mauston High School

800 Grayside Ave., Mauston, WI 53948
608-847-4410
School Hours: 7:55 a.m. – 3:20 p.m.

Be Your Best!



About Us

Academic

Our school's academics feature an engaging and challenging curriculum connected to real-world learning experiences. Assessments are authentic and meaningful, with applications for college and careers. We offer opportunities for transcribed, Advanced Placement, and dual-enrollment classes, along with Laude class recognition for various pathways.

Involved Opportunities

MHS offers numerous clubs, athletics, and competitive activities, along with community service opportunities and recognition. Students can explore new and expanded STEAM offerings and participate in career exploration opportunities, enriching their educational experience and personal growth.

Social Emotional and Personal Growth

Our school provides many opportunities for student leadership, supporting mental health and overall wellbeing. We foster an inclusive and welcoming school climate, promoting social-emotional and personal growth for all students.

Launch Post Secondary Career

Our school ensures post-secondary career readiness through college and career planning for all grades, with opportunities to earn college credits and access apprenticeships. We offer industry-recognized credentials, ACT Prep, and numerous scholarships, fostering a path to success beyond graduation.

March

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

All events are subject to change

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUN

MON

TUE



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FRI

SAT

Color Key

-  No School
-  Professional Development Day
No School for Students

Color Key  No School  Professional Development Day No School for Students		1	2	3	4	5
		FBLA State Leadership Conference at Green Bay	3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting 6pm - Athletic Booster Club Meeting			
6	7	8	9	10	11	12
	5:30pm - LEAD Governance Council Meeting					
13	14	15	16	17	18	19
			5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting Top Ten Banquet at Westfield High School	5pm - Elementary Family Fun Night 5pm - LSE Family Fun Night	No School	
20	21	22	23	24	25	26
	No School/No EASP <u>Eagle Care</u> <u>Available</u> 6pm - Board of Education			5pm-6pm - Sharing Supper		
27	28	29	30	Visit the district website for calendar updates and athletic schedules.		
89th Annual FFA Parent and Member Banquet			District Art Show at MHS 4-6pm - OMS Virtual Parent/Teacher Conferences			

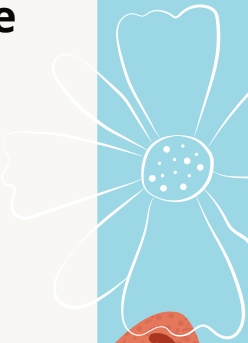
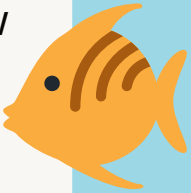
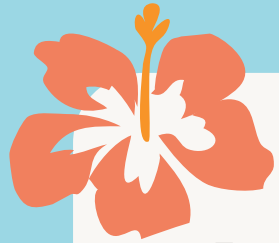
Eagle Explorations 2025



Families will be able to access and select summer school classes online through Skyward Family Access. Online class registration will open in March. Families are encouraged to log in to Skyward Family Access prior to registration opening to view the available classes and complete the online form for Eagle Explorations summer registration.

This summer's courses are based on the grade the student is entering in the Fall of 2025 School Year.

We have a wide variety of courses for students of all ages. Some returning items you will see are the opportunities for elementary-age students to have swim lessons as one of their summer school classes, our partnership with the Hatch Public Library and their Afternoon Summer Reading Program, additions to the middle school enrichment courses, and more credit-earning opportunities for high school aged students. For information, you can email summerschool@maustonschools.org.



April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

All events are subject to change

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUN	MON	TUE	WED	THU	FRI	SAT
Color Key  Professional Development Day - No School for Students  No School		Mauston Community Pool The Mauston Community Pool is open to everyone and located in Olson Middle School. Fees do apply. Hours of operation, pool fees, and programs are subjected to change. Visit the school website for up-to-date information or the pool's Facebook page. Questions? Contact the Pool Director at 608-847-7282.		1	2	3
4	5 5:30pm - LEAD Governance Council Meeting	6	7 3:45pm - GSE/MM/WSE PTC Meeting 5pm - LSE PTC Meeting 6pm - Athletic Booster Club Meeting	8 1:15pm - LSE Spring Concert	9	10 State Solo and Ensemble at LaCrosse
F F A P l a n t S a l e						
11	12 7pm - MHS Band Concert	13 1:15pm - WSE Spring Concert	14 6:30pm - Evening of Commemoration	15 5pm - Elementary Family Fun Night 7pm - OMS Band/Choir Concert	16 No School/No EASP <u>Eagle Care Available</u>	17
18	19 6pm - Board of Education 7pm - MHS Choir Concert	20	21 5pm - Lemonweir Governance Council Meeting 5:30pm - Montessori Governance Council Meeting	22	23	24 12pm - Graduation
25	26 Memorial Day - No School	27	28	29 5pm-6pm - Sharing Supper	30	31



Mauston Alternative Education Schools



CHARTER SCHOOL

iLEAD Charter School is a student-centered, project-based school. iLEAD Charter School promises to engage its students through a rigorous and relevant curriculum to well-prepare iLEAD students for the college and career demands of the 21st Century.



