

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, April 15, 2020
Revised April 13, 2020

*As noted in Board Policy 0166 - Agenda, each agenda shall contain the following statement:
“This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”*

7:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

PUBLIC PARTICIPATION SECTION—ALSO KNOWN AS AUDIENCE TO VISITORS AND DELEGATIONS (As noted in Board Policy 0167.3 Public Participation at Board Meetings)

Note: As we navigate the COVID-19 situation and Wisconsin's Safer at Home order, Board members and Administrative team members are attending meetings virtually in many cases. However, the presiding Board of Education officer plans to be in the usual meeting location to originate the meeting, and communicate with cable access television staff. One or more members of the administration also plan to be on campus. As a result, members of the public are welcome to access the building to attend the meeting as well as address the Board, provided proper social distancing efforts are followed. Thank you for your cooperation, concern, and support.

MINUTES:

1. Regular Meeting of March 18, 2020
2. Special Meeting of March 24, 2020
3. Learning Session of April 8, 2020

BILLS:

1. Approve March bills

CONSENT AGENDA:

1. Accept Grants and Donations
2. Approve Resignations
3. Second Reading of Board Policies

Reminder: The first reading of the following Board Policies occurred at the March 18, 2020 regular Board of Education meeting.

- A. Second Reading of Board Policy 6235 – Fund Balance (revision)
- B. Second Reading of Board Policy 8210 – School Calendar (revision)

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Filing of Oath of Office by Newly Elected Board Members – The new terms of office begin April 22, 2019 (the 4th Monday in April).
3. Appoint Delegate to the CESA #7 Annual Convention

4. Annual Review of the Salary and Supplemental Pay Guide (informational item)
5. Approve Individual Teacher Contracts
6. Approve High School English Teacher
7. Approve Firewall Replacement Project
8. Approve E-Rate Service Contract with CESA 11
9. Approve Kobussen Transportation Contract Adjustment
10. First review of English Language Arts Curricular Materials
11. Safer at Home School Closure Updates (informational item)
12. April Election Update (informational item)
13. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sawyer and Sunrise Elementary Schools
 - iv. Sunset Elementary School and Teaching & Learning
 - v. Business Manager
 - vi. Special Education/Pupil Services
 - vii. Food Service
 - viii. Community Engagement
 - ix. Other
 - e. Superintendent

14. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

To: Board of Education
From: Dan Tjernagel
Date: Revised April 14, 2020
RE: Background Information for the April 15, 2020 Meeting

CONSENT AGENDA:

1. Grants and Donations – *As of the preparation of the meeting packet, I do not have any grant or donation information to report to the Board this month.*
2. Resignations – Paul Glembocki has resigned from his high school English teacher position effective at the end of the current school year. John McCaulley has resigned from his middle school Art teaching position effective the end of the current school year. A motion to accept their resignations, as well as thank them for their service to our students through the English, and Technology Education as well as Art departments is recommended.
3. Second Reading of Board Policies
Reminder: The first reading of the following Board Policies occurred at the March 18, 2020 regular Board of Education meeting.
 - a. Second Reading of Board Policy 6235 – Fund Balance (revision)
 - b. Second Reading of Board Policy 8210 – School Calendar (revision)

A motion to approve the second readings of the policies as listed above is recommended.

OPERATIONS AGENDA:

1. **Consent Agenda items requiring attention** (if any)
This is a standing agenda item and utilized only if needed.
2. **Filing of Oath of Office by Newly Elected Board Members** – The new terms of office begin April 27, 2020 (the 4th Monday in April).

The new terms of office begin April 22, 2019 (the 4th Monday in April)
Board President Teri Hooker will administer the Oath of Office and swear in re-elected Board of Education members. Scott Alger, Jessica Holland, and Tina Jennerjohn will serve three-year terms expiring in April of 2023.

3. **Appoint Delegate to the CESA 7 Annual Convention**
Each Board of Education has a “statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02 Wis. Stats.”

The convention would normally be held on a Wednesday night in mid-May at 6:30 P.M. at CESA 7 (595 Baeten Road) in the village of Ashwaubenon. We have now received word that the convention will be held Wednesday, July 8, 2020.

A motion to appoint a representative to the CESA 7 annual convention is recommended.

4. **Annual Review of the Salary and Supplemental Pay Guide** (informational item)

The Board approved the Salary and Supplemental Pay Guide as our printed version of our faculty compensation model beginning with the 2015-2016 school year. This followed two years of study, the examination of 21 other district plans, and a number of meetings with the committee comprised of teacher representation from each school building, the Board of Education, and the administration.

Page three of the guide states: “Annually an assessment of the current framework will be conducted to determine impact, functionality, and financial sustainability. The review will be conducted by a district team under the leadership of the superintendent.” The section goes on to reference the key concepts which led us to the current plan, as well as the ability of the plan to take into account priority areas, and also be sustainable—not only because of our obligation to be fiscally responsible, but because there were concerns about some of the plans studied and if they would be sustainable or not.

This year, the Compensation Committee used a virtual approach to conduct the review. I plan to share the notes from the review in both the April 8 learning session and as part of the April 15 meeting packet. Board members who have been involved in past review sessions can attest to the fact that this dialogue has been helpful in examining things that can be addressed through the annual Salary and Supplemental Pay Guide document or other Board action.

The other component that is worth reviewing from our learning session discussion and prior to going on to the approve of returning teacher contracts deals with our teachers who are already at the top of the salary ladder. With the current model, these teachers would not receive any additional compensation or cost of living increase unless there is Board action specific to their situation.

Based upon the learning session discussion involving different salary ladder possibilities, the additional item which would be needed in order to print returning teacher contracts involves the returning teachers who are already at the top rung of the salary ladder. If an additional ladder rung (ex. Rung “S”) will not be added for this next year, Board action would be needed in order to award some sort of longevity stipend. The following possibilities were among those discussed at the learning session, plus I have added an additional possibility.

- Award no stipend (in essence having those individuals make \$500 less; a.k.a. Option “A”),
- Continue with a one-time \$500 longevity stipend (in essence granting those individuals the same amount as they received in 2019-2020; Option “A version 2”),
- Award a one-time longevity stipend of another amount such as \$1,000 (basically continuing the 2019-2020 \$500 stipend plus awarding an additional \$500 stipend; Option “B”).
- Since the learning session discussion, the administration has also discussed the possibility of the Board awarding a one-time longevity stipend of \$750 (basically continuing the 2019-2020 \$500 stipend plus awarding another amount such as \$250; Option “B version 2”).

As we look to the future, it would certainly be nice to simplify this process. While we may not be ready to implement a different approach this year in light of a variety of other projects

ranging from the post-employment benefit work to facility referendum and more, a couple of possibilities have been discussed by the administration and Board leadership.

- Utilizing some sort of “longevity multiplier” that could take into account the total years of service for someone who is at the top of the salary ladder and award some additional payment or cost-of-living increase could have merit. In years when a new “top rung” is not added this could be helpful.
- Utilizing some sort of cost-of-living increase that is based on Consumer Price Index (CPI) data in a given year could also have merit.
- As we work through the post-employment benefit process in the coming weeks or months additional ideas might be generated as well.

No action is required with this particular agenda item. *(Note: I will include pertinent aspects of this item in the background for the next agenda item as well to assist with making a motion involving those teachers returning to Rung “R” at the top of the salary ladder.)*

5. Approve Individual Teacher Contracts

The State of Wisconsin requires returning teacher contracts to be issued by May 15 of each year. On a related note, the plan is to have returning teachers continue to the next step of the salary ladder with no changes to the ladder in place for the 2020-2021 school year.

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As we look to the future, it would certainly be nice to simplify this process. While we may not be ready to implement a different approach this year in light of a variety of other projects ranging from the post-employment benefit work to facility referendum and more, a couple of possibilities have been discussed by the administration and Board leadership.

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- As we work through the post-employment benefit process in the coming weeks or months additional ideas might be generated as well.

A motion to approve individual teacher contracts for all returning teachers with some sort of longevity stipend for our teachers returning to the top rung of the salary ladder (current Rung "R") is recommended.

6. Approve High School English Teacher

Principal Nickel and the Interview Committee have selected Anna Walle to fill the high school English Language Arts position. Anna is from the Milwaukee area and is currently student teaching at Waukesha South High School as she finishes her degree from UW - LaCrosse. While earning her bachelor's degree, Anna studied for one semester at the University of Nottingham in Nottingham, England.

One of Anna's Waukesha South cooperating teachers stated, "She is definitely in the top of the student teachers I have had. She came in with a strong sense of lesson planning and pacing, a clear affinity for working with young adults, and a professional demeanor that fit in well with the staff." The chair of the English Department at Waukesha South stated, "Her willingness to try new methods and approaches in the classroom coupled with her organization, strong communication skills, and professionalism would place her within the top ranks of staff at South High School. From what I've seen, she shows much promise in the field of education, and we would have loved to have her as a permanent employee if the situation had allowed it."

A motion to approve Anna Walle as a high school English teacher is recommended

7. Approve Firewall Replacement Project

From Nelson DeMeuse:

Our firewalls are becoming end of life in August of 2020. That means we must replace them this summer, otherwise they will not be able to receive security updates after. Therefore, we have applied for e-rate to replace the current devices.

We received two proposals, the first being from Omicron Technologies in Lansdale, PA. The second being from Camera Corner Connecting Point, which is based out of Green Bay, WI.

Omicron's proposal came to a total of \$19,665.58.

CCCP's proposal came to a total of \$20,136.00

The difference being \$470.42, with Omicron's proposal being cheaper.

Since we have worked with Camera Corner Connecting Point and they have worked with our existing firewalls. I would recommend that we chose Camera Corner Connecting Point's proposal. This will allow for a seamless transition from our existing hardware to the new hardware. Additionally, they will be able to pull the existing rules and security setup and incorporate it in the new system, saving additional time on setting up the system. Last, they would be able to assist on short notice should any issues arise, due to their proximity.

A motion to approve Camera Corner Connecting Point's proposal of \$20,136 is recommended.

8. Approve E-Rate Service Contract with CESA 11

We contract with CESA 11 to take care of our E-Rate application and related services.

A motion to approve the E-Rate contract with CESA 11 is recommended.

9. Approve Kobussen Transportation Contract Adjustment

I had reached out to Joe Kobussen on March 18 regarding the recent closure order and our plans to utilize bus transportation to deliver meals which would begin on March 23; I told him that while we didn't know what the exact impact would be, we could see some "sort of arrangement that provides 60% (or so) of the days and revenue the company and drivers could use . . ."

I didn't hear anything from Joe after my previous email, so I reached out again on March 31 and asked about whether or not it was true that Kobussen had laid off its drivers. I also asked about having a conversation about the best way to handle the contract for this spring.

I then received an email on April 1 with two letters: one is a letter addressed to me dated April 6. The other is a letter sent via email from Attorney Richard C. Kelly to Dan Kobussen. (Both letters are included in the meeting packet. For your reference, I also included the working draft with "track changes" from when the initial contract with the district was signed to when the contract was renewed.)

Then on April 3, I received an email from Joe as follows:

Daniel,

I know that you have a board meeting coming up. Is there any information that you may need from me? Would you want me to be at this meeting? I can do virtual or in person. I know that you are running some meals and this is great. We are doing our best to keep everyone possible on our payroll. In order to do this we are asking for school district to pay us 90% of the regular route pay. This would account for all costs that we cannot stop. We have done our best to cut our any profits or costs that are not essential.

Many districts are paying this between 85% and 90%. Yours is on the high side because fuel is not accounted in the route rate. When we are paid this we make sure that drivers are paid their normal route rates. We have also seen other districts that want to pay a lower amount (60% to 65%) which is OK with us but at that point we are forced to have drivers go to unemployment. It is ultimately our goal to pay the drivers. This way we can be better assured that they will be there when we start school up again. Also at the 90% your meal routes would be included.

Thank you for your time and if there is anything else we can do for you please let me know.

Joe Kobussen

I responded to Joe as follows, and as of the preparation of the board meeting packet I have received no additional information:

Morning, Joe. I just got off the phone with one of our local radio and online news people and saw your message. So I'm clear, Kobussen is requesting that our district pay 90% of the usual contracted amount when school is in session and all routes are running 5 days per week, and that

this would include the limited meal routes occurring three days per week? It sounds like WASBO and WASPA will be issuing guidance to districts regarding transportation contracts in the next couple of days.

It would be helpful to have a breakdown with specifics regarding payroll, your costs for running the meal routes, etc. This is the sort of thing our Board would normally see from us anyway prior to making a decision. Thanks and have a good weekend.

I did receive an email from Joe on April 13:

I apologize for the delay in getting back to you. There is a lot going on and things change so fast. Below is a break down on our expenses for routes. Please understand that profit margins on routes is quite thin as most of our profits are made on trips or charters during the spring.

| | |
|---|--------|
| Labor which includes all drivers and support staff and benefits, | 57.39% |
| Buses which includes insurance and licensing, | 20.09% |
| Buildings and utilities, this also includes some corporate allocations, | 15.27% |

This total is more than 90% and of course does not include any fuel, profits or other expenses that can be eliminated.

Based on a virtual meeting with attorneys from Boardman and Clark and superintendents from seven CESA's on the morning of April 7, I would recommend following the advice of Attorney Mike Julka and not being in a rush to act upon this item. Mike had heard that there may be legislation passed as early as next week (the week of our April 15 board meeting) that may be of assistance with the situation. As a result, I had communicated with Board leadership about keeping it on the agenda, but if any new legislation is not in place to provide the desired clarity and/or the Board feels anything like the administration currently does (with not being ready to make a strong recommendation) then tabling the matter for our May meeting may be wise for all concerned.

Since the initial preparation of the Board meeting packet, a guidance memo has not been assembled by Mike Julka at Boardman & Clark. I have added it to the materials for inclusion in the packet.

A motion to approve some amended level of compensation to Kobussen is recommended.

10. First review of English Language Arts Curricular Materials

ELA teachers will coordinate with principals and our Teaching & Learning Coordinator to share the presentation that has been prepared on the topic.

<https://docs.google.com/presentation/d/1B0HWI70bEBa6RgAesB5BQBml-K6C56tCxuhXAwAqZ40/edit?usp=sharing>

11. Safer at Home Closure Updates (informational item)

The Board has seen and heard a variety of updates since the initial closure, and subsequent extension of the closure. Additional updates are planned for the April 8 learning session, and I thought sharing some of those updates from principals in the regular April 15 meeting may be beneficial to some individuals as well.

12. April Election Update (informational item)

As of today's most recent information (Monday, April 13), we anticipate hearing media reports regarding the election later today.

The Board of Canvassers usual deadline of tomorrow has been moved to Thursday. Based on the most recent information I have while making today's series of updates to this document, our Board of Canvassers session is planned for Wednesday at 5:00 P.M. prior to the Board meeting to ensure that we have the printed results in hand in order to be able to conduct the canvass process.

The reporting window to the DPI has also been extended.

13. Reports

14. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, March 18, 2020

President Hooker called the regular meeting to order at 7:00 PM in the high school library. The Pledge of Allegiance was recited.

Present were Commissioners: Stephani, Holland via: remote, Hougaard, Stephens, Hooker, Miller, Jennerjohn, Chisholm, Alger. Also present is Superintendent Tjernagel.

Motion: Hougaard/Alger to adopt the agenda, as presented. Motion carried unanimously.

Public Participation Section - also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): none.

Student Council Representative Report: None

Recognition: None

Minutes: Motion Jennerjohn/Chisholm to approve the minutes of the regular meeting of February 19, 2020. Motion carried unanimously.

Bills: Motion Hougaard/Stephens to approve the February 2020 board bills. Motion carried unanimously.

CONSENT AGENDA:

1. Grants and Donations:

Athletic Director Meikle will accept a donation from the Boys and Girls Head Golf Coach Erik Tauschek / WSGA grant award of \$1000, to be put towards our golf programs. The Sturgeon Bay High School Technology Education Department will be receiving a new TimeSavers Sander which will be put to use the high school woodshop. Many local industry partners donated including the following: Cabinet Creations and Design, Tielens Construction, Portside Builders, Van's Lumber, Door County Home Builders Association, Countrywide Construction, Carlson & Erickson Builders, and JAR Builders.

Principal Brian O'Handley reports the following grants and donations:

- Sturgeon Bay Parent Teacher Organization grant of \$275 to help purchase books for Sunrise Elementary students for Read Across America week;
- Sturgeon Bay Parent Teacher Organization grant of \$1000 to help pay for transportation cost for Sunrise Elementary 5th grade students for their upcoming fieldtrip to Madison.

A motion to thank these businesses, groups and the individuals associated with them for their generosity, as well as approve the grants and donations is recommended. (Should be noted: some of these events may not be happening, depending on what comes up in future weeks, but are grateful for their donations.)

2. Resignations and Retirements – Dena Barganz is retiring from the Middle School special education position at the end of the current school year. Sharon Sullivan is retiring from our food service program at the end of the current school year. Ann Quale has notified the district of her plan to retire from her middle school social studies teacher position at the end of the first semester of the 2020-2021 school year.

A motion to accept the resignations and retirements and to thank these individuals for their service to our young people and their families is recommended.

Motion: Hougaard/Alger to approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. **Consent Agenda items requiring attention (if any):** none

2. **Food for Students during the School Closure (informational item – no action required)**

Note: While this agenda item fits better with some other items that have been added to the amended agenda since the initial board agenda approval, I wanted to place it here so if Director Spude is able to join us, she does not have to wait through the majority of the agenda.

Food Service Director Jenny Spude has been working and preparing to help meet the needs of students during a closure. We have had communication with other food service directors, as well as leaders at the Boys and Girls Club and YMCA. As of the preparation of this item in the updated background document early afternoon on Sunday, Jenny has the following communication to share. Please note that this may be revised and/or added to by the time we get to Wednesday evening and the beginning of the closure.

“All students at all schools will be offered 5 breakfasts and 5 lunches in a large grocery bag on Tuesday’s dismissal. There are no charges for these meals. The meals will consist of a variety of items including homemade muffins, fresh fruit and veggies, packaged sandwiches; some foods will need refrigeration and will need to be sorted upon arrival at home. The purpose of these meals is to provide a variety of foods to help balance life at home.

More meals will be coming but we are working delivery or pick up methods pending learning plans. Information on receiving additional meals will be shared soon via school messenger and our schools’ food service page on the SBSB website.”

I should also let you know that Jenny has filed the appropriate food waiver with the state. Jenny can share additional updates on Wednesday, or Jake or I can plan to share those updates if she is unable to join us.

3. **Approve High School Spanish Teacher**

Principal Nickel and the SBHS interview committee recommend the hiring of Elizabeth Gerondale to fill the Spanish teacher vacancy beginning with the 2020-21 school year. Elizabeth (Libbie) earned a Spanish degree from UW - Oshkosh and teaching certification from UW - Green Bay. She lived in Spain for two years and is currently teaching at DePere High School and DePere Middle School.

Her high school principal provided significant accolades for her work with students. Her cooperating teacher stated, "I have had five student teachers, and she's the best one I've had." Her university supervisor simply stated, "Hire her!" We are happy to do so. Libbie has ties to Sturgeon Bay and is excited to work in our school system.

Motion Stephani/Jennerjohn to approve hire of Elizabeth Gerondale as Spanish teacher at Sturgeon Bay High School. Motion carried unanimously.

4. Approve High School Math Teacher

Principal Nickel and the interview committee recommend the hiring of Trevor Smith to fill the math teacher vacancy beginning with the 2020-21 school year. Trevor is a Sturgeon Bay High School graduate. He earned a bachelor's degree from UW - Green Bay, majoring in math and minoring in education. Trevor student taught at Sturgeon Bay and has been a regular substitute teacher throughout the district. The High School Math Department is excited to bring back one of its own to take a teaching position at the high school.

Motion Hougaard/Chisholm to approve hire of Trevor Smith as Math teacher at Sturgeon Bay High School. Motion carried unanimously.

5. Approve Student Council Advisor

Principal Bob Nickel recommends Dr. John Jandrin as the new Student Council advisor at SBHS. Dr. Jandrin is a social studies teacher at the high school.

Motion Chisholm/Stephens to hire Dr. John Jandrin as Student Council advisor. Motion carried unanimously.

6. Facility Referendum Update (informational item – no action required)

Again this month I wanted to summarize the various ways we are getting factual information out to residents in the days and weeks ahead as we approach the early voting window, as well as Election Day on April 7.

Informational Materials

- Spring Community Newsletter hit mailboxes the first week of March
- Community postcard/mailer hit mailboxes in February
- The Fact Sheet has been available with the display boards, has been shared at special events and presentations, is on the website, etc.
- Display boards
 - The original sets of two informational boards
 - The two sets of five different boards with pictures of other projects as examples to help people think about what could be possible with our project
- District Update/Referendum PowerPoint presentation
- Social media posts (draw attention to documents via links, etc.—see website info. below, too)
- Frequently-Asked questions document

Informational Opportunities for Parents and the Community

- Website – Facility Referendum Info. 2019-2020 page
 - Top “Quick Link” listed on the district home page
 - Also first item listed under District/District Information drop down menu
 - Where we house the various materials once available, as well as historical information
- Noon Rotary Feb. 20 & the ADRC March 4
- Local Media
 - Continue with sharing press releases & printed materials
 - Radio interviews & shows (ex. WDOR with Eddie Allen Feb. 25)

- March 4 Referendum Information Night (6:00 – 7:00 P.M.) at the high school – planned as more of an informal/fair approach than attending a presentation
 - Special thanks to everyone who attended and participated in this event
- March 14 Coffeehouse session at 5th & Jefferson with two board members
- “Drive through experience” at Parent/Teacher Conference Nights
 - We know parents are quite busy—but we also know we have a high percentage of parental attendance overall at conferences in our district
 - Display boards & handouts available; some Board presence staffing the “table” as well

Starting the week of February 10-14, I am also holding informal after-school sessions for staff so they are aware of the various resources available to them and residents. Staff certainly don't need to be experts on the referendum, but they do need a basic understanding of what is occurring and where to point people for more information if someone asks them.

- TJ Walker - February 12
- Sunrise – February 17
- Sunset – February 18
- SBHS – February 19
- Sawyer – February 24

7. School Safety Drill Summary (informational item – no action required)

While districts are now required to conduct at least one school safety drill per year, the Board has heard a number of times about how we plan to hold safety drills at least quarterly. Our belief is that this should also be done at the school level in a manner that is appropriate for the young people, parents, and staff members involved with that building.

This winter there have been varying reports in the national media about what types of drills are or are not helpful, harmful, and so forth. We have not and do not intend to be involved with any training or drills for students or staff members that would ever lead anyone to believe that their life is in danger when it is not. I have seen news reports elsewhere where this has occurred, as have many of you. As a school district leader, and also as a parent, I do believe quality communication and preparation is appropriate—but I do not believe training or drills that scare people or lead them to believe that an active shooter is indeed in the building are appropriate.

As a longtime high school educator and administrator, it is also my experience that all students and staff members should know where the safety plans are posted, what information is in them, how to go about implementing the various components, and so forth. One of the success stories from the safety planning work we did in my own principal days involved an announced safety drill and a classroom that for whatever reason (it may have been during a passing time) did not have a staff member in it. The students immediately followed the protocol on their own, properly closed the door, turned off the lights, etc. We saw clearly that students are more than capable not only of following the protocols which we reviewed and talked about with them during each school year, but also taking a leadership role to make sure a situation could be addressed.

Included with the meeting packet is a report from the most recent lockdown drill conducted at the secondary campus. The secondary principals and I thought it was an appropriate way to keep you informed and also respond to some of the things reported in the news media.

8. First Reading of Board Policy 6235 – Fund Balance (revision)

In June of 2019, the Board had approved a revised fund balance policy. Upon discussing the matter more recently with PMA, it was suggested that the district consider establishing a minimum fund

balance percentage, or floor, if you will. We had discussed that briefly last June as something we may want to consider in the future, but with us being new to having enough fund balance to avoid the need to short-term borrow we were pleased with the financial progress at that point.

Included in the meeting packet is a policy draft which reads exactly as is currently in place with the proposed addition of one sentence at the end of the first paragraph which suggests the establishment of 15% as a minimum Fund 10 fund balance. Immediately following the policy draft with revision in the meeting packet is a fund balance summary visual that Jake assembled for us. As you'll see, the fund balance ranges from as low as 8.7% in 2007, to 15.68% in 2010, to 25.56 (2016), 23.76% (2017), and 25.09% (2018) the past three years.

No action is needed at this time, since we are simply conducting a first reading. We could approve a revised policy as early as next month.

9. First Reading of Board Policy 8210 – School Calendar (revision)

Given the events of the past few days, I believe it is important to make reference to remote and/or virtual learning in our policy that references the loss of school days, instructional time, etc. The administration reviews this policy virtually each year when it comes to looking at the weather delays and closures. I believe adding a sentence like the following allows the Board the opportunity to clearly endorse the use of remote and/or virtual learning as part of our instructional program in special circumstances:

“The loss of instructional days due to extenuating circumstances may be offset by remote and/or virtual learning.”

No action is needed at this time, since we are simply conducting a first reading. We could approve a revised policy as early as next month.

10. Non-Exempt Staff Leave - (informational item – no action required)

Jake Holtz will work with Kim Gordon and other Business Officials, as well as review legal advice we have access to, in order to put together a summary of the potential impact of an extended closure for support staff compensation and insurance impacts, for those in that situation and how districts are handling it. Jake will also work to provide a few options about how we may want to approach this. I do not expect this to be ready for the Board until the meeting on Wednesday, but we can plan to share it with you if something would be prepared earlier.