Mauston Montessori provides a dynamic student-centered learning environment that focuses on the development of the whole child. Consistent with the Montessori philosophy, we offer a multi-age curriculum allowing students to develop their skills over a multi-year period.



Lemonweir Academy is a free public charter school within the School District of Mauston that will serve learners in grades 6-12. Lemonweir Academy is based on four teaching and learning principles: Hands-on Learning, Collaborative Learning, STEAM Based, and Place-Based Learning.

For more information on these programs, visit maustonschools.org

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All events are subject to change

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Last Day of School for Students and EASP	4 Last Day for Teachers 6pm - Athletic Booster Club Meeting	5	6	7
8	9 5:30pm - LEAD Governance Council Meeting	10	11	12	13	14
	F F A S t a t e C o n v e n t i o n i n M a d i s o n					ACT Test at MHS
15	16 6pm - Board of Education	17	18	19	20	21
22	23	24	25	26 5pm-6pm - Sharing Supper	27	28
29	30	<div>Color Key</div> <div>Summer School</div>				
FBLA National Leadership Conference at Anaheim, California						

STUDENT SERVICES

In keeping with the philosophy of serving every child's needs, the School District of Mauston provides an array of student services.

The team works collaboratively to best serve students in multiple areas. This can include the students' personal, social, and academic needs.

Student Services consists of several areas of support:

- Special Education
- English Language Learners
- Homeless Information
- Health
- School Psychologists



Director of Student
Services
Mary O'Brien
608-847-5451, ext.
6602
mobrien@maustonschools.org

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

All events are subject to change

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUN	MON	TUE	WED	THU	FRI	SAT
Color Key  Summer School		1	2 6pm - Athletic Booster Club Meeting	3	4	5
		FBLA National Leadership Conference at Anaheim, California				
6	7	8	9	10	11 FFA Farm Animal Display at Juneau County Courthouse	12
13	14	16	16	17	18	19
20	21 6pm - Board of Education	22	23	24	25	26
27	28	29	30	31 5pm-6pm - Sharing Supper		

Annual Notices

Notice of Nondiscrimination Policy

The School District of Mauston does not discriminate against individuals, including all students, staff, and, on the basis of age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational programs or activities. The following individuals have been designated to handle inquiries regarding the District's non-discrimination policies:

- Mary O'Brien, 608-847-5451, ext. 6602
- Jim Dillin, 608-847-4410, ext. 4424

Compliance Asbestos Management

In accordance with AHERA, the School District of Mauston has complied with the asbestos management plan requirement. This plan is available for review at the District Office. If you have any questions about this or any other policy, contact the District Office at 608-847-5451.

School Performance Report and Accountability Report Cards

In accordance with Wis. Stat. 115.38(2), the School District of Mauston annually completes a School Performance Report. The report is posted on the School District's website, or you may request a paper copy by calling the District Office at 608-847-5451.

Academic Standards

Wis. Stat. 120.12(13) requires that school boards place a notice on the agenda of the Board's July meeting that clearly identifies the pupil academic standards adopted by the school board under s. 118.30(1g)(a)1 that will be in effect for the school year. Mauston's academic standards can be found on the school website.

Free and Reduced Lunch Information

Free and reduced applications are included online with the student registration or paper applications in the District Office. A new free and reduced application should be filled out each school year. Only one application needs to be turned in per family. Students who qualify for free or reduced meals are entitled to one breakfast with milk and one lunch with milk per day. If you have questions or need help filling out your application, please contact the District Office at (608) 847-5451 ext. 6686.

Bullying/Harassment

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying and/or harassment toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Educational Options

Children that reside within the boundaries of the School District of Mauston have a variety of educational options available to them. Options include attendance in private schools, attendance in virtual schools sponsored by other private and public school districts in the State of Wisconsin, full-time open enrollment to other public school districts in the State of Wisconsin, private home school-based programs, and all educational programs sponsored by the School District of Mauston including JEDI virtual, traditional schools, charter schools, dual credit, Youth apprenticeship program, Early College Credit and Start College Now. Parents of children with disabilities are also advised that there is a special-needs voucher program. For more information, contact: the District Office at 608-847-5451.