While we anticipate the need to staff our offices and have the maintenance department continue to work, the vast majority of teacher associate positions exist to work in person with students on the days that school is in session. These are important positions and we value the support and supervision they provide for students; we also know that we need to be fiscally responsible. We are adding this agenda item to ensure that we are appropriately examining options and especially so the Board is able to provide appropriate guidance and oversight.

As of this most recent update to the background document, we anticipate having teacher associates report to work on Thursday of this week. This would give principals, secretaries, and teachers some time on Wednesday to consider what they might need assistance with. This would also give us the chance to meet with that employee group to give them an update on the information gathered, as well as pertinent points from this agenda item during the Board meeting.

11. Reports

- a. Legislative - None
- b. CESA - None

- c. Committee/Seminars - None
- d. Administrative Report presented.
- e. Superintendent's Report presented.

12. **Adjourn Motion:** Miller/Chisholm to adjourn at 9:07 PM. Motion carried unanimously.

Respectfully submitted by,
Mikki Rankin
Board Recording Secretary

Date: _____

President's Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Special Meeting
Tuesday, March 24, 2020

5:00 P.M. Board of Education Meeting

Board Room

Note: Board of Education Electronic Attendance available via Google Hangout

CALL TO ORDER:

1. Roll Call at 5:21 PM: Stephani, Chisholm, Holland, Stephens, Hooker, Alger and Miller. Excused: Hougaard & Jennerjohn excused. Also present was Superintendent Tjernagel. **Motion:** Stephens/Chisholm to adopt the agenda with roll call vote. Motion carried unanimously.

AGENDA AND DISCUSSION

1. Approve Non-Exempt Staff Leave and Compensation during the School Closure: Superintendent Tjernagel provided an update as it relates to the COVID 19 notice from the Governor regarding school closure and expected duration. The resolutions have been vetted by legal counsel.
 - i. Resolution #1 (Supplementing Regular Pay With Emergency Pay – Electing To Work): The School Board hereby provides the District’s Administration with the discretion to authorize Emergency Leave Pay for non-exempt/hourly educational aides who voluntarily elect to perform work as requested and assigned by their supervisor(s) (e.g., contacting students telephonically or electronically from home during the week to provide assistance). The Emergency Leave Pay will supplement the non-exempt/hourly educational aides Regular Pay so that non-exempt/hourly educational aides who elect to perform work as requested and assigned by their supervisor(s) will continue to receive One Hundred Percent (100%) of their regular wages. These non-exempt/hourly educational aides shall continue to be eligible for District benefits (e.g., health and dental insurance). This Resolution shall be effective immediately upon adoption by the School Board and remain in effect at least until Department of Health Services Emergency Order #12 (Safer At Home Order) remains in effect (or until a superseding Order is issued), but potentially until the end of the 2019-2020 school year. After discussion, motion Stephens/Holland to approve resolution #1 as presented. Roll call vote. Motion carried unanimously.
 - ii. Resolution #2 (Substituting Accrued, But Unused, Paid Leave – Electing Not To Work): The School Board hereby provides the District’s Administration with the discretion to permit non-exempt/hourly educational aides to substitute accrued, but unused, paid leave in lieu of electing to perform work as requested and assigned by

their supervisor(s) (until such paid leave is exhausted, at which time the non-exempt/hourly educational aides may voluntarily elect to perform work as requested and assigned by their supervisor(s) (e.g., contacting students telephonically or electronically from home during the week to provide assistance (in which case they would also be eligible for Emergency Leave Pay (and benefits)) or extend their leave, without pay (or benefits)). This Resolution shall be effective immediately upon adoption by the School Board and remain in effect at least until Department of Health Services Emergency Order #12 (Safer at Home Order) remains in effect (or until a superseding Order is issued), but potentially until the end of the 2019-2020 school year. After discussion, motion Stephens/Stephani to approve resolution #2 as presented. Roll call vote. Motion carried unanimously.

- iii. Resolution #3 (Food Service/Maintenance Employee Incentive): The School Board hereby provides the District's Administration with the discretion to authorize up to an additional Twelve and One-Half Percent (12.5%) of the regular wages (up to a total of One Hundred Twelve and One-Half Percent (112.5%) of the regular wages) be paid to Food Service and Maintenance Employees if they elect to perform work as requested and assigned by their supervisor(s) (e.g., preparing, packaging and delivering food for student meals). This Resolution shall be effective immediately upon adoption by the School Board and remain in effect at least until Department of Health Services Emergency Order #12 (Safer at Home Order) remains in effect (or until a superseding Order is issued). After discussion, motion Miller/Chisholm to approve resolution #3 as presented. Roll call vote. In favor: Stephani, Holland, Hooker, Miller, Chisholm, Alger. Opposed: Stephens. Motion carries.

2. Motion Alger/Stephens to adjourn. Roll call vote. Motion carried unanimously.

Date: _____

President's Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Learning Session
Wednesday, April 8, 2020

5:00 P.M. Board of Education Meeting

IMC

CALL TO ORDER:

1. Roll Call at 5:00 PM: Virtual attendance by Hooker, Alger, Stephani, Chisholm, Holland, Stephens & Jennerjohn. On-site attendance by Miller. Hougaard excused (joining later). Also present was Superintendent Tjernagel (on-site) and virtual attendance by Holtz, Sanderson, Nickel, Smejkal, O’Handley & Smullen.
2. **Motion:** Alger/Holland to adopt the agenda. Roll call vote. Motion carried unanimously.

AGENDA AND DISCUSSION

1. Remote and Virtual Learning Update: Information presented (5:05 PM-5:48 PM). It was noted that Jennerjohn rejoined at 5:10 PM. Hougaard joined meeting virtually at 5:12 PM. At 5:35 PM Hougaard dropped off. Hougaard rejoined at 5:36 PM. At 5:44 PM Hougaard dropped off. At 5:45 PM Hougaard rejoined.
2. Annual Professional Staff Compensation Review Update: Information presented (5:48 PM-7:06 PM).
3. Election Update: Information presented (7:06 PM-7:08 PM).
4. Upcoming Board Meeting Calendar Update: Information presented (7:08 PM-7:22 PM).
5. Motion: Stephens/Chisholm to adjourn at 7:22 PM. Roll call vote. Motion carried unanimously.

Date: _____

President’s Signature: _____

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 03/03/2020 | 99299 | R | 100.00 | 98 L 000 000 811677 000 | AMERIPRISE FINANCIAL | PRD ID 102503; M ROSE XXX-XX-2793 |
| 03/03/2020 | 99300 | R | 277.45 | 98 L 000 000 811680 000 | AMERICOLLECT INC | CASE #19SC177 |
| 03/03/2020 | 99301 | R | 5.00 | 98 L 000 000 811671 000 | AXA EQUITABLE | J Schopf \$5 |
| 03/03/2020 | 99302 | R | 271.79 | 98 L 000 000 811680 000 | GURSTEL LAW FIRM PC | Case No. 12-CV-224; File #802986 |
| 03/03/2020 | 99303 | R | 430.00 | 98 L 000 000 811660 000 | SB LUNCH PROGRAM | Payroll accrual |
| 03/05/2020 | 192000254 | A | 44.85 | 50 E 800 411 257000 000 | GORDON, KONNIE | 2/13/2020 pretzels for school lunch |
| 03/05/2020 | 192000255 | A | 75.00 | 10 E 800 310 162000 000 | KEY, JOHN | BBB Official vs Algoma |
| 03/05/2020 | 192000256 | A | 60.00 | 10 E 800 310 162000 000 | LUDERS, MATTHEW | JV1 BBB vs Algoma Official |
| 03/05/2020 | 192000257 | A | 75.00 | 10 E 800 310 162000 000 | MARQUARDT, TYLER | BBB Official vs Algoma |
| 03/05/2020 | 192000258 | A | 70.00 | 10 E 800 310 162000 000 | MEIKLE, TODD | BBB regional vs New Holstein |
| 03/05/2020 | 192000259 | A | 40.00 | 10 E 400 310 213204 000 | O'HANDLEY, JENNIFER | 2/18/2020-2/20/2020 Parking while at Wisconsin School Counselor Association Conference in Madison |
| 03/05/2020 | 192000259 | A | 199.38 | 80 E 800 411 310000 000 | O'HANDLEY, JENNIFER | 1/5/2020-2/22/2020 Supplies for Community cooking class |
| 03/05/2020 | 192000260 | A | 114.61 | 50 E 800 342 257900 000 | PETERSON, DARLENE | 11/1/2019-12/31/2019 Mileage to SB Head Start and St. John Bosco delivering bfast and lunch to SBHS and serving lunch to SJB. Nov. 2019 - 124.8 miles Dec. 2019 - 72.8 miles TOTAL MILES - 197.6 miles Please let me know you received both Nov. and Dec. sheets. |
| 03/05/2020 | 192000261 | A | 106.67 | 10 E 800 310 162000 000 | ROEDEL, RICHARD | BBB Regional Official vs New Holstein |
| 03/05/2020 | 192000262 | A | 106.67 | 10 E 800 310 162000 000 | SCHWARZ, JEFFREY | BBB Regional Official vs New Holstein |
| 03/05/2020 | 192000263 | A | 106.67 | 10 E 800 310 162000 000 | SCHWARZ, RICHARD | BBB Regional vs New Holstein |
| 03/05/2020 | 192000264 | A | 60.00 | 10 E 800 310 162000 000 | SYMONS, PHIL | JV1 BBB Official vs Algoma |
| 03/13/2020 | 99304 | R | 578.44 | 10 E 800 355 263300 000 | CELLCOM WISCONSIN RS | Account Number 003-00319495 Monthly Charges |
| 03/13/2020 | 99305 | R | 2,412.85 | 10 E 800 331 253300 000 | CENTERPOINT ENERGY | Customer ID: 34642 |
| 03/13/2020 | 99306 | R | 289.78 | 10 E 800 355 263300 000 | CHARTER COMMUNICATIO | Account# 8245 11 120 0173238 Charges for 3/18/20 |
| 03/13/2020 | 99307 | R | 2,500.00 | 10 E 800 480 295000 000 | COMPUTER DISCOUNT WA | Renewing the Adobe software 2-7-2020 to 2021 |
| 03/13/2020 | 99308 | R | 84.69 | 10 E 400 310 241000 000 | DOOR COUNTY TREASURE | Security for Sadie Hawkins Dance 2/1/20 |
| 03/13/2020 | 99309 | R | 126.50 | 10 E 140 411 114000 000 | HEINEMANN | Account# 2STRUGEON - Classroom curriculum supplies |
| 03/13/2020 | 99310 | R | 601.05 | 10 E 400 551 136431 000 | LINDSAY MACHINERY, I | Timesaver Model 1311-13-1 Single Head, 37" wide, Widebelt Sander for HS Tech Ed final payment |
| 03/13/2020 | 99310 | R | 684.50 | 21 E 010 449 160999 000 | LINDSAY MACHINERY, I | Timesaver Model 1311-13-1 Single Head, 37" wide, Widebelt Sander for HS Tech Ed final payment |
| 03/13/2020 | 99311 | R | 227.82 | 10 E 800 324 253000 000 | MIKE'S AUTOMOTIVE LL | Repairs to 2007 Dodge Caravan |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 03/13/2020 | 99311 | R | 25.45 | 10 E 800 324 253000 000 | MIKE'S AUTOMOTIVE LL | Repairs to 2012 Dodge Caravan |
| 03/13/2020 | 99312 | R | 136.00 | 10 E 800 370 213200 000 | PSAT/NMSQT | Customer# A1502220 |
| 03/13/2020 | 99313 | R | 500.00 | 10 E 800 411 231000 000 | STURGEON BAY VISITOR | Gift certificates |
| 03/13/2020 | 99314 | R | 3,150.00 | 10 E 800 324 253000 000 | SPECIALTY ENGINEERIN | Plans and Specs for Sturgeon Bay School District |
| 03/13/2020 | 99315 | R | 2,376.00 | 10 E 800 310 231500 000 | STRANG PATTESON ATTO | Legal Services Rendered 1/14/20-1/31/20 Matter Number: 05020.00001 |
| 03/13/2020 | 99316 | R | 1,823.80 | 10 E 800 354 258000 000 | US BANK EQUIPMENT FI | Customer Account #: 1268355 |
| 03/13/2020 | 99317 | R | 192.00 | 21 E 200 310 161934 000 | UWSP - CWES | Payment for 57 participants 2/13/20 & 2/14/20 |
| 03/13/2020 | 99317 | R | 3,060.00 | 21 E 200 310 161927 000 | UWSP - CWES | Payment for 57 participants 2/13/20 & 2/14/20 |
| 03/13/2020 | 99318 | R | 331.02 | 10 E 800 290 292000 000 | VANDERVELDEN, KATHLE | Reimbursement for insurance payment |
| 03/13/2020 | 99319 | R | 2,244.00 | 50 E 800 324 257220 000 | WORDWARE INC | Annual Support 7/1/2020-6/30/2021 |
| 03/16/2020 | 99322 | R | 100.00 | 98 L 000 000 811677 000 | AMERIPRISE FINANCIAL | PRD ID 102503; M ROSE XXX-XX-2793 |
| 03/16/2020 | 99323 | R | 277.45 | 98 L 000 000 811680 000 | AMERICOLLECT INC | CASE #19SC177 |
| 03/16/2020 | 99324 | R | 5.00 | 98 L 000 000 811671 000 | AXA EQUITABLE | J Schopf \$5 |
| 03/16/2020 | 99325 | R | 53.00 | 98 L 000 000 811690 000 | CROSSROADS AT BIG CR | Employee Donations |
| 03/16/2020 | 99325 | R | 53.00 | 98 L 000 000 811690 000 | CROSSROADS AT BIG CR | Employee Donations |
| 03/16/2020 | 99326 | R | 244.97 | 98 L 000 000 811680 000 | GURSTEL LAW FIRM PC | Case No. 12-CV-224; File #802986 |
| 03/16/2020 | 99327 | R | 430.00 | 98 L 000 000 811660 000 | SB LUNCH PROGRAM | Payroll accrual |
| 03/16/2020 | 99328 | R | 233.00 | 98 L 000 000 811690 000 | UNITED WAY | Employee Donations |
| 03/24/2020 | 99329 | R | 3,624.32 | 98 L 000 000 811634 000 | MADISON NATIONAL LIF | Group Life - Bill #1386293 |
| 03/24/2020 | 99330 | R | 581.85 | 98 L 000 000 811639 000 | MADISON NATIONAL LIF | Short-Term Disability Ins. - Bill #1386295 |
| 03/24/2020 | 99330 | R | 3,045.34 | 98 L 000 000 811635 000 | MADISON NATIONAL LIF | LTD Insurance - Bill #1386295 |
| 03/24/2020 | 99330 | R | 605.54 | 98 L 000 000 811639 000 | MADISON NATIONAL LIF | Short-Term Disability Ins. - Bill #1386295 |
| 03/24/2020 | 99331 | R | 216.23 | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Voluntary Life - 18 Pay - Bill #1386290 |
| 03/24/2020 | 99331 | R | 218.90 | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Voluntary Life - 24 Pay - Bill #1386288 |
| 03/24/2020 | 99331 | R | 216.23 | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Voluntary Life - 18 Pay - Bill #1386290 |
| 03/24/2020 | 99331 | R | 227.54 | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Voluntary Life - 24 Pay - Bill #1386288 |
| 03/24/2020 | 99332 | R | 422.36 | 98 L 000 000 811646 000 | UNITEDHEALTHCARE SPE | 303472; Accident Insurance |
| 03/24/2020 | 99332 | R | 415.52 | 98 L 000 000 811648 000 | UNITEDHEALTHCARE SPE | 303472; Critical Illness Ins. |
| 03/24/2020 | 99332 | R | 422.36 | 98 L 000 000 811646 000 | UNITEDHEALTHCARE SPE | 303472; Accident Insurance |
| 03/24/2020 | 99332 | R | 415.51 | 98 L 000 000 811648 000 | UNITEDHEALTHCARE SPE | 303472; Critical Illness Ins. |
| 03/25/2020 | 99333 | R | 45.54 | 10 E 800 324 253000 000 | ADVANCED DISPOSAL | Trash Removal |
| 03/25/2020 | 99334 | R | 669.70 | 10 E 800 411 253000 000 | CULLIGAN SERVICE | Account number 8566801- February Billing |
| 03/25/2020 | 99335 | R | 2,565.67 | 10 E 800 348 256510 000 | DOOR COUNTY COOPERAT | Customer number: 784909- February Balance |
| 03/25/2020 | 99336 | R | 263.74 | 10 E 800 411 253000 000 | DOOR COUNTY HARDWARE | February Billing |
| 03/25/2020 | 99337 | R | 1,250.59 | 10 E 800 411 253000 000 | DOOR COUNTY TREASURE | Snow Plowing and Removal- Salt Picked Up |
| 03/25/2020 | 99338 | R | 126.00 | 10 E 100 411 110000 651 | HACHETTE BOOK GROUP | Nathan Hale books |
| 03/25/2020 | 99339 | R | 29.99 | 10 E 800 411 162000 000 | HEATER SPORTS & TREN | Athletic supply- baseball |
| 03/25/2020 | 99340 | R | 75.96 | 10 E 200 450 125500 000 | HEID MUSIC CO | MS band supply- reeds |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|-----------|-------------------------|----------------------|--|
| 03/25/2020 | 99340 | R | 119.00 | 10 E 200 411 125500 000 | HEID MUSIC CO | MS band supply |
| 03/25/2020 | 99340 | R | 109.99 | 10 E 200 411 125500 000 | HEID MUSIC CO | MS band supply- stand |
| 03/25/2020 | 99340 | R | 32.55 | 10 E 800 310 125000 000 | HEID MUSIC CO | MS band supply and repair |
| 03/25/2020 | 99340 | R | 41.98 | 10 E 200 450 125500 000 | HEID MUSIC CO | MS band supply- reeds |
| 03/25/2020 | 99341 | R | 50.00 | 10 E 800 411 239000 000 | HOHLFELDER, DARLENE | Memorial- Stepfather |
| 03/25/2020 | 99342 | R | 7.65 | 10 E 800 342 239000 000 | JANDRIN, KASEE | Jury Duty- Mileage reimbursement |
| 03/25/2020 | 99343 | R | 324.99 | 10 E 200 411 125400 000 | J W PEPPER & SON INC | MS Choir Music |
| 03/25/2020 | 99343 | R | 90.00 | 10 E 200 411 125400 000 | J W PEPPER & SON INC | MS Choir Music |
| 03/25/2020 | 99343 | R | 188.50 | 10 E 200 411 125400 000 | J W PEPPER & SON INC | MS Choir Music |
| 03/25/2020 | 99343 | R | 45.00 | 10 E 200 411 125400 000 | J W PEPPER & SON INC | MS Choir Music |
| 03/25/2020 | 99343 | R | 12.50 | 10 E 200 411 125400 000 | J W PEPPER & SON INC | MS Choir Music |
| 03/25/2020 | 99344 | R | 2,952.85 | 10 E 800 310 256270 000 | KOBUSSEN BUSES LTD | February bus usage |
| 03/25/2020 | 99344 | R | 3,647.23 | 10 E 800 310 256240 000 | KOBUSSEN BUSES LTD | February bus usage |
| 03/25/2020 | 99344 | R | 890.00 | 80 E 800 310 256290 000 | KOBUSSEN BUSES LTD | February bus usage |
| 03/25/2020 | 99344 | R | 37,554.12 | 10 E 800 310 256210 000 | KOBUSSEN BUSES LTD | February bus usage |
| 03/25/2020 | 99344 | R | 1,955.75 | 27 E 800 341 256750 011 | KOBUSSEN BUSES LTD | February bus usage |
| 03/25/2020 | 99345 | R | 5.10 | 10 E 800 342 239000 000 | MANKE, JENNIFER | Jury Duty- Mileage reimbursement |
| 03/25/2020 | 99346 | R | 111.84 | 21 E 200 411 161934 000 | PEPSI-COLA OF GREEN | TJ Walker MS vending |
| 03/25/2020 | 99347 | R | 1,268.24 | 10 E 800 411 253000 000 | PIKE SYSTEMS INC | Customer account: STUBAY - Sanitation supplies |
| 03/25/2020 | 99348 | R | 40.00 | 10 E 800 480 162000 000 | RSCHOOL TODAY | Integration Renewal |
| 03/25/2020 | 99348 | R | 3,300.00 | 10 E 800 480 162000 000 | RSCHOOL TODAY | rWorkOrder Renewal, Facilities Scheduler Renewal |
| 03/25/2020 | 99349 | R | 12,533.18 | 10 E 800 336 253300 000 | STURGEON BAY UTILITI | February Districtwide Utilities |
| 03/25/2020 | 99349 | R | 1,356.24 | 10 E 800 337 253300 000 | STURGEON BAY UTILITI | February Districtwide Utilities |
| 03/25/2020 | 99349 | R | 925.72 | 10 E 800 338 253300 000 | STURGEON BAY UTILITI | February Districtwide Utilities |
| 03/25/2020 | 99349 | R | 25.30 | 10 E 800 339 253300 000 | STURGEON BAY UTILITI | February Districtwide Utilities |
| 03/25/2020 | 99350 | R | 1,487.72 | 10 E 800 353 258000 000 | THE MAIL HAUS INC | Custom printing and mailing-surveys |
| 03/25/2020 | 99351 | R | 6.32 | 10 E 800 353 258000 000 | UNITED PARCEL SERVIC | Shipper# 586902- shipping services billing |
| 03/25/2020 | 99352 | R | 186.66 | 10 E 800 411 253000 000 | VIKING ELECTRIC SUPP | Maintenance supply |
| 03/25/2020 | 99353 | R | 700.69 | 10 E 800 331 253300 000 | WISCONSIN PUBLIC SER | Account number 0401972111-00005 02/01/2020-02/29/20 |
| 03/25/2020 | 99355 | R | 44.81 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Printer cartridges HS |
| 03/25/2020 | 99355 | R | 44.81 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Printer cartridges SS |
| 03/25/2020 | 99355 | R | 79.83 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Printer cartridges SR |
| 03/25/2020 | 99355 | R | 79.83 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Printer cartridges SW |
| 03/25/2020 | 99355 | R | 44.81 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Printer cartridges SW |
| 03/25/2020 | 99355 | R | 2,728.29 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Account number GB3909- Contract Invoice |
| 03/26/2020 | 192000265 | A | 315.60 | 72 L 100 000 164900 000 | BUESING, RIA | 2/1/2020-3/21/2020 Books ordered for 3,4,5 grade - For Read Across American. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 03/26/2020 | 99356 | R | 158.05 | 10 E 100 411 222200 000 | DEMCO | Library Supplies |
| 03/26/2020 | 99356 | R | 116.58 | 10 E 200 411 222200 000 | DEMCO | Library Supplies |
| 03/26/2020 | 99357 | R | 75.00 | 10 E 800 310 162000 000 | DIETZ, SHELLEY | BBB Official vs Algoma |
| 03/26/2020 | 99357 | R | 75.00 | 10 E 800 310 162000 000 | DIETZ, SHELLEY | BBB Official vs Algoma Please check this because I thought I submitted this earlier! |
| 03/26/2020 | 99358 | R | 750.00 | 10 E 100 480 221500 000 | DREAMBOX LEARNING | License Renewal- Dreambox Subscriptions |
| 03/26/2020 | 99359 | R | 230.78 | 10 E 400 450 126000 000 | FLINN SCIENTIFIC INC | Science Supplies |
| 03/26/2020 | 99359 | R | 262.87 | 10 E 400 411 126000 000 | FLINN SCIENTIFIC INC | Science Supplies |
| 03/26/2020 | 99359 | R | 447.59 | 10 E 400 449 126000 000 | FLINN SCIENTIFIC INC | Science Supplies |
| 03/26/2020 | 99359 | R | 96.03 | 10 E 400 449 126000 000 | FLINN SCIENTIFIC INC | Science Equipment |
| 03/26/2020 | 99361 | R | 561.61 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library Books-HS |
| 03/26/2020 | 99361 | R | 127.77 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library books-SR |
| 03/26/2020 | 99361 | R | 736.88 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library Books-Award Winners |
| 03/26/2020 | 99361 | R | 239.92 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library Books-SR Rev War People |
| 03/26/2020 | 99361 | R | 1,240.34 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library Books-SR Westward Expansion |
| 03/26/2020 | 99361 | R | 444.49 | 10 E 800 432 222200 031 | FOLLETT SCHOOL SOLUT | Library Books-MS |
| 03/26/2020 | 192000266 | A | 192.63 | 10 E 800 342 264400 000 | GORDON, KIM | 3/11/2020-3/12/2020 Attend WISE Data Conference on 3/12/20 in Wisconsin Dells |
| 03/26/2020 | 192000266 | A | 26.00 | 10 E 800 342 264400 000 | GORDON, KIM | 3/11/2020-3/12/2020 Attend WISE Data Conference on 3/12/20 in Wisconsin Dells |
| 03/26/2020 | 99362 | R | 47.98 | 10 E 400 411 125500 000 | HEID MUSIC CO | English horn reeds for musical |
| 03/26/2020 | 99362 | R | 17.00 | 10 E 800 310 125000 000 | HEID MUSIC CO | Bass clarinet repairs |
| 03/26/2020 | 99362 | R | 67.90 | 10 E 800 310 125000 000 | HEID MUSIC CO | Bass clarinet repairs |
| 03/26/2020 | 192000267 | A | 100.00 | 27 E 800 949 159100 341 | HEMMINGER, ERIN | 3/7/2020 Spec Ed License |
| 03/26/2020 | 99363 | R | 4.99 | 10 E 400 411 125500 000 | INSTRUMENTAL MUSIC C | repairs, supplies, solo ensemble music |
| 03/26/2020 | 99363 | R | 62.00 | 10 E 800 310 125000 000 | INSTRUMENTAL MUSIC C | repairs, supplies, solo ensemble music |
| 03/26/2020 | 99363 | R | 34.15 | 10 E 400 449 125500 000 | INSTRUMENTAL MUSIC C | equipment |
| 03/26/2020 | 99363 | R | 45.00 | 10 E 800 310 125000 000 | INSTRUMENTAL MUSIC C | equipment |
| 03/26/2020 | 99363 | R | 2.04 | 10 E 400 411 125500 000 | INSTRUMENTAL MUSIC C | Music book, repairs, |
| 03/26/2020 | 99363 | R | 3.91 | 10 E 800 310 125000 000 | INSTRUMENTAL MUSIC C | Music book, repairs, |
| 03/26/2020 | 99364 | R | 253.00 | 10 E 400 411 125400 000 | INSTRUMENTALIST AWAR | HS Band Awards |
| 03/26/2020 | 99365 | R | 921.08 | 10 E 110 411 110500 000 | LAKESHORE LEARNING M | Kindergarten Supplies |
| 03/26/2020 | 192000268 | A | 17.84 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy activities purchased |
| 03/26/2020 | 192000268 | A | 67.90 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy activities purchased |
| 03/26/2020 | 192000268 | A | 15.99 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|--------|-------------------------|----------------------|--|
| 03/26/2020 | 192000268 | A | 6.99 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 15.33 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 39.46 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 20.00 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 16.00 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 16.00 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 13.96 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 7.00 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 192000268 | A | 11.00 | 10 E 120 411 111000 000 | MAAS, CHRISTINE | activities purchased 12/1/2019-2/15/2020 Classroom supplies for morning tubs, holiday activities Math and literacy |
| 03/26/2020 | 99366 | R | 55.00 | 27 E 800 411 215200 341 | NCS PEARSON ASSESSME | BASC-3 Parent Rating Scales (PRS) - Adolescent 12-21 - Spanish |
| 03/26/2020 | 99366 | R | 98.00 | 27 E 800 411 215200 341 | NCS PEARSON ASSESSME | ABAS-3 Spanish Parent Form |
| 03/26/2020 | 192000269 | A | 123.66 | 72 L 400 000 166301 000 | NICKEL, ROBERT | 3/20/2020 Bakery for high school staff |
| 03/26/2020 | 99367 | R | 96.94 | 27 E 801 411 156603 347 | NORTHERN SPEECH SERV | Apraxia material Kaufman:What's in my doghouse? |
| 03/26/2020 | 99369 | R | 18.98 | 10 E 200 411 241000 000 | QUILL | MS office suppllies. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|---|
| 03/26/2020 | 99369 | R | 11.97 | 10 E 200 411 241000 000 | QUILL | MS office supplies |
| 03/26/2020 | 99369 | R | 197.77 | 10 E 400 411 241000 000 | QUILL | Office supplies |
| 03/26/2020 | 99369 | R | 26.55 | 10 E 400 411 241000 000 | QUILL | Office supplies |
| 03/26/2020 | 99369 | R | 42.70 | 10 E 200 411 241000 000 | QUILL | MS office supplies |
| 03/26/2020 | 99369 | R | 23.64 | 10 E 200 411 241000 000 | QUILL | MS office supplies |
| 03/26/2020 | 99369 | R | 117.09 | 10 E 200 411 241000 000 | QUILL | MS office supplies |
| 03/26/2020 | 99369 | R | 67.10 | 10 E 200 411 241000 000 | QUILL | MS office supplies |
| 03/26/2020 | 99370 | R | 43.00 | 10 E 200 411 143000 000 | REALITYWORKS | Need wristbands for my 2nd semester Health classes for electronic babies. |
| 03/26/2020 | 99371 | R | 387.53 | 72 L 400 000 162216 000 | RIDDELL/ALL AMERICAN | Boy soccer apparel |
| 03/26/2020 | 99371 | R | 536.00 | 72 L 400 000 162216 000 | RIDDELL/ALL AMERICAN | Boy soccer apparel |
| 03/26/2020 | 99371 | R | 414.79 | 10 E 800 411 162000 000 | RIDDELL/ALL AMERICAN | Athletic apparel |
| 03/26/2020 | 99371 | R | 69.95 | 10 E 800 411 162000 000 | RIDDELL/ALL AMERICAN | Athletic apparel |
| 03/26/2020 | 192000270 | A | 14.09 | 10 E 140 411 113000 000 | RUDDY, CHRISTEL | 3/5/2020-3/18/2020 3/5 receipt from Walmart: Crazy Eights Club Supplies (Toilet Paper Olympics) 3/18 receipt from TpT: Supplemental math supplies for third grade |
| 03/26/2020 | 192000270 | A | 59.94 | 10 E 140 411 113000 000 | RUDDY, CHRISTEL | 3/5/2020-3/18/2020 3/5 receipt from Walmart: Crazy Eights Club Supplies (Toilet Paper Olympics) 3/18 receipt from TpT: Supplemental math supplies for third grade |
| 03/26/2020 | 192000271 | A | 69.90 | 72 L 400 000 161950 000 | SCHARTNER, ROBERT | 2/16/2020-3/9/2020 fishing club gear totaling \$69.90 |
| 03/26/2020 | 99374 | R | 132.75 | 10 E 200 411 121000 000 | SCHOOL SPECIALTY INC | art supplies |
| 03/26/2020 | 99374 | R | 1,136.15 | 10 E 200 411 121000 000 | SCHOOL SPECIALTY INC | Art supplies |
| 03/26/2020 | 99374 | R | 510.15 | 10 E 200 450 121000 000 | SCHOOL SPECIALTY INC | Art supplies |
| 03/26/2020 | 99374 | R | -134.76 | 10 E 200 411 121000 000 | SCHOOL SPECIALTY INC | Art supplies |
| 03/26/2020 | 99374 | R | -60.51 | 10 E 200 450 121000 000 | SCHOOL SPECIALTY INC | Art supplies |
| 03/26/2020 | 99374 | R | 201.92 | 10 E 110 411 121000 000 | SCHOOL SPECIALTY INC | KINDERGARTEN ART SUPPLIES |
| 03/26/2020 | 99374 | R | -23.45 | 10 E 400 411 132000 000 | SCHOOL SPECIALTY INC | Credit for return |
| 03/26/2020 | 99374 | R | -15.43 | 10 E 800 416 214000 000 | SCHOOL SPECIALTY INC | Credit for return |
| 03/26/2020 | 99374 | R | 31.94 | 10 E 120 411 110000 000 | SCHOOL SPECIALTY INC | Birthday Pencils |
| 03/26/2020 | 99374 | R | 55.92 | 10 E 120 411 111000 000 | SCHOOL SPECIALTY INC | Classroom supplies |
| 03/26/2020 | 99374 | R | 18.28 | 10 E 120 411 111000 000 | SCHOOL SPECIALTY INC | Supplies |
| 03/26/2020 | 99374 | R | 143.48 | 10 E 110 411 241000 000 | SCHOOL SPECIALTY INC | Classroom timers |
| 03/26/2020 | 99374 | R | 71.14 | 10 E 110 411 110500 000 | SCHOOL SPECIALTY INC | sunset supplies |
| 03/26/2020 | 99374 | R | 819.93 | 10 E 100 411 121000 000 | SCHOOL SPECIALTY INC | Elem Art Supplies |
| 03/26/2020 | 99374 | R | 113.22 | 10 E 100 411 121000 000 | SCHOOL SPECIALTY INC | Elem Art Supplies |
| 03/26/2020 | 99374 | R | 14.34 | 10 E 100 411 121000 000 | SCHOOL SPECIALTY INC | Elem Art Supplies |
| 03/26/2020 | 99374 | R | 15.66 | 10 E 100 411 121000 000 | SCHOOL SPECIALTY INC | Elem Art Supplies |
| 03/26/2020 | 192000272 | A | 70.98 | 50 E 800 415 257240 000 | SPUDE, JENNIFER | 3/17/2020 bought milk due to supplier storage |
| 03/26/2020 | 99375 | R | 38.50 | 27 E 800 411 223300 341 | STAPLES ADVANTAGE | wall clock |
| 03/26/2020 | 99376 | R | 42.50 | 27 E 800 411 223300 341 | SUPER DUPER PUBLICAT | supplies for Linda Mirkes |
| 03/26/2020 | 99377 | R | 98.69 | 10 E 200 411 123000 000 | TEACHER'S DISCOVERY | Spanish Verb Bookmarks, Pencils, Incentives |
| 03/26/2020 | 192000273 | A | 60.72 | 10 E 800 342 232100 000 | TJERNAGEL, DANIEL | 3/6/2020 CESA 7 PAC Meeting mileage |
| 03/26/2020 | 192000274 | A | 12.84 | 21 E 400 411 161923 000 | WINKEL, JOAN | 2/13/2020 Reg Ed student council |
| 03/26/2020 | 192000274 | A | 13.00 | 21 E 400 411 161923 000 | WINKEL, JOAN | 3/11/2020 Student Council |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|-----------|-------------------------|----------------------|--|
| 03/31/2020 | 99383 | R | 350.00 | 10 E 200 310 241000 000 | ANDERSON, KARI | morning snack MS Watercolor workshop 3/4-3/6/2020 |
| 03/31/2020 | 99384 | R | 1,216.52 | 10 E 800 310 256270 000 | BABLER BUS SERVICE I | Charter Service from TJ Walker MS to Fireside Theater |
| 03/31/2020 | 99384 | R | 78.48 | 21 E 200 310 163902 000 | BABLER BUS SERVICE I | Charter Service from TJ Walker MS to Fireside Theater |
| 03/31/2020 | 99385 | R | 927.30 | 10 E 800 411 253000 000 | BELSON CO | January 2020 Maintenance Supplies |
| 03/31/2020 | 99386 | R | 533.58 | 10 E 800 355 263300 000 | CELLCOM WISCONSIN RS | Account Number 003-00319495 |
| 03/31/2020 | 99387 | R | 50.00 | 10 E 800 360 222200 031 | CENGAGE REMIT | GALE EBook annual hosting fee- Account# 253019 |
| 03/31/2020 | 99388 | R | 900.00 | 10 E 800 386 221300 000 | CESA 5 | Mathematics Conference: Reviewing Universal Mathematics Instruction |
| 03/31/2020 | 99393 | R | 525.00 | 10 E 800 310 239100 000 | CROSSFIT ARMATI | February and March Corporate Membership |
| 03/31/2020 | 99389 | R | 9,948.60 | 27 E 800 310 218100 011 | DOOR COUNTY MEDICAL | OT/PT December 2020 |
| 03/31/2020 | 99389 | R | 1,638.69 | 27 E 800 310 218200 011 | DOOR COUNTY MEDICAL | OT/PT December 2020 |
| 03/31/2020 | 99389 | R | 13,281.42 | 27 E 800 310 218100 011 | DOOR COUNTY MEDICAL | OT/PT January 2020 |
| 03/31/2020 | 99389 | R | 2,046.54 | 27 E 800 310 218200 011 | DOOR COUNTY MEDICAL | OT/PT January 2020 |
| 03/31/2020 | 99389 | R | 12,670.50 | 27 E 800 310 218100 011 | DOOR COUNTY MEDICAL | OT/PT February 2020 |
| 03/31/2020 | 99389 | R | 1,609.02 | 27 E 800 310 218200 011 | DOOR COUNTY MEDICAL | OT/PT February 2020 |
| 03/31/2020 | 99394 | R | 672.99 | 10 E 800 411 253000 000 | EAGLE MECHANICAL | Work Order# 10493, customer ID# 2904 |
| 03/31/2020 | 99395 | R | 298.00 | 50 E 800 324 257220 000 | ENGELS INC | Appliance repair |
| 03/31/2020 | 99396 | R | 1,190.80 | 10 E 800 310 231000 000 | EUA | Professional services through 2/26/2020 District-wide Improvements Project |
| 03/31/2020 | 99397 | R | 15.26 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts- Sunrise |
| 03/31/2020 | 99397 | R | 29.64 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts- Sawyer |
| 03/31/2020 | 99397 | R | 30.52 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts- Sunrise |
| 03/31/2020 | 99397 | R | 48.40 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts- Sunrise |
| 03/31/2020 | 99397 | R | 45.78 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts- Sunrise |
| 03/31/2020 | 99397 | R | -29.64 | 10 E 800 411 253000 000 | FERGUSON ENTERPRISES | Plumbing parts credit- Sawyer |
| 03/31/2020 | 99398 | R | 1,743.00 | 10 E 400 450 143000 000 | FLS BANNERS LTD | PE T-Shirt Order |
| 03/31/2020 | 192000275 | A | 4,666.67 | 10 E 800 480 252100 000 | FORECAST5 | 5Lab- License Agreement and Implementation Fee |
| 03/31/2020 | 99399 | R | 31.45 | 10 E 800 310 125000 000 | HEID MUSIC CO | repairs and reeds |
| 03/31/2020 | 99400 | R | 29.24 | 10 E 400 411 125400 000 | J W PEPPER & SON INC | Music TJW MS |
| 03/31/2020 | 99400 | R | 389.99 | 10 E 400 411 125500 000 | J W PEPPER & SON INC | Music SBHS |
| 03/31/2020 | 192000276 | A | 250.00 | 10 E 800 310 239000 000 | KAIN, ROBIN | 3/31/2020 childcare |
| 03/31/2020 | 192000277 | A | 58.06 | 07 A 000 000 711100 000 | KLAUBAUF, LAURA | 3/17/2020 purchased milk during a milk delivery shortage |
| 03/31/2020 | 99401 | R | 345.95 | 27 E 800 310 223300 019 | KYLES CONSULTING LLC | February Contracted Monthly Billing |
| 03/31/2020 | 192000278 | A | 221.38 | 10 E 800 342 264400 000 | NICKEL, MARY | 3/11/2020-3/13/2020 Mileage WISE Data Conference Wisconsin Dells |
| 03/31/2020 | 99390 | R | 962.50 | 50 E 800 415 257220 000 | PAN O GOLD | Account number 40014 |
| 03/31/2020 | 99402 | R | 112.48 | 10 E 800 411 253000 000 | PIKE SYSTEMS INC | January Sanitation Supplies |
| 03/31/2020 | 99403 | R | 4,026.53 | 50 E 800 415 257220 000 | PRAIRIE FARMS | MILK |
| 03/31/2020 | 99404 | R | 66.75 | 10 E 800 310 239000 000 | PREVEA HEALTH WORKME | Vaccines |
| 03/31/2020 | 99405 | R | 283.45 | 10 E 800 411 253000 000 | PROFESSIONAL SUPPLY | Maintenance Supply |
| 03/31/2020 | 99406 | R | 930.10 | 10 E 800 411 253000 000 | SAN-A-CARE INC | Maintenance Supply |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|---|
| 03/31/2020 | 99406 | R | 170.86 | 10 E 800 411 253000 000 | SAN-A-CARE INC | Maintenance Supply |
| 03/31/2020 | 99407 | R | 56.10 | 10 E 800 411 253000 000 | SHORE TO SHORE RENTA | Gas for Forklift |
| 03/31/2020 | 99408 | R | 112.50 | 10 E 800 941 239000 000 | STURGEON BAY BREAKFA | Quarterly Dues |
| 03/31/2020 | 99409 | R | 2,103.94 | 10 E 800 353 258000 000 | SUNSHINE HOUSE INC | Printing charges and postage |
| 03/31/2020 | 99409 | R | 180.00 | 27 E 800 370 436000 341 | SUNSHINE HOUSE INC | Student class materials |
| 03/31/2020 | 99409 | R | 180.00 | 27 E 800 370 436000 341 | SUNSHINE HOUSE INC | Student class materials |
| 03/31/2020 | 99410 | R | 131.25 | 50 E 800 324 257220 000 | TIP TOP CLEANERS | Ticket numbers 9222, 9234, 3251, 9282, 9303, 9353, 9367 |
| 03/31/2020 | 99411 | R | 110.72 | 50 E 800 415 257220 000 | WASEDA FARMS COUNTRY | Eggs |
| 03/31/2020 | 99411 | R | 27.68 | 50 E 800 415 257220 549 | WASEDA FARMS COUNTRY | Eggs |
| 03/31/2020 | 99411 | R | 163.86 | 50 E 800 415 257220 000 | WASEDA FARMS COUNTRY | Eggs and Meat |
| 03/31/2020 | 99411 | R | 215.56 | 50 E 800 415 257220 000 | WASEDA FARMS COUNTRY | Eggs and Meat |
| 03/31/2020 | 99412 | R | 182.00 | 10 E 800 310 239000 000 | WIS DRUG TESTING & C | BGC National Search- 13 (Feb 2020) |
| 03/31/2020 | 99413 | R | 127.85 | 10 E 800 351 239000 000 | WISCONSIN MEDIA | Account number 17600 |
| 03/04/2020 | 201900184 | W | 212.31 | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE | WEA Auto Insurance |
| 03/04/2020 | 201900184 | W | 35.63 | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE | WEA Home Owner's Ins |
| 03/04/2020 | 201900184 | W | 1,335.00 | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE | WEA Roth IRA |
| 03/04/2020 | 201900184 | W | 2,368.65 | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE | WEA Roth TSA |
| 03/04/2020 | 201900184 | W | 257.18 | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE | WEA Tax Sheltered Annuity (% calc) |
| 03/04/2020 | 201900184 | W | 4,140.00 | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE | WEA Tax Sheltered Annuity |
| 03/04/2020 | 201900186 | W | -265.43 | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE | WEA Auto Insurance |
| 03/04/2020 | 201900186 | W | -336.00 | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE | WEA Home Owner's Ins |
| 03/04/2020 | 201900185 | W | 835.00 | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions |
| 03/04/2020 | 201900185 | W | 240.00 | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Roth Employee Contributions |
| 03/06/2020 | 201900196 | W | 22.55 | 10 E 200 411 124500 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 306.73 | 50 E 800 415 257250 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 49.39 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 42.95 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 435.44 | 10 E 800 449 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 36.99 | 10 E 200 411 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 189.94 | 10 E 200 449 136000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 24.58 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 92.85 | 27 E 800 411 218101 341 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 31.97 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 27.99 | 27 E 800 411 218200 341 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 377.96 | 10 E 800 449 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 24.98 | 10 E 140 411 114000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 39.55 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|--------|-------------------------|----------------------|---------------------------------|
| 03/06/2020 | 201900196 | W | 111.93 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 18.86 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 6.01 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 8.51 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 7.60 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 28.92 | 10 E 800 432 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 312.30 | 10 E 800 411 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 248.00 | 10 E 800 411 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 496.00 | 10 E 800 411 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 114.26 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 3.99 | 10 E 800 411 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 49.39 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 32.00 | 10 E 800 411 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 33.09 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 30.98 | 10 E 400 411 136431 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 360.00 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 182.74 | 50 E 800 415 257250 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 77.52 | 10 E 100 411 125000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 29.99 | 27 E 800 480 158100 341 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 31.99 | 50 E 800 449 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 268.00 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 203.30 | 10 E 100 449 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 26.98 | 10 E 400 470 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 739.00 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 209.43 | 10 E 110 411 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 80.29 | 10 E 110 411 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 10.47 | 10 E 110 411 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 360.00 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|----------------------|---------------------------------|
| 03/06/2020 | 201900196 | W | 150.00 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 946.20 | 10 E 200 449 241000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 38.99 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 52.29 | 50 E 800 449 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 289.99 | 21 E 800 449 254300 609 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 97.93 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 39.95 | 50 E 800 415 257220 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 206.46 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 80.64 | 50 E 800 415 257220 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 57.52 | 50 E 800 411 257000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 641.51 | 10 E 800 449 253000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 28.00 | 10 E 800 480 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 13.98 | 10 E 800 480 295000 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 268.00 | 10 E 800 480 222200 031 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 35.24 | 10 E 110 411 110400 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900196 | W | 112.72 | 50 E 800 415 257220 000 | SYNCHRONY BANK/AMAZO | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 315.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 26.37 | 10 E 800 999 239000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 166.83 | 50 E 800 449 257000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 7.90 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 7.90 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 9.48 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 8.43 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 255.76 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 450.00 | 27 E 800 310 221300 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 118.69 | 10 E 100 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 99.48 | 10 E 100 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 1,106.45 | 10 E 400 411 122000 000 | US BANK | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|---------|---------------------------------|
| 03/06/2020 | 201900209 | W | 589.95 | 10 E 800 310 239000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 400.00 | 10 E 400 480 143000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 1,000.00 | 10 E 800 480 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 300.00 | 10 E 800 480 239000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 21 E 400 411 162105 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 21 E 400 411 162112 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 21 E 400 411 162205 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 21 E 400 411 162210 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 21 E 400 411 162225 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 442.02 | 10 E 800 353 258000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 98.00 | 27 E 800 435 156600 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 112.00 | 10 E 800 342 252100 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 430.00 | 10 E 800 342 252100 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 205.66 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 452.40 | 10 E 800 310 254300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 812.80 | 10 E 800 310 254300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 291.00 | 10 E 800 310 254300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 240.00 | 10 E 800 310 254300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 9.21 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 9.99 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 8.99 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 12.65 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 7.90 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 7.90 | 10 E 200 411 122200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 119.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 170.00 | 10 E 800 310 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 82.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 7.95 | 10 E 800 355 263300 000 | US BANK | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|--------|-------------------------|---------|---------------------------------|
| 03/06/2020 | 201900209 | W | 28.00 | 10 E 400 411 163300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 103.68 | 10 E 400 411 163300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | -0.88 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 54.88 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 9.36 | 10 E 110 411 110000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 16.44 | 10 E 110 415 110400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 36.69 | 10 E 110 411 110500 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 17.80 | 10 E 110 411 110400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 104.98 | 10 E 200 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 175.00 | 10 E 800 310 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 129.00 | 10 E 800 310 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 153.10 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 318.12 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 106.98 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 38.20 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 388.98 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 315.79 | 27 E 800 411 158100 341 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 450.24 | 10 E 800 411 253000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 314.21 | 10 E 100 411 125000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 109.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 78.13 | 10 E 400 411 136000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 21.40 | 10 E 400 411 136000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 769.89 | 10 E 400 449 121000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 170.00 | 10 E 800 310 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | -39.99 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 39.99 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 936.00 | 10 E 110 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 174.95 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|----------|-------------------------|---------|---------------------------------|
| 03/06/2020 | 201900209 | W | 34.00 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 12.49 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 32.38 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 37.99 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 36.56 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 28.00 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 36.96 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 44.91 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 18.38 | 10 E 400 411 136360 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 11.69 | 10 E 110 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 32.54 | 21 E 110 411 241000 631 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 104.48 | 10 E 400 411 163300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 385.00 | 10 E 800 310 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 2,400.00 | 21 E 200 310 163901 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 288.00 | 21 E 100 310 164900 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 119.75 | 10 E 400 411 136431 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 130.03 | 21 E 200 411 161939 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 22.71 | 10 E 400 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 22.72 | 10 E 800 411 239000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 14.92 | 10 E 200 411 126000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 31.84 | 10 E 200 411 126000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 175.00 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 195.00 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 9.94 | 10 E 200 450 135200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 79.00 | 10 E 800 342 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | -149.00 | 10 E 800 341 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 129.00 | 10 E 800 341 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 192.40 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|---------|-------------------------|---------|---------------------------------|
| 03/06/2020 | 201900209 | W | 228.63 | 10 E 800 341 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 149.00 | 10 E 800 341 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 129.00 | 10 E 800 341 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 15.50 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 136.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 52.48 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 38.37 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 100.00 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | -150.00 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 237.11 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | -14.55 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 13.79 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 14.55 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 118.71 | 21 E 200 411 161939 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 222.43 | 21 E 200 411 161939 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 94.19 | 10 E 400 411 163300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 16.00 | 10 E 400 411 126000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 15.00 | 10 E 200 450 135200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 157.98 | 10 E 200 449 135200 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 10.99 | 10 E 200 411 241000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 30.52 | 10 E 100 411 110000 644 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 19.05 | 10 E 140 411 110000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 96.89 | 10 E 140 411 110000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 50.00 | 10 E 800 411 239100 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 24.29 | 10 E 800 342 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 49.00 | 10 E 100 411 124000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 55.00 | 10 E 100 411 124000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 36.94 | 10 E 110 411 110000 000 | US BANK | Credit Card Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|------------|-------------------------|----------------------|---|
| 03/06/2020 | 201900209 | W | 54.91 | 10 E 110 415 110400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 103.30 | 27 E 801 411 152001 347 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 14.20 | 10 E 110 411 110000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 149.00 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 26.27 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 394.20 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 8.50 | 10 E 800 342 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 149.00 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 70.00 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 138.00 | 10 E 800 411 162000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 236.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 236.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 236.00 | 10 E 800 342 264400 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 144.00 | 10 E 800 310 221300 400 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 350.00 | 10 E 800 310 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 350.00 | 10 E 800 310 221300 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/06/2020 | 201900209 | W | 18.97 | 10 E 800 480 295000 000 | US BANK | Credit Card Payment AP Invoice. |
| 03/04/2020 | 201900187 | W | 265.43 | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE | WEA Auto Insurance |
| 03/04/2020 | 201900187 | W | 336.00 | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE | WEA Home Owner's Ins |
| 03/18/2020 | 201900194 | W | 79.26 | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE | WEA Auto Insurance |
| 03/18/2020 | 201900194 | W | 35.63 | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE | WEA Home Owner's Ins |
| 03/18/2020 | 201900194 | W | 1,110.00 | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE | WEA Roth IRA |
| 03/18/2020 | 201900194 | W | 2,368.65 | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE | WEA Roth TSA |
| 03/18/2020 | 201900194 | W | 257.18 | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE | WEA Tax Sheltered Annuity (% calc) |
| 03/18/2020 | 201900194 | W | 4,140.00 | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE | WEA Tax Sheltered Annuity |
| 03/18/2020 | 201900195 | W | 335.00 | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions |
| 03/18/2020 | 201900195 | W | 240.00 | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Roth Employee Contributions |
| 04/01/2020 | 201900198 | W | 21,749.13 | 98 L 000 000 811901 000 | DEAN HEALTH INC | April 2020 Health Insurance |
| 04/01/2020 | 201900198 | W | 115,433.68 | 98 L 000 000 811630 000 | DEAN HEALTH INC | April 2020 Health Insurance |
| 04/01/2020 | 201900198 | W | 18,151.68 | 10 E 800 290 292000 000 | DEAN HEALTH INC | April 2020 Health Insurance |
| 03/24/2020 | 201900197 | W | 264.19 | 10 E 800 290 292000 000 | DELTA DENTAL | Dental Insurance - Group #07514-000-00000-00008 |
| 04/01/2020 | 201900199 | W | 1,899.23 | 98 L 000 000 811902 000 | DELTA DENTAL | Dental Insurance - Group #07514-000-00000-00008 |
| 04/01/2020 | 201900200 | W | 13,407.27 | 98 L 000 000 811632 000 | DELTA DENTAL | Dental Insurance - Group #07514-000-00000-00008 |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER | VENDOR | INVOICE DESCRIPTION |
|------------|--------------|---------|------------|-------------------------|----------------------|--|
| 04/01/2020 | 201900201 | W | 971.13 | 98 L 000 000 811647 000 | UNITEDHEALTHCARE INS | Customer #0753044; Invoice #426000377951 - Bill Group #6 |
| 03/31/2020 | 201900208 | W | 17,552.25 | 50 E 800 415 257220 000 | GORDON FOOD SERVICE | MARCH FOOD |
| 03/31/2020 | 201900208 | W | 2,143.08 | 50 E 800 415 257240 000 | GORDON FOOD SERVICE | MARCH FOOD |
| 03/31/2020 | 201900208 | W | 2,364.41 | 50 E 800 415 257220 549 | GORDON FOOD SERVICE | MARCH FOOD |
| 03/31/2020 | 201900205 | W | 115,708.51 | 98 L 000 000 811611 000 | INTERNAL REVENUE SER | FED TAXES |
| 03/31/2020 | 201900205 | W | 57,703.60 | 98 L 000 000 811612 000 | INTERNAL REVENUE SER | FED TAXES |
| 03/31/2020 | 201900207 | W | 7,791.71 | 50 E 800 415 257250 000 | PEPSI-COLA OF GREEN | FOOD SERVICE DRINKS |
| 03/31/2020 | 201900204 | W | 32,444.84 | 98 L 000 000 811613 000 | WISCONSIN DEPARTMENT | STATE TAXES |
| 03/31/2020 | 201900206 | W | 69,703.46 | 98 L 000 000 811621 000 | WISCONSIN RETIREMENT | FEBRUARY RETIREMENT |
| 03/31/2020 | 201900206 | W | 29,490.04 | 98 L 000 000 811622 000 | WISCONSIN RETIREMENT | FEBRUARY RETIREMENT |
| | | | 749,633.39 | Totals for checks | | |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| 07 | GENERAL FIXED ASSETS | 58.06 | 0.00 | 0.00 | 58.06 |
| 10 | GENERAL FUND | 0.00 | 0.00 | 163,968.39 | 163,968.39 |
| 21 | SPECIAL REVENUE - GIFTS | 0.00 | 0.00 | 8,134.36 | 8,134.36 |
| 27 | SPECIAL EDUCATION | 0.00 | 0.00 | 45,694.80 | 45,694.80 |
| 50 | FOOD SERVICE FUND | 0.00 | 0.00 | 39,862.97 | 39,862.97 |
| 72 | TRUST FUNDS | 1,432.69 | 0.00 | 0.00 | 1,432.69 |
| 80 | COMMUNITY SERVICE FUND | 0.00 | 0.00 | 1,089.38 | 1,089.38 |
| 98 | PAYROLL CLEARING FUND | 489,392.74 | 0.00 | 0.00 | 489,392.74 |
| *** | Fund Summary Totals *** | 490,883.49 | 0.00 | 258,749.90 | 749,633.39 |