Program or Curriculum Modifications

School districts are required by section 118.15(1)(f) of the state statutes to notify students and their parents/guardians of the following:

- their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes,
- the decision-making process to be used in responding to such requests under sections 118.15(1)(dm) and (e) of the state statutes, including the right to request that the school board review and reconsider an initial decision.

Education to Homeless Children and Youth

If you are personally aware of or are acquainted with any children or youth who may qualify according to the McKinney-Vento Act, the School District of Mauston provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Mary O'Brien, homeless liaison for the School District of Mauston, at (608) 847-5451, or mobrien@maustonschools.org for additional information.

Title IX Notice of Nondiscrimination

Title IX of the Education Amendments of 1972 is a federal law that states the following: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. As a recipient of federal financial assistance, the School District of Mauston is subject to the requirements of Title IX. The School District of Mauston Board of Education has approved Policies 0145, 1422, 1662, 2260, 3122, 4122, 4362, 5516, 5517, 5730, and 8410 to fulfill the requirements of Title IX. Please contact Mary O'Brien, Title IX Coordinator, at 608-847-5451, ext. 6602 for more information.

Annual Notices, Cont'd.

Title I Notice of Qualifications and Assessments

The School District of Mauston receives federal Title I program funds, therefore the District has developed a parent participation policy which is posted on our website. Schools in the district work to build positive relationships with families through many events held throughout the school year.

Annually, parents and/or guardians may request and obtain information regarding:

1. The professional qualifications of their child's teachers including whether the teachers have met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived; and the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

2. The professional qualifications of paraprofessionals providing instructional-related services to their child. Parents will be notified if their child is assigned to, or taught for four or more consecutive weeks by a teacher who is not "highly qualified." This applies to all teachers, not just those who work in the Title I programs. Parents will be given information on the achievement level of their child on each of the state academic assessments as soon as is practicable after the assessment is taken.

If you would like to see the state qualifications for your student's teacher, you may access the information on the DPI website at <https://dpi.wi.gov/tepd/lookup/public-search>.

State of Wisconsin Immunization Law

Wisconsin law mandates immunization for elementary school entry, including vaccines for various diseases. Varicella requirements can be waived with a verified history of chickenpox or a signed waiver form for health, religious, or personal convictions.

Attendance

If your student must be absent, please call the school office. A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

Special Education Referral and Evaluation Procedures

Upon request, the School District of Mauston is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools, and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Mary O'Brien, Director of Pupil Services and Special Education at (608) 847-5451, ext. 6602.

Suicide Prevention, Intervention, and Postvention for Death by Suicide

The Board recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to themselves and to other students.

All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Resources available from the DPI and other resources regarding suicide prevention can be found on the district website.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mauston School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child's education records in certain school publications.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) and reauthorized by the Every Student a Success Act of 2015 (ESSA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. If you have questions, contact the District Office at 608-847-5451.

Wellness

The Board of Education of the Mauston School District supports the health and well-being of the District's students by promoting nutrition and physical activity at all grade levels. In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; provide nutrition education, and require that all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A copy of the full policy can be found on the district's website.



VOLUNTEER

The School District of Mauston highly values its volunteers. If you would like to volunteer in our schools please read the Volunteer Policy (Policy 8120) and complete the Volunteer Application, which can be found on the District's website.

Please Note: All volunteers are required to fill out an application and pass a background check before volunteering with our students. When planning to volunteer, please take into account that background checks take time; therefore, applications need to be turned in two weeks before the volunteer date. Late applications are not guaranteed to be processed in time.

If you have any questions, please contact 608-847-5451, Ext. 6680.

Mauston Activities

The School District of Mauston offers a variety of extra-curricular activities that allow for student participation. We compete in the South Central Conference. Studies have indicated that students involved in extra-curricular activities tend to have higher grades, better attendance rates, and higher self-esteem than students who do not participate in extracurricular activities.

Cheryl Cyert - MHS Activities Director

608-847-4410, ext. 4442

ccyert@maustonschools.org

Mike Stoughtenger - OMS Activities Director

608-847-6603, ext. 3311

mstoughtenger@maustonschools.org

For an up-to-date
sports schedule!





510 Grayside Ave.

Mauston, WI 53948



Check out the school website!

www.maustonschools.org

District Office - 608-847-5451

WSE & Montessori - 608-847-1828

LSE- 608-666-2431

GSE - 608-847-5616

OMS - 608-847-6603

MHS & iLEAD - 608-847-4410

Lemonweir Academy - 608-847-5616