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

March 20, 2020

Dear Bob,

Here is the letter you didn't want to receive from day one of our time together. With Erin's placement for her residency practice in Waukesha, I will be following her and beginning a new educational adventure.

I have deeply valued my time in the Sturgeon Bay School District. Thank you for taking the time to acclimate me to a new environment and answer my many questions. In addition to your close support, thank you for also giving me space and freedom to pursue my educational philosophy and cultivate my own teaching personality in the classroom. I made plenty of mistakes along the way, but I learned way more than I would have had I not been given room to create and experiment. I will be a better teacher and member of the education community because of my time here.

I view life as a series of bridges to new places and people who will stay with me forever. I'm proud to have built a bridge here with you and the Sturgeon Bay community, and I look forward to finding time to cross back in the future.

I know you do not want to, but please accept my resignation effective at the end of the 2019-2020 school year. I wish you the best in finding a qualified candidate to fill my post, and I hope your final year as principal brings you more joy and happiness than headaches.

Sincerely,

Paul Glembocki



Daniel Tjernagel <dtjernagel@sbsdmail.net>

Fwd: Letter of Resignation

Mark Smullen <msmullen@sturbay.k12.wi.us>
To: Daniel Tjernagel <dtjernagel@sbsdmail.net>

Tue, Apr 7, 2020 at 9:16 AM

----- Forwarded message -----

From: **John McCaulley** <jmccaulley@sbsdmail.net>
Date: Thu, Mar 19, 2020 at 2:32 PM
Subject: Letter of Resignation
To: Mark Smullen <msmullen@sbsdmail.net>

Mark

I am writing to inform you that I will be resigning from my position as the middle school visual arts instructor at TJ Walker Middle School, effective the end of the 2019-2020 school year. I have accepted another position at another school district, teaching art at the high school level.

I have been honored to be part of this great school district and its amazing staff. I will truly miss it. The people I have met here and learned from will stay with me forever.

It is a very bittersweet time for me, but I am also excited to be starting a new journey in my life.

Thank you for all your support, guidance and friendship

--

John McCaulley

Visual Arts Instructor
TJ Walker Middle School
School District of Sturgeon Bay

Book: Policy Manual

Section: 6000 Finances

Title: FUND BALANCE

Code: po6235

Status: Active

Adopted: April 17, 2013

Last Revised: June 19, 2019

6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The fund balance shall be maintained at a level sufficient to minimize or avoid short term borrowing for cash flow purposes. Accordingly, the district will seek to maintain a Fund 10 fund balance of a minimum of fifteen percent (15%) of the prior year's General Fund expenditures for these purposes.

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and Business Manager. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and Business Manager. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund)
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund

The Board discourages the maintenance of unassigned fund balances.

If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Legal: Government Accounting Standards Board Statement 54

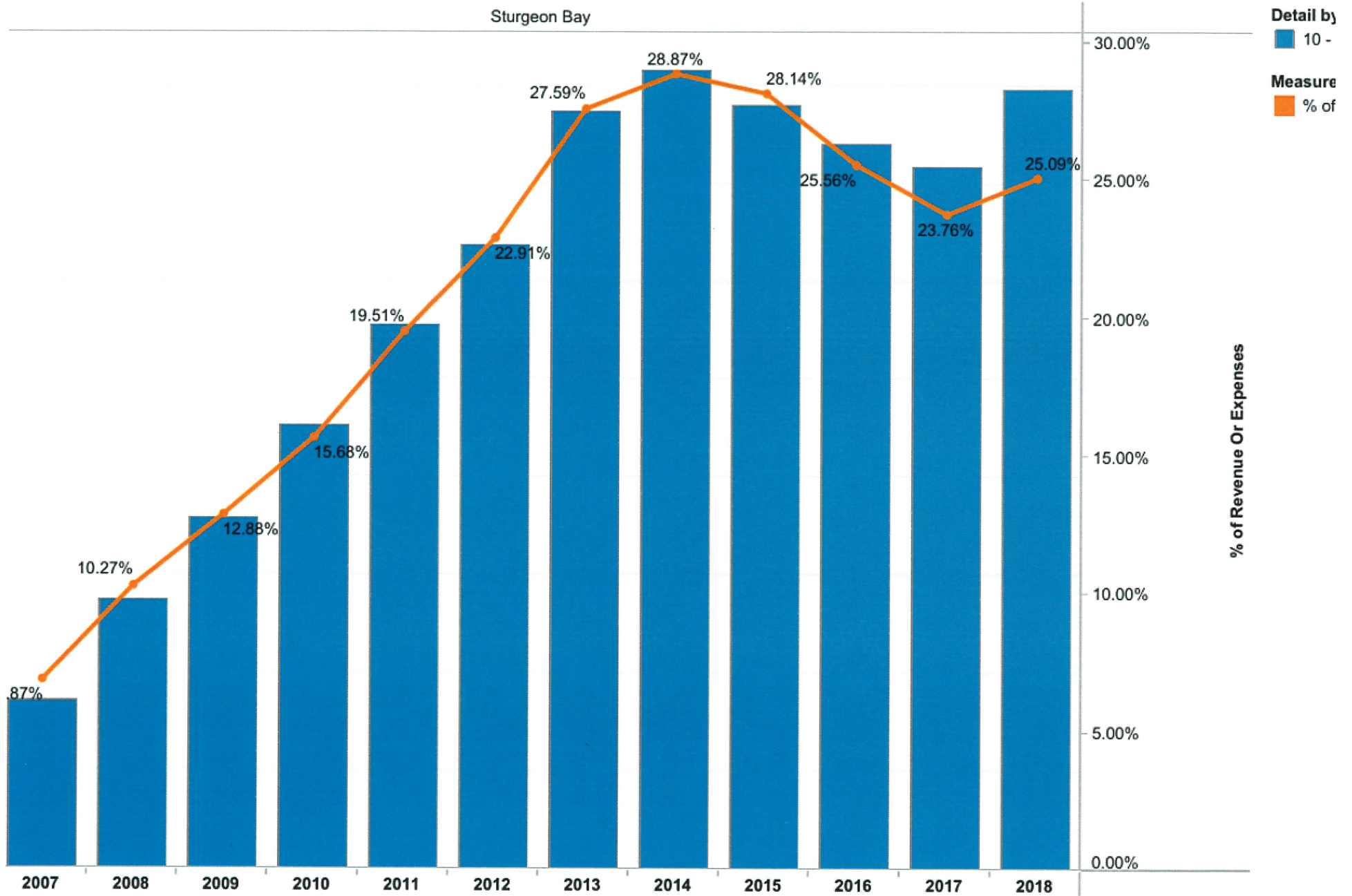
Last Modified by Valerie Lukens on February 24, 2020

Fund Balance by Fund and Percentage
Shown as a % of Revenue
District(s) - Sturgeon Bay

Source: AFR

NOTE: If all Fund Balance Types in a particular Fund are de-selected in the filter box,
the Revenue/Expenses from that fund will be excluded from the % calculation.

Sturgeon Bay



Book: Policy Manual

Section: 8000 Operations

Title: SCHOOL CALENDAR

Code: po8210

Status: Active

Adopted: April 17, 2013

Last Revised: March 18, 2015

8210 - SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes shall not begin prior to September 1st except when holding year-round school or when so authorized by the Department of Public Instruction.

The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and shall a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report.

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the Board shall determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time shall be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made up at the discretion of the Board of Education. [The loss of instructional days due to extenuating circumstances may be offset by remote and/or virtual learning.](#)

The District Administrator shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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Legal

115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.

Last Modified by Valerie Lukens on February 24, 2020

FY 2020 CUSTOMIZABLE INTERNAL CONNECTIONS PROPOSAL
 AND INTERIM CONTRACT

| | |
|-------------------|-----------|
| DATE: | 3/17/2020 |
| ESTBY: | |
| EST: | |
| Service Location: | |
| EDU Number: | |

| | |
|-----------------------------|--------------|
| SUMMARY: | |
| Total Proposal Amount: | \$ 1,200,000 |
| E-Rate Discount Percentage: | - |
| Billed Entry Share: | \$ - |
| E-Rate Share: | \$ - |

Please find unit pricing for all of our offerings below. To obtain your complete proposal amount, simply modify your e-rate discount percentage and the quantity for any desired items in the highlighted fields, and the spreadsheet will calculate all dollar amounts. If you would like a quote for something not listed, please send us an email.

| DEVICE TYPE | Brand | Model | Specifications | Unit Price | Quantity | Extended Price | |
|----------------|---------------|--|--|--|--------------|----------------|--------------|
| Switches | Netgear | GS1224P | 24 port Gigabit Layer 2 POE+ w/Anchored SFP | \$ 857.97 | 5 | \$ 4,289.85 | |
| | Netgear | GS727P V2 | 48 port Gigabit Layer 3 POE+ (380W) with 4Gigabit SFP | \$ 792.96 | 5 | \$ 3,964.80 | |
| | Netgear | GS748T | 48 port Gigabit Layer 3 (no POE) with 2Gigabit SFP and 2xcombo Gigabit SFP | \$ 514.66 | 5 | \$ 2,573.30 | |
| | Netgear | GS538 | 8 Port Gigabit Ethernet Unmanaged Switch, Plug-and-play | \$ 64.66 | 5 | \$ 323.30 | |
| | Ubiquiti | ES-24-500W | 24 port Gigabit Layer 3 POE+ (500W) w/2Gigabit SFP | \$ 1,023.85 | 5 | \$ 5,119.25 | |
| | Ubiquiti | US-24-500W | 24 port Gigabit Layer 3 POE+ (500W) w/2Gigabit SFP | \$ 973.63 | 5 | \$ 4,868.15 | |
| | Ubiquiti | ES-24-LITE | 24 port Gigabit Layer 3 (no POE) w/2Gigabit SFP | \$ 374.22 | 5 | \$ 1,871.10 | |
| | Ubiquiti | ES-48-500W | 48 port Gigabit Layer3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP | \$ 1,435.76 | 5 | \$ 7,178.80 | |
| | Ubiquiti | US-48-500W | 48 port Gigabit Layer3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP | \$ 1,513.80 | 5 | \$ 7,569.00 | |
| | Ubiquiti | USW-PRO-48-POE | 48 Port Gigabit Managed PoE Network Switch with SFP | \$ 1,428.70 | 5 | \$ 7,143.50 | |
| | Ubiquiti | ES-48-LITE | 48 port Gigabit Layer 3 (no POE) w/2x10Gb SFP+ and 2xSFP | \$ 727.31 | 5 | \$ 3,636.55 | |
| | Cisco | WS-C2960-24PS-L | Cisco Catalyst 2960-24PS-L 24-Port Gigabit Ethernet Switch | \$ 5,848.87 | 5 | \$ 29,244.35 | |
| | Cisco | WS-C2950-48PS-L | Cisco Catalyst 2950-48PS-L switch - 48 ports - managed - rack-mountable | \$ 4,038.96 | 5 | \$ 20,194.80 | |
| | Cisco | C2960X-STACK | Cisco FlexStack Plus Network Stacking Module for Catalyst 2960X-24 | \$ 11,900.20 | 5 | \$ 59,501.00 | |
| | Cisco | CMB-STE-E-1M | Cisco StackWise Plus - stacking cable - 3.1ft | \$ 138.00 | 5 | \$ 690.00 | |
| | Cisco Meraki | MS225-48LP-HW | Cisco Meraki Cloud Managed MS225-48FP - switch - 48 ports - managed | \$ 5,533.03 | 5 | \$ 27,665.15 | |
| | Cisco Meraki | LIC-MS225-48LP-3YR | Cisco Meraki Enterprise - subscription license (3 year) | \$ 332.06 | 5 | \$ 1,660.30 | |
| | Cisco Meraki | MS350-48HP-HW | Cisco Meraki Cloud Managed MS350-48FP - switch - 48 ports - managed | \$ 3,309.74 | 5 | \$ 16,548.70 | |
| | Cisco Meraki | LIC-MS350-48FP-3YR | Cisco Meraki Enterprise - subscription license (3 year) | \$ 548.11 | 5 | \$ 2,740.55 | |
| | Cisco Meraki | LIC-MS350-48FP-5YR | Cisco Meraki Enterprise - subscription license (5 years) | \$ 1,096.20 | 5 | \$ 5,481.00 | |
| | Cisco Meraki | LIC-MS350-48FP-10YR | Cisco Meraki Enterprise - subscription license (10 years) | \$ 1,844.31 | 5 | \$ 9,221.55 | |
| | Cisco Meraki | LIC-MS350-48FP-10YR | Cisco Meraki Enterprise - subscription license (10 years) | \$ 2,160.41 | 5 | \$ 10,802.05 | |
| | Cisco Meraki | MS350-48H-HW | Cisco Meraki MS350 48-Port 3 Fixed Managed Switch | \$ 13,442.52 | 5 | \$ 67,212.60 | |
| | Cisco Meraki | LIC-MS350-48H-3YR | Cisco Meraki Enterprise - subscription license (3 year) | \$ 808.15 | 5 | \$ 4,040.75 | |
| | Cisco Meraki | MA-PWR-1025WAC | Cisco Meraki - power adapter - 1025 Watt | \$ 1,450.27 | 5 | \$ 7,251.35 | |
| | Cisco Meraki | MA-SFP-10GB-SR | Cisco Meraki - SFP+ transceiver module - 10 GbE | \$ 798.15 | 5 | \$ 3,990.75 | |
| | Wireless | Netgear | WAC120 | 802.11ac Wave 2 Dual Band | \$ 125.37 | 5 | \$ 626.85 |
| | | Netgear | WAC140 | 4x4 Dual Band Wireless-AC | \$ 395.02 | 5 | \$ 1,975.10 |
| | | Netgear | WC9500 | Wireless Access Point Controller, 10GbE, 1U | \$ 4,937.11 | 5 | \$ 24,685.55 |
| | | Netgear | WC9549P-10000S | License for 50 Watts for WC9500 controller | \$ 1,083.89 | 5 | \$ 5,419.45 |
| | | Ubiquiti | UAP-AC-LITE-US | 802.11ac Dual Radio Access Points | \$ 102.15 | 5 | \$ 510.75 |
| | | Ubiquiti | UAP-AC-LR-US | 802.11ac Long Range | \$ 199.49 | 5 | \$ 997.45 |
| | | Ubiquiti | UAP-nanoHD-US | Ubiquiti nanoHD 802.11ac MIMO 802.11ac Wave 2 Access Point | \$ 212.70 | 5 | \$ 1,063.50 |
| | | Ubiquiti | UAP-AC-HD-US | 802.11ac Wave 2 Dual Band | \$ 580.84 | 5 | \$ 2,904.20 |
| | | Ubiquiti | UBIUPRODUS | 802.11ac Wave 2 Dual Band High Capacity | \$ 347.53 | 5 | \$ 1,737.65 |
| | | Ubiquiti | UBW-VG | Ubiquiti UniFi Bandwidth VG | \$ 1,709.50 | 5 | \$ 8,547.50 |
| | | Ubiquiti | UCC-Q2-PLUS | Ubiquiti UniFi Cloud Key Gen2 Plus | \$ 381.36 | 5 | \$ 1,906.80 |
| | | Cisco | C9130AX-K8-EDU | Cisco Catalyst 9130AX-K8 wireless access point | \$ 998.19 | 5 | \$ 4,990.95 |
| | | Cisco | C9130AX-K8-EDU | Cisco Catalyst 9130AX-K8 wireless access point | \$ 1,592.29 | 5 | \$ 7,961.45 |
| | | Cisco | EDU-DNA-1-3Y | Digital Network Architecture Essentials - Term License (3 years) - 1 license | \$ 162.44 | 5 | \$ 812.20 |
| Cisco | | EDU-DNA-1-5Y | Digital Network Architecture Essentials - Term License (5 years) - 1 license | \$ 278.45 | 5 | \$ 1,392.25 | |
| Cisco Meraki | | MR83-HW | Cisco Meraki MR83 Cloud Managed - wireless access point | \$ 519.30 | 5 | \$ 2,596.50 | |
| Cisco Meraki | | MR82-HW | Cisco Meraki MR82 Cloud Managed - wireless access point | \$ 879.36 | 5 | \$ 4,396.80 | |
| Cisco Meraki | | MR82-HW | Cisco Meraki MR82 Cloud Managed - wireless access point | \$ 1,119.40 | 5 | \$ 5,597.00 | |
| Cisco Meraki | | MR83-HW | Cisco Meraki MR83 Cloud Managed - wireless access point | \$ 1,359.45 | 5 | \$ 6,797.25 | |
| Cisco Meraki | | MR84-HW | Cisco Meraki MR84 Cloud Managed - wireless access point | \$ 1,919.55 | 5 | \$ 9,597.75 | |
| Cisco Meraki | | LIC-ENT-1YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (1 year) | \$ 120.02 | 5 | \$ 600.10 | |
| Cisco Meraki | | LIC-ENT-3YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (3 years) | \$ 240.05 | 5 | \$ 1,200.25 | |
| Cisco Meraki | | LIC-ENT-5YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (5 years) | \$ 360.06 | 5 | \$ 1,800.30 | |
| Cisco Meraki | | LIC-ENT-10YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (10 years) | \$ 720.14 | 5 | \$ 3,600.70 | |
| HPE Aruba | | JX950A | HPE Aruba Instant IAP-305 (US) FIPS/ATA - wireless access point | \$ 831.97 | 5 | \$ 4,159.85 | |
| HPE Aruba | | JB813A | HPE Aruba Instant IAP-313 (US) - Wireless Access Point | \$ 973.51 | 5 | \$ 4,867.55 | |
| HPE Aruba | | JX990A | HPE Aruba Power Adapter - 30 Watt | \$ 65.43 | 5 | \$ 327.15 | |
| Firewall | | Juniper | SRX340 | Security Appliance, 18 port, 6GbE (no additional licensing/security suites included) | \$ 1,808.11 | 5 | \$ 9,040.55 |
| | | Sonnetwall | T200 | Security Appliances, 1 port, 6GbE (no additional licensing/security suites included) | \$ 2,170.52 | 5 | \$ 10,852.60 |
| | | Cisco Meraki | MX64-HW | Cisco Meraki MX64 Firewall | \$ 431.16 | 5 | \$ 2,155.80 |
| | | Cisco Meraki | LIC-MX64-ENT-3YR | Cisco Meraki MX64 Enterprise license - subscription license (3 years) | \$ 436.80 | 5 | \$ 2,184.00 |
| | | Cisco Meraki | LIC-MX64-ENT-5YR | Cisco Meraki MX64 Enterprise license - subscription license (5 years) | \$ 651.20 | 5 | \$ 3,256.00 |
| | | Cisco Meraki | MX100-HW | Cisco Meraki MX100 Firewall | \$ 3,996.75 | 5 | \$ 19,983.75 |
| | | Cisco Meraki | LIC-MX100-ENT-3YR | Cisco Meraki MX100 Enterprise license - subscription license (3 years) | \$ 4,000.75 | 5 | \$ 20,003.75 |
| | | Cisco Meraki | LIC-MX100-ENT-5YR | Cisco Meraki MX100 Enterprise license - subscription license (5 years) | \$ 6,001.13 | 5 | \$ 30,005.65 |
| | | Cisco Meraki | MX250-HW | Cisco Meraki MX250 Firewall | \$ 7,997.50 | 5 | \$ 39,987.50 |
| | | Cisco Meraki | LIC-MX250-ENT-3YR | Cisco Meraki MX250 Enterprise license - subscription license (3 years) | \$ 8,001.50 | 5 | \$ 40,007.50 |
| | | Cisco Meraki | LIC-MX250-ENT-5YR | Cisco Meraki MX250 Enterprise license - subscription license (5 years) | \$ 12,002.25 | 5 | \$ 60,011.25 |
| | | Watchguard | WMG27003 | M270 firewall - 60 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 1,910.75 | 5 | \$ 9,553.75 |
| | | Watchguard | WMG27003 | M270 firewall - 150 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 2,479.05 | 5 | \$ 12,395.25 |
| | Watchguard | WMG47003 | M470 firewall - 450 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 4,033.69 | 5 | \$ 20,168.45 | |
| | Watchguard | WMG57003 | M570 firewall - 600 user medium site, 8x1Gb ports 1U, 3yr standard | \$ 6,226.13 | 5 | \$ 31,130.65 | |
| | Watchguard | WMG67003 | M670 firewall - 850 user medium site, 8x1Gb ports 1U, 3yr standard | \$ 8,632.79 | 5 | \$ 43,163.95 | |
| | Watchguard | WMG68003 | M680 firewall - 1,500 user enterprise site, 8x1Gb ports 1U, 3yr standard | \$ 14,079.00 | 5 | \$ 70,395.00 | |
| | Watchguard | WMG61003 | M600 firewall - HQ firewall, 8x1Gb ports, 4x10Gb fiber, 1U, 3yr standard | \$ 35,675.00 | 5 | \$ 178,375.00 | |
| | APC | SC40RM1U | APC Smart-UPS SC40VA 120V 1U | \$ 209.00 | 5 | \$ 1,045.00 | |
| | APC | SM7100RM2U2C | APC Smart-UPS 1400VA AC 120V 2U w/Network management card | \$ 833.45 | 5 | \$ 4,167.25 | |
| APC | SM1300RM2U2C | APC Smart-UPS 1300VA Rack/Tower LCD UPS with Network Management Card | \$ 1,470.29 | 5 | \$ 7,351.45 | | |
| APC | SM7300RM2U2C | APC Smart-UPS 3000VA Rack/Tower LCD UPS with Network Management Card | \$ 1,583.49 | 5 | \$ 7,917.45 | | |
| APC | SMK3000RM2U2C | APC Smart-UPS 3000VA Rack/Tower LCD UPS with Network Management Card | \$ 2,278.98 | 5 | \$ 11,394.90 | | |
| APC | SMK3000V7 | APC Smart-UPS 3000VA Rack/Tower LCD 100-127V | \$ 1,704.64 | 5 | \$ 8,523.20 | | |
| APC | SMK1202P | APC Smart-UPS 120V External Battery Pack Rack/Tower | \$ 737.14 | 5 | \$ 3,685.70 | | |
| APC | AP9313 | UPS Network Management Card 2 with Environmental Monitoring | \$ 537.99 | 5 | \$ 2,689.95 | | |
| APC | SYA48BRMP | APC Symmetra LX 48VA Rack-mount, 208/240V | \$ 9,235.11 | 5 | \$ 46,175.55 | | |
| APC | SYA80BR83 | APC Symmetra LX 80VA Rack-mount w/ 3 5YRBT, 208V | \$ 2,713.77 | 5 | \$ 13,568.85 | | |
| APC | SUVT330K384G | APC Smart-UPS VT 300VA 208V w/3 Batt Mod Exp to 4 | \$ 19,999.99 | 5 | \$ 99,999.95 | | |
| APC | SUVT102P282G | APC Smart-UPS VT 100VA 208V w/3 Batt Mod | \$ 11,999.99 | 5 | \$ 59,999.95 | | |
| Caching Server | Dell | PowerEdge R740 | 2.6GHz, 48GB, 4.5TB RAID, 10GbE, remote, rack-mount, redundant PS, Win Svr | \$ 17,450.00 | 5 | \$ 87,250.00 | |
| | | | Shipping | \$ - | 5 | \$ - | |
| | | | Taxes | \$ - | 5 | \$ - | |
| | | | Basic Install/Config | Enter number of optional 8 hour installation days you want to include, if any, at a rate of \$1,200 per day. Final price will be included in contract. | 5 | \$ 6,000.00 | |
| Total | | | | | 5 | | |

Terms and Conditions:
 This contract shall become binding upon the Entity's submission of a form 473 that releases this proposal, even if a signed copy of this proposal is not received from the Entity. The term of this Agreement shall begin on the 31st day of July, 2020. The term of this Agreement shall end 60 days after the delivery of all products and services unless sooner terminated in accordance with its provisions. This Agreement shall automatically expire at the end of the term without any further notice between the parties. The Contractor shall bill the Entity and an amount not to exceed the Entity's share of the total contract price as a deposit to be paid prior to the commencement of any work pursuant to this agreement and may also bill the entity administrator up to 25% prior to the commencement of any work pursuant to this agreement. The Contractor reserves the right to bill this project as phases. The Contractor, in its sole discretion, may choose to bill the order upon receipt of confirmation that the Entity has filed its Form 488 and before the entity pays its share of the project, and that the goods received by the Entity will be non-returnable. The Entity may immediately terminate this Agreement by providing the Contractor with written notice of termination. However, the Entity may not submit a change to any price without request (SPM Change) to the sole administrator in order to request the project be fulfilled by another service provider. In the event that this Agreement is terminated before the end of the term by the Entity Contractor shall be entitled to payment for services already completed based on the rate of \$25 per hour. This Agreement shall be governed by and interpreted under the laws of the Commonwealth of Pennsylvania.

Agreed and accepted: _____
 Signature Printed Name Date

| | |
|-------------------|-----------|
| Date: | 3/17/2020 |
| Entity: | |
| BEN: | |
| Service Location: | |
| 470 Number: | |

Please find unit pricing for all of our offerings below. To obtain your complete proposal amount, simply modify your e-rate discount percentage and the quantity for any desired items in the highlighted fields, and the spreadsheet will calculate all dollar amounts. If you would like a quote for something not listed, please send us an email.

| | | | |
|-----------------------------|--------------|----------------------|--------------|
| SUMMARY: | | | |
| Total Proposal Amount: | \$ 19,665.58 | Billed Entity Share: | \$ 19,665.58 |
| E-Rate Discount Percentage: | | E-Rate Share: | \$ - |

| DEVICE TYPE | Brand | Model | Specifications | Unit Price | Quantity | Extended Price | |
|----------------|--------------|---|--|--|-------------|---------------------|------|
| Switches | Netgear | GSM7224P | 24 port Gigabit Layer 2 POE+ w/4shared SFP | \$ 857.97 | | \$ - | |
| | Netgear | G5752TP V2 | 48 port Gigabit Layer 3 POE+ (380W) with 4xGigabit SFP | \$ 792.96 | | \$ - | |
| | Netgear | G5748T | 48 port Gigabit Layer 3 (no POE) with 2xGigabit SFP and 2combo Gigabit SFP | \$ 514.66 | | \$ - | |
| | Netgear | G5108 | 8-Port Gigabit Ethernet Unmanaged Switch, Plug-and-Play | \$ 64.68 | | \$ - | |
| | Ubiquiti | ES-24-S00W | 24 port Gigabit Layer 3 POE+ (500W) w/2xGigabit SFP | \$ 1,023.85 | | \$ - | |
| | Ubiquiti | US-24-S00W | 24 port Gigabit Layer 3 POE+ (500W) w/2xGigabit SFP | \$ 971.63 | | \$ - | |
| | Ubiquiti | ES-24-LITE | 24-port Gigabit Layer 3 (no POE) w/2xGigabit SFP | \$ 374.23 | | \$ - | |
| | Ubiquiti | ES-48-S00W | 48 port Gigabit Layer 3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP | \$ 1,435.76 | | \$ - | |
| | Ubiquiti | US-48-S00W | 48 port Gigabit Layer 3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP | \$ 1,513.80 | | \$ - | |
| | Ubiquiti | USW-P80-48-POE | 48-Port Gigabit Managed PoE Network Switch with SFP+ | \$ 1,428.70 | | \$ - | |
| | Ubiquiti | ES-48-LITE | 48-port Gigabit Layer 3 (no POE) w/2x10Gb SFP+ and 2xSFP | \$ 727.31 | | \$ - | |
| | Cisco | WS-C2960X-24PD-L | Cisco Catalyst 2960X-24PD-L 24-Port Gigabit Ethernet Switch | \$ 5,640.67 | | \$ - | |
| | Cisco | WS-C3650-48PS-L | Cisco Catalyst 3650-48PS-L switch - 48 ports - managed - rack-mountable | \$ 4,036.96 | | \$ - | |
| | Cisco | C2960X-STAC-K | Cisco FlexStack-Plus Network Stacking Module for Catalyst 2960X-24 | \$ 11,900.20 | | \$ - | |
| | Cisco | CAB-STX-E-1M | Cisco StackWise Plus - stacking cable - 3.3 ft | \$ 130.00 | | \$ - | |
| | Cisco Meraki | MS225-48P-HW | Cisco Meraki Cloud Managed MS225-48P - switch - 48 ports - managed | \$ 5,533.03 | | \$ - | |
| | Cisco Meraki | LIC-MS225-48P-1YR | Cisco Meraki Enterprise - subscription license (1 year) | \$ 332.26 | | \$ - | |
| | Cisco Meraki | MS350-48FP-HW | Cisco Meraki Cloud Managed MS350-48FP - switch - 48 ports - managed | \$ 9,309.74 | | \$ - | |
| | Cisco Meraki | LIC-MS350-48FP-1YR | Cisco Meraki Enterprise - subscription license (1 year) | \$ 548.11 | | \$ - | |
| | Cisco Meraki | LIC-MS350-48FP-3YR | Cisco Meraki Enterprise - subscription license (3 years) | \$ 1,096.20 | | \$ - | |
| | Cisco Meraki | LIC-MS350-48FP-5YR | Cisco Meraki Enterprise - subscription license (5 years) | \$ 1,644.31 | | \$ - | |
| | Cisco Meraki | LIC-MS350-48FP-10YR | Cisco Meraki Enterprise - subscription license (10 years) | \$ 2,160.41 | | \$ - | |
| | Cisco Meraki | MS355-48X-HW | Cisco Meraki MS355 48x Layer 3 Fixed Managed Switch | \$ 13,442.52 | | \$ - | |
| | Cisco Meraki | LIC-MS355-48X-1YR | Cisco Meraki Enterprise - subscription license (1 year) | \$ 808.13 | | \$ - | |
| | Cisco Meraki | MA-PWR-1025WAC | Cisco Meraki - power adapter - 1025 Watt | \$ 1,450.27 | | \$ - | |
| | Cisco Meraki | MA-SFP-10GB-SR | Cisco Meraki - SFP+ transceiver module - 10-GigE | \$ 796.15 | | \$ - | |
| | Wireless | Netgear | WACS10 | 802.11ac Wave 2 Dual Band | \$ 125.37 | | \$ - |
| | | Netgear | WAC740 | 4x4 Dual Band Wireless-AC | \$ 395.02 | | \$ - |
| | | Netgear | WC9500 | Wireless Access Point Controller, 10GBE, 1U | \$ 4,917.11 | | \$ - |
| | | Netgear | WC50AP-10000S | License for 50 WAPs for WC9500 controller | \$ 1,081.93 | | \$ - |
| | | Ubiquiti | UAP-AC-LITE-US | 802.11ac Dual-Band Radio Access Points | \$ 102.15 | | \$ - |
| | | Ubiquiti | UAP-AC-LR-US | 802.11ac Long Range | \$ 191.49 | | \$ - |
| | | Ubiquiti | UAP-nanoHD-US | UniFi nanoHD 4x4 MU-MIMO 802.11ac Wave-2 Access Point | \$ 232.70 | | \$ - |
| | | Ubiquiti | UAP-AC-HD-US | 802.11ac Wave 2 Dual Band | \$ 580.84 | | \$ - |
| | | Ubiquiti | UBUAPXGUS | 802.11ac Wave 2 Quad Band High Capacity | \$ 947.53 | | \$ - |
| Ubiquiti | | UWB-XG | UniFi WiFi BaseStation XG | \$ 1,709.50 | | \$ - | |
| Ubiquiti | | UCK-G2-PLUS | Ubiquiti UniFi Cloud Key Gen2 Plus | \$ 281.36 | | \$ - | |
| Cisco | | C9115AXI-B-EDU | Cisco Catalyst 9115AXI wireless access point | \$ 996.19 | | \$ - | |
| Cisco | | C9130AXI-B-EDU | Cisco Catalyst 9130AXI wireless access point | \$ 1,592.29 | | \$ - | |
| Cisco | | EDU-DNA-E-3Y | Digital Network Architecture Essentials - Term License (3 years) - 1 license | \$ 162.44 | | \$ - | |
| Cisco | | EDU-DNA-E-5Y | Digital Network Architecture Essentials - Term License (5 years) - 1 license | \$ 270.45 | | \$ - | |
| Cisco Meraki | | MRS3-HW | Cisco Meraki MRS3 Cloud Managed - wireless access point | \$ 519.30 | | \$ - | |
| Cisco Meraki | | MRS2-HW | Cisco Meraki MRS2 Cloud Managed - wireless access point | \$ 679.36 | | \$ - | |
| Cisco Meraki | | MRS2-HW | Cisco Meraki MRS2 Cloud Managed - wireless access point | \$ 1,119.40 | | \$ - | |
| Cisco Meraki | | MRS3-HW | Cisco Meraki MRS3 Cloud Managed - wireless access point | \$ 1,359.45 | | \$ - | |
| Cisco Meraki | | MR84-HW | Cisco Meraki MR84 Cloud Managed - wireless access point | \$ 1,919.55 | | \$ - | |
| Cisco Meraki | | LIC-ENT-1YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (1 year) | \$ 120.02 | | \$ - | |
| Cisco Meraki | | LIC-ENT-3YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (3 years) | \$ 240.05 | | \$ - | |
| Cisco Meraki | | LIC-ENT-5YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (5 years) | \$ 360.06 | | \$ - | |
| Cisco Meraki | | LIC-ENT-10YR | Cisco Meraki Enterprise Cloud Controller License 1 Access Point (10 years) | \$ 720.14 | | \$ - | |
| HPE Aruba | | JX950A | HPE Aruba Instant IAP-305 (US) FIPS/TAA - wireless access point | \$ 831.97 | | \$ - | |
| HPE Aruba | | JW813A | HPE Aruba Instant IAP-315 (US) - Wireless Access Point | \$ 973.51 | | \$ - | |
| HPE Aruba | | JX900A | HPE Aruba Power Adapter - 30 Watt | \$ 65.43 | | \$ - | |
| Firewalls | | Juniper | SRX340 | Security Appliance, 16 port, GigE (no additional licensing/security suites included) | \$ 1,808.51 | | \$ - |
| | | Sonicwall | TZ500 | Security Appliance, 8 port, GigE (no additional licensing/security suites included) | \$ 1,270.52 | | \$ - |
| | | Cisco Meraki | MX64-HW | Cisco Meraki MX64 Firewall | \$ 433.16 | | \$ - |
| | | Cisco Meraki | LIC-MX64-ENT-3YR | Cisco Meraki MX64 Enterprise License - subscription license (3 years) | \$ 436.80 | | \$ - |
| | | Cisco Meraki | LIC-MX64-ENT-5YR | Cisco Meraki MX64 Enterprise License - subscription license (5 years) | \$ 655.20 | | \$ - |
| | | Cisco Meraki | MX100-HW | Cisco Meraki MX100 Firewall | \$ 3,996.75 | | \$ - |
| | | Cisco Meraki | LIC-MX100-ENT-3YR | Cisco Meraki MX100 Enterprise License - subscription license (3 years) | \$ 4,000.75 | | \$ - |
| | | Cisco Meraki | LIC-MX100-ENT-5YR | Cisco Meraki MX100 Enterprise License - subscription license (5 years) | \$ 6,001.13 | | \$ - |
| | Cisco Meraki | MX250-HW | Cisco Meraki MX250 Firewall | \$ 7,950.60 | | \$ - | |
| | Cisco Meraki | LIC-MX250-ENT-3YR | Cisco Meraki MX250 Enterprise License - subscription license (3 years) | \$ 8,001.50 | | \$ - | |
| | Cisco Meraki | LIC-MX250-ENT-5YR | Cisco Meraki MX250 Enterprise License - subscription license (5 years) | \$ 12,002.25 | | \$ - | |
| | Watchguard | WGM27003 | M270 firewall - 60 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 1,910.75 | | \$ - | |
| | Watchguard | WGM37003 | M370 firewall - 150 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 2,479.05 | | \$ - | |
| | Watchguard | WGM47003 | M470 firewall - 450 user small/medium site, 8x1Gb ports 1U, 3yr standard | \$ 4,033.69 | | \$ - | |
| | Watchguard | WGM57003 | M570 firewall - 600 user medium site, 8x1Gb ports 1U, 3yr standard | \$ 6,226.13 | | \$ - | |
| | Watchguard | WGM67003 | M670 firewall - 850 user medium site, 8x1Gb ports 1U, 3yr standard | \$ 8,632.79 | 2 | \$ 17,265.58 | |
| | Watchguard | WGM460003 | M4600 firewall - 1500 user enterprise site, 8x1Gb ports, 1U, 3yr standard | \$ 14,079.00 | | \$ - | |
| | Watchguard | WGM561003 | M5600 firewall - HQ firewall, 8x1Gb ports, 4x10Gb fiber, 1U, 3yr standard | \$ 35,675.90 | | \$ - | |
| | UPS | APC | SC450RM1U | APC Smart-UPS SC 450VA 120V 1U | \$ 205.00 | | \$ - |
| | | APC | SMT1500RM2UC | APC Smart-UPS 1440VA AC 120V 2U w/network management card | \$ 853.45 | | \$ - |
| APC | | SMT1500RM2UNC | APC Smart-UPS X 1500VA Rack/Tower LCD UPS with Network Management Card | \$ 1,470.29 | | \$ - | |
| APC | | SMT3000RM2UC | APC Smart-UPS SMT3000RM2UC - 2.7 kW - 3000 VA - with APC SmartConnect | \$ 1,583.49 | | \$ - | |
| APC | | SMX3000RMV2UNC | APC Smart-UPS X 3000VA Rack/Tower LCD UPS with Network Management Card | \$ 2,276.98 | | \$ - | |
| APC | | SMX3000LV | APC Smart-UPS X 3000VA Rack/Tower LCD 100-127V | \$ 1,704.64 | | \$ - | |
| APC | | SMX120BP | APC Smart-UPS X 120V External Battery Pack Rack/Tower | \$ 737.14 | | \$ - | |
| APC | | AP9631 | UPS Network Management Card 2 with Environmental Monitoring | \$ 537.99 | | \$ - | |
| APC | | SYA48RMP | APC Symmetra LX 4kVA scalable to 8kVA N+1 Rack-mount, 208/240V | \$ 9,225.11 | | \$ - | |
| APC | | SYBRMXR383 | APC Symmetra LX ExtendedRack Rack Mount w/ 3 SVBTs, 208V | \$ 2,717.77 | | \$ - | |
| APC | SUVT190K384S | APC Smart-UPS VT 30kVA 208V w/3 Batt Mod Exp to 4 | \$ 19,999.99 | | \$ - | | |
| APC | SUVT190K282S | APC Smart-UPS VT 10kVA 208V w/2 Batt. Mod. | \$ 11,999.99 | | \$ - | | |
| Caching Server | Dell | PowerEdge R740 | 2.6GHz, 64GB, 4.5TB RAID, 10GbE, remote, rackmount, redundant PS, Win Svr | \$ 17,495.00 | | \$ - | |
| | | | Shipping | \$ | | \$ - | |
| | | | Taxes | \$ | | \$ - | |
| | | | Basic Install/Config | Enter number of optional 8-hour installation days you want to include, if any, at a rate of \$1,200 per day. Final price will be included in contract. | 2 | \$ 2,400.00 | |
| | | | Total | | | \$ 19,665.58 | |

Terms and Conditions:
 This contract shall become binding upon the Entity's submission of a form 471 that references this proposal, even if a signed copy of this proposal is not received from the Entity. The term of this Agreement shall begin on the 1st day of July, 2020. The term of this Agreement shall end 60 days after the delivery of all products and services unless sooner terminated in accordance with its provisions, this Agreement shall automatically expire at the end of the term without any further notice between the parties. The Contractor shall bill the Entity and an amount not to exceed the Entity's share of the total contract price as a deposit to be paid prior to the commencement of any work pursuant to this agreement and may also bill the e-rate administrator up to 25% of its share as a deposit to be paid prior to the commencement of any work pursuant to this agreement. The Contractor reserves the right to fulfill this project in phases. The Contractor, in its sole discretion, may choose to fulfill the order upon receipt of confirmation that the Entity has filed its form 486 and before the entity pays its share of the project, and that the goods received by the Entity will be non-returnable. The Entity may immediately terminate this Agreement without further liability by providing the Contractor with written notice of termination. However the Entity may not submit a change in service provider request (SPIN Change) to the e-rate administrator in order to request the project be fulfilled by another service provider. In the event that this Agreement is terminated before the end of the term by the Entity Contractor shall be entitled to payment for services already completed based on the rate of \$125 per hour. This Agreement shall be governed by and interpreted under the laws of the Commonwealth of Pennsylvania.

Agreed and accepted: _____
 Signature _____ Printed Name _____ Date _____

Firewall E-Rate Proposals

Our firewalls are becoming end of life in August of 2020. That means we must replace them this summer, otherwise they will not be able to receive security updates after. Therefore, we have applied for e-rate to replace the current devices.

We received two proposals, the first being from Omicron Technologies in Lansdale, PA. The second being from Camera Corner Connecting Point, which is based out of Green Bay, WI.

Omicron's proposal came to a total of \$19,665.58.

CCCP's proposal came to a total of \$20,136.00

The difference being \$470.42, with Omicron's proposal being cheaper.

Since we have worked with Camera Corner Connecting Point and they have worked with our existing firewalls. I would recommend that we chose Camera Corner Connecting Point's proposal. This will allow for a seamless transition from our existing hardware to the new hardware. Additionally, they will be able to pull the existing rules and security setup and incorporate it in the new system, saving additional time on setting up the system. Last, they would be able to assist on short notice should any issues arise, due to their proximity.

Some additional details, the proposal from Omicron lacks the ability to port over our current configuration meaning existing connections that require outside access to and from our equipment. The time to port over settings such as these would be labor intensive and cost a few thousand dollars more. The products offered by Omicron do not allow for this to occur as they are different system manufacturers. By using CCCP, the setup time is reduced as well as the need for additional labor hours to configure these devices. We can simply import the existing settings because the hardware is made by the same manufacturer.

I believe the base cost of Omicron's devices lacks certain features that we know are included on the Fortigate device. While I was unable to research every firewall on Omicron's list, the M670 appeared most similar. I believe it lacks the function of redundant power supplies and dual 10 gigabit Ethernet ports right out of the box. We would like to commission a secondary or additional bandwidth line in the future to ensure our network connectivity is capable to multiple routes over the internet. We need dual 10 GBE ports for that redundancy. Additionally, redundant power supplies is a necessary piece when we are utilizing network equipment. These are always running and will need to be constantly supplied power. If one power supply fails, the second would allow uninterrupted operation of the firewall.



Camera Corner / Connecting Point
 529 N Monroe Ave
 Green Bay, Wisconsin 54301
 United States

| Quotation (Open) | |
|---|--------------------------------------|
| Date Mar 03, 2020 02:06 PM CST | Expiration Date 04/02/2020 |
| Modified Date Mar 03, 2020 03:26 PM CST | |
| Doc # 43086 - rev 1 of 1 | |
| Description FortiGate 601E | |
| SalesRep Schutt, Dean (P) 920-435-5353 | |
| Customer Contact DeMeuse, Nelson (P) 920-746-2818 ndemeuse@sbsdmail.net | |

Customer
 Sturgeon Bay School District (SB2014)
 DeMeuse, Nelson
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 United States
 (P) 920-746-2813

Bill To
 Sturgeon Bay School District
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 United States
 (P) 920-746-2813

Ship To
 Sturgeon Bay School District
 Banks, Gerry
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 United States
 (P) 920-746-2813
 banks@sturbay.112.wi.us

| | | |
|------------------------------|----------------------------|----------------------------------|
| Customer PO: | Terms: Undefined | Ship Via: FedEx Ground |
| Special Instructions: | | Carrier Account #: |

| # | Description | Part # | Qty | Unit Price | Total |
|--|--|--------------|-----|------------|-------------|
| Erate 470 Number 200026560 | | | | | |
| ACP Creative IT SPIN # 143-02-2323 Connecting Point a Division of | | | | | |
| Fortinet Firewall | | | | | |
| 1 | Fortinet FortiGate 601E UTM Bundle - security appliance - with 1 year FortiCare 24X7 Comprehensive Support + 1 year FortiGuard - 10 GigE - 1U - rack-mountable | FG-601E-BDL- | 2 | \$8,918.00 | \$17,836.00 |
| Connecting Point Professional Services | | | | | |
| 2 | Installation/Configuration | /itpinstall | 1 | \$2,300.00 | \$2,300.00 |

IMPORTANT: All deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our **Order Receiving Guidelines** at www.cccp.com/return-policy.

Subtotal: \$20,136.00
 Shipping: \$0.00
Total: \$20,136.00

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website www.cccp.com

KOBUSSEN BUSES LTD.

April 14, 2020

Daniel Tjernagel
Superintendent
Sturgeon Bay School District
1230 Michigan Street
Sturgeon Bay WI 54235-1498

Dear Daniel,

As you know, COVID-19 virus is presenting us with new and unprecedented challenges at many levels. Kobussen Buses is responsible for transporting your children to-and-from school each day. We will continue to work as your partner to keep students safe and secure. Unfortunately, as we have seen, as the number of confirmed cases of COVID-19 have increased, various measures have been put in place to contain the spread of the virus.

While the health and safety of our children remains our collective focus, we are vitally concerned in two areas that will undoubtedly affect the school children we transport. Our first concern is our employees; drivers, monitors, office staff and maintenance staff. Maintaining pupil transportation funding, and continuity in our payments, results in our workforce being provided regular income.

At Kobussen we are doing everything we can to cut costs. We have evaluated all expenses and have cut or suspended any expenses possible at this time. Even in good times profit margins are very thin in the school bus industry. It is also the spring of the year when we typically make our money with the athletic and extra-curricular trips. A disruption in the student transportation revenue stream (i.e.- less than 180 contracted school days) will make it impossible to meet financial obligations. Providing the District were to pay Kobussen, we are able and willing to provide any services necessary to help out the Community.

These are extraordinary times, and we urge you to take immediate action to ensure that Kobussen buses can continue to serve the District. Like the District we need to inform staff, drivers, banks and vendors on their future with us and what their expectations should be. Our concern lies within a desire to maintain a sound student transportation infrastructure through this health crisis, a system that requires us to be prepared to re-engage immediately after this unprecedented interruption to the school year.

We at Kobussen want to remain a part of the District and Community and keep the economy healthy and strong.

Thank you for your consideration of our request. Please feel free to contact me at 920-766-0606 x1124, or via email at joe@kobussen.com should you require further information.

Sincerely,

Joseph E Kobussen
Joseph Kobussen
President



March 30, 2020

Via e-mail to: Dan.Kobussen@kobussen.com

Kobussen Buses, Ltd.
Dan Kobussen, President
W914 County Road CE
Kaukauna, WI 54130

Re: Continued Payments to School Bus Contractors pursuant to Section 18006, et seq., of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Dear Mr. Kobussen:

I understand that Kobussen Buses, Ltd. operates school buses for schools that have been closed due to the recent Coronavirus Response in your area. This letter is in response to your question about schools that are continuing to pay school bus contractors and the Coronavirus Aid, Relief, and Economic Security (CARES Act).

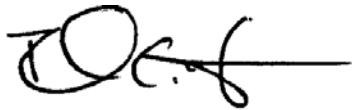
As discussed, when Coronavirus school closures began, many schools quickly recognized that continued payments to school bus contractors were critically important to assuring that drivers, vehicles, and companies would be ready and available to transport students when school reopens. As you know, it can take up to 12 weeks to adequately develop, train, and properly license a new school bus driver. While those schools made arrangements for continued payment of their own fixed costs and employee wages during the closure, they also arranged for similar continued payments for school bus contractors from the funds already budgeted for those purposes. Soon after, many state education departments, legislatures, and governors issued regulatory guidance, legislation, and executive orders directing that schools should provide continued payments to school bus contractors to cover contractor fixed costs and employee wages to assure the continued stability and viability of the contracted school bus fleet during the shutdown (see, state action in California, Pennsylvania, Illinois, Delaware, Montana, Minnesota, and others). As you know, on March 28, 2020, the federal government also took action directing schools to continue payments to contracted service providers during the Coronavirus shutdown.

On March 28, 2020, President Trump enacted the Coronavirus Aid, Relief, and Economic Security (CARES Act) that includes a \$30.75 Billion "Education Stabilization Fund" with \$13.5 Billion specifically allocated for elementary and secondary education schools, flowing through states. Section 18006 of the new law states that as a condition of receiving funding:

“A local educational agency, State, institution of higher education, or other entity that receives funds under “Education Stabilization Fund”, shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus.”

The overriding intent from Congress in the CARES Act, and in Section 18006, is to ensure the viability and stability of America's school bus fleet by assuring that schools will continue to pay its school bus contractors during the period of any disruptions or closures related to Coronavirus so they can seamlessly resume operations when needed. I understand that your company is working with your school district customers on interim agreements for continued payments to cover contractor employee wages and contractor fixed costs based on the CARES Act Section 18006. As you know, our firm is thoroughly familiar with this issue and is available to assist. This is a quick summary. Please let me know if you need additional information and support. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'R.C. Kelly', with a long horizontal line extending to the right.

Richard C. Kelly, Esq.

SCHOOL BUS TRANSPORTATION AGREEMENT

This School Bus Transportation Agreement (the "Agreement") is made and entered into by and between the **STURGEON BAY SCHOOL DISTRICT** (hereinafter referred to as the "District") and **KOBUSSEN BUSES, LTD.** (hereinafter referred to as "Contractor"). The parties to this Agreement in consideration of the mutual covenants and stipulations set forth herein agree as follows:

1. General Terms and Conditions. Contractor shall provide and the District shall pay for school bus transportation services as required by the District and in accordance with the terms and conditions contained in this Agreement.

2. Term. This Agreement shall continue for a term of ~~four (4)~~ five (5) years, commencing July 1, 2013~~7~~, and terminating August 1, 2017~~22~~. ~~The term of the contract shall be extended for an additional period of one (1) year each, based upon annual review at the February board meeting. If Contractor's performance is deemed acceptable by the Board, the Agreement will be extended for an additional number of years to be determined by the Board. The term of the contract shall be extended for an additional period of one (1) year each, at the end of each year of this contract. This will take place unless notice is given by a party to the other in writing prior to January 1 of the previous year, of the parties intent that this contract shall not be extended. This will give both parties' an eighteen (18) month notice of the intent not to extend the contract.~~

3. Operational Expenses. Contractor shall assume all costs arising in Connection with the provision of school bus transportation services on behalf of the District under this Agreement. Such costs include but are not limited to costs for the purchase or leasing of any needed buildings or sites, vehicles, two-way radios, cameras, maintenance, labor, unemployment insurance, worker's compensation insurance and all other required insurance, licenses, driver training and screening; drug and alcohol testing, salaries, wages, employment benefits, medical exams and other supplies and accessories necessary for the safe and legal operation of school buses in fulfillment of Contractor's responsibilities under this Agreement.

4. Regulatory Compliance. Contractor shall comply with all state, federal and local laws, regulations and rulings which govern the transportation of District students, including but not limited to all requirements set forth in Chapter 121 of the Wisconsin Statutes (Wis. Stats.), Wis. Admin. Code Chapters Trans. 176 and 300, and all applicable rules and regulations promulgated from time to time by the Wisconsin Department of Transportation, the Wisconsin Department of Public Instruction, the Interstate Commerce Commission - Bureau of Motor Carriers and similar agencies. The more specific enumeration of such laws and regulations in this Agreement shall in no way limit Contractor's Obligations under this paragraph.

As required by § 121.52(2), Wis. Stats., the parties hereby understand and agree that, in entering into this Agreement, the parties are subject at all times to rules adopted by the Secretary of Transportation under § 110.06(2), Wis. Stats., and to rules adopted by the Department of Public Instruction, including but not limited to rules governing the design, construction, inspection and operation of school buses. The parties further agree that Contractor shall bear the responsibility for compliance therewith.

Whenever specific or general reference is made to laws, regulations, District rules, or District policies in this Agreement, such reference shall be construed to refer to the subject laws, regulations, rules and policies as amended or renumbered from time to time.

5. Insurance. The CONTRACTOR shall maintain liability insurance coverage in the amount of \$10,000,000 combined single limit for each accident. The DISTRICT shall be named as an additional insured party on the above policy. All such insurance shall be obtained from an approved insurance carrier authorized to do business in the State of Wisconsin. Certificates of such insurance shall be filed at all times with the Business Manager during the period of this contract. Any policy cancellation by the Insurance Carrier shall be made only after a written advance notice of sixty (60) days to the DISTRICT. The DISTRICT may require increased liability insurance coverage and the CONTRACTOR shall provide such coverage. All costs of such coverage shall be passed through to the DISTRICT. Such insurance policy shall include coverage for the transportation of pupils, and all other persons authorized to be transported by the district; (a) to and from school or school district and (b) in connection with any extra curricular school activity authorized by or made in compliance with Section 121.54(7), Wis. Stats.

6. Vehicles. All vehicles used by Contractor to meet its obligations under this Agreement shall meet the definition of a school bus set forth at § 340.01(56), Wis. Stats., and shall comply with all applicable state and federal standards, including but not limited to Wis. Admin. Code Chapters Trans. 176 and 300. In conjunction with the schedule and school bus routes that Contractor shall develop for the District's review and approval pursuant to Section 8 of this Agreement, Contractor shall propose the size and type of school bus to be used with respect to each route. Determinations as to school bus size and type shall include the consideration of student safety, the efficient and economic transportation of students and any special transportation needs, including but not limited to the needs of students with disabilities and children with special needs. The District reserves final authority to approve school bus size and type under this Agreement. If at any time Federal, State or local mandates change causing implementation of additional equipment to vehicles used for this contract final prices will be re-negotiated.

6.1. Vehicle Maintenance. Contractor shall maintain all school buses in clean and excellent operating and mechanical condition at all times. Contractor shall maintain a regular maintenance schedule and repair all damage or mechanical deficiencies as they occur. Contractor shall ensure that all school buses providing services pursuant to this Agreement are maintained in a manner which satisfies all applicable federal, state and local statutes, laws, rules regulations, and ordinances and shall bear sole responsibility for filing all reports with governmental authorities in conjunction therewith. All vehicles used by Contractor under this Agreement must pass State School Bus Inspection prior to being placed in service. Contractor will use fully-trained bus mechanics, preferably with school bus (ASE) certification, to service the school buses providing service to the District.

6.2. Vehicle Requirements.

- a. Contractor shall provide the appropriate number of and size of school buses necessary to serve the District. All school buses must meet the

specifications as prescribed by the federal government, the Wisconsin Department of Transportation, the Wisconsin Department of Public Instruction and the Sturgeon Bay School District. No student shall be permitted to stand at any time.

- b. Wheelchairs must be secured with a four-point tie down system and the mounts must be configured to allow all wheelchair passengers to be seated in a forward facing position. Wheelchair passengers must be separately fastened to the vehicle through a lap and shoulder belt system similar to Q-Straint. The school buses used to transport wheelchair passengers must also have some conventional seating for ambulatory passengers.
- c. The Contractor shall provide the District upon request an inventory of its fleet of vehicles, specifying the chassis, body, age, size, and serial number.
- d. The Contractor must provide sufficient spare school buses to maintain services including athletic and extra curricular trips. All spare school buses must be maintained in the same manner as the regular route school buses.
- e. All school buses must be equipped with operable two-way radios. An adequate number of spare radios must be available so that no route is made without the ability to communicate between the school bus and terminal.
- f. All school buses must be equipped with engine heaters. Engine heaters shall be used in cold weather, except for school buses that are housed indoors overnight.
- g. All school buses must be equipped with a retractable crossing gate and 360-degree white strobe lights, which will be operated in accordance with all applicable state regulations.
- h. All school buses must be inspected and approved for use by the Wisconsin Department of Transportation annually, and each school bus shall carry an inspection certificate. Contractor shall provide the District with copies of all inspection reports.
- i. All buses will be equipped with video equipment and Child Check Systems.

7. School Bus Drivers. Contractor shall ensure that all school bus drivers are fully licensed and qualified under applicable state and federal law, including but not limited to the requirements of § 343.12, Wis. Stats. Contractor shall further ensure that school bus drivers maintain order on school buses and enforce compliance with all applicable federal, state and local safety statutes, laws, rules and regulations, as well as all reasonable rules and policies established by the District from time to time.

7.1. Independent Contractor. Contractor acknowledges and agrees that it has been engaged on a professional basis as an independent contractor and that during the performance of services under this Agreement, Contractor's employees and/or subcontractors shall not be considered employees of the District for any purpose, including but not limited to within the meaning or application of the term "employee" as used in any federal, state or local statutes, laws, rules or regulations governing, without limitation, unemployment insurance, benefits, worker's compensation, industrial accidents, labor or taxes of any kind. Contractor's employees who are to perform the services to be provided by Contractor hereunder shall be under the employment and ultimate control, management and supervision of Contractor. Contractor shall ensure that all employees are covered by workers compensation insurance and ensure that all applicable federal, state and local statutes, laws, rules, and regulations, including but not limited to wage and hour laws and regulations, are satisfied with respect to such employment.

7.2. Replacement of Drivers The District reserves the right to request in writing that drivers be assigned or replaced if in the opinion of the District they are unsatisfactory in their assignment

7.3. School Bus Driver Screening and Exams. Contractor shall comply in all respects with the requirements of federal, state and local statutes, laws, rules, and regulations regarding testing for illegal drug and alcohol use, including but not limited to, the requirements of the Omnibus Transportation Employee Testing Act and Title 49 of the Code of Federal Regulations. Part 382. Contractor shall require medical exams which meet the requirements of § 121.52(3), Wis. Stats., of all employees who perform work under this Agreement. Such medical exams shall be completed in advance of hiring and every two years thereafter. Contractor shall submit reports of the background checks, drug tests, and medical examinations to the District, subject to the provisions of §§ 121.52(3)(b) and (c), Wis. Stats.

Contractor shall conduct criminal background checks at the time of hiring, in compliance with all applicable statutes and regulations, and every year thereafter, of all employees who perform work under this Agreement. In conducting criminal background checks, §§ 121.555(3)(c) and 343.12(7), Wis. Stats., shall serve, without limitation, as a basis for screening potential school bus drivers. Contractor shall enforce, in addition to other relevant restrictions, § 343.12(7), Wis. Stats. It is hereby understood and agreed between the parties that Contractor shall not utilize any school bus driver to drive a school bus who is under the influence of alcohol or illegal drugs, or who has consumed or used alcohol or illegal drugs within six hours before driving a school bus.

7.4. Contractor Driver Program. Contractor will be required to establish and implement a screening, hiring, and training program that includes as a minimum the following steps:

- a. Driver completes a written application form that is provided by Contractor.
- b. Contractor conducts a record check on the applicant's driving record. Contractor must also insure that the applicant has had no conviction against public morals or felony charges. Contractor is responsible for compliance with Wisconsin Act 280.

- c. Contractor conducts a check of the applicant's references.
- d. Applicant has an interview with the terminal manager or safety director to determine the applicant's aptitude for the job.
- e. Applicant must prepare for and pass a written Commercial Drivers License test.
- f. Applicant applies for CDL permit.
- g. Contractor must provide a minimum of fifteen (15) hours of behind the wheel training.
- h. Applicant must pass the road test and obtain a commercial drivers license plus all appropriate endorsements.
- i. Applicant must pass a physical exam as prescribed by the Wisconsin Department of Transportation. All applicants will be required to pass a pre-employment drug test before being hired by Contractor. All applicants will be also expected to participate in any monthly random drug testing conducted by the Wisconsin Department of Transportation.
- j. Contractor must provide a minimum of fifteen (15) hours of route training, safety training, assertive discipline training, and defensive driving training.
- k. Contractor will be responsible for conducting behind the wheel evaluations on each driver.
- l. Contractor will be responsible for conducting monthly safety meetings during the school year.

7.5. Student Discipline. Contractor shall comply with all written District policies pertaining to the discipline of students while being transported. The following responsibilities shall be performed by all drivers employed by Contractor:

- a. School bus drivers shall have the responsibility for maintaining proper discipline on their school buses.
- b. Student behavioral problems which develop on school buses shall be reported to Contractor and the building principal for appropriate disciplinary action. A Bus Conduct Report Form will be utilized for this purpose.
- c. The school bus driver and Contractor will reasonably assist the building principal with regard to individual student behavioral problems.

8. Routes and Service Contractor shall develop all routes and time schedules based on the student lists provided to Contractor by the District. All routes and time schedules shall be subject to the approval of the District. Contractor shall, at the District's request, hire and supervise aides to assist students with disabilities or other special needs. Contractor shall design the routes so that no student will ride the school bus for more than 60 minutes per trip. The routes shall be developed by Contractor according to District standards for length of ride, walking distance to meet the school bus, and comfortable seating capacity. Contractor shall be responsible for implementing new routes and schedules to accommodate added or dropped students and student address changes.

8.1. Schedules District shall provide to Contractor by August 1st of each year lists of all students. Contractor shall provide to District and all principals bus information two weeks prior to the start of school. Contractor will also provide staff at school registration in August to answer busing questions and assist parents with registration.

8.2. Eligibility Contractor will be responsible for determining student-busing eligibility based on school board policies. This will include screening the lists of names provided by the District at the beginning of each school year to insure that all students on the list are eligible riders.

8.3. Special Education Routes All pick-ups on special education routes are individualized and none of the students shall be required to gather at cluster points. The school buses used to transport special education students shall be equipped with seat belts, a powered wheelchair lift and must also have some conventional seating.

8.4. Curricular – Co-Curricular – Extracurricular Trips

- a. Contractor shall provide school bus transportation services for the District's athletic teams, musical groups, debate and forensic team(s), and other groups and provide school bus transportation for field trips both during school hours and/or extending beyond school hours or on non-school days.
- b. All trips will be scheduled directly by school personnel with Contractor. A BUS TRIP REQUEST FORM will be completed and submitted to Contractor by the District Business Manager for field trips. The Athletic Director will schedule bus trips for athletic events and athletic teams.
- c. Rates for this category will be calculated by straight time and mileage with a trip minimum.

8.5. Sumer School Routes. Contractor shall provide yellow school buses during the months of June through July for summer school programs.

8.6. Terminal Requirements. Contractor shall be responsible to adequately equip and staff Contractor's terminal to provide all services required in this contract. Facilities may be outside of the district and must include but not be limited to the following;

- a. A fully equipped maintenance shop adequate to service a fleet of school buses necessary to meet the requirements of this Agreement.
- b. Adequate furniture and equipment for personnel to complete the services required under this Agreement and telephone area with a minimum of two (2) incoming lines.
- c. Adequate bus washing facilities available.
- d. Base station for the radio dispatch for all buses.
- e. Adequate facilities for school bus driver in-service.
- f. Adequate yard space and hook-ups for all vehicles.
- g. Computer terminal(s) with internet capability.
- h. A full-time terminal manager who is a yearly employee with a minimum of two (2) years experience in the student transportation field.

8.7. Evacuation Drills Contractor shall be responsible for conducting emergency evacuation drills twice per year on each route. The drivers will be required to complete verification forms listing the date, time, and location of each drill.

8.8. Late Arrivals If any bus is delayed for any reason, 10 minutes or more to its school destination, the contractor shall notify the destination school, and all other schools that may follow, of the delay and its approximate length. In all cases, buses shall be required to complete their assigned routes even when running late. If any bus is delayed for any reason, 20 minutes or more in delivering students home, the contractor shall notify the student's parents or home and the district, of the delay and its approximate length.

8.9. Emergency Cancellation Procedures. When extreme weather conditions or other emergencies threaten, the Contractor shall secure pertinent information from the local agencies, Weather Central, and other reliable information. When, in the opinion of the Contractor, conditions warrant the cancellation of school or the delay of school, the Contractor shall notify the District. The determination as to whether road and weather conditions are such as to make it unsafe to transport students shall be made by joint and mutual agreement of the Contractor and the District, final authority shall rest with the District. The Contractor shall work with the District in notifying all the necessary parties as to a delay, early dismissal or cancellation.

9. Contract Administration. The parties enter into this Agreement with the expectation that the school year shall be approximately 180 days in length. However, nothing in this Agreement shall be construed to guarantee or limit the parties' duties hereunder to a 180-day school year. Rather, the parties shall recognize the school year as that established by the District's school calendar from year to year.

9.1. Communications. Except as to matters on which action by the Board of the District is required by law, the District shall be represented in matters relating to this Agreement

by the District Administrator, Business Administrators and/or their designee. As part of its obligations under this Agreement, Contractor shall employ appropriate personnel to adequately perform the duties of a terminal manager and dispatcher. The terminal manager and/or dispatcher must be available at all times that school is in session to supervise the operation of transportation services, to communicate with District personnel, and to make decisions on behalf of Contractor as needs arise.

9.2. Reporting and Information. Contractor shall prepare all reports required by federal, state and local statutes, laws, rules, and regulations and any additional reports reasonably required by the District. Contractor shall provide to the District all necessary information, which is needed in the preparation of reports as required by state agencies or the District. Contractor shall furnish to the District upon request, an up-to-date comprehensive listing of the driver route assignment, along with the names, addresses, and telephone numbers of such drivers. Contractor shall, within five (5) working days of a request by the District and to the extent permitted by law, provide the District with copies of all requested compilations, reports, statistics, maintenance records, employment records or other documents, whether in written or electronic form, which relate to Contractor's provision of services under this Agreement. In addition, Contractor shall provide to the District upon request copies of the results of vehicle inspections conducted by governmental authorities. At Contractor's request, the District shall cooperate with Contractor in apprehending students suspected of vandalism or wrong-doing related to school buses or transportation covered under this Agreement. However, in no event shall the District be held responsible for damage to Contractor's vehicles, property, or equipment.

9.3. Accident Reports. Contractor shall verbally notify the District Administrator, Business Administrator or designee of any accident involving a school bus transporting students as soon as possible following the occurrence of any such incident; in no event shall notification be given later than six (6) hours following such accident. In addition, Contractor shall also provide a written report of all accidents involving any school bus, in operation for the Sturgeon Bay School District, in accordance with all applicable federal, state and local laws, statutes, rules, and regulations, including but not limited to §§ 121.53(6), 346.69, and 346.70(2) and (3), Wis. Stats.

9.4. Schedule Changes Due to Weather. The determination as to whether road or weather conditions preclude the safe transportation of students to and from school shall be made by the District Administrator or designee, in consultation with Contractor. Contractor hereby agrees to communicate to the District information regarding weather and road conditions in a time and manner which allows for the most fully informed decision-making regarding a delayed start, early dismissal, or cancellation of school as is reasonably possible. School bus drivers shall exercise judgment as to the safety of traveling certain roads on their routes during bad weather conditions. In the event that a specific route or portion of a route is not safely passable, Contractor shall notify the parents of affected students as soon as possible so as to allow for the arrangement of alternate, timely transportation of the affected students. Contractor shall not charge the District for transportation on days when school has been cancelled because of inclement weather or any other situation or act of God beyond the reasonable control of the District.

10. Billing and Compensation. As sole consideration for the services rendered in accordance with this Agreement, the District agrees to pay Contractor based on the rates attached

hereto and incorporated herein as Exhibit A. All mileage calculations will be determined by using the District High School as the starting and ending point.

10.1. Escalation. ~~Vehicle rates per day for all subsequent years of the contract will be adjusted in accordance with the annual variation shown from June of the previous year to June of the current year in the Consumer Price Index (for all urban consumers, U.S. city average). The maximum allowable percentage increase in any one contract year will be 6%. In the event the Consumer Price Index went down the contractor would be held harmless. Prices for the subsequent years of the Contract will be adjusted up or down effective July 1 of the contract year, based on a National Consumer Price Index for all urban areas (U.S. Bureau of Labor Statistics). The change will be determined by multiplying the previous years costs times the National Consumer Price Index (all urban consumers (current series) US City average and All items) percent change for the preceding twelve (12) months, commencing April 1 and ending March 31 of the year immediately preceding the contract year for which the change is to be implemented. Notwithstanding, the forgoing the adjustment per contract year shall not exceed four percent (4%) nor be less than 2 percent (2%). In the event the costing formula exceeds four percent (4%), the parties agree to enter into negotiations to determine the appropriate percentage change.~~

10.2. Invoices and Payment. All invoices for the Contractor to the District must be thoroughly documented and are due by the 10th of each month for services performed during the previous month. At the commencement of each school year, Contractor shall submit to the District the anticipated total monthly cost of Regular Daily Routes inclusive of costs for Special Needs Aides, if any, based upon routes approved by the District. Contractor shall submit monthly billings for services rendered, and the District shall pay all authorized billings within thirty (30) days on the condition that services have been properly performed by Contractor. Contractor shall submit a separate statement for, and the District shall review and pay for, extracurricular and other transportation services in addition to Regular Daily Routes on the same basis and time frame set forth above. Any and all changes in previously approved routes must be approved by the District in advance of payment. Payment shall not be made for services not rendered. Any liquidated damages imposed by the District will be deducted from the monthly payment.

11. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold the District harmless from and against any and all losses, damages, claims, demands, suits, and liabilities, including reasonable attorney's fees, which arise out of or result from the acts or omissions of Contractor, its subcontractors, agents or employees. Contractor shall further defend, indemnify and hold the District harmless from and against any and all losses, damages, claims, demands, suits, and liabilities, including reasonable attorney's fees, related to any claims asserted by any agent or employee of Contractor which relates to or arises out of any act or omission on the part of Contractor or the District under this Agreement.

12. Termination. In the event the Contractor shall default in the performance of the contract and such default shall continue without being cured or remedied to the satisfaction of the District within ten (10) days after written notice itemizing the complaints of the District has been mailed by certified or registered mail to the Contractor at its principal business office, the District may, at its discretion, terminate the contract at a time to be specified by the District in a separate written notice to be sent by the District to the Contractor. In the event that Contractor

fails to provide transportation services because of an Act of God, war, civil commotion, or labor disputes not involving Contractor, such failure shall not be deemed to be a breach of this Agreement nor shall such failure subject Contractor to liquidated damages.

13. Exclusive Rights. Contractor shall have the exclusive right to transport students by yellow school bus or motor coach pursuant to this Agreement; however, notwithstanding the previous sentence, the District shall have the right to transport students in private cars, taxi cabs, or school-owned vehicles, and to contract with individual parents to transport the parents' own children, and other pre arranged motor coach trips such as the annual Washington DC trip with Contractors approval. Additionally, the District reserves the right to expand or reduce daily transportation services to meet the needs of the District.

14. Assignment. Contractor shall not assign or subcontract any of its rights or obligations under this Agreement without prior written approval of the District which may be granted or withheld in District's sole discretion. Subject to such limitations on assignment, this Agreement is binding upon the heirs, successors, and assigns of the parties.

15. Severability. If any term of this Agreement is held to be invalid or unenforceable by operation of law or by any tribunal of competent jurisdiction, such invalidity shall have no effect upon the remainder of the terms of this Agreement.

16. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and shall not be modified or amended except by a writing signed by the parties. The provisions of this Agreement supersede all prior oral and written communications, agreements, and understandings of the parties with respect to the subject matter of this Agreement. The provisions of this Agreement do not supersede the Facility Lease Agreement between the parties of even date herewith. The terms of this Agreement are contractual and not mere recitals, and shall bind the parties, their heirs, personal representatives, successors, and assigns.

Contractor has read the above paragraphs and hereby represents that in signing this Agreement Contractor understands its responsibilities thereunder and undertakes such responsibilities freely.

In witness whereof, the parties hereto have affixed their hands this _____ day of _____, 2013

CONTRACTOR
KOBUSSEN BUSES, LTD.

DISTRICT
STURGEON BAY SCHOOL DISTRICT

By: _____

By: _____

Title: : President
Print Name: Joseph E Kobussen
Kobussen Buses Ltd

Title: _____
Print Name: _____

Appendix A
School District of Sturgeon Bay contracted student transportation system cost

REGULAR EDUCATION BUS RATES AM & PM only (flat rates including mileage)

| | |
|--|-----------------------------------|
| Cost per first route per day | \$150.34 <u>142.79</u> |
| Cost per second route per day | \$25.80 <u>24.50</u> |
| Cost per third route per day | \$13.16 <u>12.50</u> |
| Cost per fourth and all consecutive routes per day | \$10.53 <u>00</u> |

MID-DAY PRE-KINDERGARTEN BUS RATES (flat rates including mileage)

| | |
|--|---------------------------------|
| Cost per bus per day | \$61.07 <u>58.00</u> |
| Cost per hour over three-and-one-half (3.5) hours Per bus per day, terminal to terminal | \$18.95 <u>00</u> |

SPECIAL NEEDS BUS RATES (flat rates including mileage)

| | |
|---------------------------------|-----------------------------------|
| Cost per first route per day | \$171.40 <u>162.79</u> |
| Cost per second route per day | \$25.80 <u>24.50</u> |
| Cost per third route per day | \$13.16 <u>12.50</u> |
| Cost per fourth + route per day | \$10.53 <u>00</u> |

SUMMER SCHOOL BUS RATES (flat rates including mileage)

| | |
|--|-----------------------------------|
| Cost per bus per day (AM & PM route) | \$135.62 <u>128.81</u> |
| Cost per bus per day (AM/noon Spec needs) | \$156.68 <u>148.81</u> |
| Cost per hour over three and one half (3.5) hours Per bus per day, terminal to terminal | \$18.95 <u>00</u> |

CURRICULAR, CO-CURRICULAR, AND FIELD TRIP RATES

| | |
|---------------------|---------------------------------|
| Cost per mile | \$1.04 <u>0.99</u> |
| Cost per hour | \$14.85 <u>10</u> |
| Minimum trip charge | \$44.22 <u>42.00</u> |

Extended hours/overnight expenses if approved by the district
(receipts required)

| | |
|---|------------------------------|
| Maximum allowed for lodging | \$175.00 |
| Maximum allowed for breakfast | \$10.00 |
| Maximum allowed for lunch | \$10.00 |
| Maximum allowed for dinner | \$10.00 |
| Hourly rate for additional driver, if requested by the district | \$14.85 <u>10</u> |

MOTOR COACH BUS RATES (flat rates including mileage)

Market price less 10%

Normal charges accessed for late trip changes or cancellations \$25.00 if driver dispatched

MEMORANDUM

TO: John Forester, School Administrators Alliance

FROM: Michael J. Julka

DATE: April 10, 2020

CC: Mike Barry, Wisconsin Association of School Business Officials
John Bales, Wisconsin Association of School District Administrators

RE: CARES Act – Contractor Provision

Overview of the Educational Stabilization Fund in the CARES Act

On March 27, 2020, the President signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The law provides funds to be divided among governors and state education agencies for elementary and secondary education in a section of the law titled Education Stabilization Fund. At this point, the Department of Public Instruction does not have information about when these funds will be distributed, what the timeframe for expending funds will be, or the parameters for spending these funds. The Department is committed to following this closely and providing updates as information becomes available. The CARES Act funding does not reduce or replace existing federal education programs, but rather is to help local education agencies and states with costs related to COVID-19 (alternatively referred to as “coronavirus”) and school closures.

One specific item in the Educational Stabilization Fund section of the CARES Act provides as follows:

Section 18006.

A local education agency, state, institution of higher education, or other entity that receives funds under “Education Stabilization Fund,” shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus. (emphasis added)

This provision, particularly the reference to the continued payment to school district contractors, has prompted a number of questions from school districts, as well as various initiatives from contractors and their representative organizations. For purposes of this Memorandum, typical school district contractors are bus companies, custodial service companies, daycare providers, food service entities, etc.

Given the fact that the phrase “to the greatest extent practicable” is not defined and is not elaborated upon in the legislation, districts have been put in the position of having to interpret that phrase without the benefit of particular federal guidance or regulations, and prior to the receipt of any funds under the Education Stabilization Fund to which the phrase refers.

Analysis of Section 18006 of the CARES Act

With that in mind, you requested that I give as much guidance as is available to districts challenged with what appears to be a “mandate” in the CARES Act. This Memorandum, as you have requested, will focus on the “contractor” issue as distinct from the “employee” reference that arises under the same provision of the Act.

One initial observation: Despite what contractors or their respective trade associations may suggest, there is nothing in the CARES Act that explicitly or implicitly suggests that a district will lose Education Stabilization Fund monies for what may be deemed noncompliance with Section 18006. Any such “condition” for receipt of such funding being tied to payment of contractors “to the greatest extent practicable” is unlikely without a much more definitive expression of intent and/or interpretation of that phrase by governmental agencies for purposes of implementation. That being said, what analysis do I recommend that districts undertake in recognition of the provisions of Section 18006?

Future Legislation

First, it is very important for districts to realize that both the state and federal governments are considering additional legislation dealing with COVID-19 and its impact upon schools and local governments. Therefore, one potential overriding perspective that may be taken by districts is that it is simply premature to attempt to interpret or implement the provision in the CARES Act regarding contractor payments. It would be hoped that future legislation, guidance, and/or regulations would recognize the provision in the CARES Act that is the subject of this Memorandum, but, as is often the case, it may be that future governmental actions put districts in the interesting position of having to deal with multiple provisions that must be reconciled.

Considerations for School Districts

However, for districts that believe some responsive action is appropriate under the circumstances, particularly with regard to contractors who are requesting (or demanding) that the district respond, the following are the considerations that should be a part of any plan of decision making and action.

Review Existing Contracts

First, districts should begin a process that involves existing contractor contracts. The first question, and it is a fundamental question, is whether the school board authorized the entering into the contract in question. It is fundamental law in Wisconsin that the school board must either approve the contract or explicitly delegate that authority for approval to someone in the district by board action. Unless the contract has been legally entered into in conformance with these principles, the contract with the contractor may not be legally enforceable.

If the contract is determined to have been entered into in accordance with state statutes and their interpretation, the next step in the analysis is to review the specific terms of the contract. Those terms may include provisions that speak to contractual payments only being made upon the receipt of “services” by the district. Clauses to that effect can take on many different forms.

Specific clauses that are fairly common in contracts with contractors are those that excuse performance based upon acts of God, governmental restrictions, fortuitous events, or other circumstances beyond the control of the parties, often referred to as “Force Majeure” clauses. Transportation contracts with bus contractors typically include provisions regarding weather related cancellations of school, but a careful reading of the contract may also provide a broader interpretation of the school cancellation provisions. These clauses can be drafted in such a way as to excuse non-performance by the contractor or to require payment by the district notwithstanding such circumstances.

There are also other legal doctrines that call into question the enforceability of contracts with contractors during mandated school closures. Those doctrines include “impossibility” of contractor performance, and “frustration of purpose.” Given that the expenditure of dollars associated with contractor contracts are quite often taxpayer dollars in one regard or the other, being particularly mindful of the terms of the contract and other legal doctrines that would excuse district payments pursuant to the contract is very important in the analysis associated with any payments under the contracts during school closures.

It is also fairly common that contractor contracts include clauses that require one or both parties to comply with state and federal laws. Certainly, if the contract under review includes such a requirement, Section 18006 of the CARES Act is arguably explicitly incorporated as a mandate into the contract.

Duration of Section 18006

Such an instance, as well as the general obligations of affected school districts to comply with federal law, brings the issue of interpreting Section 18006 directly to the forefront of the analysis. Again, the key words of the provision under consideration are that a district “shall to the greatest extent practicable, continue to pay its . . . contractors during the period of any

disruptions or closures related to coronavirus.” But what are the considerations that a district should take into account in interpreting that statutory provision? Certainly, the terms of the contract at issue as discussed above is a very important, but not exclusive, focus. Also note that the period of time referenced is during “any disruption or closures” related to the pandemic. It is likely that the impact due to disruption is going to extend further than the school closures. The point is that there is no current way to assess the impact of the disruption or school closures at this time in order to determine what payments to contractors are “practicable.” At this time, school districts cannot even say with certainty that schools will reopen this fall.

Public Purpose Doctrine

In addition, the “taxpayer dollars” component of this interpretation suggests other legal limitations that must be taken into account. First, the “public purpose” doctrine which requires districts to receive “value” for the expenditure of monies is an underlying consideration. Certainly, there are arguments that can be made that providing payments to contractors during a school closure is important in order to make sure that the contractor is viable upon the re-opening of schools. However, given the other components of the CARES Act which provide non-refundable loans to businesses and expanded unemployment compensation for individuals, districts have to be particularly careful that any payments to contractors do, in fact, provide the “value” that they believe are important for the continuing contractual relationship upon school re-opening.

Business Judgment Doctrine

The other legal doctrine that is associated with making the determination of what is “practicable” in terms of payments to contractors is the business judgment doctrine which, as a matter of public policy, requires school boards to make certain that the decisions that they are making are consistent with proper utilization of taxpayer funds. For example, if a school district were to pay a contractor and by doing so the contractor actually receives what could be characterized as “double dipping” funding by also utilizing the CARES Act loan provisions, district payments are likely to be deemed a violation of public policy. Therefore, it is advisable for any district that intends to make payments pursuant to Section 18006 (that go beyond its contractual obligations to its contractor) to make certain that such payments are pursuant to written agreements that provide for the verification and auditing of the contractor’s resources such that any payments by the district that exceed the purpose for which the district made such payments shall be returned to the district pursuant to a repayment provision.

Additionally, given the economic uncertainties that contractors face, districts may wish to consult legal counsel regarding protections for any district expenditures to contractors that might be affected by further contractor financial distress, including the potential for contractor bankruptcy.

Making a Determination

Whatever determination is made by a district to establish its ability to make payments to contractors pursuant to Section 18006 of the CARES Act “to the greatest extent practicable” should be able to be substantiated by an accounting that has taken into consideration the bigger picture of the impact of school closures and the pandemic upon district operations and, particularly, the district’s budget (which may be affected by future legislation).

Conclusion

As discussed at the beginning of this Memorandum, there are many unknowns associated with the current situation regarding the impact of COVID-19 on school districts. In fact, governors in other states have taken additional steps with regard to requiring via executive order that districts engage in negotiations with contractors during this very critical time, regardless of whether the contract with the contractor requires such. Given that our state legislature and governor have yet to follow-up concerning the CARES Act or any other federal legislation (including any such legislation that is forthcoming that could affect contracts with contractors), I urge caution with regard to proceeding with the determination of what is “practicable” with regard to payments to contractors at this time. This is not to suggest that there will never be a time when such an assessment is appropriate, but rather that the number of “moving parts” and “changing circumstances” may well dictate that districts recognize that making payments to contractors at this time, outside of the requirements of a contract, may be premature.

As always, please feel free to contact me if you have any further questions, particularly with regard to any issues raised in this Memorandum that cause you concern.

English Language Arts Textbook Selection



Need

- Dissolution of the Flash platform will cause online textbook platform to be obsolete
- Online resources comprise a comprehensive body of tools used both inside and outside the classroom
- Publishing company did not offer much assistance in a workaround
- Need to better meet the needs of specific student populations (e.g., students with dyslexia and other reading difficulties, Special Ed. students, English language learners)
- Attention must also be given to students who excel beyond grade-level expectations

Solution

- English teachers collaboratively explored three different textbook series
- Sample materials were piloted in various classrooms
- Textbook series provides a resource to use as the backbone for curriculum, instruction, and assessment already used in Grades 6 – 11
- Consistency across Grades 6 – 11
- Fits with existing curriculum
- Ability to easily differentiate instruction

Why StudySync?



HMH

Why is the idea of space exploration both inspiring and unnerving?

Pearson

Should we make a home in space?

StudySync

What makes a dream worth pursuing?

Why StudySync?

- Culturally diverse and relevant text
- Close reading routine
- Blasts – current event, easily adjust lexile level
- Ability to reteach
- Create/design own lessons
- Scaffolds – picture glossary, word banks, sentence frames
- Text-dependent response that requires evidence
- Collaborative conversation videos
- Videos to introduce text, teach grammar or figurative language
- Peer review anonymously
- Opportunities for choice
- Audio support, text highlighting
- Student consumable – one for each unit
- American Lit. can run chronologically
- Great resource for new or veteran teachers

MEMO

To: Board of Education
From: Bob Nickel
Date: March 29, 2020
Re: April 2020 Principal's Report

Teaching and Learning

Remote delivery of academic activities.

- As of March 20, 2020, there were 33 students who requested paper copies of academic activities.
- Paper packets will be mailed home on Monday, March 30, 2020.
- The Administrative Team discussed use of paper-based activities after the governor's most recent mandate regarding social distancing. It was decided to move all paper-based learners to the online format hopefully beginning the week of April 6. Except for Ms. Wautier's students (who will remain as paper-based learners), the families of all paper-based learners have been contacted to determine their personal needs for a hotspot and/or Chromebook. An update will be provided during the week of April 6.
- Teachers have displayed incredible commitment and effort to ensure that quality programming can continue in the least-desirable circumstances facing them at this time. The support and encouragement you as a board have shown them has been invaluable during this situation.

Testing. State-mandated Aspire and Forward testing for students in Grades 9 and 10 has been suspended for the 2019-20 school year.

Course scheduling. Mrs. Kiedrowski and Mrs. O'Handley continue to build 2020-21 student schedules.

ELA resource. The Grades 6 – 12 English teachers have decided on a resource to be used across Grades 6 – 11. The material will be available for your review at the April and May board meetings. Funding is being coordinated at this time.

English teacher interviews. Despite COVID-19, there are still teaching vacancies needing to be filled. Interviewing now takes place through the use of virtual means. Mr. Glembocki has submitted his resignation as of the end of the 2019-20 school year. Seventeen candidates applied for his position. Six will be interviewed on Tuesday, March 31. Second-round interviews will take place after committee discussion. My plan is to have a candidate ready for your approval at the April board meeting.

Community Engagement

Check-in phone calls to students. One of the ideas the Administrative Team discussed was check-in phone calls to our students. Rather than select only a small portion of the population, I chose to have all students contacted hopefully once a week during the shutdown. Three teaching associates have volunteered to make these phone calls. The goal is to maintain a connection with our students and determine any needs they may have at this time.

Mike McGowan videos. Mike McGowan is a national presenter who has created a working relationship with the county-wide Project 180 group as well as speaking at local schools (twice at SBHS). Mike offered to make positive message videos for staff, students, and parents for our use during this time of crisis. During production, we learned that the United Way chose to cover the cost of Mike's video production (\$450). The student and parent versions of the videos have been posted on the high school website. The staff version will be sent during the week of March 30.

Finance / Facilities and Operations

Referendum preparation. There are no updates at this time other than the information that has been provided by Superintendent Tjernagel.

Upcoming Meetings/Workshops

- All meetings and workshops have been cancelled at this time.

Upcoming Events

- All upcoming events have been suspended at this time.

APRIL 2020
TJ WALKER BOARD REPORT

REMOTE/VIRTUAL LEARNING UPDATE:

March 18, 84 Paper Packets requests and we reduced this to 64 by March 24 by making parent calls.

March 25 24 Hotspots and 29 chromebooks confirmed. Awaiting on 27 parents to return messages.

April 1, 2020 25 hotspots and 35 chromebooks confirmed.

April 6, 2020 Replaced two students' chromebooks. Nelson DeMuese said these devices had prior issues.

TEACHER CHALLENGES:

- A. CORE - As a staff, our virtual learning abilities are at various levels. March 18 we held Professional Development to support all teachers. Mrs. Hanson and Mrs. Selle led the professional development. Teachers had independent and team work time. Staff created 60 paper packets by Friday, March 20 that were ready to mail Monday, March 30. Paper packets went out March 30. 18 packets received as of 4-7-20.

Challenge: Packet group started 1-2 days behind the others. 25 students lack WI-FI and 10 of those students and families have not responded to our calls as of 4-6-20. Difficult knowing what support students need.

- B. SPECIAL EDUCATION - Teachers created individual daily schedules for their students as they realized their students needed this to be successful. TA's provide study skills and support to assigned students. Mrs. Hrubesky has been our leader as she was the first to learn GoogleMeet, hold virtual lessons and saw the need for "scheduled" support. Mrs. Barganz held a virtual IEP on 4-7-20.

Challenge is this is very difficult for some students and their parents. Very difficult.

- C. ELECTIVES - Concerns with student progress on Paper Packets and certain classes had to change their approach to learning activities. Classes that had to adjust the most included Gr. 7 Robotics, Gr. 7 Spanish (Google Classroom only), Gr. 6-8 Modern Technology and Gr. 7 Robotics.

Challenge: Mrs. Janet Adneron is substituting for Mrs., Spude for the rest of the year.

- D. COUNSELOR - Mrs. Kiedrowski contacted all students twice sharing her contact information, "office hours" and important information including local hotlines and support groups. Parents received this information via School Messenger.

Challenge: Supporting students and families with Social Emotional Learning updates to ease their frustration and anxiety. 3-29-20

STUDENT CHALLENGES

- A. CORE - 6th Grade students had to learn the whole process from start to end as to how to navigate PowerSchool Learning. Mr. Jacobson made an E-Learning Video for students. 7th graders vary in their PowerSchool Learning skills but should be familiar with this since Mrs. Quale consistently had her students use PSL weekly. 8th grade students are by far the most proficient in PowerSchool Learning.

Students' biggest challenge was learning the entire process in two days: March 16 and 17. Staff taught students how to access PSL activities and submit them. Current challenge is that students select which academic tasks they complete. Some students have difficulty following their teacher's clear, concise directions.

- B. SPECIAL EDUCATION - There are a few students that require extensive support. These students have the greatest need for support.

Challenge: supporting students so they feel successful and don't quit due to frustration.

- C. ELECTIVES - Having to open google doc. Download it. Complete the task. Submit on PowerSchool Learning instead of emailing the teacher.

Challenge: Students complete core classes first and wait for them to complete theirs.

- D. COUNSELOR - Providing identified students who received emotional and social supports in brick and mortar similar supports in virtual school.

Challenge: Not knowing what the students' emotional state is each day.

ASSOCIATE CHALLENGES

- A. CORE SUPPORT - The amount of time it takes a few students to complete tasks. How to support a student who is not responding to email, joining GoogleMeet or waiting until the last minute (Sunday night).

- B. SPECIAL EDUCATION SUPPORT - They have been added to Core teachers PowerSchool Learning classrooms as a student and teacher so they can see both the lessons and what activities students completed. Biggest challenge is supporting the wide gap in our most fragile learners.

- C. ELECTIVES SUPPORT - As a team, we decide if a student can continue their elective.

NEXT STEPS:

Each Wednesday we meet as a staff in grade level meetings. Currently, staff provide 204 academic activities per week and make 3-4 contacts per day then record these in a document.

Grading: Staff have been given instructions on Pass/Incomplete instead of an F. We will have to provide remedial support this fall to students who receive an Incomplete. Staff directed to tell me if a regular education student would benefit from Pass/Incomplete. Recommend we wait two more weeks before we start this process.

Instruction: Staff have been asked to provide more face time and interaction with students and their peers. Our approach is to have a 5-16 minute recorded lesson with each academic activity. In addition, staff are directed to provide 2-3 GoogleMeets per week.

All staff will have links to recordings and GoogleMeet in their PSL.

Memo

To: Board of Education
From: Brian O’Handley, Principal, Sawyer & Sunrise Elementary Schools
Date: April 6th, 2020
Re: April Report to the Board



Teaching and Learning

School Closures at Sawyer and Sunrise

As we are all very much aware, schools across the county, state, nation and world are closed. Once Sawyer and Sunrise staff learned closures would begin on March 18th, they quickly began preparing students and families for distance learning. Governor Evers’ original order called for schools to reopen on April 6th, and Sawyer and Sunrise teachers were already preparing paper packets students to complete at home before Governor Evers’ announcement. These packets were organized and ready to go before staff left for spring break on March 20th. Pick-up zones were also set up and ready at Sawyer and Sunrise, with schedules sent to families to help prevent too many families being in the pick-zones at one time. The goal was to make this process as safe as possible for families and staff, including following state and federal social distancing guidelines.

Once we learned of the school closure order, staff began contacting families about signing up for breakfast and lunch deliveries during the closure. Many families signed up for deliveries, and thanks to the tremendous work of Jenny Spude and her food service team, several days worth of meals were sent home with students when they were dismissed on March 17th.

We had to quickly pivot to online learning when we learned of Governor Evers’ subsequent order for schools to be closed indefinitely. Having families come to school to exchange paper packets was no longer safe or sustainable. Staff immediately began planning and preparing how to provide online learning for students and families (see more details below). District staff began working on how we can provide internet access and devices for elementary families. This work should have almost all of our staff and families ready for online learning by midway through the week of April 6th. A handful of families in need of a hotspot for internet access will need to wait a few weeks, as we wait for hotspot devices to be shipped to us.

Throughout this process, teachers have been working to sign all of our families up for Bloomz, an app we use to communicate with families. Regular school-wide and classroom updates are regularly posted. Important updates have also been shared through School Messenger.

Distance Learning Updates

As mentioned above, Sawyer and Sunrise teachers were asked to move from paper packets to online learning to help support student learning during the COVID-19 closure. Here is a summary of the work that has been done as of April 6th:

- Staff were tasked with providing online learning that was as engaging and meaningful as possible. They were also asked to scale back work expectations, particularly during the first few weeks. Feedback locally and nationally is that many families are feeling overwhelmed by what their children are being asked to do. The information below was shared with teachers on April 3rd to help guide their work planning for online learning:
 - *Following Governor Evers' order and recommendations from health professionals should be at the top of everyone's list. Each campus is open, but you are encouraged to "stay safer at home". Please continue to work safely while you're on campus, including frequent hand washing and practicing social distancing.*
 - **Less is more.** *Work with your grade level and specials colleagues to make sure we're not giving students too much to do each day/week. We're hearing feedback from some families in the area that they're feeling overwhelmed. Continue to offer recommended schedules, maybe offer a few "required" assignments and then several optional ones. The first assignment(s) could be simply learning how to navigate the online learning platform students/families will be using.*
 - *There is a lot of information coming in about the positive impact classroom teachers have when they regularly connect with students. Hearing your voice or seeing you during a video conference helps students continue to feel connected to their school community. **Classroom teachers, please continue to make regular contact with each of your students.***
- Grade level teams were asked to use a common platform for online learning ([Google Classroom](#) or [Seesaw](#), for example) at each grade level. Ideally, we would be using one platform at all grade levels. Unfortunately, because of the closure, we weren't able to provide the professional development we normally would to train staff on how to use a common platform.
- Teachers were asked to contact each of their families about needing a Chromebook and/or internet hotspot. This information was collected and shared with our IT department and Jake Holtz. Approximately 100 Chromebooks and 15 internet hotspots were requested.
- Nelson DeMeuse prepared Chromebooks for families to use, and Jake Holtz ordered internet hotspots.
- As of when this report was written, office staff have been processing Chromebooks and user agreements so they are ready to be picked up by families. Chromebooks are scheduled to be picked up by families on Wednesday and Thursday.
- School Messenger and the Bloomz app are being used to regularly update families, at both the school and classroom levels, all along the way.

Community Engagement

STRIDE Counseling Program Update

A new therapist and art therapist were scheduled to begin working with Sawyer and Sunrise students in March. Due to the closure, we are planning on restarting this work when students return in September. We are very thankful for the work the United Way's STRIDE team put into partnering with a new counseling agency, Innovative Services or Green Bay.

Sunrise STEAM Night and other Cancellations

Planning and preparations were being finalized for this year's Sunrise STEAM Night when we learned schools would be closing indefinitely. We appreciate the many businesses and organizations that planned on being a part of this year's event. Next year's STEAM Night event is scheduled for Thursday, April 8th at Sunrise Elementary School.

Finance, Facilities and Operations

2020/2021 Budgets

Staff will be submitting budget requests for the 2020/2021 school year. Budget requests are due on May 15th. Work will then begin on finalizing budgets and preparing orders for the upcoming school year.

Upcoming Events

- **To be determined:** Full day in-service, Friday, May 22nd
- No school - Monday, May 25th
- 3rd trimester progress reports due Monday, June 1st at 7:40
- **To be determined:** Sawyer year end celebration, Wednesday, June 3rd from 12:30 - 2:00
- **To be determined:** Sunrise year-end picnic, Thursday, June 4th
- Last day of school - ½ day for students, Friday, June 5th
- 2020/2021 school year registration Tuesday, August 11th and Wednesday, August 12th, from 12:00 - 7:00
- New teacher in-service, August 18th, 19th and 20th
- Teacher in-service, August 25th, 26th and 27th
- 2020/2021 school year begins Tuesday, September 1st

Board of Education Report
April, 2020
Ann Smejkal, Ph.D.
Sunset School Principal
Director of Teaching and Learning



Sunset School

- Teaching staff are working hard to prepare learning packets for students. The first two mailings have been sent and we have plans for each week for the rest of April. We will send home one packet in May and one in June. In addition, teachers will be learning to use the app SeeSaw for interactive virtual opportunities with students.
- SS teaching associates are doing a wide variety of activities which include reading stories online, packing lunches, washing classroom toys, making copies and creating learning games and materials. In addition, associates will continue working on their Master Teacher modules as continued professional development.
- Karlie Martens will be hosting a book study with our associates to continue our learning around Trauma Informed Schools.

Office of Teaching and Learning.

- We received the official word that State achievement testing is cancelled with the exception of ACT which has already been completed. Rumor has it that the annual state report card will also be cancelled - we will wait and see.
- Academic coaches are working to develop some professional development opportunities for our teaching staff over this closure. Primary teachers will be focused on supporting reading challenges such as dyslexia through consistent practice with phonemic awareness and phonics instruction. 3-5 teachers will work on tasks focused on continuing to support formative assessment.

Community Engagement

- In light of school closures we continue to be in almost daily contact with our families through the Bloomz app. In addition we have already held some discussion about planning for our spring picnic - even if it can't happen until August!

Finance/ Facilities and Operations

- We continue to get thankful messages from our families about the food delivery - students are really looking forward to seeing that school bus come around.
- We are appreciative of our building maintenance people. As I am writing this Jeff Jones is sanitizing our school after a week of intermittent use. Thanks all!

Director of Pupil Services / Special Education Board Report

To: Board of Education
From: Sharon Sanderson
Re: April 8, 2020 Board Meeting

Update on special education during the school closure order.

Shared with all special education teachers/service providers, and administration on Monday, April 6.B

Primary reference doc - DPI Q&A updated [weekly - 4-2-20](#)

- Spec Ed - weekly building meetings and include principals, and weekly office meetings with Linnea and Bob M.
- Summary on status on Special Education/IEPs: Biggest issue/amount of work. Need for change/document for all students with IEP. Specific plan for the department involves the 3 specific aspects:
 - A specific alternate IEP called an **IEP Addendum**. Format includes a direct comparison to the current IEP. There is one per student created by the case managers.
 - **Documentation** in our SEEDS database done with a new event for each student related to school closure the includes a “change without a meeting form”.
 - Every **service provider completes a log and/or documentation form** of what they actually did and how much time they spent providing IEP goal based “adapted” service. Please also note that principals are asking all teachers to log what the students are doing, spec ed providers are being asked to do that plus they must also keep track of what they (or other staff) are doing for the student related to the IEP. This is a lot of extra work. This is an important distinction some are struggling with. Please assist me in providing clarity.
- New ...Special education / grading: When are service providers deciding and grades and/or passing for students with IEPs related to assignments and classes, right??? Please ask teachers to support the “pass/incomplete” option recommended by Mary G. for students with IEPs instead of failing anything during this period of time.
- Summary on status of Special Education/IEP meetings.
 - While there is some discussion that extension may be given to not hold annual IEP meetings or having IEPs expire, my guidance is that we will hold those meetings unless parents are adamant that we do not. If that is the case, we will document that request on a specific form which is mailed to the parents for future reference.
 - All IEPs are written for when the students are in school with a reference to an IEP addendum
 - IEPs are working documents. All parents are reminded regularly and multiple times that IEPs can be reviewed and revised when students are back in school
- Summary on status of Special Education/Evaluations and referrals
 - A specific chart has been created to keep track of the varying stages of progress. All parents have been notified of the next step for their student.
 - It would not be appropriate for staff to recommend or consider a referral at this time. But they would document concerns throughout this period of time. Once we are back in session we would need to give some time to determining if the same concerns arise in our setting.
- Summary on status of new Special Education/Services- Teletherapy is beginning for some students with OT and Speech/Language services and MA reimbursement has temporarily been approved. Linnea is tracking those services with the specialists.



Our district wide food service team, other district staff and students worked together QUICKLY to distribute meals on dismissal day. This picture was from our first 5 day meal distribution day on March 17, 2020. There are more staff that should have been represented/pictured but not enough space!

April 2020 School Board Report

Sturgeon Bay Schools-
Food Service

FOR MORE INFORMATION CONTACT
JENNY SPUDE, RDN , CD
Food Service Director
746.3877
jspude@sturbay.k12.wi.us

The New Face of School Meals

Upon understanding the impact a school closure could have on home bound families, our district felt it important to provide meals to our students. Almost 600 students received 5 days' worth of meals on dismissal day. After March 17 through March 31, 7,760 lunches and 7,760 breakfasts were delivered to family homes. This month, the average meal participation per day is 700.

The program currently being operated is called Seamless Summer Option of the National School Lunch Program. Families are not charged a fee for the meals. Meals are reimbursed to the operating school food service department at a "free" meal rate from the federal government. The purpose of the meals is to provide a community food safety net in a time of uncertainty. Delivered meals are available for all students regardless of income levels. Delivered meals allow families to have more food in the home and travel less to grocery stores.

When more families participate, food currently in storage and all food that is yet to arrive can be used. You see, food service directors must order USDA Commodity Food for the upcoming school year, the spring before. All food for SY20-21 has already been

ordered and food ordered for the remainder of this SY will still arrive. In order to store food deliveries due to this new meal distribution method it was evident, that easier to navigate freezer and refrigerated space was needed. Lavine's Ice provided freezer storage and Bailey's Harbor Fish Company/Hickey Brother's has been able to loan a refrigerated truck. We are so fortunate for this support! Others in our community have been very supportive as well including Econo Foods, Prairie Farms Milk, Door County Medical Center, Door County Meals Cooperative and the ADRC of Door County.



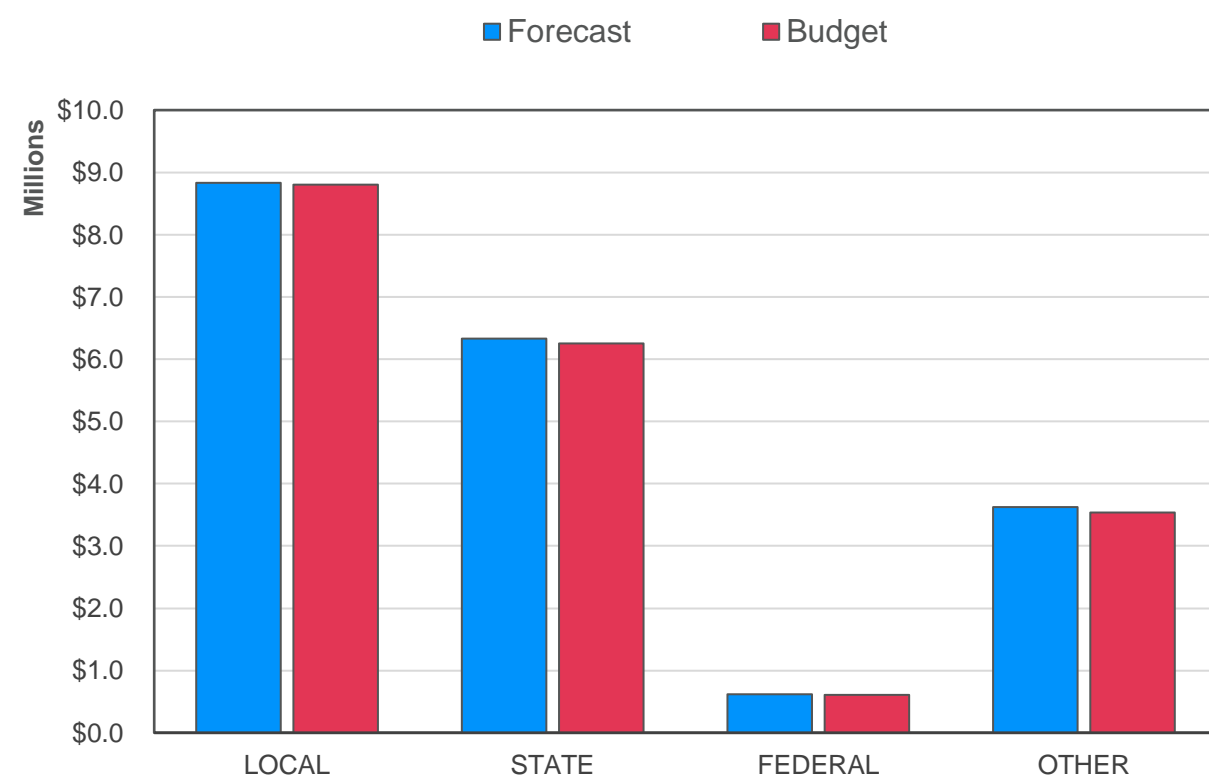
The outside refrigerator (Bailey's Harbor Fish Company) and freezer (Lavine's Ice) storage.

General and Special Education Funds | Financial Forecast

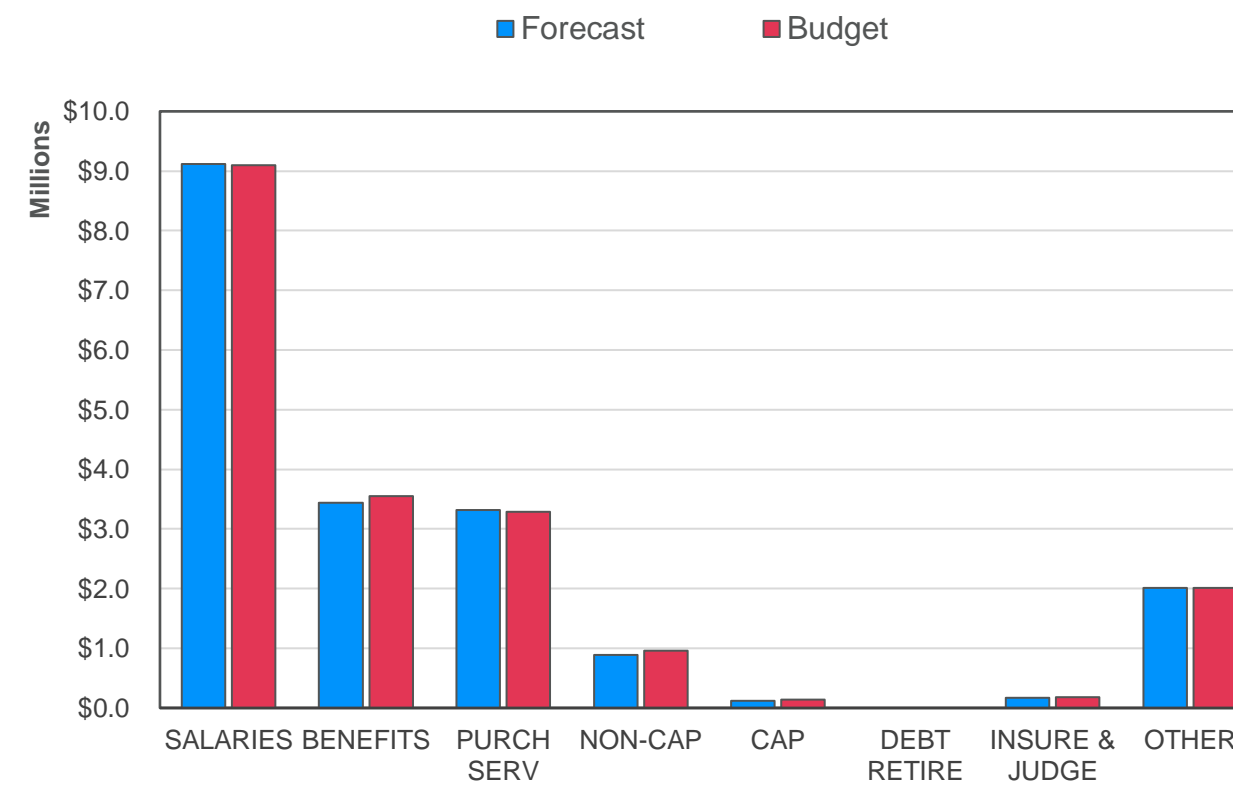
For the Period Ending March 31, 2020

| | Prior YTD | Current YTD | Add: Anticipated Revenues / Expenses | Annual Forecast | Annual Budget | Variance Favorable / (Unfavorable) |
|----------------------------|----------------------|---------------------|--------------------------------------|---------------------|---------------------|------------------------------------|
| REVENUES | | | | | | |
| Local | \$6,480,124 | \$6,392,957 | \$2,441,654 | \$8,834,611 | \$8,803,498 | \$31,113 |
| State | \$4,218,603 | \$4,347,281 | \$1,983,380 | \$6,330,661 | \$6,256,814 | \$73,847 |
| Federal | \$43,705 | \$51,954 | \$570,205 | \$622,159 | \$611,601 | \$10,559 |
| Other | \$42,252 | \$135,447 | \$3,488,303 | \$3,623,750 | \$3,535,819 | \$87,931 |
| TOTAL REVENUE | \$10,784,684 | \$10,927,639 | \$8,483,542 | \$19,411,181 | \$19,207,732 | \$203,450 |
| EXPENDITURES | | | | | | |
| Salaries | \$0 | \$5,722,822 | \$3,392,656 | \$9,115,478 | \$9,097,787 | (\$17,691) |
| Benefits | \$0 | \$2,146,442 | \$1,296,717 | \$3,443,159 | \$3,551,823 | \$108,663 |
| Purchased Services | \$0 | \$1,186,880 | \$2,133,003 | \$3,319,883 | \$3,283,497 | (\$36,386) |
| Non-Cap Objects | \$0 | \$606,492 | \$279,024 | \$885,516 | \$955,416 | \$69,900 |
| Capital Objects | \$0 | \$51,984 | \$66,241 | \$118,225 | \$135,000 | \$16,775 |
| Debt Retirement | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance and Judgements | \$0 | \$164,314 | \$3,615 | \$167,929 | \$175,558 | \$7,629 |
| Other Objects/Transfers | \$0 | \$31,933 | \$1,980,782 | \$2,012,716 | \$2,008,428 | (\$4,288) |
| TOTAL EXPENDITURES | \$0 | \$9,910,868 | \$9,152,038 | \$19,062,906 | \$19,207,509 | \$144,603 |
| SURPLUS / (DEFICIT) | \$10,784,684 | \$1,016,772 | (\$668,497) | \$348,275 | \$223 | \$348,053 |
| ENDING FUND BALANCE | (\$4,199,053) | \$5,334,586 | | \$4,666,089 | \$4,318,037 | \$348,052 |

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



Business Manager Update
4/16/2020
Jake Holtz

1. Year-end projections

After going over our projections with a fine tooth comb, our current year end projection shows us ending with a surplus of about \$350,000. This is up quite a bit from our last look at year end projections in February, when we saw a projected surplus of about \$240,000. This is mainly due to us now projecting no more substitute teachers being needed and a decrease in transportation expenditures.

In revenues, locally, we have received about \$20,000 in gifts that went into our general fund (with nothing budgeted) the rest of the excess is mostly coming from expected interest on investments. I do expect a decline in this area over the next couple of months but, we have already exceeded our budgeted amount in this area. The excess in state revenues is from the excess AGR/SAGE aid we are receiving. In other revenue, most of that is coming from various e-rate payments, a larger than expected Medicaid payment (which goes into fund 10 – other revenues when it's pay from previous years), and a larger than expected refund/dividend on our liability insurance.

For expenditures, we're going to end up pretty close to budget on salaries. The overage you see is mainly from the extra 12.5% we're paying maintenance workers through the 'safer at home' closure (which, for the purposes of this projection, I am saying will go through the end of the year). The projected under-spend in benefits is still from the amount we budgeted for any post-employment benefit contributions we may have, depending on the plan we put together.

Purchased services and non-capital objects are often interchangeable within the budget, especially depending on maintenance needs throughout the year. So, in taking those two together, we see a projected surplus of roughly \$33,000 within the budget. This number comes from a combination of the changes in busing and allowing principals to carry over their unspent budget. On the flip side, within purchased services, specifically, we will be spending about \$15,000 a month extra on data, in order to get internet to staff and students that need it.

2. Maintenance projects update

Earlier this year you approved us to go ahead with a roofing project at the high school and an asbestos abatement project at Sunrise. We have received bids for both projects and both came in under budget.

For the roofing project, you approved an amount not to exceed \$223,900. The bid that was recommended and that we are going with came in at just over \$222,000. With the current closure, we have given the go ahead for John Sullivan to schedule this to start as early as possible. We expect that to happen in the next couple of weeks. The loud part of this project will only take a week or two. So, even if we were able to bring kids back in May, there would not be an issue.

For the asbestos abatement, you approved an amount not to exceed \$45,000. The bid we are going with, from the same contractor that worked with us on the high school, came in at \$35,943.50. We will continue to keep this scheduled for June, unless the governor orders schools closed for the rest of this year. In that event, we would work on moving this timeline up as well. We have already worked with Brian O'Handley and Colleen Elliott (the secretary at Sunrise) on a tentative plan for if we were to move this schedule up. We would plan on giving teachers at least two weeks to clear out their rooms before John's team went in to do their part. In the event we were able to move this up, even by a week, it is worked into the bid that we would save \$2,800. Again, though, we would not even think about moving this up until/if the governor closes schools for the rest of the year.

As a note, because this will come into play later in this update, both of these projects were budgeted to be paid out of Fund 41. So, they are not budgeted or reflected in the aforementioned year end projection.

3. COVID 19 effects

- We're not sure when but, we do expect approximately \$125,000 in money from the federal CARES act. From what we are seeing, there will be no limitations on how we need to spend that money. We have not got an exact number and, again, have no idea when those funds will be available. So, this money is not reflected in our year end projections. However, do not be surprised if we do get that money prior to the end of the fiscal year and our surplus takes a jump.
- We have received some guidance from various experts on next year's budget. Districts are being encouraged to look at three different scenarios:
 - a. All aid increases promised in the current biennial budget remain the same.
 - b. The aid increases are taken away.
 - c. There is a reduction in aid given to the districts.

I have not dug into these different scenarios to this point for a couple reasons. First, it's taken a lot just to do our best to wade through the immediate mess. But, that's also balanced with the fact that our projections for next year show us to be in a very good spot and these will not impact us more than a couple hundred thousand, much less the one million dollars that we were looking at for a surplus next year. Additionally, the state legislature is set to meet this Tuesday to talk about their response to this pandemic. So, I would imagine we'll have a much clearer picture of what they might look to do, coming out of that.

- As I was writing this, the mail arrived. I don't expect a huge hit but, with the emergency changes in unemployment law, we have received countless claims from our substitute teachers. Unlike a private business, who pays for unemployment insurance, we pay as we have claims. So, each of these claims, which we expect to be approved, will have to be paid for, dollar for dollar, by us. To compensate for this, I did leave some projected expenses in our year end projection for sub pay; just not all of it.
- Looking forward to next year or the year after, I would expect our base tax mil rate to go back up, as the economy takes a bit of a dive. While our base revenue will remain about the

same, I think we can expect property values to go down a bit, which will result in an increase in our mil rate.

- That said, for our referendum, if it has passed (I'm writing this Monday early afternoon), I don't anticipate a huge impact in the mil rate, off of the \$1.47 we had talked about, at least in the first year or two. While we may still see a decrease in property value, I am expecting that any interest rate we get will have dropped significantly off of our projections, which we know were already high. Additionally, Michele, at PMA, was quite conservative on the property value increases. We will also work with her on the two issuance stages to make sure we are as close to or below that \$1.47 as possible.
- Next December/January we will begin to see talk of the next biennium budget pick up again. While that's a ways off, I am bracing myself for little to no increases in aid from the state.

4. Questions that will need to be pondered

Currently we are looking at a projected surplus of \$350,000 and we could easily see that grow up to \$500,000. There are a number of approaches we could take with this:

- We could work to limit the surplus amount. Currently, as mentioned above, we have a couple projects already scheduled to happen this school year. We could stick with just those projects and pay them out of the general fund or we could add another roofing project, for example (part of the roof at Sunrise will need to be on the schedule for next year).
- Similarly, depending on what comes out of the post-employment benefits discussions, we could fund more than originally planned. Even if we don't have a full plan in place by the end of the year, this would still be possible through the formation of Fund 73. Based on the road we seem to be heading down, we will probably have to create this Fund, anyway, and it doesn't matter when we do it.
- We could leave the surplus as is. In speaking with Business Managers around the region, it seems we are split on how districts are handling any expected surplus. Some are adding the money to their fund balance, some are taking this opportunity to knock a few more projects off the list.
- The benefits of leaving the surplus as is, is that we could carry that over, via fund balance, and under levy by that amount (budget a deficit) next year, and the less we spend this year, the more equalization aid we receive next year (which offsets our tax levy).

Ultimately, there are pluses and minuses to each potential course of action. While we don't have any other projects planned this year, we all know there is plenty on the to-do list. We also know that our post-retirement benefit plan will need to be funded at some point. On the flip side, there could be some benefit when it comes to the tax levy to underspending this year. Exactly how much, though, we don't know.

We don't necessarily need your guidance now but, questions and discussion would be appreciated, and then we would definitely need some direction by the May meeting. If we were to add extra projects, I would look at funding our two current projects out of this year's general fund budget and then adding projects over the summer out of our fund 41 budget.



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Dan Tjernagel
Superintendent

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April 15, 2020 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated April 7, 2020

1. Teaching & Learning

- a. **Teaching and Learning continues** – The Board will receive an update from our Admin Team reps as part of the April 8 learning session. We certainly won't claim to have achieved perfection in just a few days of the current approach, but we also know perfection is not attainable even in the usual face-to-face educational delivery model we are accustomed to. I am very impressed with what I'm hearing when it comes to students, staff, and parents. Of course we've all had moments in this entire process of feeling overwhelmed and frustrated, just as we've felt good about progress and seeing people pull together so well in a short period of time while dealing with stress and many unknowns.

The better the communication and the more realistic the expectations, the more students are set up for success—and this is true regardless of the instructional delivery model. Let's all keep this in mind in the days and weeks ahead, whether we are dealing with a virtual approach, a brick-and-mortar approach, or a combination of the two.

- b. **Various meetings** – In support of teaching and learning, as well as our overall operations there are a wide variety of meetings and groups connecting. Our Admin Team has been meeting twice per week since the end of spring break, and will shift to once per week beginning the week of the April Board meeting (usually we meet twice per month).

The CESA 7 superintendents have kept out usual monthly meeting, but have also added some special meetings. A combined group of superintendents from CESA 5, 7, & 10 met on March 31, and our April 7 meeting involved superintendents from CESA's 3, 4, 5, 7, 8, 10, & 12. There are plans for another combined group meeting with Mike Thompson next week.

In addition, there have been other meetings organized by CESA and other entities that various members of the Admin Team have attended and then report back to the bigger group about. Topics range widely from COVID-19 and school closures, to how to handle various staff group situations, transportation contracts, special education services, graduation, grading, and more.

2. Community Engagement

- a. **Facility Referendum** – As I update this report, Election Day has now arrived, although we've seen a few different scenarios in recent days from knowing the results on Election Day, to knowing the results about a week after Election Day, knowing the results in May following an extending mail-in election, to Election Day being moved to June. Any way you look at it, many people have certainly voted via absentee ballot and we'll get the

results sooner or later. Right now it looks like we would know about a week after Election Day, and prior to our April 15 Board meeting. Stay tuned.

- b. **EUA and Miron** – Conference calls and virtual meetings with our partners in the facility study and referendum process have continued. In one of our recent meetings I told the group how important the hard work we did in December, January, and February paid off in getting information prepared and scheduled to go out to residents in the way it did, meanwhile walking the fine line between having more than enough information available and overdoing it, if you will, with sending out “too much” where questions about additional cost and other things come up.

Additionally, I pointed out that while we would not have guessed a few months ago that we’d be dealing with the situation we currently are dealing with, I’m so pleased we got information out and had presentations and the community open house prior to the COVID-19 situation. My guess is that if we had waited to push it out much closer to the election we’d have a lot of information that is simply lost in the shuffle, and trying to push information out now could really send the wrong message as if we think the referendum is more important than the Safer at Home order and other potential life-and-death situations residents are confronted with.

- c. **DCEDC Board** – The monthly DCEDC Board meeting was postponed, and the annual meeting for late April was canceled.
- d. **YMCA Board meeting** – The next YMCA board meeting is scheduled for April 9.
- e. **Covid-19 Countywide All Call Meetings** – I attended (virtually) meetings on March 26 and April 2. As the Board knows, I have shared the notes I take with members of the Admin Team and Board. I anticipate these calls continuing for the foreseeable future and involve the following entities in Door County: emergency management, health department, DCMC and area clinics, sheriff’s department, police department, EMS & fire, school districts, city and county leadership, and municipalities.

3. **Finance, Facilities, & Operations**

- a. **Facility Referendum Update** – We do have a placeholder meeting scheduled with our district leadership, EUA, and Miron for the afternoon of April 15 that could involve potential next steps in the event of voters not approving the facility referendum, or a kick-off meeting for next steps if voters do approve the referendum. Stay tuned. In the event of not knowing what the results of Election Day are by that point, we would simply plan to reschedule the meeting.
- b. On the **post-employment benefit** front, the work group met with our consultant, Andy, December 12 and January 30. Jake and I had a conference call with Andy and their legal counsel on March 11. There is now a planned virtual meeting for the afternoon of Tuesday, April 7.
- c. **Annual compensation review** – Thanks to everyone involved in this year’s annual review of the professional staff compensation plan/salary and supplemental pay guide. The plan calls for an annual review by a district team under the leadership of the superintendent. Although the in-person dialogue between teachers and board members has been very

positive and important in the last several years, I instituted an electronic review process in light of the COVID-19 situation and Safer at Home order. The latest plan is to be able to review information as part of the April 8 learning session and April 15 regular Board meeting.

4. Additional Items and/or Updates